MP-MIS2000

ACCOUNTING AND

MANAGEMENT INFORMATION

SOFTWARE

FOR NOW AND

THE NEW MILLENIUM!

CASH MANAGEMENT

USER MANUAL

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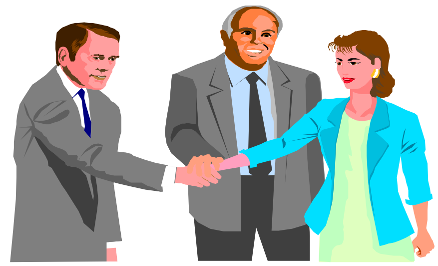
Introduction



The mP-MIS accounting package consists of a group of applications (modules) designed to meet office accounting requirements. mP-MIS operates on a wide range of hardware running under a broad variety of operating systems. This provides the ability to upgrade to larger systems as your business expands, while retaining the same programs and data files. Refer to the Site Manager's Guide for a partial list of systems supporting this accounting package.

The Cash Management (C/M) application provides timely on-line information on bank account balances. The bank account reconciliation function eliminates most of the drudgery associated with that task.

Cash Management pulls information from Accounts Payable (checks), Accounts Receivable (cash receipts), O/E (cash receipts when the option is set to automatically post cash receipts for various method of payment codes), and Payroll (checks). Adjustments to bank account balances, such as interest and direct deposits credited to accounts and service charges applied to accounts are entered through C/M Adjustment Entry/Edit and interfaced to the General Ledger via the A/P Distribution to G/L process.

This manual is divided into four major sections and a group of appendices. Some sections are geared to the administrative person overseeing the accounting system. Other sections of the manual are primarily for the operator. Following is a description of the various sections

Section 1 - System Features and Capabilities

This section provides an overview of the Cash Management module and should be read by administrative personnel and operators.

Section 2 - Management Guide

This section documents the steps required for the initial set-up of the Cash Management application and explains the relationships between Cash Management and the mP-MIS modules mentioned above. This section is vital to administrators and may also be of interest to operators.

Section 3 - General Operating Instructions

This section provides basic information pertaining to operation of mP-MIS accounting programs and data entry standards. The purpose and use of menus and sub-menus are explained, as are data entry procedures and special key functions. This section is vital to both operators and administrators.

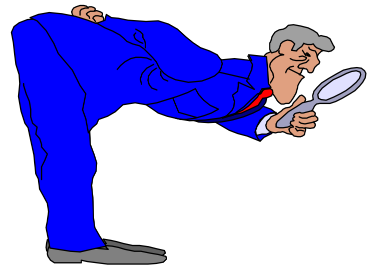
Section 4 - Program Instructions

This section includes step-by-step instructions for each program in the Cash Management application. This section is vital to operators and to administrators who wish to use the system for inquiries, reports, etc.

Appendices

This section contains reference and source materials, such as a listing of possible error messages with recovery procedures, a set of forms helpful in setting up the system, report examples, a glossary of terms and file layouts.

System Features and Capabilities



The mP-MIS Cash Management System is one of several applications designed to expedite office accounting. C/M requires use of the mP-MIS Accounts Payable (A/P) module. It is most effective when Accounts Receivable (A/R), Payroll (P/R) and General Ledger (G/L) are also used. When Order Entry (O/E) is installed, any automatically generated cash receipts resulting from invoice posting are also interfaced to C/M.

Cash Management includes the following functions:

- Automatic interface from A/P, A/R, O/E, and P/R
- Automatic interface to G/L via A/P Distributions
- On-line inquiry into approximate current cash account balances (with an option to print)
- Bank reconciliation
- Report of Outstanding Transactions
- Cash Account Register Listing

Account Balance Reporting

To achieve the maximum benefit from the Cash Management system, information must be entered and posted in a timely manner.

The system will know about checks which are written in A/P and Payroll as soon as the checks **and** check registers are printed. However the system will not know about manually written A/P checks until the pre-paid vouchers are entered and posted **and** the check register is printed.

The system will not know about deposits of cash receipts until the cash receipts are entered and posted in the Accounts Receivable module or automatically posted from the Order Entry module, nor will it know about any automatic or direct withdrawals from or deposits to an account until the adjustments are entered through either the Cash Management Adjustments function or the Bank Reconciliation function.

Cash Management Reports

The Bank Reconciliation report includes options to print full detail of all transactions reconciled and/or all outstanding transactions. Summary totals of transactions reconciled and outstanding transactions always prints.

The report of outstanding transactions can be printed at any time.

A report of adjustment transactions can be printed for any date range. The report identifies whether or not an adjustment has been reconciled.

The Purge Cash Management File function prints a report of purged transactions. The report can be printed with detail of each transaction removed from the file or with a summary total only.

Automatic System Interfaces

Payroll and Accounts Payable check information, including vendor or employee number and name, Accounts Receivable cash receipts and Order Entry cash receipts are automatically interfaced to the Cash Management module as well as to the General Ledger.

Adjustments to account balances entered through the Cash Management module are automatically interfaced to the Accounts Payable Distribution file and from there to the General Ledger.

Management Guide

This section explains the method for implementing Cash Management in your organization, including modifications required to various option tables in related mP-MIS modules. These tables control how information is interfaced to Cash Management.

All related modules (A/P, A/R, O/E, P/R and G/L) must be fully installed and operational before Cash Management can be implemented. The C/M implementationprocedure is essentially the same whether you are setting up a new mP-MIS installation or adding Cash Management to an existing installation.

The following topics are discussed in this section:

- A general description of Cash Management System processing
- Cash Management files
- Set-up and implementation procedures
- Daily, monthly, annual and miscellaneous processing functions
- Report descriptions

Cash Management Processing

The bulk of information in the Cash Management System results from activity in other mP-MIS modules.

There are two input functions performed within C/M which affect cash account balances:

- Direct entry of adjustments to account balances
- Entry of adjustments during bank account reconciliation

The other C/M input functions are:

- Entry and maintenance of the activity codes table (activity codesidentify the G/L offset accountand the Debit/Credit status of adjustments)
- A **one-time** entry of beginning balances
- Entry and maintenance of the table which relates A/R Account Groups used for cash receipts to the corresponding A/P Cash Account.

Cash Management reports include:

- Account balance inquiry/print
- Report of outstanding transactions by cash account
- Cash Account Register Listing
- Bank reconciliation report
- Master file purge report
- Listing of the Adjustment Activity Codes table
- Add/Change/Delete audit report of adjustments

One additional processing function is available

- Purge old detail information from the Cash Management Master File with option to save detail in an archive file

Cash Management Files

Appendix F contains the record formatsof all Cash Management files.

The **Cash Management Master File** (CMCASH.ISM) contains one record for each check, deposit and adjustment entered and posted to the system. Information in this file includes the branch number, cash account number, effective date and time of the transaction, transaction activity code, date the transaction was reconciled (when applicable), debit or credit (to the cash account) indicator, transaction amount, check number (when applicable), vendor or employee number (when applicable), source of the transaction, a description (payee name for checks or pertinent information for other transactions) and the mP-MIS operator number who created the transaction.

System assigned *activity codes* for interfaced transactions are as follows:

ACK	Accounts Payable Check
PCK	Payroll Check
RCR	Accounts Receivable and Order Entry Cash Receipts

The system assigned *activity code* for beginning balances is:

B/B	Beginning Balance

The system assigned *activity code* for the Purge C/M File transaction is:

PRG	Net total of records deleted and/or archived by the Purge

Activity codesfor adjustments are operator input from user-defined codes in the Activity Codes table.

System assigned *source codes* for the various transaction types are as follows:

A/P	Interfaced from Accounts Payable
P/R	Interfaced from Payroll
A/R	Interfaced from Accounts Receivable or Order Entry
REC	Bank Reconciliation adjustment
ADJ	Beginning Balance transactions and C/M adjustments
PRG	Net total of records purged by the Purge function

The **Cash Management Tracking File** (CMTRAK.ISM) contains one record for each bank reconciliation completed. Information in this file includes the branch number, cash account number, date reconciled, reconciled balance amount, and the mP-MIS operator number who created the transaction.

The **Cash Management Work File** (CMWORK.ISM) is used by the bank reconciliation process for operator input of adjustments and flagging of transactions which appear on the bank statement. This file contains essentially the same information as the Master File, with the addition of control information used by the reconciliation process.

The **Table Master File** (TBLMAS.ISM) contains the Activity Code Table entries. Information in this table includes the branch number, cash account number, activity code, activity description, debit or credit indicator and the offsetting G/L account number. Note that the Branch Control Table for each cash account includes the G/L account number for that account.

The Table Master File also contains the A/R Cash Account Groups to A/P Cash Accounts table entries. Information in this table includes the branch number, cash receipt account group code, A/P cash account number, and a description.

Set-up and ImplementationProcedures

Before Cash Management can be implemented, the related modules must be installed and fully operational. C/M adjustment activity codes must be defined and entered into the table, and beginning balances for each cash account must be entered. **Note that additional activity codes can be defined and entered as needed at any time. A beginning balance is entered only once for each cash account**.

As soon as beginning balances are determined and entered, the implementation steps must all be completed before any additional cash receipts are posted and before any checks are written and posted in either A/P or P/R.

C/M Set-up Steps

Establish Activity Codes

Activity codes are used for adjustment transactions which affect the balance in a cash account. Generally, adjustments are entered only for activity which cannot be processed through Accounts Payable, Accounts Receivable or Payroll.

Adjustments may be required when deposits are made directly to the account for such items as interest and payments from credit card companies, or when debits to the account occur for bank service charges, automatic withdrawals for various payments, and bank card service charges.

During the implementation period, adjustments will also be required for activity shown on bank statements which occurred prior to implementing the mP-MIS Cash Management system *IF that activity was included in the Cash Account Beginning Balance entry and has also been posted in the General Ledger.* The activity code table entry for this type of adjustment should use the cash account G/L number as the offset G/L account number. This will allow Cash Management to properly reconcile the account without affecting the balance in the General Ledger Cash Account.

The table entry for each activity code specifies the offsetting General Ledger account number and indicates whether adjustments with that code result in a credit or debit to the bank account.

Appendix B contains a conversion form for the Activity Code Table. The table requires the following entries:

Branch Number	This must be a valid branch in the mP-MIS Branch table.

Cash Account Number	This must be a valid cash account for the branch in the Accounts Payable Branch Account table.
Activity Code	A 3 character code which will be used for a particular transaction type. Examples are given below.
Description	A 25 character description of the type of activity represented by the code.
Debit/Credit Indicator	Possible codes are: "D" - this type of activity reduces the balance in the bank account. "C" - this type of activity increases the balance in the account.
Offset Account	The number of the General Ledger Account which will also be affected by transactions with this activity code.

Examples of activity codes which may be required.

Code	Debit/Credit Indicator	Description
OVR	D	BANK OVER/UNDER CHARGE
SVC	D	BANK SERVICE CHARGE
ATM	D	ATM WITHDRAWAL
LRV	D	LOAN PAYMENT-VEHICLES
IN1	C	INTEREST ON S/A 1098377
IMP	D	C/M IMPLEMENTATION

It is very likely that at some point in time a code will be required for bank over/under charges. When that code is used during Bank Reconciliation to correct a bank discrepancy, the debit/credit indicator will automatically be set to the correct status.

Establish Relationship of A/R Cash Receipt A/G Codes to A/P Cash Accounts

This table relates each Account Group Code used in A/R for Receivables and Miscellaneous Cash Receipts to a specific A/P Cash Account .

The table entry for each relationship code specifies the branch, account group code, A/P cash account and a description.

Appendix B contains a conversion form for the A/R to A/P Relationship Table. The table requires the following entries:

Branch Number	This must be a valid branch in the mP-MIS Branch table.
Account Group Code	This must be a valid code in the G/L Interface Account Group Code table and should be a code defined for a bank/cash account.
A/P Cash Account	This should be a cash account already defined for the branch in the A/P Branch Control table.
Description	A description of the account represented by this table.

Enter Beginning Balances

The beginning balance in each cash account should be set to the balance as it stands when Cash Management is implemented. This takes into consideration all checks for which check registers have been printed and all cash receipt journals which have been posted in the related MIS modules. As soon as the beginning balances are entered, all implementation steps should be completed before any posting steps are performed in the related modules and before any adjustments are entered in the C/M module. Once posting has started, the beginning balances should not be altered.

C/M ImplementationSteps

The **Accounts Payable Systems OptionsTable** is maintained from the A/P Table Maintenance sub-menu.

```
The option "Cash Management Interface" must be set to "Y".
```

The **Accounts Receivable System Options** table is maintained from the A/R Table Maintenance sub-menu.

```
The option "Cash Management (Y/N) must be set to "Y".  The
A/P default cash account number which will be credited with
cash receipt postings must be entered in the "Default Cash
Account #" field.  This should be the cash account which
corresponds to the default account group code entered for
Cash in this system options table. The  A/R System Options
table is also used by O/E when cash receipts are created
during invoice posting.
```

The **Payroll System Options Table** is maintained from the P/R Table Maintenance sub-menu.

```
The option "Cash Management Interface" must be set to "Y".
```

The **Payroll Account Groups Table** is also maintained from the P/R Table Maintenance sub-menu.

```
There is one account group table for each payroll branch.
Those table records must be modified to include the number
of the A/P cash account from which payroll checks are
written in the "Cash Acct Nbr" field.
```

Daily and Periodic Processing Functions

Daily

Adjustments

Each day any new direct or automatic deposits and withdrawals should be entered as adjustments through the C/M Adjustments Entry program. This will assure that the account balances shown in the inquiry program are as close to accurate as possible.

Prepaid Checks

All hand-written A/P checks should be recorded through Voucher Entry in Accounts Payable on a daily basis. The vouchers should be posted and the Prepaid check register printed.

