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$38.00US

Pacifica™

Professional Accounting for Windows

User's Guide
Volume I

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CHAPTER ONE

Understanding Accounting

Introduction

This section is designed as a short introduction for those who have little or no knowledge of accounting and accounting principles.

If you are currently working with an accountant, you might want to consult with him/her prior to setting up the software. *Pacifica* was not designed to replace the experience afforded by a well-qualified accountant. However, it will provide you with current information about the health of your business at any moment, instead of thirty or sixty days later. *Pacifica* will also provide you with the reports and information you need to prepare federal, state and local tax returns, to structure a business plan, and to submit a loan application to a lending institution.

Accounting is the process of recording all events in the life of a business that affect its financial status. This includes purchases, cash disbursements, sales, cash receipts, capital adjustments, investments, loans, etc. Every financial event or transaction affects two or more general ledger accounts. An account is a collection of associated transactions. For example, every event that changes the bank-account balance is grouped in the Cash-in-Bank account. Every event that impacts the quantity of items on hand in inventory affects the Inventory account. Each account falls into one of five categories:

- Asset accounts
- Liability accounts
- Capital accounts
- Income accounts
- Expense accounts

Asset Accounts
Asset accounts represent company ownership of valuable items. They may be monetary or current (cash, accounts receivable, prepaid expenses, etc.), physical or fixed (inventory, equipment, land, etc.), or even intangible (goodwill, covenant not to compete, etc.).

Liability Accounts
Liability accounts represent money or goods owed by the company to its creditors.

Capital Accounts

Capital accounts represent the part of the company held by its owners or stockholders (owner's equity). This is the difference in value between the company's assets and liabilities, or net worth. This includes money invested and profits reinvested (retained earnings).

Income Accounts

Income accounts represent the sources of company income based on sales of goods and services and income from investments and financing of customers.

Expense Accounts

Expense accounts represent the costs associated with operating the business. These include rent, wages, telephone, taxes, insurance, and services provided by independent contractors.

Double-Entry Accounting

Pacifica accounting software follows Generally Accepted Accounting Practices (GAAP) throughout. It is kept in balance through double-entry accounting. Each business event is recorded through two or more transactions. A transaction contains a date, a description, and an amount to define the event that occurred. Each transaction is stored in a journal by date and posted to a general ledger account, updating the balance of that account. For every transaction there is an equal and opposite balancing transaction. *Pacifica* automatically generates symmetrical entries for the appropriate journals:

- Accounts Payable Journal (purchases and disbursements)
- Accounts Receivable Journal (sales and receipts)
- Payroll Journal
- General Ledger Journal

Changes to account balances are called **debits** and **credits**. These terms are not to be confused with the debit and credit memos found in the Payables and Receivables modules. Here, the terms debit and credit are defined as follows:

Debit

An increase in an asset or expense account, or a decrease in a liability, capital or income account.

Credit

A decrease in an asset or expense account, or an increase in a liability, capital or income account.

Multiple accounts can be used to balance an entry. For example, the transfer of funds from company checking to both savings and petty cash would directly involve three different accounts. Removing $1000 from checking causes a decrease in an asset account, called a credit. Moving $500 into savings and $500 into petty cash creates an increase in asset accounts, also called a debit. The net credit ($1000) is equal to the net debit ($1000), therefore the transaction balances.

Traditionally, debits and credits are displayed in a balanced "T-transaction" format. The left side represents debits, and the right side represents credits.

T-Account Example

Account Description	Debit	Credit
Cash – Checking		1,000.00
Cash – Savings	500.00	
Cash – Petty	500.00	
Totals	1,000.00	1,000.00

Accounting Modules

P*acifica* is divided into five functionally related accounting modules: <u>General Ledger</u>, <u>Accounts Payable</u>, <u>Accounts Receivable</u>, <u>Inventory Management</u>, and <u>Payroll</u>.

General Ledger

The <u>General Ledger</u> module is at the center of the accounting activity. In ***Pacifica*,** most transactions are entered into one of the other modules, but every single one affects one or more General Ledger accounts. The <u>General Ledger</u> module is used to add, change or delete accounts, to enter journal transactions, or to print or view financial reports. At any time, the financial condition of your company can be discovered by printing a <u>Balance Sheet</u>, an <u>Income Statement</u> or other General Ledger reports with up-to-the-moment information.

Accounts Payable

The <u>Accounts Payable</u> module manages events relating to the purchase of products and services from outside sources. The <u>Accounts Payable</u> module is used to enter and track invoices received from vendors, to issue checks or other forms of payment, and to reconcile the checkbook with the bank statement. Accounts Payable stores and reports information about vendors, and about money owed and money paid via cash, check or other means.

Accounts Receivable

The <u>Accounts Receivable</u> module manages events associated with customers and/or the sale of your company's products and services. Use Accounts Receivable to create and print invoices, credit memos, statements, and to record cash receipts. Accounts Receivable maintains the information concerning the sale of products and services to customers, including customer data, money owed by customers, and payments received via cash, check or other means.

Inventory Management

Events which affect the <u>Inventory Management</u> module occur due to the purchase of products and services through Accounts Payable and sales of the same through Accounts Receivable. Use the <u>Inventory Management</u> module to record physical inventory counts (item counts) and to print or view reports to help you manage stock.

Payroll

The Payroll module helps you keep track of employee information, payroll checks, and year-to-date withholding totals. Use Payroll to create and print paychecks and to print forms W-2, 941, and other employment-related information.

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CHAPTER TWO

Getting Started

Overview of Getting Started

Before you begin using *Pacifica*, please read this section completely. You can use it as a reference later, but the rest of the <u>User's Guide</u> assumes you are familiar with the information in this section and that you can find it easily when you need it.

The instructions for installing *Pacifica* and starting to build your database can be found at the end of this section.

References to the Keyboard and Data Entry

Since it is impractical to picture a keyboard each time a key is referenced, the symbols below are used to represent individual keys.

[Enter]	the Enter key (also called the Return key)
[Tab]	the Tab key
[Esc]	the Escape key
[Shift]	either Shift key
[Ctrl]	the Control key
[Alt]	the Alt key
[Bksp]	the Backspace key
[Home]	the Home key
[End]	the End key
[PgUp]	the Page Up key
[PgDn]	the Page Down key
[Ins]	the Insert key
[Del]	the Delete key
[↑]	the Up Arrow key
[↓]	the Down Arrow key
[→]	the Right Arrow key
[←]	the Left Arrow key
[F#]	one of the twelve Function keys (usually located on the top row of the keyboard)

If you must press a single key, the text will say: press **[Key]**. Multiple keys are sometimes used together. For example, **[Ctrl-C]** means: hold down the **Control** key while pressing the letter **"C"**. **[Alt-F5]** means: hold down the **Alt** key while pressing the **[F5]** function key. Do not include the square brackets. If you must enter a word or phrase from the keyboard, the manual will say: "type **word** **[Enter]**." This means type the letters **[w]**, **[o]**, **[r]**, and **[d]** and then press the **[Enter]** key (also called the **Return** key on some keyboards).

The Screens – Menus, Add/Change Screens, and Report Parameters Screens

*P**acifica** uses three basic types of screens: the menu screen, the *Add/Change* screen, and the *Report Parameters* screen. The menu screen displays ***Pacifica'***s accounting functions and provides access to these programs through the use of arrow keys and alphanumeric character keys. The most often-used screen is the *Add/Change* screen because it enables you to enter new information or change the information already on file. A *Report Parameters* screen specifies the parameters of a report so the information you want will be included in your report.

Menu Screens

A menu is used to move from one accounting function to another. Menu items represent *Add/Change* screens, reports and other menus. Each description listed is preceded by either a number or letter and has a highlight character in the description. To select a menu item, either type the character preceding the item and press **[Enter]**, or type the highlight character and press **[Enter]**, or use the up and down arrow keys to highlight the desired selection and press **[Enter]**.
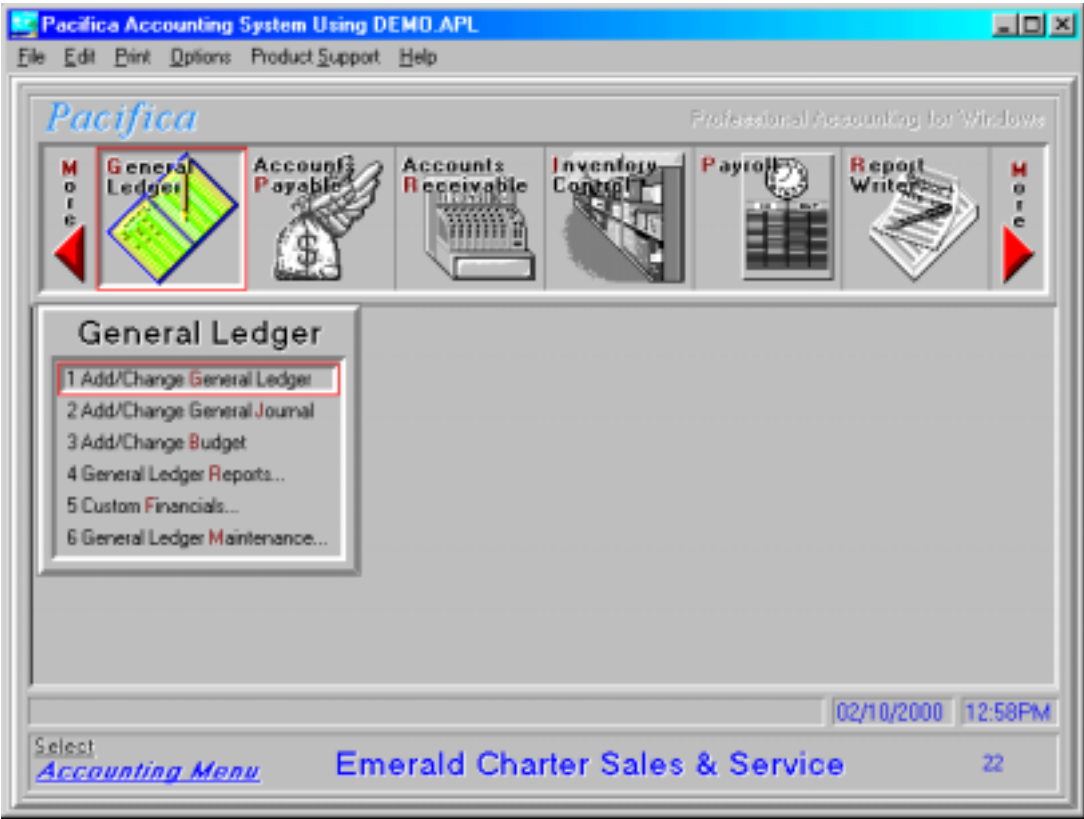
General Ledger Main Menu screen

For information about a specific program, highlight the selection and press **[F1]** for help. When you exit a program, the previous program or menu is re-displayed.

Add/Change Screens

You will use *Add/Change* screens to enter information from the keyboard and then file it into the database. *Add/Change* screens also display data that already exists in your database and enable you to change it.

Each *Add/Change* screen displays a field label to identify each field either immediately in front of the field or above it. The current place on the screen where data will be entered is always marked by a cursor or flashing underline character.

Add/Change Sales Invoice screen

The icon bar on the top of the screen lists the function keys that are available from that screen. In addition, each Add/Change screen has a **HotPrint**™ feature. When you press **[Shift-F10]**, the report most closely related to that information will be displayed on the screen. In fact, certain report parameters will be displayed automatically from the selected record.

If you want additional description or instructions about any field on the screen, press **[F1]** to display the Help message related to the field.

When a menu selection is launched from a command menu, the cursor is positioned at the first field, ready to accept data from the keyboard. Some of the fields may already contain data taken from the *System Defaults* record or from the last record entered. For example, the Cash-in-Bank General Ledger account number will be displayed automatically on the *Add/Change Disbursement Check* screen. Setting your system defaults will be part of the installation process described later in this section.

Report Parameters Screens

Report Parameters screens are similar to *Add/Change* screens. To print or display a report, enter the information requested on the screen to select the information you want to include in your report. The *Printer Selected:* field at the bottom center of the screen displays the destination of the composed report. This is usually the default Windows printer.
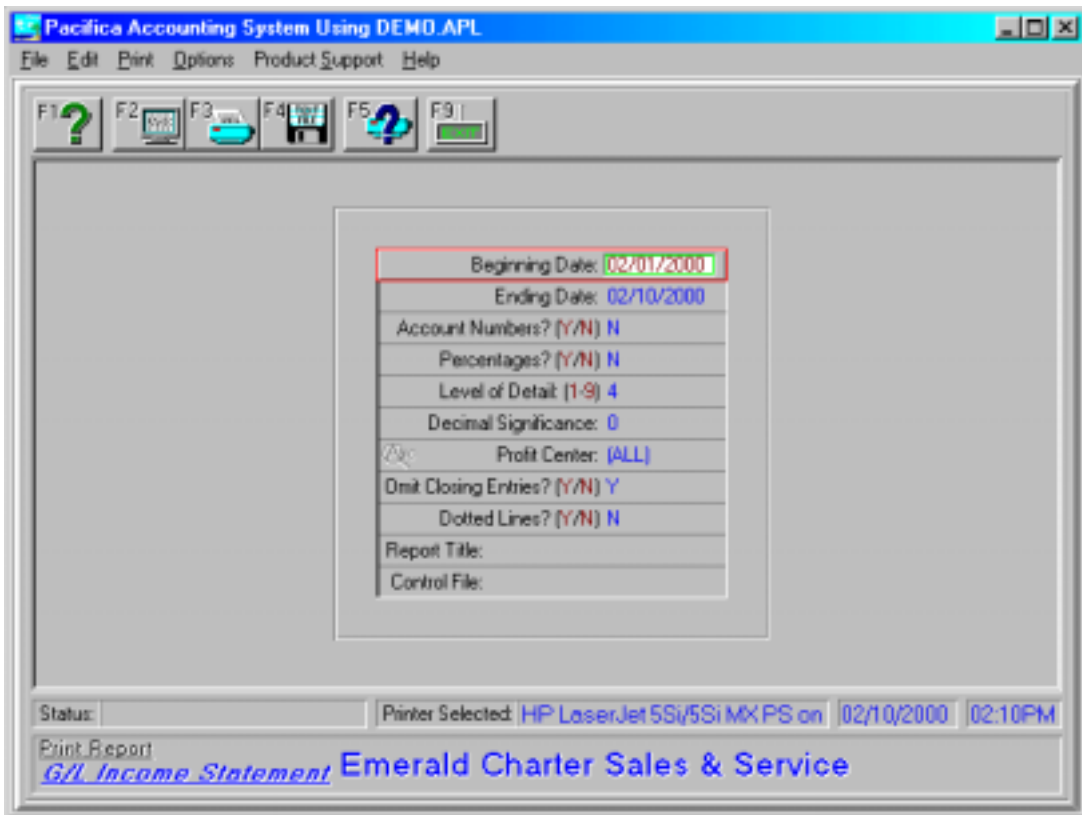
Print Income Statement screen

You can specify the report's destination as either the screen, any printer attached to the computer,

or a disk file. To display the report on your screen, click on the button or press **[F2]**. If,

after previewing a report on the screen, you want to print it, click on the button or press
[F3]. The report will be sent directly from the screen to a printer.

Printer Control – The Printer Setup Menu

I f you're sending the report to a printer, *Pacifica* offers a wide range of printer formatting controls, by clicking on the button or by pressing **[F5]**. The printer setup menu displays, allowing you to change the printer characteristics. *Pacifica* will remember the settings you choose for each printer, as long as you remain in *Pacifica*.
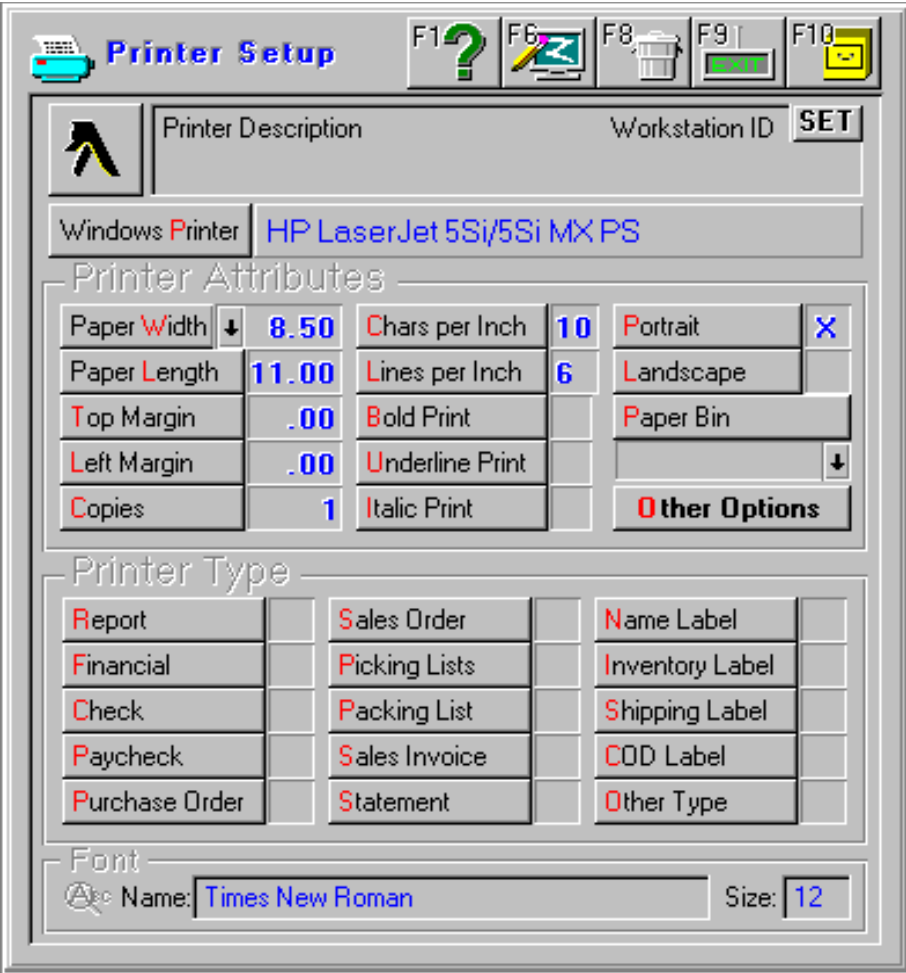
Printer Setup screen

A printer should already be selected into the *Printer Setup* screen. This is either the Windows default printer, or the default printer for this report.