Any hand-written P/R checks should be records through Payroll Pre-Calc/Adjustment Entry/Edit - Prepaid Check Transactions . These transactions should then be posted and the check register printed.

A/P and Payroll Computer Printed Checks

Checks should be confirmed as OK and check registers should be printed as soon as the checks are determined to be accurate.

Cash Receipts

A/R cash receipts should be entered and posted on a daily basis. If cash receipts are automatically created by O/E during invoice posting, orders with cash receipts should be posted on a daily basis.

Account Balance Inquiry

Inquiry into current account balances may be made one or more times a day, depending on requirements in your organization.

Periodic

Bank Reconciliation

Bank Reconciliation should be performed for an account as soon as possible after a bank statement is received. The Bank Reconciliation process updates the Cash Management Master File with adjustments and reconciliation status, the Cash Management Tracking File with the new reconciled balance, and the A/P Account Distribution File with adjustments entered during the reconciliation.

Outstanding Transactions

The listing of outstanding transactions can be printed at any time. Transactions which credit the account are listed first in date sequence followed by checks and other debits to the account in check number within date sequence.

Cash Account Register

The cash account register can be printed at any time and for any date range. This report presents a chronological listing of all activity in the cash account.

Activity Codes

Activity Code table entries should be added whenever a new type of direct account activity occurs. Changes to the Activity Code table should be made if an offsetting G/L account number changes or when errors are discovered in any other information in the table.

A/R to A/P Relationship Table

This table should be updated any time a new cash account is added which will be used for deposits of A/R or Miscellaneous cash receipts.

Purge Cash Management Records

Old information can be purged from the Cash Management Master file periodically through any cut-off date which is in the past. Only those transactions which have been reconciled will actually purge out of the file. The purge process adds a balancing entry to the C/M master file which is equivalent to the net total of the purged transactions.

Report Descriptions

Sample reports are included in Appendix E.

Listing of Adjustments

Adjustments can be printed by branch and cash account for any date range. The listing includes date, mP-MIS operator number, reconciled status, G/L offset account and adjustment amount. The report is formatted so that it can be viewed easily on an 80 column screen.

Add/Change/Delete Report of Adjustments

This is the standard mP-MIS file maintenance audit report of additions, changes and deletions. The report provides an audit trail of modifications to the Cash Management Master File made via the Cash Management Adjustments function.

Current Account Balances

Account balances are displayed on the screen by branch with an option to print. Balances of all cash accounts in the branch are included in the display and report. Information by cash account includes cash account number, current balance (all checks, cash receipts and adjustments which have been entered/posted to the Cash Management Master File with a date not later than the current date), a total of any transactions with future dates (such as checks which were printed early for mailing at a later date and recurring monthly adjustments which were entered prior to the effective date) and the net total (current balance less any future balance).

Bank Reconciliation Report

The Bank Reconciliation Report prints reconciliation information for the account being reconciled. Information includes beginning and ending balances from the bank statement, detail listing of each adjustment entered during the reconciliation, totals of reconciled debits, reconciled credits, outstanding debits, and outstanding credits, plus the reconciled balance and actual balance. Printing of the sections which list in detail all reconciled transactions and which list in detail all outstanding transactions is optional.

Listing of Outstanding Transactions

This report lists all transactions which have not been reconciled as clearing the bank. This report can be run for a single account or for all cash accounts in a branch. Information includes the cash account number, transaction/ date, transaction source, employee or vendor number for checks, payee name for checks or description for deposits and adjustments, check number when applicable and the amount of the transaction. This report is formatted so that it can be viewed easily on an 80 column screen.

Cash Account Register

This report lists all activity in the account in chronological (date) sequence. The first line on the register is the account balance at the starting date of the report. Deposits, checks, and other transactions are then printed in date sequence. The ending balance is the balance at the end of the last date included on the report.

Cash Management File Purge Report

This report can be printed to include detail of each transaction purged, or to print only the net balance of transactions purged from the master file. The report includes the name of the archive file if the operator elects to archive purged transactions. Detail information of purged transactions includes effective date and time, the activity code, the source of the transaction, date it was reconciled, debit or credit status, check number when applicable, description or payee name, and amount.

Listing of Activity Codes Table

This listing includes branch number, activity code, description, cash account and offset account numbers and the debit/credit status of the code.

General Operating Instructions

All basic data entry conventions for the mP-MIS applications are detailed in this section. In addition, an explanation of the application menus and sub-menus is provided.

Data Entry Rules& Special Key Functions&

Several rules and procedures apply generally to data entry for all mP-MIS programs. These include the use of special keys, the use of optional and default fields, the deletion of information, and the ending of an entry or a function. ***NOTE*** *that when the word "enter" is used, it implies that the operator must press the <ENTER> key to signal end of input. When the word "press" is used, it implies that the operator should not use the <ENTER> key, but should only press the key described for the function.*

<ADV FLD> Key

The <Adv Fld> key is designated as PF3 on some keyboards and F3 on others. If neither key is present, pressing the <ESCAPE> key and then the uppercase 'R' key also sends the <ADV FLD> signal. The <ADV FLD> prompt is used in mP-MIS applications to alert the operator to error or unusual conditions. Most error messages that appear on the screen instruct the operator to clear the screen with the <ADV FLD> key so that data can then be entered correctly. For example, if an erroneous employee number is entered, the screen displays the following error message.

Invalid Entry (ADV FLD) to Retry

Press the <ADV FLD> key. The data erroneously entered in the field is removed from the screen and the cursor returns to the field for re-entry of data.

Entry of data for some records can also be substantially shortened by use of the <ADV FLD> key. Where indicated in operating instructions, pressing the <ADV FLD> key causes the cursor to move through a series of fields until it reaches the next required field. It causes the system to insert default responses and to leave remaining fields blank.

Advance to Next Screen

In many of the multiple screen file maintenance and transaction entry functions when in *Change Mode*, the F2or PF2 key can be pressed when the cursor is positioned at the "Change?" prompt to advance to and display the next screen.

Alternate Key Lookup

In many of the screen inquiry and transaction entry functions, the F2or PF2 key can be pressed at the key-field prompt to enable the alternate key lookup feature. For instance, in some programs the customer can be looked up by name or telephone instead of by customer number. Program operating instructions identify programs which have this feature. If the terminal is not equipped with an F2 key, press the <Escape> key followed by an uppercase 'Q' to signal alternate key lookup.

Cancel All Changes made to Current Record

Entries to an entire record for which some field data has been entered can be deleted if the operator has not yet responded "N" to the **Change?** inquiry.

With the cursor positioned at the first input position of any data field on the screen, simultaneously press the <Ctrl> and 'W' keys to cancel all data already entered for the record. The screen displays the following message.

Record Not Processed (ADV FLD) to Proceed

Press the <ADV FLD> key. The cursor returns to the first field of the record. Re-enter the data.

Caps Lock Key

It does not matter whether the Caps Lock Keyis on or off when entering data within the mP-MIS programs.

Change? and Field? Inquiries

The Change? inquiryis displayed at the bottom of the screen throughout operation of most programs. For example, the Change? inquiry appears when you complete entering data for a set of fields visible on the screen. The purpose of the inquiry is to enable the operator to review the data entered and to correct or revise any of the data.

Proper responses to the Change? inquiry are:

- If a change is needed, enter the field number to be changed and press the <ENTER> key if the screen has multiple fields. Enter "Y" and press <ENTER> if the fields on the screen are not numbered.

- If no change is needed, enter "N" and press <ENTER>. Unless otherwise indicated in the instructions, the NO response also can be made by simply pressing the <ENTER> key.

Changing Processing Mode

In many of the file maintenance and transaction entry functions, the F4or PF4 key can be pressed at the first prompt on the screen to cycle through the processing modes from Add to Change to Delete then back to Add. If the terminal is not equipped with an F4 key, press the <Escape> key followed by an uppercase 'S' to signal processing mode change.

Default Fields

A default field is one in which a prior entry can be used without being re-entered by the operator. For example, today's date would apply to several records created or updated. To save operator time, the system duplicates this date for each record after the operator has entered the date the first time.

After the first entry is made in a specified default field, the operator can press the <ENTER> key the next time the field is displayed. The value previously entered for the field is automatically inserted.

Delete One Character

Characters in a field entry that has not been completed (the operator has not yet pressed the <ENTER> key) can be deleted a character at a time by pressing the <Delete> key once for each character (including blanks) to be deleted in the original entry.

Delete One Entry

Another method of erasing an incomplete entry is to simultaneously press the <Ctrl> and 'U' keys. Data for the field is removed from the screen and new information can be entered in the field.

Dollar Amounts

Do not include dollar signs, commas, or decimal points in dollar amount entries. They are supplied automatically by the system. Decimal points are automatically inserted at the appropriate location for the information being entered. When negative dollar amounts are allowed, enter the minus sign following the amount.

Non-numeric characters entered into a dollar field are ignored.

Ending an Entry or Function

The <BKSP> (backspacekey must be pressed to signal the end of an entry or function. Pressing <BKSP> results in the word OUT appearing on the screen, followed by appearance of the function sub-menu. The <BKSP> key should also be pressed to signal completion of all functions for a group of programs. Pressing <BKSP> informs the system that no further function is to be performed at the current menu level and returns to the previous menu level. Pressing the <Ctrl> and 'H' keys simultaneously also send the backspace signal.

Various program instructions indicate fields where <BKSP> may be pressed to advance or return to a particular screen.

Entering Dates

Datesfor various programs are usually entered in the mmddyy format. Specific program instructions indicate special date entry requirements. The usual date entry format is as follows.

mm - Enter the two-digit number designating the month. It is not necessary to use leading zeroes. For example, enter May as 5 and December as 12.

dd - Enter the two-digit number designating the day of the month. Use leading zeroes. For example, enter the second day as 02 and the 25th day as 25.

yy - Enter the two-digit number designating the year. For example, enter 1990 as 90.

If the date you want to enter is April 15, 1990, enter the numerals 41590. The slashes are inserted automatically by the system.

The system also validates each date you enter. For example, if the numbers entered in the month portion of the date are not 01 through 12, the screen displays the following message.

Must be "mmddyy"   (ADV FLD) to Retry

Press the <ADV FLD> key to return the cursor to the date field. Re-enter the date with correct figures and format.

Field Prompt Characters

When a program is prompting for numeric data, the prompt will be a series of dots (periods). The number of dots defines the maximum number of digits which can be entered.

When a program is prompting for alphanumeric data, the prompt will be a series of underscores. The number of underscores defines the maximum number of characters which can be entered.

Finda Menu Selection by Program Name

All mP-MIS reports include the program name on line two of the headings, left side. You can go directly to that menu selection from any location in the Menu by pressing the F6 key and then typing the 6 character program name. The menu selection for that program will be highlighted. Press <ENTER> to run the program.

Function Keys

References are made throughout the manual to various function (F#) keys. If your terminal does not have all of the function keys or if the keys are not properly mapped for mP-MIS, use the following table to find the proper key strokes for the specified function key.

"F" Key	Key Strokes	
F1	Press ESCAPE then either P or 1	
F2	Press ESCAPE then either Q or 2	
F3	Press ESCAPE then either R or 3	(ADV FLD Key)
F4	Press ESCAPE then either S or 4	
F5	Press ESCAPE then either T or 5	
F6	Press ESCAPE then either U or 6	
F7	Press ESCAPE then either V or 7	
F8	Press ESCAPE then either W or 8	
F9	Press ESCAPE then either X or 9	
F10	Press ESCAPE then Y	
F11	Press ESCAPE then Z	

Help

To get "help" Menu or Sub-Menu selections, highlight the selection by moving to it with the arrow keys. Press the F7 (Escape/V) to view help on that selection.

No Scroll or Scroll LockKey

If your keyboard is equipped with a scroll lock key, pressing this key will stop/start the display of data scrolling on the screen. If the key is not present, press the <Ctrl> and 'S' keys simultaneously to stop scrolling; press the <Ctrl> and 'Q' keys simultaneously to start scrolling.

Numeric Fields

Only the digits 0 through 9 and the minus sign (-) are accepted in numeric fields. The minus sign must follow the amount. Example: **931-** will be recognized as a negative number when a negative number is allowed for the field.

Num Lock Key

On keyboards with a numeric keypad, the Num Lock Keymust be **on** in order to use the keypad for numeric entry.

Optional Fields

An optional field is one that is not absolutely required for the record being processed. The field can be bypassed by pressing the <ENTER> key when the cursor is at the field. The system enters all zeroes for a numeric field and leaves an alphanumeric field blank. Optional fields are specified in the operating instructions.

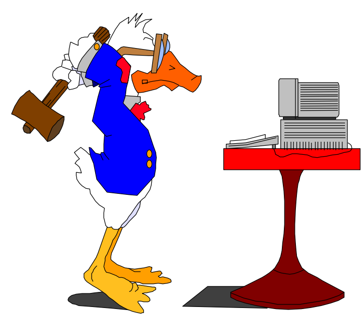
Printer Selection

The mP-MIS printer selection menu includes all spooled printers available on the system plus a selection to save the report on disk without sending it to a printer. If the operator answered "Y" to the MIS start-upquestion, "Do you have a terminal printer?", "Terminal Printer" is also listed as a selection. Depending on the type of report, "Terminal" may also be listed as a report output selection.

Posting registers and journals, as well as check, invoice, and statement print programs do not offer "Terminal" as a selection for report output. Copies of those reports are automatically saved to disk. All non-posting report programs give the option of saving the report to disk in addition to printing on the selected printer.

Problems During Posting

If a posting process is interrupted for any reason (power loss, user accidentally aborts process, required data for posting is missing, etc.) *to prevent double postings or missed postings, the problem must be resolved and that posting process rerun and completed successfully before any changes are made to the file containing the transactions being posted*.



Examples:

If the problem occurs during Invoice Posting in Order Entry, Orders should not be added or changed in any branch until the problem is resolved and the invoices have posted successfully.