To choose from a list of printers already defined in **Pacifica**, click on the walking fingers button. To choose from any Windows printer available to your workstation (you don't have to define it to **Pacifica** before you use it), click on the *Windows Printer* button.

When you select a printer, all previously saved or default attributes associated with that printer will be displayed on the *Printer Setup* screen. These may include paper size and margins, character size, pitch, font and style, etc.

You may change any attribute you want, to achieve the desired appearance of your reports and documents.

Note: All printers may not support all listed features. This is a function of the printer software driver and printer hardware supplied by its respective manufacturer. Sometimes substituting a similar software driver from a different manufacturer is helpful.

To access the manufacturer's setup routines (from the software driver), click on the *Other Options* button. A screen which may be similar to the following will display. Follow the manufacturer's instructions for operating this screen.

Printer Other Options screen

You may associate a *Pacifica* printer definition with one or a selection of reports, by checking the report type(s) on the bottom part of the *Printer Setup* screen. For instance, if this printer will be used to print checks (including paychecks), click on both Check and Paycheck. From now on, when you print checks, this printer will be selected for you automatically. You could then pick a different printer if you needed to.

Each printer definition can use a specific font, if desired. This font, if present, overrides any system font selected elsewhere. Just type in the font name, or a few characters of the name, and *Pacifica* will display a directory of fonts with that name. You may also select a font point size. On the font directory, most of the fonts will display a Style beginning with **TT**. These are TrueType fonts, and are the best choice for most printing. They offer the highest output quality for most printers, and can be scaled to any size. If the font directory Style begins with a tiny picture of a printer, the font is not TrueType, but a bitmap or internal printer font, faster for dot-matrix printers. If the Style is "Vector", this is a plotter font, a poor choice for printing reports.

> **Hint:** Dot matrix printers generally perform poorly in Windows. Two methods are available which may help overcome this problem:
>
> First, try to select an internal printer font, not a TrueType font. To do this, move to the Font Name field and press *. Scroll through the font names until you see one with a small printer icon in the Style column (there may be several fonts in a group, similarly named, in different pitch sizes). This means that the printer driver thinks that the printer supports an internal font. THIS MAY NOT BE SO. Select that font and try it anyway. IF IT WORKS, the printer should print much faster, but you will probably lose some print quality and formatting control.
>
> The second method is less preferable. Simply use the Generic printer driver. You will lose most or all formatting control, the print quality will be basic (but should be fast), and the page size is an unadjustable 8.5 X 11.

You don't have to save a printer definition to use it. Until you select another definition or change this one, or exit *Pacifica*, the selections on this definition remain active. To use a definition without saving it, just click **OK**.

To save a definition, give the printer a name in the *Printer Description* field, an optional Workstation ID (if you only want workstations in a particular workgroup to see this definition), and click **Save**, then click **OK**.

Workstation ID

In *Pacifica*, each workstation may have a unique label to identify it. This label is not tied to any database or user login, but to the physical workstation. Since the *Workstation ID* is currently used only in printer control, IDs are set or changed on the printer panel. Set or change an ID by typing a word into the *Workstation ID* field, then clicking the **SET** button with the mouse. If the *Workstation ID* field is blank when you click the **SET** button, the ID will be deleted for this workstation.

The ID does not have to be unique. If several workstations have the same access to one printer, they might all have the same Workstation ID. For example, you might have two groups of workstations and two fancy laser printers. You might call these groups "UPSTAIRS" and "DOWNSTAIRS".

If you save each printer definition with a Workstation ID, a workstation will only display and use those definitions with a matching Workstation ID. In this way, you might create several printers with a *Printer Description* of "LASER" and different Workstation IDs. Each workstation will see one printer called "LASER", and it will be the intended laser printer for that workstation.

If a printer definition is saved without a Workstation ID, it will be visible to all workstations which have the Windows printer named in the definition. If your workstation has no such Windows printer, that definition will not display. For example, the marketing department has a color inkjet. They save a printer definition called "COLOR", with a Windows driver called "Epson Color". If your workstation doesn't have that Windows printer installed through the Windows Control Panel, you won't see the definition called "COLOR" in *Pacifica*.

Paper Size

Most reports in *Pacifica*, including those you design in the report writer, can print to various paper sizes in portrait or landscape orientation. The *Paper Width* field includes a listbox of standard paper sizes, or you can enter width and length manually.

When you print odd-sized forms in a dot-matrix printer, the paper length must be set correctly, and must be supported by the printer (by the Windows printer driver). Some drivers for dot-matrix printers can print only 11 inch length. If you must print shorter forms to such a printer, check the *Paper Bin* field to be sure it is set to **TRACTOR** or equivalent. If the paper bin is set to **SHEET FEEDER** or equivalent, the form length may be correct, but a large margin may print at the top and bottom of the form. If that adjustment doesn't solve the problem, experiment with other Windows printer drivers. Epson FX, Epson LQ and IBM Proprinter drivers may work well.

Font Size

For TrueType fonts, the font point size that prints on a report is determined by a combination of the font and settings on the printer panel and the Windows printer driver. The *Chars per Inch* field sets the printer pitch. At the default setting of 10 characters per inch, the font point size (in the *Size* field) prints actual size. In a plain font such as Arial, 12 point size at 10 pitch (chars per inch) will print about 10 characters per inch on average. If you compress the print by setting a larger value in the *Chars per Inch* field, the font point size is automatically reduced to scale.

When you adjust the font point size to a smaller value (in the *Size* field), column alignment, relation-ships of items to each other and overall dimensions of the report or document page do not change. The text becomes smaller, and more text can print in the columns, if necessary. When you adjust the *Chars per Inch* and *Lines per Inch* fields, column alignment, relationships of items to each other and overall dimensions of the report or document page change in proportion.

For non-TrueType fonts, the point size is not as adjustable, because these fonts are not scalable. In most cases, attributes such as bold, italic and underline may be used, and column alignment is proper-ly maintained.

To send the report to a disk file with a name of your choosing, click on the [F4 TEXT FILE] button, or press **[F4]**. *Pacifica* will ask you to name your file, and the report will then be sent to that file. When all parameters on the launch screen have been properly set, click [F2], [F3] or [F4 TEXT FILE] to begin printing the report. The report will run until it is finished with no further

intervention. However, if it is displayed on the screen, you have other options:

[PgDn]	Page down one full screen of information.
[PgUp]	Page up one full screen of information.
[Home]	Move the cursor to the top of the current page.
[End]	Move the cursor to the bottom of the current page.
[Ctrl-Home]	Move to the top of the first page of the report.
[Ctrl-End]	Move to the top of the last page of the report.
[←][→]	Move the cursor left and right within the report. If the report is wider than the screen can display, the report scrolls left and right. You can also scroll a wide report by using the scroll bar at the bottom of the screen.
[↑][↓]	Move the cursor up and down within the report. You can also scroll a report up and down by using the scroll bar at the right side of the screen.

Pacifica has the ability to search for specific text within a report:

identifies the text you want to find and displays the first occurrence.

finds the next occurrence of the text.

finds the previous occurrence of the text.

Any combination of alphanumeric characters is possible. The search is not case-sensitive – that is, it will find the same text whether the letters are upper case or lower case.

<u>Cursor Movement</u>

When working with *Add/Change* screens, the cursor tends to move from the upper left to the lower right of the screen. Some fields are used only occasionally, so the cursor skips past them automatically. However, the movement of the cursor can be controlled by using the following keys:

[Enter] Move to the next non-skipped field. If the cursor is in a scrolling area containing data, the field will scroll up and the cursor will stay on the scrolling line. Otherwise, the cursor will move to the next field.

[Tab] Move to the next field. In a scrolling area, the cursor moves to the last field on the first line, then to the next field after the scrolling area. This avoids stepping through each line of the scrolling area.

[Home] In a scrolling area, move the cursor to the first line of the area. If not in a scrolling area, move immediately to the first non-skipped field on the screen.

[End] In a scrolling area, move the cursor to the last line visible.

[PgDn] Advance down the vertical length of a scrolling area.

[PgUp] Advance up the vertical length of a scrolling area.

[Shift-PgDn] Display the next screen in a multiple-screen program.

[Shift-PgUp] Display the previous screen in a multiple-screen program.

[Esc] Exit the screen.

[↓] Similar to **[Enter]** except in a scrolling area where it moves the cursor within the scrolling area as long as each line has data, then moves to the next non-skipped field after the scrolling area.

[↑] Move to the previous field.

[←][→] Move from field to field around the screen in the direction of the arrow.

[Alt-↑] Move to the field directly above the current field location, even if the field is skipped.

[Alt-↓] Move to the field directly below the current field location, even if the field is skipped.

[Alt-→] Move to the field directly to the right of the current field location, even if the field is skipped.

[Alt-←] Move to the field directly to the left of the current field location, even if the field is skipped.

Function Keys

Pacifica provides you with the ability to perform many operations via keyboard function keys. The function keys begin with an **"F"** and end with a number from **1** to **12**. They are usually located in a row at the top of your keyboard. Function keys are assigned to commonly used editing functions and to commonly needed tasks on *Add/Change* screens. *Shifted* function keys (i.e., hold down the **[Shift]** key while pressing an **[F#]** key) behave the same way anywhere in ***Pacifica***. However, the *unshifted* function keys (i.e., pressing the **[F#]** key alone) work differently depending on whether they appear on an *Add/Change* screen or a *Report Parameters* screen.

Function Keys – Add/Change Screens

In ***Pacifica***, many of the function keys are represented by icon buttons at the top of each screen, which look like this:

The buttons perform the same operation as the following respective function keys:

[F1]	Display a help message.
[F2]	Display the next matching record.
[F3]	Display the previous matching record.
[F4]	Display a group of the next matching records.
[F5]	Set a search template to match against.
[F6]	Clear the screen and all search templates.
[F7]	Display which search templates have been set.
[F8]	Delete or void this record.
[F9]	Exit from this screen without saving this record.
[Esc]	Works the same as **[F9]**.
[F10]	File this record into the database.
[Shift-F10]	File this record into the database and **HotPrint** the record.
[Alt-F1]	Examine this document's transaction (not present on all screens).

[Alt-F10] File this record and leave a copy on the screen for modification.

Function Keys – Report Parameters Screens

The icon buttons on the *Report Parameters* screens look like this:

- **[F1]** Display a help message.
- **[F2]** Display the report on the screen.
- **[F3]** Print the report to the selected printer.
- **[F4]** Send the report to a disk file.
- **[F5]** Printer setup and control.
- **[F6]** Document forms editor (not present on all reports).
- **[F9]** Exit from this report screen.

Function Keys – Report Display Screens

The icon buttons on the report display screens look like this:

- **[F1]** Display a help message.
- **[F3]** Print the report.
- **[F4]** Send the report to a disk file.
- **[F5]** Printer setup and control.
- **[F6]** Set and search for a text string.
- **[F7]** Search for the next occurrence of the text string.
- **[F8]** Search for the previous occurrence of the text string.
- **[F9]** Exit back to *Report Parameters* screen.

Shifted Function Keys – Anywhere in *Pacifica*

[Shift-F1] Go to the *Tasking* function.
[Shift-F2] Go to the *Add/Change General Ledger* screen.
[Shift-F3] Go to the *Add/Change Name* screen.
[Shift-F4] Go to the *Add/Change Vendor* screen.
[Shift-F5] Go to the *Add/Change Customer* screen.
[Shift-F6] Go to the *Add/Change Employee* screen.
[Shift-F7] Go to the *Add/Change Inventory* screen.
[Shift-F8] Change the *System Date*.
[Shift-F10] HotPrint the most closely related report.

Tasking

There's an additional shortcut past the menu system called *tasking*. This has similar advantages to using the shifted function keys. By pressing **[Shift-F1]** from anywhere in *Pacifica*, a command line appears at the bottom of the screen that you can use to jump to any other screen. If you know the name of the screen, type it and press **[Enter]**. Otherwise, press <u>*</u> to bring up a directory of the available screens.

Types of Data Fields

There are five types of data fields used in *Pacifica* – text, numeric, date, status and relation.

Text field
Accepts alphanumeric characters (letters and numbers) and special characters.

Numeric field
Accepts numbers, a minus sign, and a decimal point. Whether or not the field has a fixed or floating decimal point depends on what you specified for *Decimal Right* of the *User Preferences* screen in the *System Maintenance* menu. If it is <u>**Y**</u>, the number is considered whole unless a decimal point is typed.

Date field

Accepts numbers representing a date in the form of **MMDDYY** or **MMDDYYYY**. The date entered is formatted automatically with slashes to look like this: "MM/DD/YYYY". If only the day is changing, only type the two digit day and *Pacifica* will insert both the month and the year. For example: If the date currently reads "04/12/92", type **15 [Enter]** and the result will be "04/15/92". The date is checked for validity upon exiting the field. If the date is not valid, an error message appears.

Status field

The *Status* field indicates the condition of a record. In many instances, the status field tracks the type of transaction and/or whether it has been printed. The values in a field can range from **0** to **9** and **A** to **V**. Available characters and the meanings for each can be obtained by accessing help (press **[F1]**) while the cursor is in the *Status* field. Any number of values are possible at once, each with a different meaning. Some values are dominant. For example, if a sales invoice has a status of **1** (= paid), the invoice is paid, regardless of the other characters present. If there is no **1**, the invoice is not fully paid.

Relation field

A relation field references another record in the database. For example, the customer field on the *Add/Change Sales Invoice* screen refers to the master record containing information about that customer. General Ledger account numbers, inventory items, customers, vendors, and employees all have master records associated with them. If you type an asterisk ***** in a relation field, a directory search will locate and display every related master record. For example, if you type **BEL* [Enter]** in a name relation field, it would locate any name record that begins with **BEL**. If only one record matches in the database, the record is instantly retrieved. If several names begin with **BEL**, all of the matches are automatically displayed for selection.

Characteristics of Data Fields

*P**acifica* data fields have the following characteristics:

Formatted
Some data fields such as dates, social security numbers, currency amounts, etc. already contain formatting characters such as slashes, hyphens, currency signs, commas, decimals, and other non-data characters. They are referred to as formatted data fields. Non-data characters only appear when they are needed – for example, commas in numbers exceeding three places.

Left-filled
The field is filled from left to right. This is the typical format for all text fields.

Right-filled
The field fills from the right, and each successive character pushes the other characters to the left while the cursor remains at the right end of the field. This format is typically used for numbers.

Fixed-length
A fixed-length field accommodates only a certain number of characters. When the maximum is reached, any further typing causes a beep.

Elastic
You can type as many as 512 characters into an elastic field. When you have typed more characters than can be displayed at the same time into an elastic field, the leftmost characters scroll out of sight to the left until you press **[Enter]** or otherwise move to the next field.

Multi-valued
A multi-valued field can contain a virtually unlimited number of elastic fields that are displayed one after another in a scrolling list. Each elastic field is limited to 512 characters, and an entire record is limited to 65,536 characters. As you add each new value to the list by pressing **[Enter]** and entering the next value, the cursor moves down one line in the scrolling list. The last line of every multi-valued field is blank.

There is a more-limited version of a multi-valued field that contains only a specified number of lines. When the maximum number of lines is reached, no new values can be entered.

Skipped
Seldom-used fields are bypassed. To reach a skipped field, hold down the **Shift** key while using the arrow keys.

No-input
A no-input field displays data but doesn't allow any modification of the contents.

No-echo
Characters typed into a no-echo field do not display. This is used for entering passwords.

Upper Case
All characters typed into an upper-case field are automatically converted to upper case.

Upper Case Word
The first character of each word typed into an uppercase (word) field.

Upper Case Line
The first character on each line typed into an upper case (line) field is automatically raised to upper case.

Keyboard Locked
The cursor can be moved to a keyboard-locked field to display a Help message (press **[F1]**) or to set a search template (press **[F5]**), but the data cannot be changed.

Editing Data Fields

You can change the data in a field that permits editing by using the following keys:

[←]	Move one space to the left.
[→]	Move one space to the right.
[Ctrl-←]	Move one word to the left.
[Ctrl-→]	Move one word to the right.
[Home]	Move to the beginning of the field.
[End]	Move to the end of the field.
[Ctrl-F]	Insert one space at the cursor.
[Ctrl-D]	Delete one character at the cursor.
[Del]	Delete one character at the cursor.
[Bksp]	Delete one character to the left of the cursor.
[Ctrl-Y]	Delete from the cursor to the end of the field.
[Ctrl-Z]	Delete everything in the field and/or everything in all of the fields that are on the same line.
[Ctrl-B]	Insert a new line at the cursor.
[Ctrl-G]	Duplicate this line below.
[Ctrl-O]	Join the next line to the end of this line.
[Ins]	Toggle Insert mode.
[Ctrl-C]	Copy text. If text is highlighted, only that text is copied. If no text is highlighted, the entire field is copied.
[Ctrl-X]	Cut text. If text is highlighted, only that text is cut. If no text is highlighted, the entire field is cut.
[Ctrl-V]	Paste copied text at the cursor.

If the data is correct, you can use it immediately in a calculation to fill another field, or you can perform a special function at this field such as a directory display, an account-balance summary or a calculation. Usually, *Pacifica* accepts the data and moves the cursor to the next field.

Error Checking

Error checking is performed on several levels. First, each field accepts only a specified type of character (number, letter, date, or a combination of types). Second, if a typing error is detected as characters are typed, the computer beeps and the character will not appear in the field. Third, in some cases, the characters are provided automatically (slashes in dates, for example), or the first letter of

each word or sentence is capitalized. (These preferences can be set on the *Preferences* screen of the *System Maintenance* menu.)

Copying Similar Records

You can duplicate an existing record and modify only the fields that differ. Once the record you want is displayed, press **[Alt-F10]**. This files (saves) the first record and leaves a copy on the screen. Each record must have a unique identification code of its own (such as a customer ID number or an inventory ID number), so, at a minimum, you must change the identification code to a unique value. If you do not specify a unique identification code, *Pacifica* automatically uses the last valid ID code from the *System Defaults* record and increments it by one before filing the record.