If the problem occurs during voucher posting in Accounts Payable, new voucher transactions should not be added and existing transactions should not be changed in any branch until the problem is resolved and the vouchers have posted successfully.

If you are interfacing to the General Ledger and a problem occurs when posting in any of the modules listed below, posting should not be run in any of the modules until the original problem is resolved and the posting completed.

Accounts Receivable, Payroll, Inventory Management, Purchase Order, Order Entry, Manufacturing, General Ledger Interface

Redisplay Previous Screen

In many of the multiple screen file maintenance and transaction entry functions when in *Change Mode*, the F1or PF1 key can be pressed when the cursor is positioned at the "Change?" prompt to back-up to and display the previous screen.

Report Samples

To view or print a sample report on any report-producing Menu or Sub-Menu selection, highlight the selection by moving to it with the arrow keys. Press the F8 (Escape/W) to select the output device for the sample report.

RETURNor EnterKeys (referred to throughout the manual as <ENTER>)

The <ENTER> key must be pressed after completing entry of data for a field. Until the <ENTER> key is pressed, the system does not consider the information you entered as complete. Any attempt to enter additional information could result in the warning buzzer sounding and the screen displaying the following error message.

Too Many Char.   (ADV FLD) to Retry

To correct the situation, press the <Adv Fld> key and re-enter the information in the field. Press the <ENTER> key to signal end of field entry.

MENUS AND SUB-MENUS

One of the primary features of all mP-MIS applications programs is the clear communication between the operator and the computer. Central to this communication is the menu conceptmP-MIS menus are displayed on the screen to offer the operator a selection of processing options. The four menu levels are:

- Applications menu
- Master menu
- Program sub-menu
- Function sub-menu

Applications Menu

The applications menuis the highest level menu. This menu is displayed on the screen during system initialization and identifies all mP-MIS applications that are available on your system. The applications menu could contain any or all of the mP-MIS applications. The following is an example of an applications menu that contains many of the mP-MIS applications.

```
<COMPANY NAME>                                        Applications Menu
In use by: XXXXXXXX
                                                      <F6> - To Lookup by Program Name
Make Selection    ..

       1. Accounts Payable System                        11. Sales Analysis

       2. Purchase Order System                       12. Equipment Service System

       3. Accounts Receivable System                  13. System Functions

       4. General Ledger System

       5. General Ledger Interface System

       6. Inventory Management System

       7. Manufacturing System

       8. Order Entry/Invoicing System

       9. Point of Sale

      10. Payroll System

<F7> - To Show Help on this selection         <F8> - To Print Sample Report
```

The operator can (1) enter the selection number to identify the desired application required for the processing session; (2) use the arrow keys to highlight the desired selection; press the F6 key and enter the program name of the desired selection, or (3) press <Backspace> to return to the previous menu screen.   Section 4 identifies the program names for each menu selection. Help on selections and sample reports from selections (when applicable) are also available by highlighting the selection and then pressing the appropriate function key -- F7 for help or F8 for a sample report.

Master Menu

The master menuis the second level of menu. Throughout the program operating instructions, the master menu takes the name of a specific application, such as the Payroll System Master Menu.

A master menu is a list of all standard program sets offered by the particular application and available to the password in use. In addition to the name of the program set, each program set is identified on the menu by a numeric code. The following is an example using a portion of the mP-MIS Order Entry/Invoicing System Master Menu.

```
Make Selection     ..

 1. Order Entry/Edit
 2. Recalculate Order Header Totals
 3. Order Edit List
 4. Stock Item Inquiry
 5. Print Customer Quotations
 6. Picking Lists
 7. Invoices/Memos/Xfr Orders
 8. Invoice Posting
 9. Order Entry/Invoicing Reports
10. Order Entry/Invoicing Tables
```

Order Entry/Invoicing Main Menu

By entering the appropriate selection number the operator tells the mP-MIS System that a specific program set is desired. For example, if an order edit list is required, the operator must enter the number "3" (or use the arrow keys to highlight selection 3 and then press <ENTER>) to notify the mP-MIS Order Entry System than an Order Edit List is desired.

The screen displays the master menu in two situations: 1) When the mP-MIS Order Entry System is selected from the applications menu, and 2) when the program or sub-menu selected is completed. A sub-menu is completed when <BKSP> is typed at the Selection prompt.

Program Sub-Menu

Each of the program sets identified on the master menu can have its own menu containing a unique set of programs. This menu is referred to as the program sub-menu.

Program sub-menufunctions allow the operator to specifically define the type of processing that is to be performed. For example, the operator can request a specific program from a list of several options in the sub-menu.

The program sub-menu concept is essentially the same as that for the applications menu and master menu. Each program on the sub-menu is identified by name and by numeric code. The following example shows the Order Entry/Edit sub-menu.

```
Make Selection     X

 9.     Add Orders

 9.     Change Orders

 9.     Change Status of Orders

 9.     Inquire of Orders

 9.     Finish 2-step Order for Invoicing
```

As with the applications menu and master menu, the operator enters the appropriate selection number to identify the desired program.

Function (Mode Selection) Sub-Menu

In many cases, a fourth level of menu is necessary to further define the desired processing. The function or mode selection sub-menu concept is identical to the three preceding menus. Each function is identified by name and by numeric code. The following is the function sub-menu for Order Entry Order Number Control Maintenance.

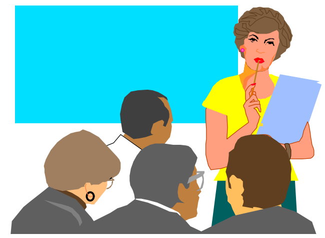
```
Make Selection     X

 9.     Add Order Number Control
 9.     Change Order Number Control
 9.     Delete Order Number Control
 9.     Inquire of Order Number Control
 *5.    Reorganize Order Number Control
 *6.    Print Out Order Number Control
```

The operator enters the selection number which identifies the desired function.

An asterisk (*) next to a menu selection, as with the Reorganize and Print Functions above, indicates that the function cannot be selected from the sub-menu because it is not necessary or available for the particular application. Ignore sub-menu selections marked by an asterisk.

NOTE: Pressing <BKSP> at any menu selection prompt causes the previous (next highest) menu level to be re-displayed.

Program Operating Instructions



Operating instructions for all programs in the mP-MIS Cash Management System are outlined in this section. Proper operation of each program is thoroughly explained, as are procedures for correcting errors.

To use the Cash Management system, select Accounts Payable from the Applications Menu, then select Cash Management from the Accounts Payable Master Menu. The Cash Management program sub-menu is displayed:

```
<COMPANY NAME>                                    Cash Management
In use by: XXXXXXXX
                                                  <F6> - To Lookup by Program Name
Make Selection    ..

 9. Cash Management Adjustments

 2. Display Account Balances

 3. Bank Reconciliation

 4. List Outstanding Transactions

 5. Print Cash Account Register

 6. Maintain C/M Activity Codes

 7. Maintain Beginning Balances

 8. A/R Cash Account Groups

 9. Purge Cash Management File

<F7> - To Show Help on this selection      <F8> - To Print Sample Report
```

Cash Management Program Sub-Menu

Cash Management Adjustments (CM010M)

The Cash Management Master File contains all interfaced transactionsin addition to adjustments entered through the Cash Management Adjustments program. Interfaced transactions cannot be changed or deleted. Adjustment transactions which have been reconciled cannot be deleted and changes can only be made to the description. Non-reconciled adjustments which have not been posted to G/L can be changed or deleted.

As adjustments are added, entries are also made to the Accounts Payable G/L Distribution File (VDIST.ISM). When adjustments are changed or deleted, corresponding entries are made to the Distribution File.

Select "Cash Management Adjustments" to add or modify adjustments. Enter the branch number and cash account number. The mode selection menu is displayed:

```
(99) BRANCH NAME                            Cash Management Adjustments
In use by: XXXXXXXXX

Make Selection  ..

     1. Add C/M Adjustments

     2. Change C/M Adjustments

     3. Delete C/M Adjustments

     4. Inquire C/M Adjustments

    *5. Reorganize C/M Adjustments

     6. Print-out C/M Adjustments

     7. A/C/D Report C/M Adjustments
```

Adjustments Mode Selection Menu

Enter the selection number or use the arrow keys to select the desired mode. Press <BACKSPACE> to return to the Cash Management Menu. Processing for each mode is described below:

NOTE: Possible error messagesand recovery proceduresare found in Appendix A.

Add C/M Adjustments

```
(99) BRANCH NAME                            Cash Management Adjustments
In use by: XXXXXXXXX                        Add

Cash Account  X

*1. Effective Date      0/00/00

*2. Activity Code      ___           XXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX

 3. Amount             _______.00

 4. Description        XXXXXXXXXXXXXXXXXXXXXXXXX

       CREDIT - amount is added to the bank account.
       DEBIT  - amount is subtracted from the bank account.

       Enter the amount as a negative number ONLY if you are reversing a
normal
       entry for the Activity Code.        Example:  9014-

Change? ___
```

Adjustments Entry Screen

Field	Valid Entries	Description
Effective Date	Valid Date	The effective datedetermines the General Ledger period which will be affected by the adjustment. Dates are entered as MMDDYY. The system displays the date formatted with slashes. The leading zero for month is not required. Example: Entering 62295 is the same as 062295.
	BACKSPACE	Return to the mode selection menu.
Activity Code	Valid Code	A valid code is one which has been defined in the activity codes table. The description and debit or credit status of adjustments using this code displays to the right of the code. CREDIT indicates that the amount will be added to the bank account balance. DEBIT indicates that the amount will be subtracted from the bank account balance.
	Question Mark	A question mark can be used to look up valid codes if the code is not known. A question mark by itself will bring up all codes in alphabetical sequence until a code is selected or until all codes have been displayed. One or two letters followed by a question mark will bring up only those codes which begin with the letter(s) entered.
	CTRL/W	Pressing the CTRL and W keys cancels adding of the current adjustment transaction. A fresh input screen is then displayed.
Amount	Adjustment Amount	Amounts are entered without commas or decimal points. The amount is displayed formatted with commas and the decimal. A negative amount is entered as the numbers followed by a minus sign. The amount should only be entered as a negative number if it if a reversal of the normal Debit or Credit status of the transaction's Activity Code.
	CTRL/W	Pressing the CTRL and W keys cancels adding of the current adjustment transaction. A fresh input screen is then displayed.
Description	<ENTER>	Defaults description to the description from the Activity Code table record.

	A Description	A description can be entered if desired to better describe the reason for the adjustment.
	CTRL/W	Pressing the CTRL and W keys cancels adding of the current adjustment transaction. A fresh input screen is then displayed.

After all fields are entered, the cursor moves to the Change? prompt . Any of the fields (including the key fields) can be changed following the rules for entry described above.

When no further changes are indicated at the Change? prompt, the adjustment is written to the Cash Management Master File and the A/P Distribution File. A fresh input screen is displayed.

Change C/M Adjustments

Enter the effective date and activity code of the transaction to be changed. The transaction is displayed on the screen with the cursor at the "Change?" prompt. Any of the fields can be changed, including the key fields with an asterisk preceding the field number.

Entry procedures in Change Mode are identical to Add Mode with the following addition:

Field	Valid Entries	Description
Effective Date	ADV FLD	Pressing (ADV FLD) at the date prompt brings up the next sequential adjustment transaction for possible change.

Delete C/M Adjustments

Enter the effective date and activity code of the transaction to be deleted. The transaction is displayed on the screen with the cursor at the "Right Record?" prompt.

Enter "Y" if this record and the related A/P distribution records are to be deleted. The "Deleted - (ADV FLD) to Proceed" message is displayed. Press (ADV FLD) to clear the screen for the next entry.

Enter "N" if the displayed record is not the record to be deleted. The screen is cleared for the next entry.

NOTE that transactions which have been reconciled and transactions which have already been interfaced to the G/L cannot be deleted. Corrections must be made using new adjustments.

(ADV FLD) can also be used at the Effective Date prompt in Delete Mode to display the next record for possible deletion.

Inquire C/M Adjustments

Enter the effective date and activity code of the transaction to be viewed. The transaction is displayed on the screen with the cursor at the "Change?" prompt. Fields cannot be changed in Inquire Mode. Press <ENTER> to clear the screen for the next inquiry.

(ADV FLD) can also be used at the Effective Date prompt in Inquire Mode to view the next record.

Print C/M Adjustments (CM010R

Adjustments can be printed for a specific date range:

```
Enter Range for Transaction Date

                      First  0/00/00       < 6 Digits >

                       Last                < 6 Digits >
```

Enter the beginning date for the report at the First prompt, or press <ENTER> to print adjustments for all dates.

If a date is entered at the "First" prompt, you may enter a later date at the "Last" prompt, or press <ENTER> to print the report for the single date.

Select the output device for the report. Note that this is an 80 column report which can be viewed easily on the screen.

When the report is complete, the Cash Management menu returns to the screen.

A/C/D Report C/M Adjustments (FMPRNT)

The standard Add/Change/Delete File Maintenance Audit Report can be printed periodically and must be printed and cleared when the audit file is full. This report cannot be printed to the terminal. It must be printed to a hard copy printer and/or saved to disk.

If the file is being printed because the FM file is full, you must answer "Y" to the "Clear the A/C/D File?" prompt before additional maintenance can be performed on adjustments in the Cash Management Master File.

Display Account Balances (CM020X)

Use this menu selection to display and optionally print the current balances for all cash accounts in a branch.

Enter the Branch Number for the display.

The program prompts:

```
Direct output to printer? [N]  _
```

Enter "Y" if you want a printed copy of the account balances in addition to displaying the balances on the screen.

Press <ENTER> to accept the default of "N" if you do not want a printed copy.

The balance of each Cash Account in the branch is displayed on the screen. The "Current Balance" column is a summary of all transactions with transaction date on or before the current date. The "Transactions with Future Dates" column is a summary of all transactions with a date in the future. The "Net Balance" column is a summary of all transactions. Press the (ADV FLD) key when you have finished viewing the information. The Cash Management Menu returns to the screen.

Bank Reconciliation (CM030X)

Use this menu selection to reconcile a bank (cash) account when the bank statement is received.

Before starting the reconciliation, verify that all checks (including hand-written checks) have been entered and posted. Print the "List of Outstanding Transactions" to locate any missing check numbers. Use the listing to also identify direct deposits and withdrawals which have not yet been entered as adjustments to the cash account. These adjustments can be entered during the reconciliation process.

Instructions for bank reconciliationare illustrated with actual numbers to aide in an understanding of the reconciliation process. Information as shown in Figures 1 through 3 is used as the basis for the reconciliation.

Figure 1 shows the current account balance. Figure 2 lists all outstanding transactions as posted from other MIS modules or entered as adjustments in Cash Management. Figure 3 represents the bank statement.

```
27-JUN-95  16:08               C/M ENTERPRISES                         PAGE    1
CM020X.001                  Cash Account Balances

                                                   Transactions
Branch    Cash Account   Current Balance   With Future Dates       Net Balance

    1           1              2,342.00                0.00          2,342.00
```

Figure 1

```
27-JUN-95  16:07                 C/M ENTERPRISES                      PAGE
1
CM050R.003              LIST OF OUTSTANDING TRANSACTIONS

BRANCH  1 FIFTH STREET BRANCH                        CASH ACCOUNT RANGE:  1 -
1
CASH ACCOUNT 1
  DATE      CODE  ID NUMBER  PAYEE/DESCRIPTION            CHECK #
AMOUNT

 6/21/95    RCR           0  DEPOSIT - A/R Batch 621            0
800.00
 6/22/95    RCR           0  DEPOSIT - A/R Batch 622            0
140.00
 6/23/95    XF1           0  XFR FROM ACCOUNT 1-2340            0
6,236.21
 6/27/95    RCR           0  DEPOSIT - Invoice Posting          0
1,000.00
 6/02/95    PCK           1  FRANCES MC CARTHY               1098
200.00-
 6/04/95    ACK         100  MICRO COMPUTER SUPPLIERS        1099
95.00-
 6/04/95    ACK        2000  CONNECTING POINT                1100
26.50-
 6/04/95    ACK         980  G & R TECH.                     1101
32.50-
 6/09/95    PCK           1  FRANCES MC CARTHY               1102
250.00-
 6/16/95    PCK           1  FRANCES MC CARTHY               1103
125.00-
 6/19/95    ACK         980  G & R TECH.                     1104
50.00-
 6/19/95    ACK         543  LAKE AVENUE SOFTWARE            1105
19.00-
 6/23/95    PCK          33  JAMES JONES                     1107
1,625.78-
 6/23/95    PCK          11  MERRYBETH SAMPSON               1108
1,698.41-
 6/23/95    PCK          51  WALLY ADAMS                     1109
1,398.68-
 6/23/95    PCK          24  MARY ANNE SMITH                 1110
1,513.34-

                             CASH ACCOUNT 1 TOTAL
1,142.00
```

Figure 2

MY BANK STATEMENT

MY BANK of SPRINGFIELD
123 Great Ave
Springfield IL 62703

C/M ENTERPRISES
925 S FIFTH ST
SPRINGFIELD IL 62703

Statement Date: 06/27/95

Beginning Balance: 1,200.00

Total Credits: 7,075.79

Total Debits: 6,965.21

Ending Balance: 1,310.38

Transaction Listing:

CREDITS

06/01/95	INTEREST ON CD 1230987	39.38
06/22/95	DEPOSIT	800.00
06/23/95	TRANSFER FROM ACCOUNT 1-2304	6,236.21

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
06/05/95	1098	200.00	06/26/95	*1107	1,625.78
06/07/95	1099	95.00	06/26/95	1108	1,698.41
06/06/95	1100	26.50	06/26/95	1109	1,398.68
06/07/95	1101	32.50	06/26/95	1110	1,513.34
06/10/95	1102	250.00			
06/19/95	1103	125.00			

Figure 3

Select "Bank Reconciliation" from the Cash Management Menu to begin the reconciliation process.

Enter the Branch Number and Cash Account Number of the account to be reconciled.

The report options screen is displayed:

```
(99) <BRANCH NAME>                          Bank Reconciliation
In use by: XXXXXX

Cash Account:  1

Include Detail List of Transactions Reconciled?   Y

Include Detail List of Outstanding Transactions?  Y
```

Report Options Screen

The default answer to both questions is "Y".

Enter "N" at the first prompt if you do not want a detail listing of each transaction reconciled. Only the total debits and credits reconciled will print on the report.

Enter "N" at the second prompt if you do not want a detail listing of each transaction which did not clear the bank. Only the total of unreconciled debits and credits will print on the report.

The bank balance input screen is displayed:

```
(99) <BRANCH NAME>                          Bank Reconciliation
In use by: XXXXXX

Cash Account:  1                           Last Reconciled  0/00/00
 1. Beginning balance from bank statement:             .00
 2. Ending balance from bank statement:

 3. Bank Statement Cut-off Date:
```

Bank Balance Screen

Enter the beginning balance as shown on your bank statement.

NOTE: If you have previously reconciled the bank account, the beginning balance will default to the reconciled balance at the time of the last reconciliation. Press <ENTER> if this amount matches the bank statement. If this does not agree with the beginning balance on the statement, the account will not reconcile to the bank statement ending balance. If the cause for the discrepancy is known, an adjustment can be entered for the amount. If the cause is not known, you should exit the program and determine if the reconciliation step was omitted for a bank statement dated between the date of the last reconciliation and the date of the current bank statement.

Enter the ending balance from the bank statement.

Enter the cut-off date as shown on the bank statements. Transactions with a later date than the cut-off date will not be displayed for flagging as cleared.

```
(99) <BRANCH NAME>                            Bank Reconciliation
In use by: XXXXXX

Cash Account:  1                             Last Reconciled  12/14/98
 1. Beginning balance from bank statement:            1,200.00
 2. Ending balance from bank statement:               1,310.38

3. Bank Statement Cut-off Date:                       01/13/99

Change? ___
```

The Change? prompt is displayed. Make any necessary corrections before proceeding to the next screen.

When no further changes are indicated, the system prompts for report output device. Select the desired printer for the report. Since this is a posting report which cannot be re-run in case of printer problems, also save the report to disk.

The adjustments screen is displayed with the cursor positioned at the Sequence Number prompt:

```
(99) <BRANCH NAME>                            Bank Reconciliation
In use by: XXXXXX                             Cash Account 1
                                              Last Reconciled:  0/00/00
ENTER ADJUSTMENTS                                                     BKSP:
END
                                     SEQ    CODE         DATE
AMOUNT
                                     __1




Bank Ending Balance        1,310.38         Adjustment Total
.00
Current Computer Balance   2,342.00
Unreconciled Credits       8,176.21         Working Balance
1,200.00
Unreconciled Debits        7,034.21-        Difference
110.38-
                                       <F1> to display lines
```

Adjustments Screen

Note that initially the "Working Balance" is equal to the Beginning Balance and the "Difference" is equal to the Ending Balance less the Beginning Balance. As adjustments are entered, and later as transactions are flagged as clearing the bank, "Working Balance" and "Difference" will be adjusted to reflect the entries. When the account is reconciled, Working Balance will equal Bank Ending Balance and Difference will equal 0.

Field	Valid Entries	Description
SEQ	<ENTER>	Defaults to the sequence number displayed under the cursor. Sequence numbers start with 1 and are incremented by 1 as adjustments are entered.
	Number	Any number other than 0 which has not already been used can be entered. The sequence number is used when changing adjustments and also determines the order in which adjustments are printed on the reconciliation report.
	<BACKSPACE>	Leaves adjustment Add mode and positions the cursor at the final adjustment Change? prompt.
CODE	Activity Code	Enter a valid code from the Activity Codes table. The code description and Debit/Credit indicator display at the left of the screen.
	Question Mark	A question mark can be used to look up valid codes if the code is not known. A question mark by itself will bring up all codes in alphabetical sequence until a code is selected or until all codes have been displayed. One or two letters followed by a question mark will bring up only those codes which begin with the letter(s) entered.
	F2	F2 is used to delete a previously entered adjustment line. When changing that adjustment line, press the F2 (ESC/Q) key to delete the line.
	CTRL/W	In add mode, CTRL/W aborts entry of the adjustment and repositions the cursor at the SEQ prompt. In change mode, CTRL/W ignores any changes made to the line and reverts the adjustment to its original values.
DATE	Valid Date	Enter the date which should be used as the General Ledger effective date for the adjustment. Dates in the future are not allowed. *Dates in a prior month should not be used unless you want the adjustment to affect a prior period in the General Ledger.*

	CTRL/W	In add mode, CTRL/W aborts entry of the adjustment and repositions the cursor at the SEQ prompt. In change mode, CTRL/W ignores any changes made to the line and reverts the adjustment to its original values.
AMOUNT	Adjustment Amount	Amounts are entered without commas or decimal points. The amount is displayed formatted with commas and the decimal. A negative amount is entered as the numbers followed by a minus sign. *The amount should only be entered as a negative number if it if a reversal of the normal Debit or Credit status of the transaction's Activity Code.*
	CTRL/W	In add mode, CTRL/W aborts entry of the adjustment and repositions the cursor at the SEQ prompt. In change mode, CTRL/W ignores any changes made to the line and reverts the adjustment to its original values.

Line Change?

CHANGE	<ENTER> "N"	Press <ENTER> if the information for the current adjustment is correct. The cursor is positioned at the SEQ prompt for the next adjustment.
	"Y"	The cursor moves to the CODE prompt and stops for re-entry of CODE, DATE and/or AMOUNT.

After <BACKSPACE> is pressed at a "SEQ" prompt and <ENTER> is pressed at the **line** "Change?" prompt, the cursor is positioned at the **final adjustment** "Change?" prompt:

Final Adjustment Change?

CHANGE	<ENTER> or "N"	Press <ENTER> if all required adjustments have been entered and are correct. The reconciliation screen is then displayed.
	Sequence Number	Enter the sequence number of the adjustment to be changed. When the change is complete, the cursor returns to the **final adjustment** "Change?" prompt.
	F1	Press F1 to redisplay adjustments starting with the first adjustment.

Using the data in Figures 1, 2 and 3, only one adjustment is required. The screen would appear as follows when the cursor is at the final adjustment "Change?" prompt:

```
(99) <BRANCH NAME>                                Bank Reconciliation
In use by: XXXXXX                                 Cash Account 1
                                                  Last Reconciled:  0/00/00
ENTER ADJUSTMENTS                                                BKSP: END
                                         SEQ      CODE         DATE
AMOUNT
INTEREST EARNED         CREDIT             1      INT          6/01/     39.38






Bank Ending Balance         1,310.38              Adjustment Total       39.38
Current Computer Balance    2,381.38
Unreconciled Credits        8,176.21              Working Balance     1,239.38
Unreconciled Debits         7,034.21-             Difference             71.00-
Change? N                              <F1> to display lines
```

Adjustments Screen (after entry)

The reconciliation screen is displayed with all outstanding credits in date sequence followed by all outstanding debits in date/check number sequence. The cursor is positioned at the "STT" prompt of the first credit. The "active" row (the row where the cursor is positioned) is also displayed in reverse video and contains a ">" in the first position.

```
(99) <BRANCH NAME>                            Bank Reconciliation
In use by: XXXXXX                             Cash Account 1
                                              Last Reconciled:  0/00/00
SPACE BAR to change Cleared Status                 Use ARROW Keys to move UP/DOWN
BACKSPACE to finish reconciliation                 F1 - TOP    F4 - BOTTOM
STT     DATE    CHECK     DESCRIPTION                                      AMOUNT
>  _   6/21/95            DEPOSIT - A/R Batch 621                          800.00
       6/22/95            DEPOSIT - A/R Batch 622                          140.00
       6/23/95            XFR FROM ACCOUNT 1-2340                        6,236.21
       6/27/95            DEPOSIT - Invoice Posting                      1,000.00
       6/02/95   1098     FRANCES MC CARTHY                                200.00-
       6/04/95   1099     MICRO COMPUTER SUPPLIERS                          95.00-
       6/04/95   1100     CONNECTING POINT                                  26.50-
       6/04/95   1101     G & R TECH.                                       32.50-
       6/09/95   1102     FRANCES MC CARTHY                                250.00-
       6/16/95   1103     FRANCES MC CARTHY                                125.00-
       6/19/95   1104     G & R TECH.                                       50.00-
       6/19/95   1105     LAKE AVENUE SOFTWARE                              19.00-
       6/23/95   1107     JAMES JONES                                    1,625.78-
Bank Ending Balance       1,310.38        Reconciled Credits                 0.00
Current Computer Balance  2,381.38        Reconciled Debits                  0.00
Unreconciled Credits      8,176.21        Working Balance                1,239.38
Unreconciled Debits       7,034.21-       Difference                        71.00-
```

Reconciliation Screen

Field	Valid Entries	Description
STT	SPACE BAR	Changes Cleared Status - An asterisk (*) indicates that the transaction has cleared the bank (is included on the bank statement). A blank indicates that the transaction does not appear on the bank statement. Each time the space bar is pressed, Unreconciled Credits or Unreconciled Debits, Reconciled Credits or Reconciled Debits, Working Balance, and Difference dollar amounts are updated to show the change.
	F1	Positions the cursor at the STT prompt of the first transaction on the first screen.
	F4	Positions the cursor at the STT prompt of the last transaction on the last screen.
	Down Arrow	Moves the cursor to the STT prompt of the next transaction on the screen (or to the first transaction of the next screen when down arrow is pressed on the bottom line of a screen). Down arrow has no effect when the cursor is positioned at the last transaction of the last screen.
	Up Arrow	Moves the cursor to the STT prompt of the previous transaction on the screen (or to the last transaction of the prior screen when up arrow is pressed on the top line of any screen after the first screen). Up arrow has no effect when the cursor is positioned at the first transaction of the first screen.
	BACKSPACE	Exits the reconciliation screen. If the account is reconciled (Difference equals zero), the reconciliation proceeds without further screen input.