Setting Search Templates to Specify Selection Criteria

On an *Add/Change* screen, to select only the particular records you want, you can specify a search template on one field or on as many fields as you want. A search template works as a filter for the records it's searching. Only records that match the specified search templates are retrieved from the file and displayed. Wildcard search characters are available for approximate searches. (See below.)

To set a search template, move the cursor to the field on which you wish to set selection criteria, then press **[F5]**. Enter the selection criteria you want on a search template in the dialogue box that appears and press **[Enter]**. As soon as you have specified all of the templates you want, press **[F2]**. This will select only the records that match all of the selection criteria.

Example: In *Add/Change Customer*, to search for customers located in Los Angeles whose name begins with an "M", move to the *City* field, press **[F5]**, and type <u>LOS ANGELES</u> **[Enter]**. Then move to the *Name* field, press **[F5]**, and type a wildcard search template of <u>M*</u> **[Enter]**. Press **[F2]**. Only the customer records with a City of "Los Angeles" whose Name starts with "M" are displayed. It makes no difference whether the data is upper or lower case – searches are not case-sensitive.

Wildcard Search Characters

* Asterisk – The asterisk must be the last character in the search template, and there must be no space before the asterisk.

Type: **SA* [Enter]**
Finds: <u>SA</u>N DIEGO, <u>SA</u>NTA CLARA
Not: ODES<u>SA</u>, ANAHEIM

? Question mark – A search template set with question marks ignores the characters that are in the same position as the question marks, and only compares the real characters listed for a match.

Type: **SA??S [Enter]**
Finds: <u>SA</u>ND<u>S</u>
Not: SACRAMENTO

> Greater than – If the data has a value greater than the search template, it is displayed. This includes alphanumeric characters. Numbers are less in value than letters, and capitalized letters are less in value than lowercase letters. The value goes from the least (012345...ABCDEFG...abcdefg...) to the largest. The value "<u>2</u>0" is greater than the value "<u>1</u>00", but less than "<u>t</u>wenty" which is less than "<u>T</u>WENTY". In *Pacifica*, G/L accounts, purchase invoices, sales invoices and inventory item numbers all utilize alphanumeric characters. Purely numeric data, such as dollar amounts or quantities, are evaluated normally. ("100" is greater than "20").

Type: **>100 [Enter]** (*numeric*)
Finds: 101, 2300
Not: 99, 0, -47

Type: **>HALL [Enter]** (*alphanumeric*)
Finds: HALMAN, JONES, SMITH
Not: HALDREN, GROSSMAN, BOSNICK

>= Greater than or equal to – If the data has a value greater than or equal to the search template, it is displayed.

Type: **>=100 [Enter]** (*numeric*)
Finds: 100, 101, 2300
Not: 99, 0, -47

Type: **>=HALL [Enter]** (*alphanumeric*)
Finds: HALL, HALMAN, JONES, SMITH
Not: HALDREN, GROSSMAN, BOSNICK

< Less than – If the data has a value less than the search template, it is displayed.

Type: **<100 [Enter]** (*numeric*)
Finds: 99, 0, -47
Not: 101, 2300

Type: **<HALL [Enter]** (*alphanumeric*)
Finds: HALDREN, GROSSMAN, BOSNICK
Not: HALMAN, JONES, SMITH

Not equal to – If the data is equal to or begins with the search template, it will Not be displayed.

Type: **#SA [Enter]**
Finds: ODESSA, ANAHEIM
Not: <u>SA</u>N DIEGO, <u>SA</u>NTA CLARA

= Equal to – This search template is the functional equivalent of **SA***, except that the **=** must be placed before (not after) the search template. This form is useful in those cases when the <u>*</u> causes a directory to display.

Type: **=SA [Enter]**

Finds: <u>SA</u>N DIEGO, <u>SA</u>NTA CLARA
Not: ODESSA, ANAHEIM

$** Dollar sign – If the data contains the search template (less the **$) anywhere within it, the data is displayed.

Type: **$SA [Enter]**
Finds: ODES<u>SA</u>, <u>SA</u>N DIEGO, <u>SA</u>NTA CLARA
Not: ANAHEIM

#$Not Dollar sign – If the data contains the search template (less the #$) anywhere within it, the data is NOT displayed.

Type: **#$SA [Enter]**
Finds: ANAHEIM
Not: ODESSA, SAN DIEGO, SANTA CLARA

Several search templates can be used simultaneously to find a set of data. In order to use multiple templates on a single field, use the logical operators:

AND   In this case, if the data is greater than 100 and less than 500, it is displayed.

Type: **100 AND h [Enter]**
Finds: 101, 305, 499
Not: 99, 501

OR   If either condition is satisfied, the record will display.

Type: **SAN DIEGO OR ANAHEIM [Enter]**
Finds: SAN DIEGO, ANAHEIM
Not: ODESSA, SANTA CLARA

The Search Directory

In *Pacifica*, you may request a search directory at the relation fields on the data entry screens. A search directory is available from any field which requires an ID number for either vendors, customers, employees, General Ledger account numbers, or inventory items.

A magnifying glass ⌕ABC denotes a field where a directory is available.

The magnifying glass turns red ⌕ABC when you enter the field.

If you then touch the magnifying glass, it hilites in green ⌕ABC . Clicking the left mouse button now will display a directory of that field.

The directory structure works much like a search template except wildcard search characters are not valid. Type a few characters of the name, ID number, or Zip code you want followed (without a space) by the asterisk **[*]** character. Up to 22 matches are displayed on the directory screen. If the record you want has not appeared, press **[PgDn]** to display the next directory page. Press **[PgUp]** to return to a previous page and **[Q]** to quit without selecting a record. Select a record by typing its line number (or letter), or click on it with the mouse. Pressing just ***** displays every record available for a field.

Sometimes a directory is displayed even though the directory symbol was not used. If the name or number entered in a name ID, General Ledger account, or inventory number is not unique, a directory will be displayed automatically.

SuperEdit™

Pacifica also supports a unique feature called **SuperEdit™**. To use **SuperEdit**, just double-click with the mouse (or press **[F1]** twice) on any relational field (those marked with a magnifying glass), which already contains a value (see Note). You will instantly be editing the record that value represents.

Note: If the field doesn't contain data, **SuperEdit**™ invokes the screen represented by the field and allows you to add a new record.

Customizing Your Screens

*P*acifica allows minor data entry screen changes, including the prompt patch (caption), tab stops and other prompt attributes, and the default data in the prompt.

The prompt editor is accessed by pressing **[Ctrl-F1]** from the prompt you wish to edit. This invokes the prompt editor screen.

Note: You must have SYSOP privileges for the module to which this screen belongs to edit a prompt.

Modify Prompt Properties screen

Data Fields on the Modify Prompt Properties Screen

Prompt
This is the number of the prompt you are currently editing. Use this number, along with the *Current Title*, to be sure you are editing the intended prompt.

You may enter the number of any other prompt on the screen. That prompt will then be edited.

Current Title
This field contains the patch or caption currently displayed for this prompt.

New Title
Type the new patch (caption) here.

Prompt Actions

The following actions may have one of three values: **D**efault, **Y**es or **N**o.

Skip
The cursor skips this prompt when you are moving around the screen with the **[Return]** key. Use this action to set tab stops on your screens.

Keyboard Locked
The operator may move the cursor to this field to display the help message or to set a search template, but may not edit (add to, change or delete) any data in this field.

No Input
This prompt can't be accessed.

Data Required
The operator is not permitted to exit this prompt without typing a value into the field. The field is checked again as the record is filed.

Obscured
If this operator's ID obscures fields in this module, the data in this prompt will not be visible and may not be edited.

Vanished
This prompt will no longer be visible, and its contents will not be accessible.

Help Message On
This prompt's help message will automatically display when you enter this prompt.

Listbox
This prompt has an associated listbox. See Listbox at Any Field, below.

Auto Listbox
This prompt has an associated auto listbox. See Listbox at Any Field, below.

Password Required
Pacifica asks for the supervisor password from *System Defaults* before this field may be modified.

Defaults List
You may add to or override the default data for this field.

Edit Help
Use this feature to edit the existing help message for this prompt, or add your own.

Prompt Defaults
Click this button to return this prompt back to its factory default values. No other prompt will be changed.

Screen Defaults
Click this button to return all prompts on this screen back to their factory default values.

Copy Screen

Click this button to copy ALL screen changes (defaults, list boxes, tab stops, caption changes, etc.) FROM another database INTO this one. *Pacifica* will prompt you for the name of the other database. The screen in the other database must have the same name as this one.

Next and **Previous**

Use these buttons to step through the screen prompts in number order. If you change any prompt, be sure to file it before moving to another.

File

Changes to each prompt must be saved before exiting the prompt editor or before editing another prompt.

Quit

After all changes have been saved, use this button to exit the prompt editor and return to the data entry screen. All modifications will take immediate effect.

Listbox at Any Field

A listbox is a list of optional data selections which you may assign to any prompt on any data entry or report launch parameters screen. By using listboxes, you save keyboard entry effort and increase data accuracy and consistency.

For example, suppose you typically used UPS or Parcel Post for shipping to your customers. Just add a listbox to the Ship Via prompt on the sales invoice screen. Its contents might be:

- UPS-Red
- UPS-Blue
- UPS-Groundtrack
- UPS-Letter
- Parcel Post - 2 Day
- Parcel Post

Use the prompt editor (see previous section) to edit the *Ship Via* prompt, set *Listbox* (or *Auto Listbox*) to **Y**, and type your list of shippers into the *Defaults List* field. Remember to save the changes by clicking .

Listboxes may contain as many items as you want, and may be added to and edited as often as you need.

When you next access the *Ship Via* prompt, you will notice that it has a small down-arrow on the side of the field. When you click the down-arrow, a list containing your shippers is displayed. You may select any item on the list, or you may type in data that's not on your list.

If you set *Auto Listbox* to **Y**, the field won't have a down-arrow on it; instead, when you enter the field, the listbox displays automatically.

If you want to force the operator to choose an item from the list, set *Keyboard Locked* to **Y** on that prompt.

It's often helpful to include instructional or commentary information on the same line as your listbox data. This comment part of the line isn't part of the data and shouldn't be entered into the data field. To apply a comment to a list line, just type a semi-colon (;) and follow with the comment.

Customizing Your Documents

Beautiful, professional documents are not an expensive luxury in *Pacifica*. You may completely customize many of the document forms in *Pacifica* for printing on plain paper, pre-printed forms, or both. You can add logos, photos, lines and boxes and use any font. Some of the documents, such as sales orders and invoices, can have several formats available at once, all customized. For instance, you can design a packing slip, bill of lading, invoice and will-call ticket, all based on the sales invoice form. These documents may be customized:

    Checks
    Paychecks

Sales orders
Sales invoices
Sales quotes
Pick tickets
Packing slips
Bills of lading
A/R statements
Purchase orders
Purchase invoices

On each document printing screen where customizing is permitted, you will find a [F6 button image] button.

When you click it, or press the **[F6]** key, the <u>Change Document Form</u> editing screen will display the current parameters for this document. A window in the upper right names the form you are editing. If the document print screen offers the selection of different styles for the document (Plain Paper (Y/N), for example), select the style you wish to edit before you press **[F6]**.

For each feature of this form, you can make some or all of these adjustments:

Hide the item or make it visible
Change the row or column, width or depth
Add, remove or change the caption
Limited font control over individual items
Special adjustments for some items, indicated by the instruction column

In the fields which don't allow adjustments, the text "N/A" is displayed, and these can't be changed. Otherwise, most of the *Row*, *Col* (column), *Wid* (width) and *Dpth* (depth) fields display "D". This represents the original, default position for that item. When you need to move an item, it is best to adjust it with the default position as the starting point. In other words, if an item should move down one line and right three spaces, just add 1 to the row and add 3 to the column, like this:

Row   Col

Old: D   D
New: D+1   D+3   moves down 1 and right 3

That's simpler to maintain than calculating the absolute position starting from row 1, column 1. You can use absolute coordinates if you wish. The *Row* field adjusts up and down, the *Col* field adjusts left and right. To move an item up, apply a minus value in the row (i.e. **D-3**). To move down, apply a plus value (i.e. **D+2**). To move an item left, apply a minus value in the col (i.e. **D-3**). To move right, apply a plus value (i.e. **D+2**).

You can press the + key (plus) to increment by one and the **-** key (minus) to decrement by one.

Hide or turn off items or features by placing a red dot in the *Hide* column next to the feature. You can double click on the *Hide* field to set or unset, or place the cursor there and press the spacebar.

To add or change a caption, type the text of the caption into the *Caption* field, with or without surrounding quotes. To remove a caption, type empty quotes into the *Caption* field. If you omit the quotes, leaving the field blank, the caption will be deleted, but the default caption will be reloaded into the field the next time you edit this form.

Many of the features are not specific to one item on the document, but affect the formatting or appearance of the whole document. Some of these include:

    blackbar
    graybar
    gradient
    horz_lines
    vert_lines
    landscape
    pagewidth
    caption_font
    doublespace
    start_row
    max_row

center_stripe
columns_1
columns_2

Blackbar causes a black accent stripe with white text to print for the captions through the center section and across the column headings.

Graybar causes alternating pale gray and white horizontal stripes to print behind the item columns.

Gradient prints various graduated screen patterns behind the item columns. The pattern depends upon the value selected in Row (1 to 9).

Horz_lines turns printing of horizontal lines on (unhide) or off (hide).

Vert_lines turns printing of vertical lines on (unhide) or off (hide).

Landscape sets page orientation to landscape (unhide) or portrait (hide).

Pagewidth sets the maximum right margin and the length of horizontal lines. The default value is 80 for portrait orientation, 105 for landscape.

Caption_font allows the font, size and vertical offset of the captions to be adjusted independent of the other text. Add or subtract from the *Row* value to move captions up or down 1/100th of 1 line in relation to other text. This is useful to center captions perfectly on a blackbar stripe. Add or subtract from the *Depth* value to move all text (captions and other text) up or down 1/100th of 1 line in relation to horizontal lines and boxes. Add or subtract from the *Col* to change the point size of the captions relative to the other text. Type a font name in the *Caption* field to set a caption font that is different from the other text.

Doublespace prints a blank line between items in the line item detail area. Unhide to turn on, hide to turn off.

Start_row sets the top row of the line item columns.

Max_row sets the last row of the line item columns.

Center_stripe sets the row and depth of the region of a document where items print centered with a caption centered above. This example will illustrate:

Outside center_stripe area   Inside center_stripe area
|Terms: On Delivery | | Terms |
                                                  | On Delivery |

The center_stripe area can be as deep as necessary to contain the data items you wish to print there. The depth should be a multiple of two, since each data item is two lines deep. If blackbar is on, all captions in the center_stripe area will print with white text on a black background.

Columns_1 sets the row and depth of the first group of detail line columns. On the forms where columns_1 is available, it superceeds start_row and max_row.

Columns_2 sets the row and depth of an optional second group of detail line columns that are separate from the first group. The second group, if used, must print entirely above or below the first group.

Saving and Updating

When you customize a document, the changes are saved for the database you are currently logged into. If you have other company databases in *Pacifica*, these will not automatically use your new forms. In order to use the same customized forms in every database, you must edit and save the same changes in each database. You don't have to repeat all the work you did on the first form; there is a much easier way.

Log into the database into which you wish to copy a form (where the form is not customized yet). On the *Change Document Form* screen, verify that the correct form is displayed, by checking the form name in the upper right corner of the screen. The display won't show the customized features, but the name must be correct. Then press the **[F7]** key, to load from defaults. You will be warned that the screen is about to be overwritten. Answer yes. A window will display with a filename (usually FORMS.INI) and instructions for taking a form from a different source. You can replace the filename

FORMS.INI with the pathname of the database containing the customized form, and it will be copied to this database.

With new versions of *Pacifica*, new features are added to the document printing programs. These new features are named in the file called FORMS.INI, which is updated each time *Pacifica* is installed. When you edit a form, any features found in FORMS.INI and not found in your database will be added to your database automatically.

Graphical Form Generator

Adjusting a form by changing row and column coordinates, then printing a sample, is slow and tedious. The graphical form generator offers a powerful method for adjusting most movable items on a document. With the document displayed on the *Change Document Form* screen, press the **[F6]** key. The feature list will be replaced with a graphical rendering of the document, with movable items shown as gray blocks on a light grid. If an item has a caption, it will show in correct proximity to the item. To move or change an item, touch it with the mouse, then drag it.

The mouse cursor will change when touching various places on the screen. When touching the grid, outside of any gray block, the cursor will show the standard arrow shape. When touching in a block, away from the edge, the cursor will show crosshairs, indicating that the block can be moved by dragging. When touching on the edge of a block, a double-pointed arrow will show, indicating that the side of the item can be adjusted by dragging.

When using the form generator, items can be moved and adjusted only in whole lines or columns.

Since a form may be larger than the display area of the grid, you can shift the form on the grid by using the scroll bars on the side and bottom.

Any changes that you make in the form generator will be reflected in the feature list when you press the **[Esc]** key to return to the *Change Document Form* screen. These changes are not permanent until you save the form by pressing the **[F10]** key. While you are in the form generator, if you double-click on an item, you will be taken to that item in the feature list, where you may edit other details of the item, such as the caption, which can't be edited in the form generator. To get back to the form generator grid, press the **[F6]** key again.

On the form generator grid, certain regions of the document are delineated by a gray background behind the items. The center_stripe area and column areas defined by start_row, max_row, columns_1 and columns_2 have a gray background. Items within these areas exhibit properties specific to these areas.

When an object is dragged into a column area, it expands into a column, with its caption (if it has one) at the top of the column. Don't put an object into a column unless it was designed to print as a column! If you move a column object up or down, or drag it longer or shorter, the other objects in that region change to match.

Objects in the center_stripe area display with their captions centered on the line above. If you drag one of these objects out of the center_stripe area, the caption will move to the left of the data. You can drag the center_stripe area up or down, or change the depth to include additional objects. The objects in the center_stripe area will not move as you change the center_stripe.