Using the bank statement in Figure 3, our first screen would appear as follows after flagging all transactions which cleared the bank:

```
(99) <BRANCH NAME>                            Bank Reconciliation
In use by: XXXXXX                             Cash Account 1
                                              Last Reconciled:  0/00/00
SPACE BAR to change Cleared Status                 Use ARROW Keys to move UP/DOWN
BACKSPACE to finish reconciliation                 F1 - TOP    F4 - BOTTOM
STT     DATE    CHECK     DESCRIPTION                                   AMOUNT
   *   6/21/95            DEPOSIT - A/R Batch 621                       800.00
       6/22/95            DEPOSIT - A/R Batch 622                       140.00
   *   6/23/95            XFR FROM ACCOUNT 1-2340                     6,236.21
       6/27/95            DEPOSIT - Invoice Posting                   1,000.00
   *   6/02/95   1098     FRANCES MC CARTHY                             200.00-
   *   6/04/95   1099     MICRO COMPUTER SUPPLIERS                       95.00-
   *   6/04/95   1100     CONNECTING POINT                               26.50-
   *   6/04/95   1101     G & R TECH.                                    32.50-
   *   6/09/95   1102     FRANCES MC CARTHY                             250.00-
       6/16/95   1103     FRANCES MC CARTHY                             125.00-
       6/19/95   1104     G & R TECH.                                    50.00-
   *   6/19/95   1105     LAKE AVENUE SOFTWARE                           19.00-
>  *   6/23/95   1107     JAMES JONES                                 1,625.78-
Bank Ending Balance        1,310.38         Reconciled Credits        7,036.21
Current Computer Balance   2,381.38         Reconciled Debits         2,354.78
Unreconciled Credits       1,140.00         Working Balance           5,920.81
Unreconciled Debits        9,388.99-        Difference                4,610.43
```

Reconciliation Screen 1 (in progress)

When the active row is the last transaction row on the screen, pressing the down arrow brings up the next screen and makes the first transaction row on that screen the active row.

```
(99) <BRANCH NAME>                            Bank Reconciliation
In use by: XXXXXX                             Cash Account 1
                                              Last Reconciled:  0/00/00
SPACE BAR to change Cleared Status                 Use ARROW Keys to move UP/DOWN
BACKSPACE to finish reconciliation                 F1 - TOP    F4 - BOTTOM
STT     DATE    CHECK     DESCRIPTION                                   AMOUNT
>  _   6/23/95   1108     MERRYBETH SAMPSON                           1,698.41-
       6/23/95   1109     WALLY ADAMS                                 1,398.68-
       6/23/95   1110     MARY ANNE SMITH                             1,513.34-




Bank Ending Balance        1,310.38         Reconciled Credits        7,036.21
Current Computer Balance   2,381.38         Reconciled Debits         2,354.78
Unreconciled Credits       8,176.21         Working Balance           5,920.81
Unreconciled Debits        7,034.21-        Difference                4,610.43
```

Reconciliation Screen 2 (in progress)

All three of those transactions appear on the bank statement. After flagging each as cleared, the screen will appear as follows:

```
(99) <BRANCH NAME>                            Bank Reconciliation
In use by: XXXXXX                             Cash Account 1
                                              Last Reconciled:  0/00/00
SPACE BAR to change Cleared Status                 Use ARROW Keys to move UP/DOWN
BACKSPACE to finish reconciliation                 F1 - TOP    F4 - BOTTOM
STT     DATE    CHECK     DESCRIPTION                                      AMOUNT
   *   6/23/95   1108     MERRYBETH SAMPSON                              1,698.41-
   *   6/23/95   1109     WALLY ADAMS                                    1,398.68-
>  *   6/23/95   1110     MARY ANNE SMITH                                1,513.34-




Bank Ending Balance         1,310.38          Reconciled Credits          7,036.21
Current Computer Balance    2,381.38          Reconciled Debits           2,354.78
Unreconciled Credits        1,140.00          Working Balance             1,381.38
Unreconciled Debits            69.00-         Difference                      0.00
```

Reconciliation Screen 2 (completed)

When <BACKSPACE> is pressed **and** Difference is zero, the reconciliation process proceeds to the next step, which is printing of the Reconciliation Report.

Errors in Reconciliation

When <BACKSPACE> is pressed **and** Difference is **not** zero, a message appears on the screen. As an example, if we had accidentally flagged the 6/23/95 $140.00 deposit as having cleared the bank when it does not appear on the bank statement, the screen would display the following:

```
(99) <BRANCH NAME>                            Bank Reconciliation
In use by: XXXXXX                             Cash Account 1
                                              Last Reconciled:  0/00/00
SPACE BAR to change Cleared Status                 Use ARROW Keys to move UP/DOWN
BACKSPACE to finish reconciliation                 F1 - TOP    F4 - BOTTOM
STT     DATE    CHECK     DESCRIPTION                                      AMOUNT

There is a difference of $140.00 between the amount to be reconciled and
the total of the transactions flagged as clearing the bank.

    Probable reason for the difference is that one or more transactions
    are flagged incorrectly as having cleared or not cleared the bank
    or all adjustments from the bank statement were not entered.
Enter Option: 1
  1. Review Records flagged as cleared for reconciliation.
  2. Review adjustments for discrepancies.
  3. Exit without completing the reconciliation.
  4. Enter adjustment for discrepancy amount and complete reconciliation--
       (necessary ONLY when the bank over or understated an amount)
Bank Ending Balance         1,310.38          Reconciled Credits          7,167.21
Current Computer Balance    2,381.38          Reconciled Debits           6,965.21
Unreconciled Credits        1,000.00          Working Balance             1,450.38
Unreconciled Debits            69.00-         Difference                    140.00
```

Reconciliation Screen (out of balance options)

In this case, the problem can be corrected by selecting Option 1 and changing the status of the $140.00 deposit to blank rather than "*". The various options are described below.

Field	Valid Entries	Description
Enter Option:	1	Returns to the reconciliation screen with the first line of the first screen as the active row. Review the cleared status of each transaction by arrowing through each screen to confirm that all items included on the bank statement are flagged with an "*" as cleared and that no transactions are flagged which do not appear on the bank statement. If the problem is found and Difference goes to zero, press <BACKSPACE> to proceed with the reconciliation. If the problem cannot be found, press <BACKSPACE> and select a different option number.
	2	Returns to the adjustments screen with the cursor positioned at the Change? prompt. You may add any missing adjustment, delete an adjustment which was entered in error, or change the amount or activity code for any adjustment, following the instructions given in the adjustment entry section above. If the problem is found and Difference goes to zero, press ENTER at the Change? prompt to proceed with the reconciliation. If the problem is not found, press ENTER to return to the "out of balance" option screen.
	3	If it is determined that the error is the result of a failure to post cash receipts or checks which appear on the bank statement, or if the error cannot be determined at this point, enter the number 3. The program confirms that you really want to exit without finishing the reconciliation: Exit without Completing reconciliation? [Y/N] N Enter "Y" if you do want to exit. Press ENTER to accept the default of "N" to redisplay the "out of balance" options screen.

	4	If an amount for one or more items on the bank statement is not the same as the transaction amount for that item, enter an adjustment for the discrepancy using the activity code defined for bank over and undercharges during system set-up. The amount of the adjustment defaults to the Difference. The activity description and the debit/credit status of the adjustment are displayed on the screen. After the activity code is entered the program prompts for Change?.

Out of Balance Change Adjustment Prompt

Field	Valid Entries	Description
CHANGE	<ENTER> or "N"	The reconciliation process continues on to the next step.
	BACKSPACE	The program confirms that you really want to exit without finishing the reconciliation: Exit without Completing reconciliation? [Y/N] N Enter "Y" if you do want to exit. Press ENTER to accept the default of "N" to return to the Adjustment Activity Code prompt.

List Outstanding Transactions (CM050R)

Use this menu selection to list all transactions which have not been flagged as clearing the bank.

Enter the branch number and the range of cash accounts to include on the report. The report lists credits in date sequence followed by debits in date/check number sequence and includes the net total of outstanding transactions by cash account. The report is formatted for easy viewing on the screen.

The Cash Management menu returns to the screen when the report is complete.

Print Cash Account Register (CM060R)

Use this menu selection to print a chronological register of transactions for a cash account.

Enter the Branch Number and range of Cash Accounts to include on the report.

Enter the date range of transactions to include on the register.

The Cash Management menu returns to the screen when the report is complete.

Maintain C/M Activity Codes (CM900M)

Use this menu selection to define Activity Codes. These codes are used to define the offsetting General Ledger Account.

Select "Maintain C/M Activity Codes" from the Cash Management menu. Enter the branch number. The mode selection menu is displayed:

```
(99) BRANCH NAME                            Maintain C/M Activity Codes
In use by: XXXXXXXXX

Make Selection  ..

     1. Add Activity Codes

     2. Change Activity Codes

     3. Delete Activity Codes

     4. Inquire Activity Codes

    *5. Reorganize Activity Codes

     6. Print-out Activity Codes
```

Activity Codes Mode Selection Menu

Enter the selection number or use the arrow keys to select the desired mode. Press <BACKSPACE> to return to the Cash Management Menu. Processing for each mode is described below:

NOTE: **Possible error messages and recovery procedures are found in Appendix A.**

Add C/M Activity Codes

```
(99) BRANCH NAME                            Maintain C/M Activity Codes
In use by: XXXXXXXXX                        Add

*1. Cash Account Group    _
                                                CODE  DESCRIPTION
*2. Activity Code         ___       Examples:   INT - INTEREST EARNED
                                                MC  - MASTER CARD CHARGES
                                                SVC - ACCOUNT SERVICE CHARGE
 3. Description           _________________________

 4. Debit or Credit to Cash Account             D=DEBIT(-)   C=CREDIT(+)

 5. Offset Account Number ............


Change? ___
```

Activity Codes Entry Screen

Field	Valid Entries	Description
Cash Account Group	Cash Account #	The cash account must already be defined in the A/P Branch Account File Maintenance table for the branch.
	BACKSPACE	Return to the Mode Selection Menu
Activity Code	3 characters	Any characters which relate to the activity being defined. Any 1, 2 or 3 character combination is allowed using the numbers 0 through 9 and letters A through Z. Most "special characters" such as "-" or "/" are also allowed. There are 5 activity codes reserved by the system which cannot be used in this table: ACK B/B PCK PRG RCR
	CTRL/W	Cancel entry of the current activity code and refresh the screen for entry of the next code.
Debit or Credit	D	Enter "D" if transactions using this activity code normally debit (reduce the balance of) the cash account.
	C	Enter "C" if transactions using this activity code normally credit (increase the balance of) the cash account.
	CTRL/W	Cancel entry of the current activity code and refresh the screen for entry of the next code.

Offset Account Nbr	12 digits	Enter the General Ledger Account number which will be the offset to the cash account G/L Account Number for this activity code. The number is displayed using the General Ledger Account mask. The number is **not** validated in the General Ledger Account Master file, so care should be taken to use both a valid number and the correct number. After a number is entered, the cursor moves to the Change? prompt.
	CTRL/W	Cancel entry of the current activity code and refresh the screen for entry of the next code.
CHANGE?	<ENTER> or "N"	The activity code is added to the table and the screen is cleared for the next entry.
	3, 4 or 5	The cursor moves to the entry position for the field number entered. After the change is made, the cursor moves back to the Change? prompt. Note that the key fields (1 and 2) cannot be changed.
	CTRL/W	Cancel entry of the current activity code and refresh the screen for entry of the next code.

Change C/M Activity Codes

Enter the Cash Account Group number and the Activity Code of the table entry to be changed. Fields 3 through 5 can be changed following the entry procedures described in the "Add" section.

Delete C/M Activity Codes

Enter the Cash Account Group number and the Activity Code of the table entry to be deleted. The table entry is displayed with the "Right Record?" query.

Enter "Y" if the record is to be deleted. The "Record Deleted" message appears. Press (ADV FLD) to refresh the screen for the next entry.

Enter "N" if the record is not to be deleted. The screen is refreshed for the next entry.

Inquire C/M Activity Codes

Enter the Cash Account Group number and the Activity Code of the table entry to be viewed. Press <ENTER> at the Change? prompt to refresh the screen for the next inquiry.

Print C/M Activity Codes - (CM900R)

Select the output device for the listing. The Cash Management menu returns to the screen when the report is completed.

Maintain Beginning Balances (CM001M)

Use this menu selection to enter the Beginning Balances for each cash account. **This selection should only be used during the implementation phase.**

Select "Maintain Beginning Balances" from the Cash Management menu. Enter the branch number. The mode selection menu is displayed:

```
(99) BRANCH NAME                            Maintain Beginning Balances
In use by: XXXXXXXXX

Make Selection  ..

     1. Add C/A Beginning Balances

     2. Change C/A Beginning Balances

     3. Delete C/A Beginning Balances

     4. Inquire C/A Beginning Balances

    *5. Reorganize C/A Beginning Balances

    *6. Print-out C/A Beginning Balances
```

Beginning Balance Mode Selection Menu

Enter the selection number or use the arrow keys to select the desired mode. Press <BACKSPACE> to return to the Cash Management Menu. Processing for each mode is described below:

NOTE: Possible error messages and recovery procedures are found in Appendix A.