Troubleshooting Your Form

Since there are so many adjustments that might be made on a document form, many factors can conspire to cause formatting problems. The graphical form generator goes a long way in sorting these problems out visually before you waste time and paper. Here are a few more helpful suggestions to save some time.

Be sure the *Change Document Form* screen is showing you the document and style that you really want to edit. The window at the upper right describes the form.

If you think your form may be out-of-date, load from defaults (press the **[F7]** key) before you begin customizing. If your form is already heavily customized and you still want to load from defaults, be sure to print the feature list first, for a record of your changes. Print the list by pressing the **[F3]** key.

Hide those visual effects that are unnecessary during the testing phase. Turn off blackbar, graybar, gradient, and hide any bitmap images that you have included. Even if this document will print on a pre-printed form, it may be helpful to leave horizontal and vertical lines on while testing. These lines will show visually where fields overlap. Overlaps are permitted, and may even be deliberate in some cases.

Remember that, after editing with the graphical form generator, you must still save with the **[F10]** key to make the changes permanent.

System Security – User by User

P*acifica* enables the system operator (SYSOP) to limit each user's access to only those accounting modules and activities that are assigned as privileges. This security is implemented at the user level. Assign to each person who uses ***Pacifica*** a unique user ID which is protected by a unique password. Assign to each user ID only the modules and privileges required for that employee to perform their job effectively.

The importance of a separate user ID for each user cannot be over-emphasized. Each transaction is stamped with the user's ID. Tracking the use of the system and logging exceptional events by each individual is impossible if everyone shares the same user ID – especially if the user ID allows system-operator (SYSOP) privileges.

As part of the installation process, you will use the *System Maintenance* menu selection *Define User* to define user IDs and to assign modules and privileges to each user.

The In-Line Field Calculator

P*acifica* includes a simple four-function calculator which you can use from any field by holding down on the **[Ctrl]** button.

Addition
To add two or more numbers together, (while holding the **[Ctrl]** key) type the first number and **[+]** (or **[Enter]**), then type the second number and **[+]** (or **[Enter]**). A running total displays.

Subtraction
To subtract 3 from 7, (while holding the **[Ctrl]** key) type **7** and **[-]** and **3** and **[Enter]**. To subtract 2 from the result, type **[-]** and **2** and press **[Enter]**.

Multiplication

To multiply 3 by 7, (while holding the **[Ctrl]** key) type **3**, and **[*]** and **7**, and **[Enter]**. To multiply the result by 4, type **[*]** and **4** and press **[Enter]**.

Division

To divide 3 by 7, (while holding the **[Ctrl]** key) type **3**, and **[/]** and **7**, and **[Enter]**. To divide the result by 4, type **[/]** and **4** and press **[Enter]**.

Installing and Registering *Pacifica*:
Hardware and Software Requirements

Minimum Requirements

- IBM® 80486 or compatible computer with 20 megabytes of hard disk space
- Microsoft® Windows® 95, 98, NT3.5 or higher
- VGA monitor

These are the necessary hardware minimums. However, the more capable the computer (more RAM, faster disk drive, faster processor, etc.), the higher the performance *Pacifica* will have.

Package Contents Checklist

When you receive *Pacifica*, the package contains the following items:

(1) User's Guide
(1) CD-ROM (3 1/2" diskettes furnished upon request)

Installing *Pacifica* on the Hard Disk

1. Insert the *Pacifica* distribution CD-ROM into your CD-ROM drive. After a few seconds, the *Setup Welcome* displays. Select the product you're installing, **[P]**acifica, **[L]**aguna or **[F]**ree Laguna. The appropriate setup routine will begin automatically.

2. Browse to select the destination disk drive and subdirectory. This is the drive where the program and data files will be stored. The default drive and subdirectory for the *Pacifica* files is C:\PACIFICA. If the subdirectory you choose does not yet exist, the setup utility creates it at this time, then copies the CD-ROM.

3. The setup utility adds a program icon to your desktop, and creates two company IDs for you, called *OWNER* and *DEMO*.

<u>Starting</u> *Pacifica*

Double-click the *Pacifica* program group icon, and then double-click the *Pacifica* icon. The *Login* screen will be displayed.
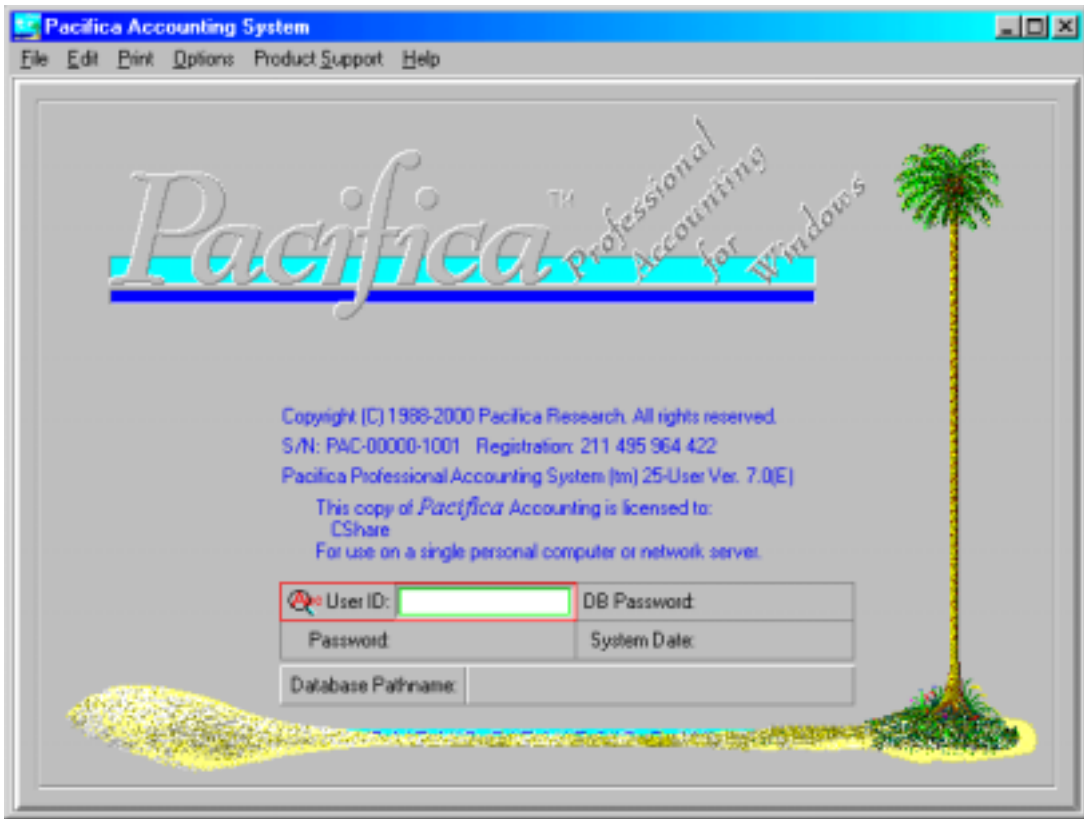
Login screen

The setup program assigns *Pacifica* a temporary registration, which you may use for up to 500 transactions. However, we recommend that you take time now to properly register your copy.

From the *User ID* field on the *Login* screen, press **[F2]**. The *Product Registration* screen displays.
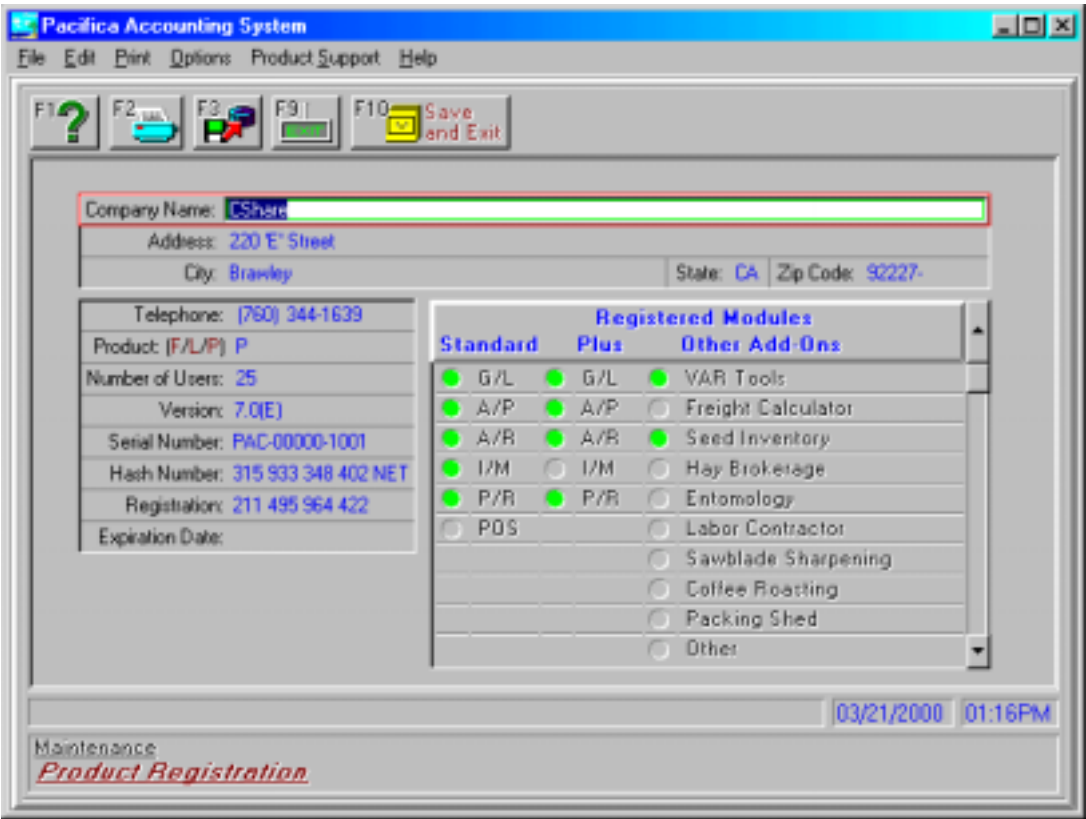
Product Registration screen

Registering *Pacifica*

On the *Product Registration* screen, enter your company's name, address, and phone number. Select all modules you wish to register. A green dot indicates that you're registering that module.

Some of the add-on modules (<u>POS</u>, <u>Seed Inventory</u>, <u>Hay Brokerage</u>, etc.) require that additional files be installed before use. To do this, place the CD-ROM or program diskette into the drive, and press the **[F3]** (copy to hard drive) button. Use the browse dialog to select the READ.ME file from the appropriate folder for the module you're copying. All necessary files will then be copied.

Note: until you receive your authorization key, leave the word "TEMPORARY" in the *Registration* field.

Press **[F2]**, and *Pacifica* will print the registration information, which you may fax to the telephone number displayed on the registration form. Your authorization key will be returned by FAX.

Until you have registered *Pacifica* and received your authorization key, you will not be able to enter more than five-hundred (500) transactions.

After 500 transactions, *Pacifica* will not function. However, you can add, change or delete General Ledger accounts, customers, vendors, inventory items, and employees without regard to the 500-transaction limit. When you receive your authorization key, press **[F2]** from the *Login* screen, and enter the authorization key.

Logging Into *Pacifica*

Double-click on the *Pacifica* icon.
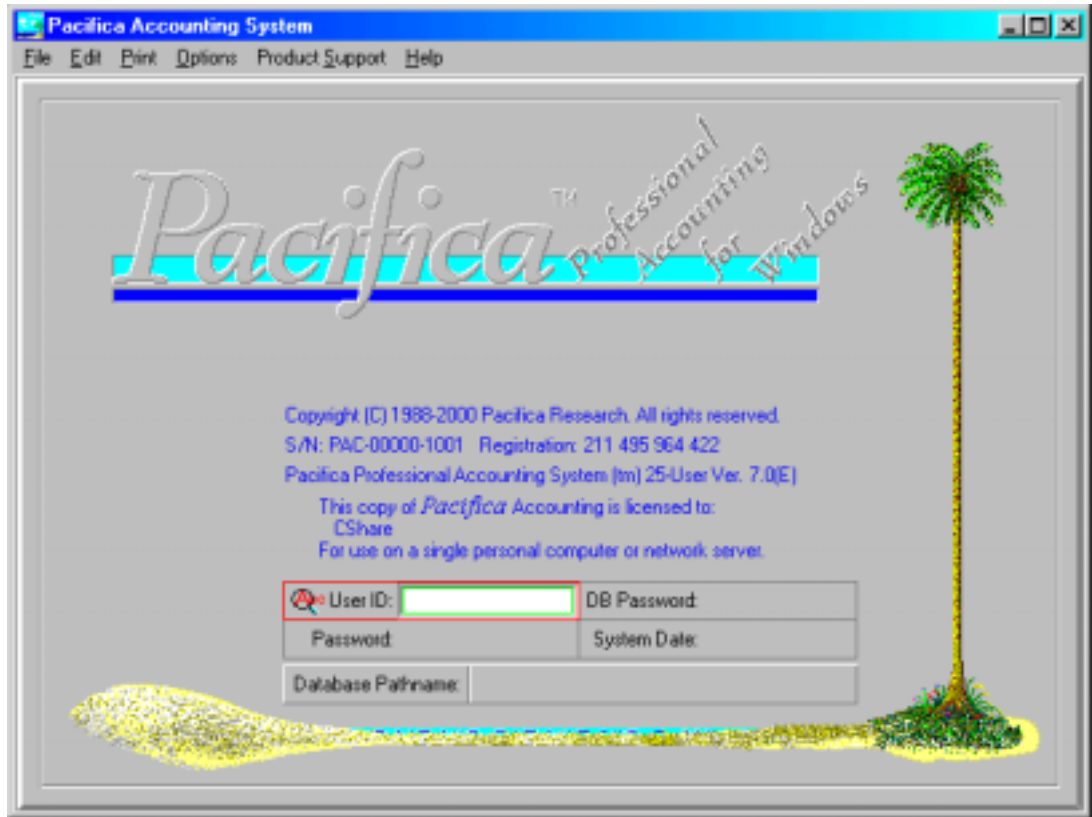
Login screen

When the *Login* screen appears, type the name **OWNER** into the *User ID* field, and press **[Enter]**. (To log into the demonstration database instead, type **DEMO** and press **[Enter]**.)

In the *Password* field, press **[Enter]**.

In the *System Date* field, type the today's date and press **[Enter]**.

Adding a New User

Use the *System Maintenance* menu selection *Define User/New Company* to issue a unique user ID to every *Pacifica* user in the company. This ID is crucial in tracking who has entered or changed data in the database. It also regulates the privileges granted to the user within *Pacifica*. User privileges determine which menu selections this user is authorized to use and what actions they can perform within that module. Only a user with system-operator (**SYSOP**) privileges can add or modify a user ID. This privilege is automatically granted to the **OWNER** user, so identification codes with the proper limitations must be created as soon as possible for other users.

To add new user IDs, log in with a User ID of **OWNER** and select *Define User/New Company* from the *System Maintenance* menu.
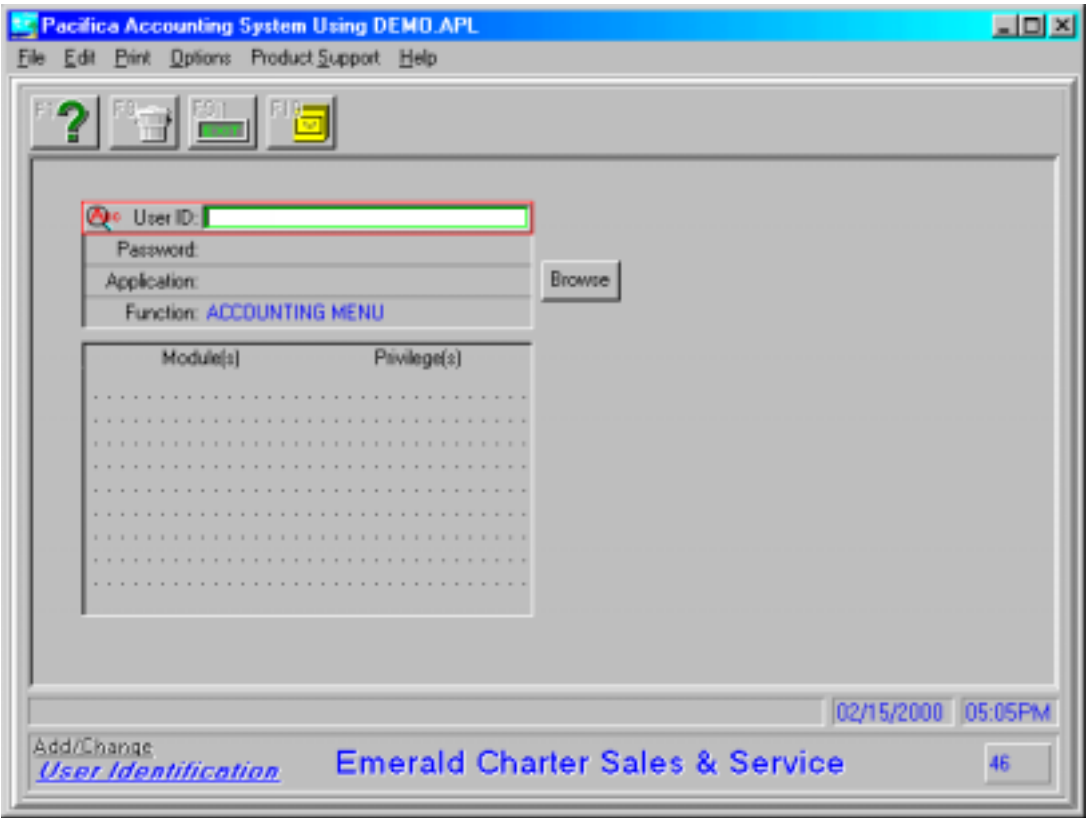
Define User/New Company screen

Data Fields on the Add/Change User Identification Screen

User ID
Enter a short word or name to represent the user. The user ID can be up to 30 characters long. To examine or change an existing user ID, type the name. To view a list of the user IDs already on file, press *.

Password

Enter a secret password to prevent unauthorized access to the database. The password can be up to 30 characters long and is optional. The DEMO user ID comes without a password. Punctuation marks are acceptable.

Application

Enter the complete path name of the new database. Every database has a file name up to eight characters long followed by ".APL". For instance, the file name for the demonstration database, DEMO, is "DEMO.APL". Select a name which uniquely identifies the company it represents.

Example: Type \PACIFICA\MYCO.APL and press **[Enter]**.

If the database file already exists, you may look it up by clicking the Browse button, which invokes the Windows browse dialog.

If a database file by that name doesn't already exist, *Pacifica* will offer to add it at this time. If you choose **Y** to add the new database, a completely empty database file will be created for you.

Module(s)

Enter one or more numbers corresponding to the module or modules this user can access. Use the numbers below. You can assign different privileges associated with each module if you wish.

F - all modules
1 - General Ledger
2 - Accounts Payable
3 - Accounts Receivable
4 - Inventory Management
5 - Payroll
6 - System Maintenance

Privilege

Enter the privilege levels to assign to this user. Use the numbers below.

F - SYSOP – Enables all of the privileges.

0 - View – Examine existing records, but not add, change, void, or delete records.

1 - Add – Enter new records, but not change, void, or delete records.

2 - Change – Modify existing records (except journal entries), but not add, void, or delete records.

3 - Void – Void existing journal entry records, but not add, change, or delete records.

4 - Delete – Void or delete existing records, but not add or change records.

5 - Print – Print a document or report.

6 - Change Journal – Modify existing journal entry records (Cash Disbursement, Cash Receipt, Payroll, Purchase, Sales, General), but not add, void, or delete journal entries.

7 - Delete Journal – Delete existing journal entry records (Cash Disbursement, Cash Receipt, Payroll, Purchase, Sales, General), but not add or change journal entries.

For example, if you want to assign the user full privileges in Payroll and Accounts Payable, type **1,3** **[Enter]** on the first line of the *Module(s)* field, and type **F [Enter]** on the first line of the *Privileges* field. Furthermore, if the user is only allowed to look at records in Accounts Receivable, type **2** **[Enter]** in the second line of the *Module(s)* field, and type **0 [Enter]** in the second line of the *Privileges* field.

> **Note:** There should be at least one system operator (SYSOP) with full access to every accounting and system module. Use **F** for the module code and **F** for the privilege code on the first line to specify SYSOP privileges. These privileges supercede all others.

If a user attempts to access a function to which he is not privileged, the following message will be displayed, and access will be denied:
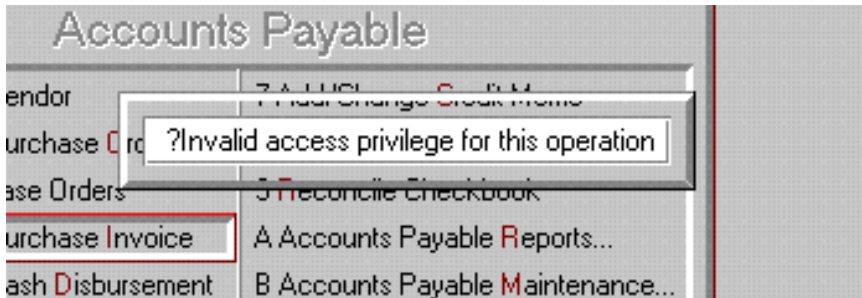
Initializing *Pacifica* Accounting Data

The Installation Checklist below itemizes, in order of importance, the steps needed to customize your newly created company database. Refer to the detailed instructions for each step following the checklist.

Installation Checklist

- ☐ Close the Current Accounting System.
- ☐ Select and modify the General Ledger Chart of Accounts.
- ☐ Set System Defaults – Miscellaneous Defaults.
- ☐ Set System Defaults – General Ledger Accounts.
- ☐ Set Preferences.
- ☐ Enter Vendors.
- ☐ Enter Customers.
- ☐ Enter Inventory Items.
- ☐ Enter Employees.
- ☐ Enter Beginning Vendor Balances.
- ☐ Enter Beginning Customer Balances.
- ☐ Enter Beginning Quantities On Hand in Inventory.
- ☐ Enter Beginning Employee YTD Balances.
- ☐ Print the General Ledger Trial Balance.

❐ Enter Beginning General Ledger Balances.
❐ Print Final General Ledger Trial Balances.
❐ Go to Work!

Additional information about these steps can be found on the following pages.

Close the Previous Accounting System

To determine beginning balances for all General Ledger accounts, vendors, customers, and employees, close each account in your previous accounting system on the same date. Use this date for all initializing balances. Confirm that the General Ledger account balances are correct, and make any required adjustments before entering actual data into your *Pacifica* database.

Select and Modify the General Ledger Chart of Accounts

The General Ledger chart of accounts is a list of the general and specific categories into which and out of which monetary values flow. Before a General Ledger account can be referenced by any other accounting module, it must already exist in the General Ledger chart of accounts.

When you created your company's database with *Add/Change User Identification*, the database lacked a General Ledger Chart of Accounts. Follow these instructions to add one:

1. Enter *Pacifica*, using the ID you just created for this company. (Select an ID with **SYSOP** privileges.)

2. Choose *General Ledger Maintenance* from the *General Ledger* menu section, and choose *Select Chart of Accounts*.
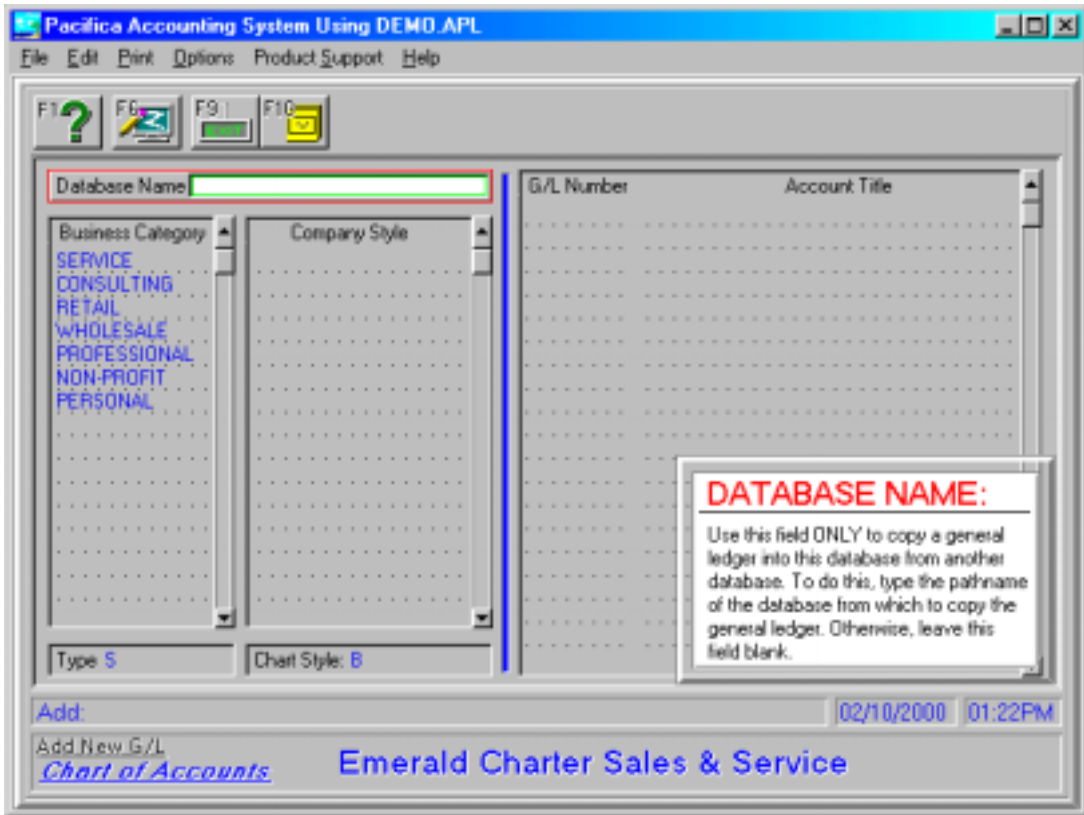
Select Chart of Accounts screen

3. Click on the *Company Category* which most closely matches your own. A list of matching *Company Styles* will display.

4. Select a company *Type* from the following:
   Sole Proprietor
   Partnership
   Corporation

5. Select a chart *Style* from the following:
   Branching

Cascading

6. Click on the *Company Style* which most closely matches your own. A Chart of Accounts will be composed and displayed based on the choices you made above. This screen does not allow you to add to, or delete from, or otherwise modify any of the accounts it selects. Use the *Add/Change General Ledger* screen for editing.

7. If the displayed chart is satisfactory, press **[F10]** to copy it into your new database. If you would rather select another chart, press **[F6]** to clear the screen, and then repeat steps 3 through 7.

To modify the new chart of accounts, select *Add/Change General Ledger* from the *General Ledger* menu. If you make any changes, also do the following step: Set System Defaults – General Ledger Accounts. Please see the menu selection *Add/Change General Ledger* in the General Ledger section for further instruction on how to add and change accounts.

Set System Defaults – Miscellaneous Defaults

Pacifica uses the *System Defaults* record to maintain various company information, such as company name, accounting period, common vendor and customer payment terms, etc. For more specific information, please refer to the section entitled Change System Defaults – Miscellaneous Defaults in the System Maintenance section.

Set System Defaults – General Ledger Accounts

Several General Ledger accounts must be defined as defaults since they will be used by various programs each time. Before setting the General Ledger defaults, be sure that the General Ledger chart of accounts is complete. If you modified the General Ledger chart of accounts, this step must be completed. Select *System Defaults* from the *Maintenance* menu. For specific information, please refer to the section entitled Change System Defaults in the System Maintenance section.

Set User Preferences

Change User Preferences enables you to customize some of the operating characteristics of **Pacifica**. There are two levels of preferences – system and user. The system preferences apply to every user in the system, while user preferences are linked to the user ID and will take precedence over system preferences. Most preference selections are system-wide and are not available at the user level. For more specific information, please refer to the section entitled Change User Preferences in the System Maintenance section.

Enter Vendors

Before you can initialize vendors' balances, the vendor records must already exist on file. Enter vendors now. Select *Add/Change Vendor* from the *Accounts Payable* menu. Please refer to the selection Add/Change Vendors in the Accounts Payable section for detailed instructions on how to add and change vendors.

Enter Customers

Before you can initialize customers' balances, the customer records must already exist on file. Enter customers now. Select *Add/Change Customer* from the *Accounts Receivable* menu. Please refer to the selection Add/Change Customers in the Accounts Receivable section for detailed instructions on how to add and change customers.

Enter Inventory Items

Before you can initialize inventory quantities through *Physical Inventory Count*, the inventory item records must already exist on file. Enter inventory items now. Select *Add/Change Inventory* from the *Inventory* menu. Please refer to the selection Add/Change Inventory in the Inventory Management section for detailed instructions on how to add and change inventory items.

Enter Employees

Before you can initialize employee balances, the employee records must already exist on file. Enter employees now. Select *Add/Change Employee* from the *Payroll* menu. Please refer to the selection

Add/Change Employee in the Payroll section for detailed instructions on how to add and change employees.

Enter Beginning Vendor Balances

Since you can not enter vendor balances directly using *Add/Change Vendor*, you must enter a purchase invoice to initialize any vendor with a non-zero balance. Not only does this provide continuity between the previous method of accounting and *Pacifica*, it also provides a computerized audit trail that can be replicated at any time on paper.

Use *Add/Change Purchase Invoice* to enter all vendor invoices which were open on or before the date on which the previous accounting system was closed. Enter the correct vendor, date, vendor invoice number, description and dollar amount for each one. Full detail is not required.

Please refer to the selection Add/Change Purchase Invoice in the Accounts Payable section for detailed instructions on how to add and change purchase invoices.

Enter Beginning Customer Balances

Since you can not enter customer balances directly using *Add/Change Customer*, you must enter a sales invoice to initialize any customer with a non-zero balance. Not only does this provide continuity between the previous method of accounting and *Pacifica*, it also provides a computerized audit trail that can be replicated at any time on paper.

Use *Add/Change Sales Invoice* to enter all customer invoices which were open on or before the date on which the previous accounting system was closed. Enter the correct customer, date, invoice number, description and dollar amount for each one. Full detail is not required.

Please refer to the selection Add/Change Sales Invoice in the Accounts Receivable section for detailed instructions on how to add and change sales invoices.

Enter Beginning Quantities On Hand in Inventory

Quantities on hand in inventory cannot be directly entered on the *Add/Change Inventory* screen. Instead, these amounts are adjusted by entering purchase invoices in the Accounts Payable module and sales invoices in the Accounts Receivable module. However, the menu selection *Reconcile Physical Inventory* provides a means to record a physical count of stock levels as a check against quantities available for sale. Use this method to initialize the beginning quantity for each item.

Please refer to the selection Add/Change Sales Invoice in the Accounts Receivable section for detailed instructions on how to add and change sales invoices.

Enter Beginning YTD Balances for Employees

Since you can not enter employees' balances for Year-to-date pay and deductions directly using *Add/Change Employee*, you must enter payroll checks to initialize any employee with a non-zero balance. Not only does this provide continuity between the previous method of accounting and *Pacifica*, it also provides a computerized audit trail that can be replicated at any time on paper.

Calculate the total amount accumulated for each Year-to-date tax withholding and other deductions for each employee as of the closing date.

Use *Add/Change Payroll Check* to enter the employee ID and the period end date. Make sure the period end date indicates the closing date for the previous accounting system. The system date will be displayed automatically, but change it to indicate a date at least one full day before the start of the new accounting system. *Pacifica* is date-sensitive, so keep a clean boundary between the initializing balances and the new transactions. Ideally this would be the same day the previous accounting system was closed.

Enter the total hours worked, the total amount withheld for each tax, and the total amount withheld for both pre-tax and post-tax deductions.

Please refer to the selection Add/Change Payroll Check in the Payroll section for detailed instructions on how to add and change payroll checks.

Print the General Ledger Trial Balance Report

Initializing vendor, customer, and employee balances creates transactions that post to the General Ledger balances. Select the *G/L Trial Balance* report from the *General Ledger Reports* menu and send it to a printer. The report displays the current General Ledger account balances. Use the printout as a worksheet to compare current *Pacifica* account balances with the closed account balances from the previous accounting system. Calculate the necessary adjustments and entries that are necessary to bring the *Pacifica* balances in line with the previous accounting system and continue with the next step.

Enter Beginning General Ledger Account Balances

Now that you have calculated the General Journal entries necessary to initialize each balance in the chart of accounts, initialize the General Ledger account balances. Select *Add/Change Journal Entry* from the *General Ledger* menu and make five journal entries, one for each broad accounting group – assets, liabilities, capital, income and expenses. Please refer to the selection <u>Add/Change Journal Entry</u> in the <u>General Ledger</u> section for detailed instructions on how to add and change journal entries.

Make sure the entry date indicates the closing date for the previous accounting system. The system date will be displayed automatically, but change it to indicate a date at least one full day before the start of the new accounting system. *Pacifica* is date-sensitive, so keep a clean boundary between the initializing balances and the new transactions. Ideally this would be the same day the previous accounting system was closed.

Beginning with the assets, enter one asset account per line. Enter the General Ledger account number, the debit or credit amount, and a description of the transaction. If the account balance is zero, no journal entry is necessary.

When the cursor reaches the bottom of the display area, the accounts move up the screen to provide room for more lines.

When all of the asset accounts have been entered, there will be a non-zero-balancing sum left in the last line. In order to balance these entries, use one more equal and opposite transaction to the **Suspense** Account. *Pacifica* automatically includes a **Suspense** account.

Once journal entries for all asset accounts are entered, continue the same procedure with liability accounts, capital accounts, income accounts, and expense accounts. The **Suspense** account will adjust to zero as the remaining accounts are entered. When this process is complete, the chart of accounts will be in balance. In other words, assets plus income equals liabilities plus capital plus expenses. Verify this by printing the Trial Balance Report. If this is not the case, check that each account has the correct account type and that the correct account balances were entered for each group. Make adjustments as needed.

Please refer to the selection Add/Change Journal Entry in the General Ledger section for detailed instructions on how to add and change journal entries.

Print Final General Ledger Trial Balances

Now that all of the adjusting entries have been made, print the General Ledger Trial Balance report once more to confirm that account balances from the previous accounting system and *Pacifica* are in agreement.

If they are, you are ready to begin entering real transactions into *Pacifica*.

Congratulations on a successful installation!

Optimizing *Pacifica* for Maximum Performance

*P**acifica*** is designed to make the most efficient use of your computers' resources. It is a high-performance product when properly installed on adequate hardware. *Pacifica* will operate even when installed on minimal or outdated hardware, such as a 486. In a configuration such as this, you may find that performance is unsatisfactory.

In this section, we will study methods you may use to achieve the best performance with your existing hardware, and points to consider if you are adding workstations to your network.

Most of the suggestions involve changes to your computer or network setup, so make a complete backup before you continue.

Since *Pacifica* is always real-time, a great deal of processing must take place when you file a record. In other accounting programs, this processing is done when you "post" the journals at month end, since they are not real-time. Real-time processing is very disk-intensive (much data must be read from and written to the hard disk to complete a transaction).

Disk access is slow by comparison to any other computer function. Disk access on a network is much slower than access to a local hard disk (drive C:). If you minimize disk accesses, performance will be improved. Most of our performance tips involve reducing the number of reads and writes to the disk.

If your computer and hard disk are faster (newer, bigger), expect performance of *Pacifica* to improve in proportion to hardware improvements. This may not be true in the case of some networks, because the network architecture is more limiting than the computers that are connected to the network. If your network is outdated, consider upgrading to good quality ethernet, using the latest version of network operating systems and drivers. Poor quality network cards and old cabling can be noisy, which causes lost blocks and unnecessary network loading.

Upgrade workstations to faster processors. Additional RAM memory, to be used by windows disk cache programs, will usually achieve more performance gain for your money than a faster hard disk or a special disk controller.

If you can make more memory available to Windows, performance will be improved.