Add C/A Beginning Balances

```
(99) BRANCH NAME                            Maintain Beginning Balances
In use by: XXXXXXXXX                        Add

*1. Cash Account Number       .

 2. Beginning Balance         .........

 3. Beginning Balance Date    ......

          Enter the Balance of the Account prior to implementation
          of the Cash Management Module.

          After Cash Management is implemented, all transactions
          affecting the account balance are automatically posted
          to the Cash Management Master File.


Change? ___
```

Beginning Balance Entry Screen

Field	Valid Entries	Description
Cash Account Number	Cash Account #	Enter the number of the account for which the beginning balance is being entered. The cash account must already be defined in the A/P Branch Account File Maintenance table for the branch. NOTE that the beginning balance must be accurate in order for the Bank Reconciliation process to function properly.
	BACKSPACE	Return to the Mode Selection Menu

Beginning Balance	9 digits	Enter the actual balance in the account. Do not enter commas or decimal points--those are inserted automatically by the system. If the balance is negative, include a minus "-" sign at the end of the number.
	CTRL/W	Cancel entry of the current entry and refresh the screen for entry of the next beginning balance.
Date	Valid date	Enter the date of the beginning balance. Enter the numbers only in MMDDYY format - the slashes are automatically inserted by the system. The cursor moves to the Change? prompt.
	CTRL/W	Cancel entry of the current entry and refresh the screen for entry of the next beginning balance.
CHANGE?	<ENTER> or "N"	The beginning balance is added to the Cash Management Master File and the screen is cleared for the next entry.
	2 or 3	The cursor moves to the entry position for the field number entered. After the change is made, the cursor moves back to the Change? prompt. Note that the key field 1 cannot be changed.

Change Beginning Balances

Enter the Cash Account number which requires changes to beginning balance information. Fields 2 and 3 can be changed following the entry procedures described in the "Add" section.

Delete Beginning Balances

Enter the Cash Account number of the beginning balance to be deleted. The entry is displayed with the "Right Record?" query.

Enter "Y" if the record is to be deleted. The "Record Deleted" message appears. Press (ADV FLD) to refresh the screen for the next entry.

Enter "N" if the record is not to be deleted. The screen is refreshed for the next entry.

Inquire Beginning Balances

Enter the Cash Account number and the beginning balance to be viewed. Press <ENTER> at the Change? prompt to refresh the screen for the next inquiry.

Print Beginning Balances

There is no print program for beginning balances. The Beginning Balance entry appears on the Cash Account Register when the register is printed for all dates.

A/R Cash Account Groups (TBLMNT)

Use this menu selection to enter the A/R Account Group Code to A/P Cash Account relationship table. Select "A/R Cash Account Groups" from the Cash Management menu. The mode selection menu is displayed:

```
(99) BRANCH NAME                            A/R Cash Account Groups
In use by: XXXXXXXXX

Make Selection  ..

     1. Add A/R to A/P Cash Acct Table

     2. Change A/R to A/P Cash Acct Table

     3. Delete A/R to A/P Cash Acct Table

     4. Inquire A/R to A/P Cash Acct Table

    *5. Reorganize A/R to A/P Cash Acct Table

     6. Print-out A/R to A/P Cash Acct Table
```

A/R Cash Account Groups Selection Menu

Enter the selection number or use the arrow keys to select the desired mode. Press <BACKSPACE> to return to the Cash Management Menu. Processing for each mode is described below:

NOTE: Possible error messages and recovery procedures are found in Appendix A.

Add A/R to A/P Cash Account Table

```
(99) BRANCH NAME                                    A/R Cash Account Groups
In use by: XXXXXXXXX                                Add

*1. <CR> or <BKSP>          ___

*2. Branch Number           ..

*3. Cash Receipt A/G Code   __

 4. A/P Cash Account Nbr    .

 5. Description             ___________________________________


Change? ___
```

A/R Cash Account Groups Entry Screen

Field	Valid Entries	Description
<CR> or <BKSP>	ENTER	Proceed with table entry. The cursor moves to the Branch Number prompt.
	BACKSPACE	Return to the Mode Selection Menu
Branch Number	2 digits	Branch Number must be a branch already defined in System Functions Branch Table Maintenance.
	CTRL/W	Cancel entry of the current entry and refresh the screen for the next entry.
Cash Receipt Account Group Code	2 characters	The account group code must be a code already defined in General Ledger Interface Account Group Codes Table. It should be a code which is used as the Account Group Code for regular A/R Cash Receipts or for Miscellaneous Cash Receipts.
	CTRL/W	Cancel entry of the current entry and refresh the screen for the next entry.

A/P Cash Account Number	1 digit	Enter the cash account number of the A/P Cash Account which will be credited with cash receipt deposits using this Account Group Code.
	CTRL/W	Cancel the current entry and refresh the screen for the next entry.
Description	35 characters	Enter a description to describe this table entry, such as the name of the bank, the bank account number of the General Ledger Account Number for the cash account.
	CTRL/W	Cancel the current entry and refresh the screen for the next entry.
CHANGE?	<ENTER> or "N"	The table entry is added to the Table Master File and the screen is cleared for the next entry.
	4 or 5	The cursor moves to the entry position for the field number entered. After the change is made, the cursor moves back to the Change? prompt. Note that the key fields cannot be changed.

Change A/R Cash Account Groups

Enter the branch number and the account group code of the table entry which requires change Fields 4 and 5 can be changed following the entry procedures described in the "Add" section.

Delete A/R Cash Account Groups

Enter the branch number and the account group code of the table entry to be deleted. The entry is displayed with the "Right Record?" query.

Enter "Y" if the record is to be deleted. The "Record Deleted" message appears. Press (ADV FLD) to refresh the screen for the next entry.

Enter "N" if the record is not to be deleted. The screen is refreshed for the next entry.

Inquire A/R Cash Account Groups

Enter the branch number and the account group code of the table entry to be viewed. Press <ENTER> at the Change? prompt to refresh the screen for the next inquiry.

Print A/R Cash Account Groups - (TBLPRT)

The standard Table Maintenance Print program is used to print this table. The Branch Number and Cash Receipt A/G code are printed in the "KEY" column. The A/P Cash Account Number and Description are printed in the "DESCRIPTION" column.

Purge Cash Management File (CM040X)

Use this menu selection to purge (delete) old transactions from the Cash Management Master File. The program will not delete transactions which have not been reconciled. Purged records are replaced with a single record containing the net balance of the purged records. Select "Purge Cash Management File" from the Cash Management menu. Enter the Branch Number to process. The Purge cash account selection and cutoff date screen is displayed:

```
(99) BRANCH NAME                                   Purge Cash Management File
In use by: XXXXXXXXX

Enter Cash Account to Purge - <RETURN> for all   _

Enter purge cutoff date:   0/00/00

            All reconciled records for the cash account(s) selected
            with date of reconciliation on or before the cutoff date
            will be removed from the CMCASH file.
```

Purge C/A Selection and Cutoff Date Screen

Cash Account Number	Enter a specific cash account number to purge or press <BACKSPACE> to exit the program and return to the Cash Management menu.
Cutoff Date	Enter the purge cutoff date or press <BACKSPACE> to exit the program and return to the Cash Management menu.

The purge report option and archive option screen is displayed:

```
(99) BRANCH NAME                                Purge Cash Management File
In use by: XXXXXXXXX                            Cash Account:  1
                                                Cutoff date:  99/99/99

Select report option:      _

            1. Detail listing of records purged
            2. Summary total of records purged


Save purged records to a sequential file?   _
```

Purge Report Option and Archive Option Screen

Report Option	Enter the number 1 if a detail listing of purged records is desired. Enter the number 2 of only a summary total of the records purged is desired. Press <BACKSPACE> to exit the program and return to the Cash Management menu.
Save Option	Enter "Y" to save the purged records to a sequential file for archive purposes. The name of the archive file will be cmcash.YYMMDD where YYMMDD are replace by the year, month and day of the cutoff date entered. Enter "N" if you do not want to save the purged records. Press <BACKSPACE> to exit the program and return to the Cash Management menu.

Select the output device for the report.

The Cash Management menu returns to the screen when the purge is completed.

Appendix A
Error Messages and Recovery Procedures

This Appendix contains error messages which can occur within the Cash Management module as well as errors associated with Cash Management which can occur during any of the interfaces to C/M.

Account Group not in AR<>AP Relation Table
XX Account Group NOT processed (ADV FLD) to proceed

During posting of A/R cash receipts, an account group code was encountered which is not in the A/R Cash Account Groups table. Cash receipts for that account group code will not be posted to C/M. Make a note of the account group(s) not processed and add adjustments to the Cash Management Master File for those amounts. Add the appropriateentry to the A/R to A/P Relationship Table.

Adjustment has been reconciled--Cannot change

The adjustment you are trying to change has already been reconciled. Press the (ADV FLD) key to clear the screen. Add a new adjustment to correct the account balance if necessary.

Adjustment not found

An attempt was made to change or delete and adjustment which is not in the file. Press (ADV FLD) to clear the screen for the next entry.

Already on File

An attempt was made to add an Activity Code which is already in the file. Press the (ADV FLD) key to clear the screen. You may add a different code or use change mode to modify the existing code.

Cannot be later than today's date

An attempt was made to purge records from the Cash Management Master File using a cut-off date which is in the future. Press (ADV FLD) to proceed and then enter a date in the past or press <BACKSPACE> to exit the purge program.

Cannot find that entry in table

In Bank Reconciliation, an attempt was made to use an activity code which is not in the table. Press (ADV FLD) to proceed and enter a valid code. Note that the "question mark" table look-up is active at the activity code prompt.

Cash Account *X* as specified in the A/R System Options Table
is not a valid cash account. Post to CMCASH anyway? [Y/N} _

During the posting of Cash Receipts from either O/E or A/R, it was found that the Default Cash Account for the default Account Group is not a valid cash account for the branch in Accounts Payable. If "N" is answered, cash receipts for that Account Group code are not posted to the Cash Management Master File. If "Y" is answered, cash receipts are posted to the file--therefore, it is very important that the A/P Branch Control record for the cash account be added as soon as cash receipts posting is completed.

Appendix A
Error Messages and Recovery Procedures

Date is in earlier period - Use anyway? N

The effective date entered in the Adjustment Entry/Edit program is in a prior accounting period.   Press <ENTER> to accept the default of NO and enter the correct date, or enter "Y" to use the earlier date.

Date is in future period - Use anyway? N

The effective date entered in the Adjustment Entry/Edit program is in a future accounting period.   Press <ENTER> to accept the default of NO and enter the correct date, or enter "Y" to use the future date.

DBL-F-INTR Interrupt signal received [error #98] . . .

The ABORT key was pressed on your terminal. This causes the program to terminate abnormally and can cause files to be corrupted if the abort occurs during the time a record is in the process of being added or updated. It also leaves files flagged as in use, making it necessary to use either the Individual User Reset function or the General Reset function. The General Reset can only be used when no one is working in the MIS accounting system.

Cash Account *X* as specified in the P/R Accounts Group Table is not a valid cash account. Post to CMCASH anyway? [Y/N} _

During the posting of payroll checks, it was found that the Cash Account number specified in the Payroll Accounts Group Table is not a valid cash account for the branch in Accounts Payable. If "N" is answered, payroll checks for the run are not posted to the Cash Management Master File. If "Y" is answered, payroll checks are posted to the file--therefore, it is very important that an A/P Branch Control record for the cash account be added as soon as posting is completed.

Error Adding record to CMCASH.ISM   (ADV FLD) to Proceed

The posting program which is updating the Cash Management Master File (from Payroll Checks, A/P Checks or Cash Receipts) was unable to add the record due to a problem with the CMCASH file. This could be due to file protection or an actual error with the file. Contact your System Administrator or microPOWER Support if you are unable to determine the cause of the problem. Adjustments will have to be entered manually in Cash Management for the amounts that did not post to CMCASH.

FM File Error

When attempting to use the Cash Management Adjustments program, an error was discovered with the Add/Change/Delete audit file.   The file is either missing or has file protection which prevents you from modifying the contents of the file. The name of the file is CMCFM.DDF. You should contact either your System Administrator or microPOWER support for assistance, giving them the error message and name of the file.

Appendix A
Error Messages and Recovery Procedures

Invalid Cash Account for Branch

When prompted for cash account number, the number entered is not a valid A/P cash account for the branch. Press (ADV FLD) to proceed and either enter a valid cash account number or press <BACKSPACE> to exit the program.

ISAM ERROR

An unexpected error occurred while attempting to read or write an Indexed Sequential File. Press (ADV FLD) to proceed. Contact either your System Administrator or microPOWER support for assistance, giving them the exact error message and the function that was being performed when the error occurred.

XXXXXX Locked. Will you wait?

The record that your program is attempting to use in the file "XXXXXX" is in the process of being modified by another user. If you want to wait, enter "Y". The program will wait a few seconds before attempting to read the record again. If you do not want to wait, enter "N". The menu will return to your screen. Note that the "Individual User Reset" program, which is documented in the Site Manager's Guide, can be used discover who is using the file if the record remains locked for a long period of time.

No C/M Activity Code Table Entries

A request was made to print the Activity Code Table and there are no entries in the table. Press (ADV FLD) to return to the menu.

No cash account information for branch

A request was made to display account balances for a branch with no information in the Cash Management Master File. Press (ADV FLD) to return to the menu.

No records to purge

A request was made to purge old records from the Cash Management Master File and there were no reconciled records with an effective date earlier than the cut-off date entered. Press (ADV FLD) to return to the menu.

(#) XXXXXX not available - will you wait?

The program you are running requires the use of a file which is not currently available. The (#) identifies the reason:

0 The file is not found or the protection on the file is wrong for your login account.

1 You are attempting a posting process which require exclusive use of the file "XXXXXX" and the file is in use by one or more other users.

9 The file has been marked for exclusive use by a posting process.

If you want to wait, enter "Y". The program will wait a few seconds before attempting to read the record again. If you do not want to wait, enter "N". The menu will return to your screen. Note that the "Individual User Reset" program, which is documented in the Site Manager's Guide, can be used discover who is using the file if it remains unavailable for an extended period of time.

Not found in A/P Branch Account Table (ADV FLD) to proceed

An attempt was made to add or change an Activity Code Table entry for a cash account which is not valid for the Branch. Press the (ADV FLD) key to display a fresh screen.

Not on File

An attempt was made to change or delete a record which is not on file. Press the (ADV FLD) key to display a fresh change or delete screen.

Purge date must be earlier than current date (ADV FLD) to proceed

An attempt was made to purge old records from the Cash Management Master File using a cut-off date which is in the future. Press the (ADV FLD) key and enter a date in the past, or press <BACKSPACE> to exit the purge program.

Sequence not found (ADV FLD) to proceed

In Bank Reconciliation, a request was made to change an adjustment which is not present in the file. Press (ADV FLD) to resume the reconciliation process.

This adjustment posted to G/L - cannot change (ADV FLD) to proceed

An attempt was made to change an adjustment which has already been posted through to the General Ledger. Press (ADV FLD) to clear the screen. Add a new adjustment to correct the account balance if necessary.

TOO MANY Cash Receipt Account Groups for C/M
***XX* Account Group NOT processed (ADV FLD) to proceed**

During posting of cash receipts, more than 10 different account group codes were encountered for cash and miscellaneous cash receipts. There is a limit of 10 cash accounts per branch. Only the receipts for the first 10 account groups will be posted to the Cash Management master file. Make a note of the account group(s) not processed and add adjustments to the Cash Management Master File for those amounts.

Unable to Use Code XXX - No Offset G/L Account #
(ADV FLD) to proceed

During entry of adjustments, a valid code was used but the table entry for that code does not include the offset G/L account number. Press (ADV FLD) and either enter a different code, or use the Activity Code Maintenance program to add the correct G/L account number to the original code so that it can be used for the adjustment.

Zero amount not allowed (ADV FLD) to proceed

During entry of adjustments, a zero amount was entered. Press (ADV FLD) and either enter an amount or press the cancel keys (CTRL/W) to abort that entry.

Zero sequence numbers not allowed (ADV FLD) to proceed

In the bank reconciliation process, a request was made to add or change an adjustment with sequence number zero. Press (ADV FLD) and either enter a valid sequence number or press <BACKSPACE> to exit the current step.

Appendix B
Conversion Forms

Branch: ________

Activity Code	Description	Debit or Credit	G/L Offset Account

Beginning Balances

Branch	Cash Acct Number	Beginning Balance	Balance Date

Appendix B
Conversion Forms

A/R Account Group to A/P Cash Account Relationship Table

Branch	A/R Account Group Code	A/P Cash Account Number	Description
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________
______	_____	___	________________________

Appendix C
State Codes

STATE	CODE	STATE	CODE
Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NB
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Colorado	CO	New Jersey	NJ
Connecticut	CT	New Mexico	NM
Delaware	DE	New York	NY
District of Columbia	DC	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
		Wyoming	WY

Appendix D
Glossary of Terms

Account Group Code
A two character code which is used by the General Ledger Interface to arrive at the appropriate General Ledger Accounts to debit and credit for transactions using the code.

Account Group Record
Table entries which specify for each Account Group Code the specific General Ledger Accounts to debit and credit for each type of transaction which may use the Account Group Code.

Accounting Period
A period of consecutive days that represents an accounting cycle. The standard accounting period is from the first day of the month through the last day of the same month. Some firms end the accounting period slightly before the final day of the month so that business accounting reports are printed by the final day and some firms use a 13 period accounting cycle rather than the standard 12 periods.

Activity Code
A code which defines how an adjustment to a cash account balance will affect the balance in the Cash Management Master File and in the related General Ledger Accounts.

ADVANCE FIELD (ADV FLD) Key
The F3 or PF3 key which is used in error recovery procedures and as otherwise documented in various programs. Pressing the Escape and S keys or Escape and 3 keys simultaneously is the equivalent of pressing ADVANCE FIELD.

Alphanumeric Entry
A combination of letters and numbers that form a field. For example, "12 Birch Street" is an alphanumeric entry that represents an address field.

Archive File
A file containing historical information which can be copied to tape or floppy disk and retained for future reference if needed.

Backing Up
Copying files from the hard disk to a backup media such as tape or floppy to ensure that all information is available in case the hard disk is damaged or files are accidentally removed.

Characters
The letters or combination of letters and numbers that form a field.

Cursor
An illuminated dash or block that displays on the terminal screen and blinks at the screen position where operator entry is expected.

Default Field
A data field in which the first entry made can be automatically carried forward by the mP-MIS application and assigned to subsequent applicable records. For example, a date often applies to several records. It can be assigned to those records automatically if the operator presses the <ENTER> key at the date entry prompt.

Digits
The numbers 0 through 9.

Editing
Adding, deleting, or changing information in any of the MIS Accounting System files.

Field
One data entry in a record. A series of fields forms a record. For example, vendor name, number, address, city, state, and zip all are different fields in a vendor master record.

File
A series of associated records. For example, all vendors are recorded in a vendor file.

File Maintenance
Adding, deleting, or changing information in a file.

Flag
A brief identifier in a record that denotes the current status of the record. Example: the "Hold Payment" status flag on an unpaid voucher.

Input
Data that is entered into the system through the terminal keyboard by the operator.

Inquiry

A request by the operator through keyboard entry that information be displayed on the screen. No additions, changes, or deletions are made to the information during the inquiry process.

Master File
Information contained in a master file must be added, deleted, or changed through special operator procedures. A master file also is referred to as a permanent file.

Master Menu
A screen-displayed list of all programs and sub-menus within a particular application or module. The program and sub-menu selections are presented in numeric sequence. This list allows the operator to select the desired program by entering the appropriate selection number on the terminal keyboard or by using arrow keys to highlight the desired selection and then pressing the <ENTER> key.

mmddyy
The standard format in which a date is entered via the terminal keyboard. The letters mm represent a two-digit number that identifies the month; the letters dd represent a two-digit number that identifies the day; and the letters yy represent a two-digit number that identifies the year.

Option
An alternative entry or response that the operator can make when information is requested by the Accounts Payable System. For example, the operator can select from several options when a program's submenu displays on the screen.

Optional Field
A data field that is not absolutely required in the record being entered by the operator. The field can be bypassed or information can be entered depending upon the availability of the information and the decision of the operator.

Output
Information generated by the MIS Accounting programs. This information can be in the form of screen displays, printed reports or new records or files written to the disk.

Override
To replace a standard or default value, which would otherwise be applied by the system, with an operator-entered value.

Permanent File
A file that contains information that is permanent in nature; i.e., the information on the file can be added, changed, or deleted only through special operator procedures. A permanent file also is referred to as a master file.

Prepaid Check
A manually prepared check that is issued to a vendor or employee in lieu of a computer printed check.

Purge
The process of clearing historical or obsolete information from a record or file.

Range
A consecutive series of numbers or characters that can be specified to print an abbreviated report. For example, if vendors 1through 500 are included on the Vendor Master File, the Vendor List could be printed to include only a portion of these vendors, such as 213 through 225.

Reading
Retrieval of information from a file on disk or from operator input at the terminal.

Record
All information for one entity, such as information relating to one check or one deposit. One or more fields form a record; one or more records form a file.

<Return> or <ENTER> Key
A special-use key that must be pressed after completing data entry in a field. Pressing this key signals that an entry or answer is complete. Any attempt to enter more information in a field without pressing the <ENTER> key results in the warning buzzer sounding and an error message being displayed on the screen.

Run
When a program is used to perform a function, it is referred to as a running or executing a program.

Source Document
A document from which operator input information originates. The Bank Statement is a source document for the Bank Reconciliation process.

State Code
The two-character alphabetical code established by the Postal Service as the accepted abbreviation for the state name.

Storing Data
Writing information into a file on the disk.

Submenu
A numbered list of functions that are performed by a specific mP-MIS program. The submenu, which displays on the screen when certain programs are selected from the master menu, allows the operator to select a function by entering the appropriate selection number on the terminal keyboard.

Temporary File
A file that is used to store intermediate information during a posting or other multi-step process.

Terminal
A peripheral device used with a computer. The terminal includes a typewriter-like keyboard, a numeric keypad, and a video screen.

Verification Procedure
The process by which an mP-MIS program checks against master file information to make sure that the number or code entered by the operator is valid for the application.