Peer-to-peer networks will allow any workstation to be a file server as well. This uses memory and increases network traffic, so don't make a workstation into a server unless its data really needs to be shared. Because of the way Windows uses file allocation tables (FATs) to determine the location of sectors in a file, reads and writes into a large database file can involve a great deal of overhead in reading through the FAT.

Smaller files incur less overhead. On the other hand, *Pacifica* uses only one data file because many small files incur much more overhead than one large file. *Pacifica* will keep as much detailed data on-line as you wish, but performance will improve if you purge out the oldest data, then condition the database to reduce its size from time to time. Exceptional events records, created whenever you

change or delete any other record, can grow to take up a lot of space. These should be purged periodically as well.

As the database file grows, space for it is allocated on the disk in non-contiguous chunks. Windows manages all of these file fragments through the FAT, which is a mirror image miniature of the file, fragmented just as the file is. Windows includes a utility which will "de-fragment" the files (and the FAT) on your hard disk, substantially improving disk performance.

On a network, your habits may affect the performance of other workstations that are running *Pacifica* at the same time. When you run large reports, disk caching will help relieve the burden on the file server, but network performance will still be affected. In addition, even though records are carefully locked against concurrent updating by multiple users, your report may still be reading data that is changing during the few minutes the report is running, and that can cause errors in report totals. If possible, wait until others have finished their data entry before you run reports.

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3

CHAPTER THREE

Frequently Asked Questions

<u>Overview of Frequently Asked Questions</u>

As you begin to learn and use *Pacifica*, you can benefit from the answers to questions which most users eventually ask. People use *Pacifica* in predictable ways, and there are many common procedures you'll use regularly. This chapter is roughly arranged by module, although there are many procedures explained here which are common to more than one (or all) modules.

How do I find a record I already filed?
Go to the screen where you first entered the record. For instance, if you want to find a sales invoice, go to the *Add/Change Sales Invoice* screen. Most records have a unique identifying number (such as the sales invoice number). If you know this number, move the cursor to the screen's document number field, type in the number and press **[Enter]**. The record with that document number is displayed on the screen for examination or editing.

If you don't know the record's number, you can find the record by using a search template. Suppose you want to find a sales invoice for a particular customer, but you don't know the invoice number. Move the cursor to the customer field and press **[F5]**. The *Search Template* prompt displays. Type a few characters of the customer name and press **[Enter]**. If *Pacifica* asks, select the customer you're searching for. Press **[F3]** to find the most recent invoice for that customer. Only invoices matching the search template(s) you've set will be displayed. Continue pressing **[F3]** until the invoice you want is displayed.

How do I change a record?
Display the record you want to change on the screen. The bottom left corner of the screen (just above the screen name) will say **Select**. Change the record as you wish. Press **[F10]** to re-file the record. If your privilege doesn't allow you to change this record, an error message will display.

How do I erase a record?
Display the record you want to change on the screen. The bottom left corner of the screen (just above the screen name) will say **Select**. Press **[F8]** to delete the record. *Pacifica* will either ask for permission to delete the record (or quit without deleting), or offer the choice to delete or void the record (or quit). If you delete, the record is removed as if had never existed. If you void, the record is left in the database, but all effects of the record are removed. If your privilege doesn't allow you to delete (or void) this record, an error message will display.

How do I make a record similar to one already in the file?

You can copy a record by using **[alt-F10]** (file and copy) instead of **[F10]**. This works either when you enter a new record or when you select an existing record. In either case, when you press **[alt-F10]**, the copied record remains on the screen, but the screen status (in the lower left corner) says **Add** instead of **Select**.

Is there a fast way to print a document?

Yes. Most *Add/Change* screens have a **HotPrint** button on the icon bar. **HotPrint** may also be selected by pressing **[shift-F10]**. The **HotPrint** will call the report or document printer for this screen.

Before using **HotPrint**, a record must either have been just filed, or must be selected onto the screen. Press **[shift-F10]**. *Pacifica* will either display a selection of reports, or take you directly to the document printer for that screen. The document number you just filed or retrieved will be selected.

If you would like documents to print immediately when you press **[F10]** to file them, with no other action on your part, set the Print Immediately preference in the *Change User Preferences* screen.

How do I print the document or report to a different printer?

On the *Report Launch* screen, press **[F5]** to display the *Printer Definition* dialog box. If one or more printers have already been defined in ***Pacifica***, you can select from them by clicking the walking fingers. You can also select any printer available to your workstation by clicking *Windows Printers*. After selecting the desired printer, press **[Esc]** to use it.

Documents can be automatically directed to a specific printer in two ways.

   In printer setup (**[F5]** on any report launch screen) be sure the appropriate document check boxes are checked.

   In the document forms editor, most forms have a *Printer* field where a specific printer may be named (type the printer Description).

Can I change IDs, names, item numbers, etc. after I've used them?

Yes. It doesn't matter how many times or for how long you've used records like vendors, customers, general ledger accounts and inventory items. Just select the record and (if you have the privilege) make any changes and re-file the record.

Will *Pacifica* let anyone go into a prior accounting period and change whatever they want?

No. Only the SYSOP (the user with the highest privilege level) may change records outside of the current accounting period, and even then, *Pacifica* warns them when they do so.

How do I post at month-end or year-end?

Pacifica doesn't require you to post - ever. You will normally want to close the G/L at your year-end, which is a simple process found under *General Ledger Maintenance*. At the same time, you'll probably want to adjust your current period dates, which are in the *System Defaults* record.

How do I print reports with information from prior periods?

Since *Pacifica* never automatically purges data when you enter a new accounting period, all detail information is always available to include on any report. Just enter the dates you want in the date range of the reports parameters screen.

If data isn't purged, won't *Pacifica* fill up or slow down?

Although the database will grow larger as you add more information, *Pacifica* is optimized to manage very large volumes of data with no loss in performance. The maximum size of a *Pacifica* database (which represents your company) is so large that most companies could maintain several hundred years of detail on-line without purging.

> **Note:** *Pacifica* allows any number of registered users, *Laguna* allows a maximum of 5 registered users, *Free Laguna* allows only one user.

Could I purge old information if I wanted to?

Yes. You can purge transactions by a specific journal for a date range, as often as you like. Other records, such as customers, vendors, inventory items, etc., may be individually deleted.

Most *Pacifica* users maintain at least 3-4 years of detailed information on-line.

How many people can be using *Pacifica* at one time?

When you register *Pacifica* (or *Laguna*) you specify the number of users you purchased. Any number of users up to this maximum number may be using *Pacifica* (or *Laguna*) at once.

Can two people be invoicing at the same time?

Yes. With few restrictions, any number of people can be doing anything in *Pacifica* simultaneously.

Pacifica seems to have a lot of useful shortcuts. How do I learn them?

All "shortcuts" (function key macros, tasks, drill-down, etc.) are explained in the <u>User's Guide Volume I, Chapter 2 - Getting Started</u>. We recommend that, at the very least, you read the first four chapters in this volume.

Should I make backups? How?

Certainly. Our very general recommendations are:
1. Establish a regular backup schedule. Windows task scheduler makes this easy.
2. Verify that the backup actually worked. Most backup software has a "compare after backup" feature. Make sure it's turned on. Also, most backup software skips files that are open. MAKE SURE ALL USERS ARE LOGGED OUT OF *PACIFICA* BEFORE BACKING UP.
3. Backup to tape if possible. High capacity removable disks (Zip Disks, Super Disks, etc.) seem to work OK. Floppy diskettes are unreliable. Avoid using them.
4. If you suspect a database problem, DO NOT BACKUP OVER YOUR LAST GOOD BACK-UP! Backup on fresh media. This seems obvious, but apparently it is not. If your database is now damaged, you may have to restore your last good backup. Don't thoughtlessly destroy it.

What files should I backup?

Speaking only for *Pacifica* files, backup all files with an extension of .APL and .CRP. The folder name is typically \PACIFICA (for *Laguna*, the folder name is \LAGUNA).

Why don't report totals on all reports agree with one another?

In many cases, totals obtained from different reports should agree, and a difference may indicate an error. In other cases, different reports are designed to include different kinds of detail, so they can't be expected to total the same.

My A/R balance in the G/L is different from the A/R aging for the year. Where do I even begin to look?

This common problem almost always has a simple solution, which we'll get to in a moment. First, some general advice on approaching any accounting audit problem. Look at your books in smaller time increments, not an entire year at once. *Pacifica* gives you plenty of assistance here, because every report can be printed over any date range, and reports take their data directly from transaction detail. Divide the time period in two; is the error in the first half or the last half? Divide in two again. You can approach the problem very quickly that way.

The problem reported here is almost always the result of a transaction (often a general journal entry) which is posted to an A/R account in the G/L, but not posted to any customer record. Some possible explanations are:

> The journal entry has no name ID at all, which is permitted in the general journal.
> The name was not a customer.
> A G/L account has a type of accounts receivable (or accounts payable) when it shouldn't. Sales tax payable, employee advances receivable, garnishments payable, notes receivable are commonly mistyped.

You may find a beginning balance or year-end entry used to adjust many accounts including A/P and A/R.

Use the *Transaction Audit Report* to find this kind of problem. This report is found on the *General Ledger Reports* menu, and is designed to detect several kinds of posting problems, including out-of-balance, missing account, posting to A/R without a customer, posting to A/P without a vendor, missing date, missing journal record, missing transaction record.

When you find the entry, you need to put a customer (or vendor) name on it and refile it. If the entry adjusts both A/P and A/R, and isn't for a specific customer or vendor, create a name record (probably your own company name) and make that name both a customer and a vendor.

My inventory G/L doesn't agree with the <u>Inventory Activity</u> report, which doesn't agree with the <u>Inventory List</u> report. The <u>Transaction Audit</u> report shows no errors. Now what?

The <u>Inventory Activity</u> report shows the most accurate inventory valuation, as long as all postings to the inventory G/L also adjusted an inventory item. As in the problem posed above, when the inventory G/L is adjusted without using an item, the <u>Inventory Activity</u> report won't see the entry.

In fact, the <u>Transaction Audit</u> report will detect this kind of error if you set the *Missing Inventory* field to **Y**. The default setting for this field (**N**) does not search for this error, because doing so adds considerably to the report run time, and may result in pages of "errors" which many companies don't consider to be a problem at all.

Before setting the *Missing Inventory* field to **Y**, be sure that all inventory G/L account records have an account type of Inventory (**T**) so the report is able to identify transactions which affected inventory.

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4

CHAPTER FOUR

General Ledger Module

Overview of the General Ledger Module

*P**acifica**'s* General Ledger maintains the identity of your company's General Ledger accounts and enables you to enter transactions to post debits and credits to the General Ledger accounts. It also helps you categorize accounts and transactions to summarize the impact of related business events. The other accounting modules that are part of *Pacifica* – Accounts Receivable, Accounts Payable, Inventory Management, and Payroll – store transactions in the Transaction Journal and affect the General Ledger account balances. With information held in the General Ledger accounts and the General Ledger Journal, you can determine the financial status of your company or any profit/cost center in your company at the present time or for any date period you want.

General Ledger Main Menu screen

You can use the *Add/Change General Journal* menu selection for entering adjustments and miscellaneous transactions that affect company finances but are not related to the Accounts Receivable, Accounts Payable, Inventory Management, or Payroll modules.

Designing a Chart of Accounts

The General Ledger Chart of Accounts is a list of the general and specific categories into which and out of which money flows as you conduct business. The Chart of Accounts is traditionally divided into five broad accounting categories:

- Assets
- Liabilities
- Capital
- Income
- Expense

Each of these general categories contains more detailed categories or accounts. For more detailed information about these categories of accounts, see the section entitled Understanding Accounting at the beginning of this guide.

General Ledger information is stored in three places: the General Ledger Accounts file, the General Journal file and the Transaction Journal file.

The General Ledger Accounts file contains summary information including the General Ledger account number, the account description and type, and summary balance information. It does not maintain account history directly, but reflects the current balance of each account as it has been affected by every individual transaction stored in the Transaction Journal file. When you begin setting up your chart of accounts, it is crucial to create separate accounts for each specific area through which you want to track money. This can be as simple as a single account for each accounting category or as complicated as an account for each type of product or service you represent, the departments within your company, each tax jurisdiction, payroll tax withholding, or any other grouping of interest to you.

Pacifica can accommodate virtually any chart-of-accounts structure you want. It is strongly recommended that you consult an accountant if you have any questions about the best way to design your chart of accounts. Different account structures provide substantially different information and varying degrees of usefulness.

Note: There are certain accounts which are required to be in the General Ledger Account file. These include the SUSPENSE account. DON'T DELETE THESE ACCOUNTS!

Also note: Some versions of *Pacifica* support the use of Profit/Cost Centers within the G/L account structure. For more detailed information, see the section entitled Profit/Cost Centers later in this chapter.

The examples that follow demonstrate a cascading chart of accounts, the more traditional branching chart of accounts, and a combination of the two.

A Cascading Chart of Accounts

A cascading chart of accounts is a structure unique to *Pacifica*. It is an intuitive and powerful account structure that forms a series of parent-child relationships between accounts whose account numbers start with the same alphanumeric characters. In the example below, Account 1 (Total Assets) is a parent of account 10 (Current Assets) and of account 11 (Fixed Assets). Account 10 (Current Assets) is, in turn, a parent of account 100 (Cash – Total), and so on.

The term "cascading" is derived from the cumulative effect that a transaction in a child account has upon its parent account and its parent's parent account, etc. As a child account is adjusted by a transaction, the parent (subtotal) account is adjusted by the same amount, which in turn adjusts its parent (total) account.

The levels of cascading are determined by the number of digits in the account number. The fewer the number of digits, the more general the category.

In the example below, the single-digit account (1) represents Total Assets, one of the broadest possible accounting groups. The second level adds a digit to the first (e.g., 10 and 11) and further defines the type of asset as Current or Fixed. The third level down has three digits (e.g., $10 + 0 = 100$ and $11 + 0 = 110$) and names the specific types of Current Assets or Fixed Assets: Cash – Total and Property/Building.

One level below the Cash – Total account is a fourth level ($100 + 0 = 1000$, $100 + 1 = 1001$, $100 + 2 = 1002$) with three subsidiary child accounts: Cash – Petty, Cash – Checking and Cash – Savings. There is no practical limit to the number of levels created; however, each account number must have no more than thirty characters.

Example of a Cascading Chart of Accounts

Account #	Account Description
1	Total Assets
10	Current Assets
100	Cash – Total
1000	Cash – Petty
1001	Cash – Checking
1002	Cash – Savings
101	Accounts/Notes Receivable – Total
1010	Accounts Receivable – Trade
1011	Accounts Receivable – Advances
11	Fixed Assets
110	Property/Building

To illustrate, if a trade customer pays an invoice of $1,000 and the money is deposited into Checking, then Accounts Receivable – Trade will decrease by $1000 (credit) and Cash – Checking will increase by $1000 (debit). The standard T transaction follows:

Account #	Account Description	Debit	Credit
1010	A/R – Trade		1,000.00
1001	Cash – Checking	1,000.00	

However, as a result of the automatic cascading effect, other account balances are also affected. On the credit side, summary accounts 101, 10, and 1 are automatically credited by $1,000 because they are the parent accounts of 1010. On the debit side, accounts 100, 10 and 1 are all debited by $1,000. Notice that accounts 10 and 1 were both debited and credited by $1,000.

The net result is a zero change in the Current Asset and Total Asset accounts. This is a correct reflection of the transaction which was only a change in asset distribution.

It is unlikely that you will ever post money directly to the highest parent accounts. They can be thought of as summary, or phantom, accounts. Summary accounts provide the immediate benefit of instantly viewing summary balances such as Total Cash in Bank or Total Expenses without even running a report.

A Branching Chart of Accounts

A branching chart-of-accounts structure is the more traditional one. This means that accounts from 100 to 199 describe asset accounts, 200 to 299 liability accounts, 300 to 399 equity and capital accounts, 400 to 499 revenue accounts, 500 to 599 cost-of-sales accounts, and 600 to 999 expense accounts.

Example of a Branching Chart of Accounts

Account #	Account Description
100	Cash – Petty
101	Cash – Checking

102	Cash – Savings
109	Cash – Total
110	Accounts Receivable – Trade
111	Accounts Receivable – Advances
119	Accounts/Notes Receivable – Total
149	Current Assets
199	Total Assets

Notice first that all of the account numbers are the same length. This prevents the cascade method from working. If certain accounts need to be totaled into a particular account for every transaction, then those accounts must "branch" to the total account. Use the Branch Account field on the Add/Change General Ledger screen to designate the account to be affected. Accounts 100 through 102 have been set up to branch to 109. Accounts 110 and 111 branch to 119. Accounts 109 and 119 both branch to 149. Account 149 branches to 199.

Using the same T-transaction example as for the cascading chart:

Account #	Account Description	Debit	Credit
110	A/R – Trade		1,000.00
101	Cash – Checking	1,000.00	

The transaction directly credits account number 110 and then progressively credits accounts 119, 149 and 199. On the debit side, the transaction directly debits account 101 by $1,000, and then debits branch accounts 109, 149 and 199. Just as in the cascading example, the Current Assets and Total Assets accounts are both debited and credited by $1000 for a net change of zero.

Pacifica's installation process offers you a selection of pre-defined branching and cascading charts of accounts based on several different types of business. During installation, you can select the style that best suits your business situation and accounting preferences.

Combining Cascading and Branching Charts of Accounts

You can combine the two structures for complex accounting situations by selecting a branch account number that will not be affected by a cascade. This will probably not be necessary for most installations. Consult an accountant if you are in doubt.

Using a cascading chart similar to the one above, we add a new account number called "NET_2&3". (Remember, "numbering" accounts with alphabetic and/or numeric characters is allowed.) This is a simple example of a combined chart. Clearly, this account has no parent or child accounts so it will not cascade, but it provides an instant and up-to-the-minute accumulation of account number 2 (Total Liabilities) and account number 3 (Total Equity).

Example of a Combined Cascading and Branching Chart of Accounts

Account #	Account Description
1	Total Assets
10	Current Assets
100	Cash – Total
1000	Cash – Petty
1001	Cash – Checking
1002	Cash – Savings
101	Accounts/Notes Receivable – Total
1010	Accounts Receivable – Trade
1011	Accounts Receivable – Advances
2	Total Liabilities **Branch to: NET_2&3**
20	Short-Term Liabilities
200	Accounts Payable
21	Long-Term Liabilities
3	Total Equity **Branch to: NET_2&3**
NET_2&3	Total Liabilities and Equity

Profit/Cost Centers

*P*acifica supports the creation of profit/cost centers (profit centers) to track the flow of money into and out of your company even more easily. A profit center is a category you create to summarize accounting information across your entire accounting structure for just a section of your company. One way to think of a profit center is as a department. For example, if you are a hardware store and you want to see how profitable the plumbing department is and you want to include the profit of individual items sold, special advertising, employee and overhead costs, you would set up a special profit center for the plumbing department. Then whenever a transaction is created that is attributable to plumbing, you would use the plumbing profit center along with the standard account.

Profit centers are G/L accounts, created in the same manner as a normal account, but the first character must be a period. The period tells *Pacifica* that this particular account is a profit center and must be treated differently from a normal account. This also means that normal general ledger accounts cannot start with a period. A profit center is not used in place of a normal account number, but is combined with it in this manner: **account.profit center**. Only one G/L account and one profit center can be used in combination in an account field. Multiple profit centers can't be attached to one account in the same account field.

> **Note:** Just as in normal general ledger account numbers, *Pacifica* allows alphabetic and/or numeric characters to be used to identify profit/cost centers, enabling you to identify a profit/cost center or department by its name. For example, paper purchased for sending out direct mail pieces might be charged to the .SALES profit/cost center, while paper purchased for in-house use might be charged to the .OFFICE profit/cost center.

To add a profit center to an account, press the period key, and the cursor will jump to the correct position in the account field. If there is no profit center, the cursor will jump to the end of the account number. If there is already an account and profit center in the field, the cursor will jump to the beginning of the profit center.

Each profit/cost center can only be used with the accounts that list the ID of the profit/cost center as an *Acceptable P/C* on the *Add/Change General Ledger* screen.

Transactions using the account-profit center combination yield the same result as if you had branched the account to the profit/cost center. In fact, you can branch the profit/cost center itself to other profit/cost centers or to normal accounts. Using the example from branching and cascading accounts 110 Accounts Receivable – Trade and 101 Cash – Checking with profit/cost center ".1" would appear as follows:

Account #	Account Description	Debit	Credit
110.1	A/R – Trade		1,000.00
101.1	Cash – Checking	1,000.00	

The transaction directly credits account number 110 and then indirectly credits its parent or branched accounts and profit/cost center .1. On the debit side, the transaction directly debits account 101 by $1,000, and then debits its parent or branched accounts and profit/cost center .1. Just as in the previous examples, the Current Assets and Totals Assets accounts are both debited and credited by $1000 for a net change of zero, but so is the profit/cost center .1.

Pacifica provides a special directory listing for profit/cost centers. Once you have entered the account number you want followed by the profit/cost center period, you can press *** for a listing of available profit/cost centers. This directory listing includes all profit/cost centers in the system – not just the profit centers listed for this specific account on the *Add/Change General Ledger* screen under *Acceptable P/C*.

Add/Change General Ledger
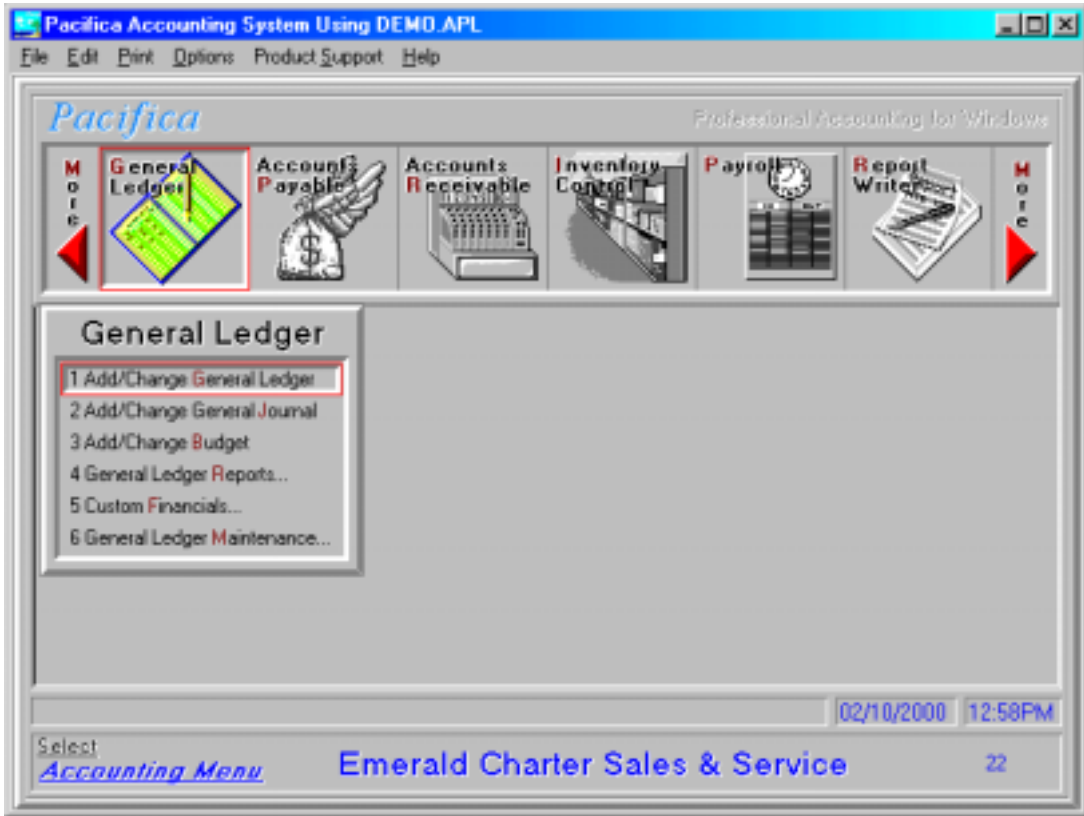
General Ledger Main Menu – Add/Change General Ledger

Use this menu selection to:

- Add a General Ledger account to the file.
- Add a General Ledger profit/cost center to the file.
- Set budget minimums and maximums for an account or profit/cost center.
- Display or change the identifying information associated with an account or profit/cost center.
- Display the current balance in an account or profit/cost center quickly.

Pacifica's installation process offers you a selection of pre-defined branching and cascading charts of accounts based on several different types of business. During installation, you can select the style that best suits your business situation and accounting preferences.

The simplest way to start is to set up the chart of accounts as follows:

- • Select the type of business closest to your own to start with a chart of accounts.
- • Modify the accounts to fit your preferences.
- • Add the additional accounts you need specifically for your business.
- • Add any profit/cost centers you need to represent another layer of division in your accounting.
- • Delete the accounts you will not need in your chart of accounts.

You can't delete an account or profit/cost center if transactions have already been posted to it. However, you can change the Account Type field to include the instruction to make it DORMANT (press **Q**) and set it aside from any further active use.

To enter, change or display General Ledger account information, select *Add/Change General Ledger* from the *General Ledger* menu.

Add/Change General Ledger is divided into two screens. The first screen displays general account and/or profit/cost center information. This includes description, type, balances, acceptable profit/cost centers, branching accounts and percentages. The second screen displays accrual budgeting information for the current account or profit/cost center. Press **[Shift-PgDn]** to go the next screen or **[Shift-PgUp]** to return to the previous screen.

Add/Change General Ledger screen, page 1

The following accounts are required. Do not delete these accounts or modify their account types! If you want, you can change the Account Number, Account Description, and/or Comments fields, then press **[F10]** to refile the record.

Cash in Bank	Cash on Hand	Payroll Cash	Accounts Payable	Accounts Receivable
Sales Revenue	Service Chg Revenue	General Expense	Cost of Sales	Shipping Expense
Sales Tax Payable	Sales Discounts	Purchases Discounts	Inventory	Income Summary
Suspense	Pay Gross Expense	FIT Payable	FICA Employer Pbl	FICA Employee Pbl
FUI Payable	FUI Expense	SIT Payable	SDI Payable	SDI Expense
SUI Payable	SUI Expense	Local IT Payable		

To change an existing General Ledger account or profit/cost center record, move to the *Account Number* field on *Add/Change General Ledger* screen, type the account number and press **[Enter]**, or, for a directory search to find the correct account, press ***** in the *Account Number* field. Make any changes you want, then press **[F10]** to refile the record.

To **HotPrint** the <u>Chart of Accounts</u>, press **[Shift-F10]**.

Data Fields on the Add/Change General Ledger Screen (Page 1 of 2)

The following fields are located on the first page of the *Add/Change General Ledger* screen.

Account Number
The account or profit/cost center's identifying number. If you enter a number that identifies an account already on file, that account record will be displayed for editing. To display a list of all General Ledger accounts already on file, press *****. A profit/cost center must start with a dot (.) or period. This field is the identification number for the general ledger record and requires a non-blank value that does not exceed 512 characters. Up to 20 characters are indexed and used in directory searches. If you do not enter a value, the message "?Account number error" will be displayed and you will not be able to file the record.

Account Name
This is a multiple-line field, so you can enter several account names for referring to this account. Only the first line will be printed on financial reports. The remaining lines can be used to identify aliases – that is, other names or categories by which you can locate this account when you ask for a directory search on other data-entry screens. For example, the second line of the account name for every payroll tax and sales tax account is "TAX". If you request a directory search on "TAX" by typing **TAX*** in a General Ledger account number field, a directory will be displayed showing every account number beginning with the letters "TAX" in any of its account names. Only the first ten characters of any account name will be used in directory searches.

Account Type

The codes you enter in this field indicate how to use this account and where to include it on the financial reports. The codes available are:

Required. Select only one.

0 - Profit/Cost Center	**3** - Capital
1 - Asset	**4** - Income
2 - Liability	**5** - Expense

Optional. Use as many as apply.

6 - Non-postable	**J** - Gross Income (before taxes)
7 - Not currently used	**K** - Net Income (after taxes)
8 - Accounts Payable	**L** - Liabilities and Capital
9 - Accounts Receivable	**M** - Not currently used
A - Cash in Bank	**N** - Tax Expense
B - Sales	**O** - Omit from Financials.
C - Cost of Sales	**P** - Suppress detail on G/L reports.
D - Short Term	**Q** - Dormant (Omit from directories.)
E - Long Term	**R** - Profit Center required
F - Operating Expense	**S** - Accumulated Depreciation / Amortization
G - General Expense	**T** - Inventory
H - Other Expense	**U** - Prepaid Income / Expense
I - Total	

Note: If you enter an account type combination which is invalid, *Pacifica* will advise you, and you will not be permitted to continue until the account type is correct.

You can specify as many account types as you want to describe this account. Every account must specify one of the five accounting groups, or **0** (zero) for profit/cost center. To set options, type the corresponding numbers or letters representing the options you want and press **[Enter]**. For example, to specify a General Ledger account as Cash in Bank – Total (an asset), type **1AI [Enter]**.

Direct Balance
This field contains the net amount which has been posted directly to this General Ledger account. Money that was routed to this account by branching or cascading is not included in *Direct Balance*. A debit balance is displayed as a positive amount, and a credit balance is displayed as a negative amount. This field is updated automatically as transactions are posted and can not be edited.

Calculated Balance
This field contains the net amount which has been posted directly to this General Ledger account plus the net amount that has been posted as a result of branching or cascading to this account. A debit balance is displayed as a positive amount, and a credit balance is displayed as a negative amount. This field is updated automatically as transactions are posted and can not be edited.

Acceptable P/C
If you have created profit/cost centers to work with your general ledger chart of accounts, and only certain profit/cost centers are appropriate for the currently listed G/L account, enter those profit/cost centers in this field. If someone attempts to use a profit/cost center that is not specified for this account, an error message will be displayed. If any profit/cost center is acceptable, leave this field blank.

Branch G/L
This field designates another General Ledger account or profit/cost center to be affected by all transactions that are posted to this account. If a debit or credit is posted to this account, the same debit or credit will be posted to the specified Branch Account. For example, the branch account of Accounts Receivable – Trade is Accounts Receivable – Total, so a credit of $1000 posted to Accounts Receivable – Trade creates a credit of $1000 posted to Accounts Receivable – Total.

Percent
If a General Ledger account or profit/cost center was entered, this field designates the percentage amount of each posted transaction that affects the branched General Ledger accounts or profit/cost centers. If a debit or credit is posted to this account, the same debit or credit multiplied by the percentage will be posted to the specified Branch Account. There can be up to four digits to the right of the decimal, so to enter twenty-five percent, type **25.0 [Enter]**.

Comments

Use this field to store notes, observations or any other textual information about this general ledger account or profit/cost center. You can enter an unlimited amount of text into this field.

The first line of the *Comment* field is included on any pop-up box relating to this account or profit/cost center.

Units

If this G/L account (or profit center) is something that can be represented by a quantity, enter the quantity here. For example: If this is a farmer's field, the Units could represent acres. If this is a machine, the *Units* could represent manufactured output or hours in service for the year.

The *Units* data is accessible from the Custom Financials module.

Units Label

Use this field to describe what the *Units* represent.

The *Units* data is accessible from the Custom Financials module.
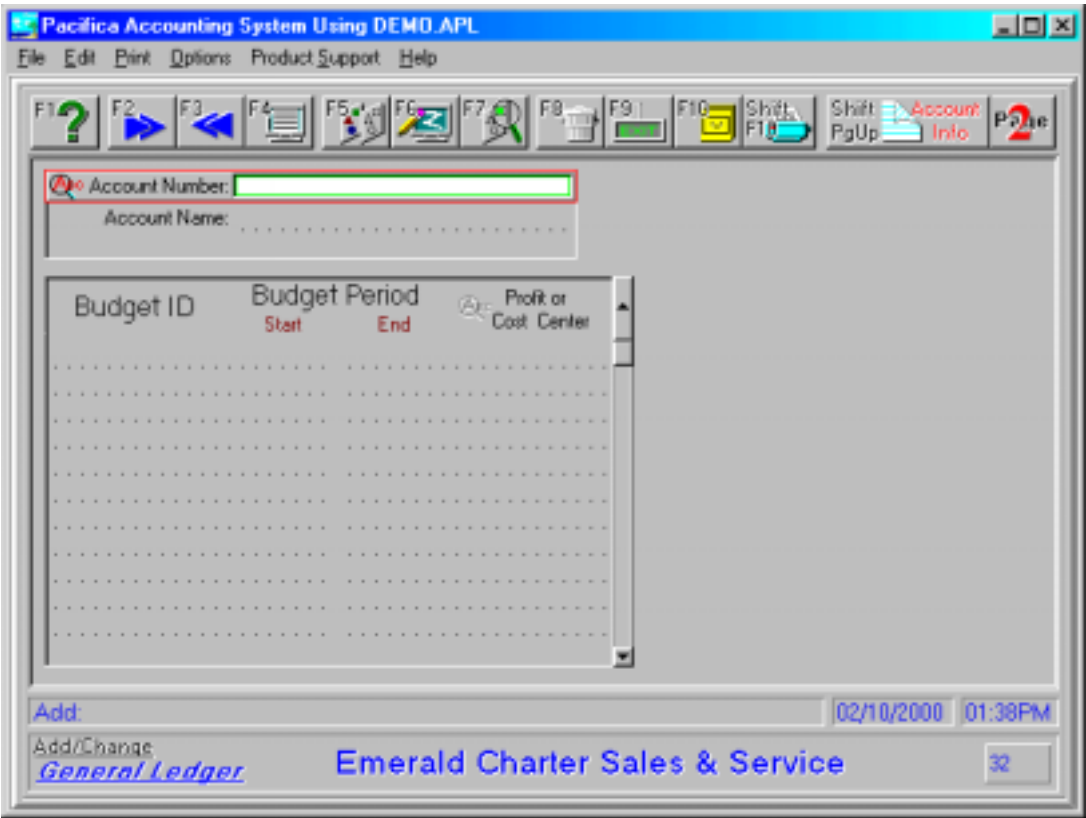
Add/Change General Ledger screen, page 2

Data Fields on the Add/Change General Ledger Screen (Page 2 of 2)

Budget ID
The *Budget ID* field is the identification number for each stored budget for the account or profit/cost center displayed. The stored budget created by *Add/Change Budget* includes the budget period, applicable profit/cost center, and the target debit - credit amount. This ID number can be any alphanumeric, non-blank value that does not exceed 512 characters.

Using *Add/Change Budget* menu selection, you can easily create and modify multiple budgets for each account and/or profit/cost center, and immediately see your variance from actual and the percent variance. You can create a budget manually by adding a budget line for every account or profit/cost center you want included in your master budget as each is displayed on the screen. Each manual budget must have the same budget ID, starting and ending date, and profit/cost center for each account or profit/cost center you include.

Budget Period

Start
This field displays the starting dates for each stored budget created by *Add/Change Budget*. If you want to create a budget manually, use the same starting date for each account or profit/cost center you want to include in the master budget.

End
This field displays the ending dates for each stored budget created by *Add/Change Budget*. If you want to manually create a budget make sure that you use the same ending date for each account or profit/cost center you want to include in the master budget.

Profit/Cost Center
This field displays the profit/cost center for each stored budget created by Add/Change Budget, if there is one. If you want to create a budget manually, use the same profit/cost center for each account or profit/cost center you want to include in the master budget. Press **.*** for a directory listing of profit/cost centers.

Accrual Budgeting

Debit Amount
This field displays the budgeted debit amount for the date range specified. This field is automatically updated when you file (save) the budget ID using *Add/Change Budget*. If you want to modify the amount currently listed, enter the total amount in whole numbers (no fractional parts). This will be the amount that *Add/Change Budget* uses to calculate the variance from actual and the variance percentage. If you have manually created a budget, enter the target debit amount you want to achieve for the given time period and profit/cost center.

Credit Amount
This field displays the budgeted credit amount for the date range specified. This field is updated automatically when you file (save) the budget ID using *Add/Change Budget*. If you want to modify the amount currently listed, enter the total amount in whole numbers (no fractional parts). This will be the amount that *Add/Change Budget* uses to calculate the variance from actual and the variance percentage. If you have created a budget manually, enter the target credit amount you want to achieve for the given time period and profit/cost center.