Writing
Recording of information onto a disk by an mP-MIS application.

```
;-------------------------------------------------------------------------------------
; System:          CASH MANAGEMENT
; Application:     CASH MANAGEMENT MASTER FILE
; File Name:       CMCASH.ISM
; Record Size:     150
; File Type:       ISAM
; File Status:     PERM
; Primary Key:     CCBRNO+CCCASH+CCPDAT+CCTYPE+CCTIME - duplicates at end
; Alternate Key 1: CCBRNO+CCCASH+CCCKNO
; Alternate Key 2: CCBRNO+CCCASH+CCRDAT
; Alternate Key 3: CCBRNO+CCCASH+CCPBAL
; Alternate Key 4: CCBRNO+CCCASH+CCPDAT
; Alternate Key 5: CCBRNO+CCCASH+CCDORC+CCPDAT+CCCKNO
; Alternate Key 6: CCBRNO+CCCASH+CCPDAT+CCCKNO
;-------------------------------------------------------------------------------------

        CCFLAG ,A 1              ;(   1:   1) Record Status Flag
        CCBRNO ,D 2              ;(   2:   3) Branch Number
        CCCASH ,D 1              ;(   4:   4) A/P Cash Account Group Number
        CCPDAT ,D 8              ;(   5:  12) Effective Date of The Transaction-CYMD
        CCTYPE ,A 3              ;(  13:  15) Transaction Activity Type Code
        CCTIME ,D 6              ;(  16:  21) Time transaction was added to the file H
        CCRDAT ,D 6 ; MM/DD/YY   ;(  22:  27) Date the transaction was reconciled
        CCPBAL ,D 1              ;(  28:  28) Posted to Running Balance Total--0=N:1=Y
        CCDORC ,A 1              ;(  29:  29) Debit or Credit Indicator Debit
                                 ;            Indicates whether the transaction debits
                                 ;            or credits the Cash Account.
        CCAMT  ,D 9              ;(  30:  38) Transaction Amount X,XXX,XXX.XX-
        CCCKNO ,D 6              ;(  39:  44) Check Number (when applicable)
        CCRNBR ,D 9              ;(  45:  53) Vendor or Employee Number on Checks
        CCSRC  ,A 3              ;(  54:  56) Source of the transaction:
                                 ;                A/P = Posted from A/P
                                 ;                P/R = Posted from Payroll
                                 ;                A/R = Posted from A/R
                                 ;                REC = Posted from Bank Reconcil.
                                 ;                ADJ = Entered as C/M Adjustment
        CCDESC ,A 40             ;(  57:  96) Description -Payee name for checks;
                                 ;            Pertinent info for other transactions
        CCUSER ,D 2              ;(  97:  98) MIS User # of person generating the trx.
               ,A 52             ;(  99: 150) FILLER *
```

```
;-------------------------------------------------------------------------------------
; System:           CASH MANAGEMENT
; Application:      ACCOUNT BALANCE AND RECONCILIATION BALANCE FILE
; File Name:        CMTRAK.ISM
; Record Size:       35
; File Type:        ISAM
; File Status:      PERM
; Key:              CTBRNO+CTCASH+CTTYPE+CTUPDT
;-------------------------------------------------------------------------------------

              ,A 1              ;(   1:   1) Record Status Flag
       CTBRNO ,D 2              ;(   2:   3) Branch Number
       CTCASH ,D 1              ;(   4:   4) Cash Account Number
       CTTYPE ,A 1              ;(   5:   5) R = Reconciliation record
       CTUPDT ,D 8 ;CCYYMMDD    ;(   6:  13) Date reconciled
       CTAMT  ,D 11             ;(  14:  24) Amount   XXX,XXX,XXX.XX-
       CTUSER ,D 2              ;(  25:  26) MIS User Number who created the record.
              ,A 9              ;(  27:  35) FILLER *


;-------------------------------------------------------------------------------------
; System:           CASH MANAGEMENT
; Application:      CASH MANAGEMENT BANK RECONCILIATION WORK FILE
; File Name:        CMWORK.ISM
; Record Size:      150
; File Type:        ISAM
; Primary Key:      WCBRNO+WCCASH+WCSTAT+WCTYPE+WCTIME - duplicates at end
; Alternate Key 1: WCBRNO+WCCASH+WCCKNO
; Alternate Key 2: WCBRNO+WCCASH+WCRDAT
; Alternate Key 3: WCBRNO+WCCASH+WCPBAL
; Alternate Key 4: WCBRNO+WCCASH+WCAORU+WCSEQ
; Alternate Key 5: WCBRNO+WCCASH+WCAORU+WCDORC+WCPDAT
;-------------------------------------------------------------------------------------

       WCFLAG ,A 1              ;(   1:   1) Record Status Flag
       WCBRNO ,D 2              ;(   2:   3) Branch Number
       WCCASH ,D 1              ;(   4:   4) A/P Cash Account Group Number
       WCPDAT ,D 8              ;(   5:  12) Effective Date of The Transaction - CYMD
       WCTYPE ,A 3              ;(  13:  15) Transaction Activity Type Code
       WCTIME ,D 6              ;(  16:  21) Time transaction was added to the file
       WCRDAT ,D 6              ;(  22:  27) Date transaction was reconciled MM/DD/YY
       WCPBAL ,D 1              ;(  28:  28) Posted to Running Balance Total--0=N,1=Y
       WCDORC ,A 1              ;(  29:  29) Debit or Credit
                                ;            Indicates whether the transaction debits
                                ;            or credits the Cash Account.
       WCAMT  ,D 9              ;(  30:  38) Transaction Amount X,XXX,XXX.XX-
       WCCKNO ,D 6              ;(  39:  44) Check Number (when applicable)
       WCRNBR ,D 9              ;(  45:  53) Vendor or Employee Number on Checks
       WCSRC  ,A 3              ;(  54:  56) Source of the transaction:
                                ;                A/P = Posted from A/P
                                ;                P/R = Posted from Payroll
                                ;                A/R = Posted from A/R
                                ;                REC = Posted from Bank Reconcil.
                                ;                ADJ = Entered as C/M Adjustment
       WCDESC ,A 40             ;(  57:  96) Description -Payee name for checks;
                                ;            Pertinent info for other transactions
       WCUSER ,D 2              ;(  97:  98) MIS User # of person generating the trx.
       WCAORU ,A 1              ;(  99:  99) A if record to be added to CMCASH
                                ;            U if record to be updated in CMCASH
       WCSEQ  ,D6               ;( 100: 105) Sequence number of work record
              ,A 45             ;( 106: 150) FILLER *
```

```
;-------------------------------------------------------------------------------------
; System:          ACCOUNTS PAYABLE
; Application:     CASH MANAGEMENT CONTROL ACCOUNTS TABLE
; File Name:       TBLMAS.ISM - ACTIVITY CODES TABLE
; Record Size:     127
; File Type:       ISAM
; File Status:     PERM
;-------------------------------------------------------------------------------------

              ,A 1             ;(   1:   1)
       TBCMID ,A 3             ;(   2:   4) Table ID   'MCT'
       TBBRNO ,D 2             ;(   5:   6) Branch
       TBCASH ,D 1             ;(   7:   7) Cash Account Group #
       TBTYPE ,A 3             ;(   8:  10) Activity Code
              ,A 17            ;(  11:  27)
       TBDESC ,A 25            ;(  28:  52) Activity Description
       TBDORC ,A 1             ;(  53:  53) Debit/Credit to the Cash Account (D/C)
              ,A 6             ;(  54:  59)
       TBACCT ,D 12            ;(  60:  71) Offsetting G/L Account Number
              ,A 56            ;(  72: 127) FILLER *
```

```
30-JUN-95  15:15      CASH MANAGEMENT TESTING CORPORATION              PAGE    1
CM010R.001                    LIST OF ADJUSTMENTS

BRANCH 01 FIFTH STREET BRANCH                                   CASH ACCOUNT:  1

DATE RANGE:  06/23/95 - 06/23/95

                                                                       CHANGE TO
   DATE  OPER STT CODE  DESCRIPTION               G/L OFFSET ACCT      CASH ACCT

06/23/95  00  EDT  XF1  XFR FROM ACCOUNT 1-2340   01-1021              6,236.21
```

```
30-JUN-95  15:15      CASH MANAGEMENT TESTING CORPORATION              PAGE    1
CM020X.001                   CASH ACCOUNT BALANCES

                                               Transactions
Branch     Cash Account   Current Balance   With Future Dates       Net Balance

    1           1               2,342.00                 0.00         2,342.00
```

```
30-JUN-95  15:19                                CASH MANAGEMENT TESTING CORPORATION                                         PAGE    1
CM031R.001                                          BANK RECONCILIATION REPORT

BRANCH  1 FIFTH STREET BRANCH                                                                                       CASH ACCOUNT: 1


BEGINNING BALANCE FROM BANK STATEMENT        1,200.00
ENDING BALANCE FROM BANK STATEMENT           1,310.38

ADJUSTMENTS:
               EFFECTIVE DATE   ACTIVITY CODE                    AMOUNT
                  06/01/95     INT INTEREST EARNED                     39.38
                                             TOTAL:                    39.38

TRANSACTIONS RECONCILED:
TRX DATE  TYPE  CHECK/CODE.    AMOUNT        TRX DATE  TYPE  CHECK/CODE.    AMOUNT        TRX DATE  TYPE  CHECK/CODE.    AMOUNT
06/22/95  A/R   DEPOSIT          800.00      06/23/95  ADJ   DEPOSIT        6,236.21      06/02/95  P/R      1098           200.00-
06/04/95  A/P      1099           95.00-     06/04/95  A/P      1100           26.50-     06/04/95  A/P      1101            32.50-
06/09/95  P/R      1102          250.00-     06/16/95  P/R      1103          125.00-     06/23/95  P/R      1106             0.00
06/23/95  P/R      1107        1,625.78-     06/23/95  P/R      1108        1,698.41-     06/23/95  P/R      1109         1,398.68-
06/23/95  P/R      1110        1,513.34-


OUTSTANDING TRANSACTIONS:
TRX DATE  TYPE  CHECK/CODE.    AMOUNT        TRX DATE  TYPE  CHECK/CODE.    AMOUNT        TRX DATE  TYPE  CHECK/CODE.    AMOUNT
06/22/95  A/R   DEPOSIT          140.00      06/27/95  A/R   DEPOSIT        1,000.00      06/19/95  A/P      1104            50.00-
06/19/95  A/P      1105           19.00-

RECONCILED DEBITS:       6,965.21            RECONCILED CREDITS:      7,036.21            RECONCILED BALANCE:      1,310.38
OUTSTANDING DEBITS:         69.00            OUTSTANDING CREDITS:     1,140.00            ACTUAL BALANCE:          2,381.38
```

```
30-JUN-95  15:19                                CASH MANAGEMENT TESTING CORPORATION                                         PAGE    1
CM040X.001                                   CASH MANAGEMENT MASTER FILE PURGE REPORT

BRANCH  1 FIFTH STREET BRANCH                                                                     PURGE CUTOFF DATE:         06/15/95
ARCHIVED TO:  DL1:cmcash.950615                                                                   DETAIL REPORT

                         ACTIVITY                               TRANSACTION   CHECK
EFFECTIVE DATE   TIME       CODE    SOURCE  RECONCILED      TYPE     NUMBER   DESCRIPTION                                AMOUNT

CASH ACCOUNT 1

    0/00/00    00:00:00    B/B      ADJ      6/01/95    CREDIT                BEGINNING BALANCE                        1,200.00
    6/01/95    15:18:22    INT      REC      6/01/95    CREDIT                INTEREST EARNED                             39.38
    6/02/95    11:38:26    PCK      P/R      6/30/95    DEBIT          1098   FRANCES MC CARTHY                          200.00-
    6/04/95    13:16:03    ACK      A/P      6/30/95    DEBIT          1099   MICRO COMPUTER SUPPLIERS                    95.00-
    6/04/95    13:20:01    ACK      A/P      6/30/95    DEBIT          1100   CONNECTING POINT                            26.50-
    6/04/95    13:20:01    ACK      A/P      6/30/95    DEBIT          1101   G & R TECH.                                 32.50-
    6/09/95    10:18:26    PCK      P/R      6/30/95    DEBIT          1102   FRANCES MC CARTHY                          250.00-

CASH ACCOUNT 1                                                                  7 RECORDS PURGED--BALANCE TOTAL          635.38
```

```
30-JUN-95  15:17      CASH MANAGEMENT TESTING CORPORATION             PAGE    1
CM050R.001              LIST OF OUTSTANDING TRANSACTIONS

BRANCH  1 FIFTH STREET BRANCH                      CASH ACCOUNT RANGE:  1 - 1

CASH ACCOUNT 1

  DATE      CODE  ID NUMBER  PAYEE/DESCRIPTION             CHECK #       AMOUNT

 6/22/95    RCR           0  DEPOSIT - A/R Batch 622           0         800.00
 6/22/95    RCR           0  DEPOSIT - A/R Batch 6221          0         140.00
 6/23/95    XF1           0  XFR FROM ACCOUNT 1-2340           0       6,236.21
 6/27/95    RCR           0  DEPOSIT - Invoice Posting         0       1,000.00
 6/02/95    PCK           1  FRANCES MC CARTHY              1098         200.00-
 6/04/95    ACK         100  MICRO COMPUTER SUPPLIERS       1099          95.00-
 6/04/95    ACK        2000  CONNECTING POINT               1100          26.50-
 6/04/95    ACK         980  G & R TECH.                    1101          32.50-
 6/09/95    PCK           1  FRANCES MC CARTHY              1102         250.00-
 6/16/95    PCK           1  FRANCES MC CARTHY              1103         125.00-
 6/19/95    ACK         980  G & R TECH.                    1104          50.00-
 6/19/95    ACK         543  LAKE AVENUE SOFTWARE           1105          19.00-
 6/23/95    PCK           1  * VOID *                       1106           0.00
 6/23/95    PCK          33  ANOTHER EMPLOYEE               1107       1,625.78-
 6/23/95    PCK          11  MERRYBETH SAMPSON              1108       1,698.41-
 6/23/95    PCK          51  WALLY ADAMS                    1109       1,398.68-
 6/23/95    PCK          24  MARY ANNE SMITH                1110       1,513.34-

                             CASH ACCOUNT 1 TOTAL                      1,142.00
```

```
30-JUN-95  15:17                                CASH MANAGEMENT TESTING CORPORATION                                      PAGE    1
CM060R.001                                             CASH ACCOUNT REGISTER

BRANCH  1 FIFTH STREET BRANCH                     CASH ACCOUNT RANGE:  1 - 1                     DATE RANGE: ALL

CASH ACCOUNT 1
```

DATE	STATUS	TRANSACTION TYPE	ID NUMBER	PAYEE/DESCRIPTION	CHECK #	AMOUNT	BALANCE
0/00/00	Reconciled	Beginning Balance		BEGINNING BALANCE		1,200.00	1,200.00
6/02/95	Unreconciled	Payroll Check	1	FRANCES MC CARTHY	1098	200.00-	1,000.00
6/04/95	Unreconciled	A/P Check	100	MICRO COMPUTER SUPPLIERS	1099	95.00-	905.00
6/04/95	Unreconciled	A/P Check	2000	CONNECTING POINT	1100	26.50-	878.50
6/04/95	Unreconciled	A/P Check	980	G & R TECH.	1101	32.50-	846.00
6/09/95	Unreconciled	Payroll Check	1	FRANCES MC CARTHY	1102	250.00-	596.00
6/16/95	Unreconciled	Payroll Check	1	FRANCES MC CARTHY	1103	125.00-	471.00
6/19/95	Unreconciled	A/P Check	980	G & R TECH.	1104	50.00-	421.00
6/19/95	Unreconciled	A/P Check	543	LAKE AVENUE SOFTWARE	1105	19.00-	402.00
6/22/95	Unreconciled	A/R Deposit		DEPOSIT - A/R Batch 622		800.00	1,202.00
6/22/95	Unreconciled	A/R Deposit		DEPOSIT - A/R Batch 6221		140.00	1,342.00
6/23/95	Unreconciled	XFR FROM ACCOUNT 1-2340		XFR FROM ACCOUNT 1-2340		6,236.21	7,578.21
6/23/95	Unreconciled	Payroll Check	1	* VOID *	1106	0.00	7,578.21
6/23/95	Unreconciled	Payroll Check	33	ANOTHER EMPLOYEE	1107	1,625.78-	5,952.43
6/23/95	Unreconciled	Payroll Check	11	MERRYBETH SAMPSON	1108	1,698.41-	4,254.02
6/23/95	Unreconciled	Payroll Check	51	WALLY ADAMS	1109	1,398.68-	2,855.34
6/23/95	Unreconciled	Payroll Check	24	MARY ANNE SMITH	1110	1,513.34-	1,342.00
6/27/95	Unreconciled	A/R Deposit		DEPOSIT - Invoice Posting		1,000.00	2,342.00
			CASH ACCOUNT 1 BALANCE				2,342.00

30-JUN-95 15:17 CASH MANAGEMENT TESTING CORPORATION PAGE 1
CM900R.001 ACTIVITY CODE TABLE LISTING

BRANCH	ACTIVITY CODE		CASH ACCOUNT			OFFSET ACCOUNT	
01 FIFTH STREET BRANCH	INT	INTEREST ON ACCT BALANCE	CREDITS	0	01-1040	DEBITS	01-3110
01 FIFTH STREET BRANCH	OVR	BANK OVER/UNDERCHARGE	DEBITS	0	01-1040	CREDITS	01-4010
01 FIFTH STREET BRANCH	ATM	ATM WITHDRAWAL	DEBITS	1	01-1010	CREDITS	01-2040
01 FIFTH STREET BRANCH	INT	INTEREST EARNED	CREDITS	1	01-1010	DEBITS	01-2034
01 FIFTH STREET BRANCH	MC	MASTER CARD SERVICE CHG	DEBITS	1	01-1010	CREDITS	01-1050
01 FIFTH STREET BRANCH	MCD	MASTER CARD DEPOSIT	CREDITS	1	01-1010	DEBITS	01-2010
01 FIFTH STREET BRANCH	OVR	OVERCHARGE ON CHECK	DEBITS	1	01-1010	CREDITS	01-4020
01 FIFTH STREET BRANCH	SVC	SERVICE CHARGE	DEBITS	1	01-1010	CREDITS	01-1040
01 FIFTH STREET BRANCH	UND	UNDER CHARGE ON CHECK	CREDITS	1	01-1010	DEBITS	01-4010
01 FIFTH STREET BRANCH	XF1	XFR FROM ACCOUNT 1-2340	CREDITS	1	01-1010	DEBITS	01-1021
02 INTERMEDIATE GLOBAL SUPPLIES	INT	INTEREST ON ACCT BALANCE	CREDITS	1	01-2020	DEBITS	02-1130

```
30-JUN-95  15:18                          CASH MANAGEMENT TESTING CORPORATION                                        PAGE    1
TBLPRT.001                                 T A B L E   M A S T E R   L I S T

                              TABLE FORMAT: LONG
                                  TABLE NO: CA
                                TABLE NAME: A/R TO A/P RELATIONSHIP TABLE
                          ABBREVIATED NAME:
                        DESCRIPTION LENGTH:  0

               KEY            DESCRIPTION
     -----------------------  -----------------------------------

     01C1                     0FIRST NATIONAL BANK
     01CR                     1MY BANK OF SPRINGFIELD
```