Effects on the Company Database

Using the *Add/Change General Ledger* menu selection may affect records in the following files:

- General Ledger Accounts
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

- Has no affect on any GL account balances.

Add/Change General Journal
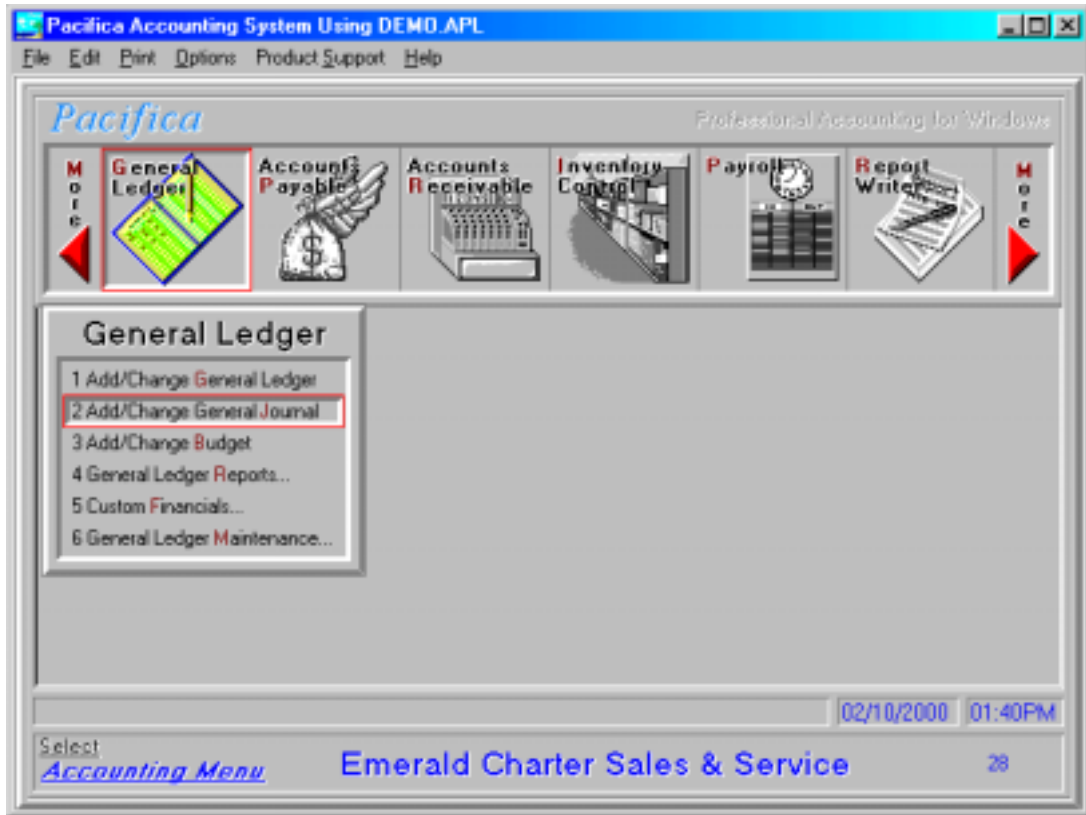
General Ledger Main Menu – Add/Change General Journal Entry

Use this menu selection to:

- Enter and post a transaction to a General Ledger account that can not be originated in Accounts Receivable, Accounts Payable, Inventory Management, or Payroll.
- Display or change a General Ledger Journal transaction.

Sometimes events occur requiring that you add or change General Ledger Journal transactions. *Add/Change General Journal* is only to be used for transactions that cannot be entered through Accounts Receivable, Accounts Payable, Inventory Management, or Payroll. Examples of General Ledger Journal transactions would include capital and equity adjustments, deposits from cash on hand to cash in bank, bank service charges, interest earned, etc.

To enter, change or display General Ledger Journal transactions, select *Add/Change General Journal* from the *General Ledger* menu.

To **HotPrint™** the General Journal Register, click or press **[Shift-F10]**.

Staying in Balance

Pacifica uses double-entry accounting to keep the General Ledger accounts in balance, so the net effect of each General Ledger Journal transaction will always be zero – that is, the sum of the debit line(s) in the transaction will equal the sum of the credit line(s) in the transaction. A journal entry transfers value between General Ledger accounts, affecting more than one account. If several entries affect a single account, it is acceptable to sum the net effect on that one account instead of entering a balancing credit line for each debit line.

For example: Transferring $5,000 from the company checking account to the company savings account and transferring $200 from the company checking account to petty cash involves only three different accounts: Cash – Checking, Cash – Savings, and Cash – Petty. The net effect upon the Cash – Checking account is equal to the sum of both transactions, and only three entries are required.

Account #	Account Description	Debit	Credit
1001	Cash – Checking		5,200.00
1002	Cash – Savings	5,000.00	
1003	Cash – Petty	200.00	

If you file (save) a transaction in which the total credits and total debits at the bottom of the credit and debit columns are not equal, *Pacifica* will complete the transaction for you with a balancing entry to the Suspense account.

Add/Change General Journal Entry screen

Data Fields on the Add/Change General Journal Screen

Control Number
The system automatically generates a control number (sometimes called a batch number) for a group of transactions based upon the last control number saved. This number can later be used to locate and edit specific journal entries. This field is the identification number for the general journal record and requires a non-blank value that does not exceed 512 characters. Up to 10 characters are indexed and used in directory searches. If you do not enter a value, the message "?Number error" will be displayed and you will not be able to file the record.

You may change the *Control Number* starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the *Control Number* field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

> **Note:** You must have SYSOP privileges for this module to do this.

Name ID Number
If this journal entry affects either the Accounts Payable or the Accounts Receivable G/L account, enter the ID number of a valid vendor or customer whose balance this entry should also affect.

Entry Date
The date of this journal entry. The current system date is automatically displayed.

Reversing Date
If these transactions are temporary, you can specify a reversing date. An equal and opposite transaction will be created in the transaction journal to counteract the transaction created by this batch of journal entries. Once you have filed this batch, no further action is required. A reversing journal entry creates a net zero change upon the direct and calculated balances of the accounts and/or profit/cost centers.

Bring to Balance
Pacifica offers an easy way to adjust G/L balances to your trial balance without having to compute differences for each affected account. Just click this field with your mouse so it contains an 'X'. Then input your actual trial balance debits and credits, with the proper accounts. When you file the journal entry, *Pacifica* computes the values required to achieve the trial balance at that date.

Account
Enter the General Ledger account number to debit or credit. Press ***** for a directory listing of the available accounts. Once the account number is entered, you can include a profit/cost center if appropriate. Press **.*** for a profit/cost center directory listing.

Debits
A debit amount increases the balance in a specified asset or expense account or decreases the balance in a specified liability, capital or income account. At the bottom of this column, the total of all debits in this transaction is displayed.

Credits
A credit amount decreases the balance in a specified asset or expense account or increases the balance in a specified liability, capital or income account. At the bottom of this column, the total of all credits in this transaction is displayed.

Description
This field automatically displays the transaction name for each credit and debit. You can enter any description you want.

Status
This field is maintained by *Pacifica*. The meaning of the status flags is as follows:

> **0** - Voided
> **2** - Altered
> **3** - Closing Entry
> **6** - Printed

Effects on the Company Database

Using the *Add/Change General Journal* menu selection may affect records in the following files:

- General Ledger Accounts
- System Defaults Record
- General Journal Records
- Transaction Records
- Exceptional Events Log Entries

Effects on General Ledger Accounts

Debit Account – Specified for each transaction
Credit Account – Specified for each transaction

Add/Change Budget
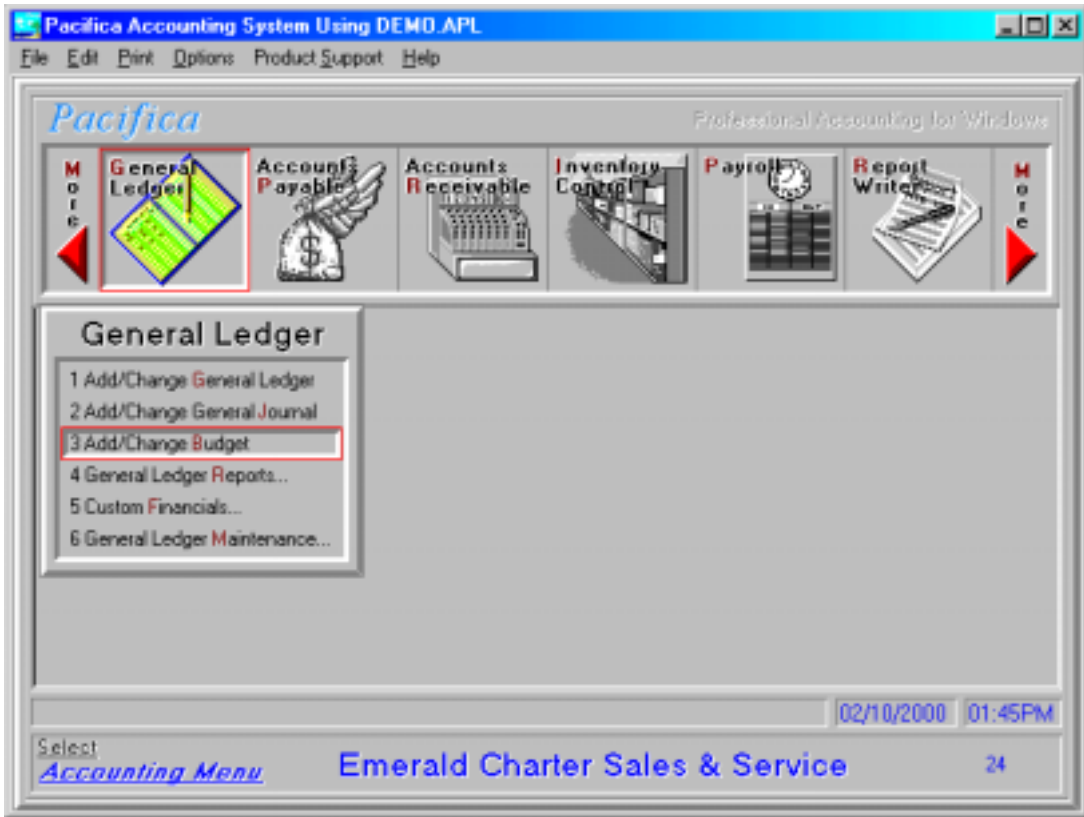
General Ledger Main Menu – Add/Change Budget

Use this menu selection to:

- Create a new budget based on actual account balances during a specified time period.
- Create a new budget based on the budgeted amounts of an existing budget during a specified time period.
- Display or change budget targets for multiple accounts or profit/cost centers.
- Print a budget-to-actual comparison report.
- Print a list of budgets.

Add/Change Budget enables you to simply create and maintain target budget values for specified G/L accounts and date ranges. You can create new budgets from both actual account balances or from already-existing budgets so you can plan your financial decisions based on past, present or on future anticipated events. When you modify a budget, you can choose to display the budget in whole or in part. At any time in the process of creating and maintaining a budget you can print a comparison of budget-to-actual for evaluation.

The general process for creating a new budget from actual account balances is as follows:

- Press **[Shift-PgDn]** to move to screen page 3.
- Leave the *Source ID* blank, but the *From* and *To* fields should be the starting and ending date of the actual account balances you want to use.
- Enter a *Target ID* name, the starting and ending date in the *From* and *To* fields, and the budget period you want for the new budget.
- Use the fields on the right side of the second screen page to specify any changes you want made to the actual values to create the new budget values. For example: if you want the new budget values to be two percent higher than the actual values for the same period, type **102 [Enter]** in the Percent field.
- Press **[F2]** to create the budget.

The general process for creating a new budget from an existing budget is as follows:

- Press **[Shift-PgDn]** to move to the second screen page.
- Enter the ID name of the existing budget in the *Source ID* field, and enter a starting and ending date in the *From* and *To* fields that fall within the date range of source budget.
- Enter a *Target ID* name, the starting and ending date in the *From* and *To* fields, and the budget period you want for the new budget.
- Use the fields on the right side of the second screen page to specify any changes you want made to the existing budget values to create the new budget values. For example: if you want the new budget values to be two percent higher than the existing budget values, type **102 [Enter]** in the *Percent field.*
- Press **[F2]** to create the budget.

The general process for adding new budget lines to an existing budget is as follows:

- Press **[Shift-PgDn]** to move to the second screen page.
- Leave the *Source ID* field blank, but enter a starting and ending date in the *From* and *To* fields that will be the date range of the new budget lines.
- Enter the name of the existing budget in the *Target ID* field, enter the starting and ending date in the *From* and *To* fields that will be the date range of the new budget lines, and enter the same budget period as the existing budget.
- Use the fields on the right side of the second screen page to specify any changes you want made to the budget values to create the new budget values. For example: if you want the new budget values to be two percent higher than the existing budget values, type **102** **[Enter]** in the *Percent* field.
- Press **[F2]** to create the budget.

To display only a small part or section of an existing budget, enter the starting and ending date of the budget periods to display, the starting and ending G/L account number, and then enter the Budget ID of the budget you want. This displays only the budget lines that fall within the date and account number ranges you entered.

Note: If you choose to delete a budget (press **[F8]**) while only a small part or section of the whole budget is displayed, you will delete the whole budget and not just the displayed part. If you only want to delete selected budget lines, press the **[Spacebar]** on each line you wish to delete. The line will be marked with a "D". These lines will be deleted from the current budget when you file (save).

To enter, change or display budget information, select *Add/Change Budget* from the *General Ledger* menu.

Add/Change Budget is divided into two screens. The first screen displays budget account information. This includes the account number, budgeted amount, actual amounts (if available), variance and percent variance. The second screen enables you to create new budgets from actual account balances or

from existing budgets during a specified time period. Press **[Shift-PgDn]** to go the next screen or **[Shift-PgUp]** to return to the previous screen.

To change an existing budget, move to the *Budget ID* field on *Add/Change Budget* screen, type the Budget ID and press **[Enter]**. Make any changes you want, then press **[F10]** to refile the record.
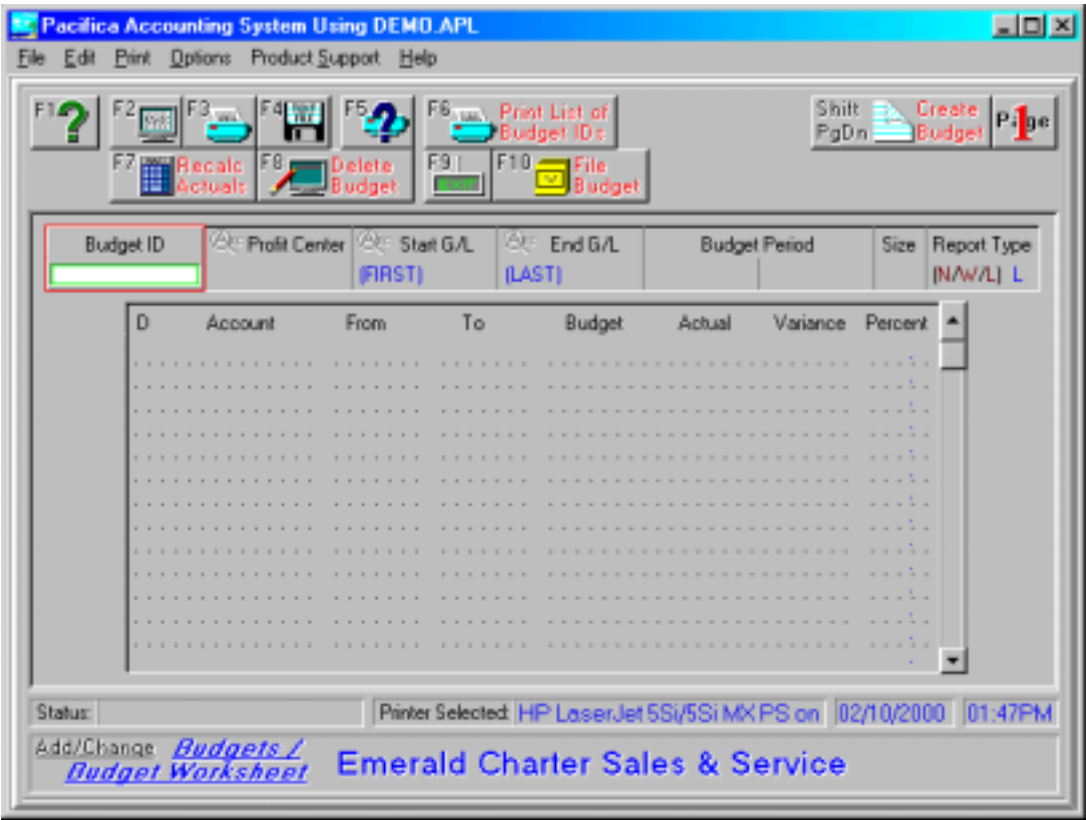
Add/Change Budget screen, page 1

To print a list of budgets, press **[F5]**. To print the <u>Budget to Actual Comparison Report</u>, press **[F2]**.

Data Fields on the Add/Change Budget Screen (Page 1 of 3)

Budget ID
The *Budget ID* field is the identification number for each existing budget. When a budget is filed (saved), *Add/Change Budget* stores the budget information directly into the General Ledger record for each account and/or profit/cost center. This includes the budget period, applicable profit/cost center, and the target debit - credit amount. This ID number can be any alphanumeric, non-blank value that does not exceed 512 characters.

Profit Center
If the current budget was created for a specific profit center, this field automatically displays the profit/cost center account number.

Start G/L
This field automatically displays the beginning G/L account number of the current budget.

End G/L
This field automatically displays the ending G/L account number of the current budget.

Budget Period
The current period represents the date range of the budget that is currently displayed. The first date field is the start day and the second date field is the end day of the date range. When you create a new budget on the second screen, the target starting and ending dates become the current period dates for the generated budget.

Size
This field automatically displays the budget period range of the current budget. These values could be **W**eekly, **M**onthly, **Q**uarterly, or **Y**early.

Report Type
Narrow (80 column) report.
Wide (132 column) report.
Listing - Prints a listing of the budgets in this database.

D

If you want to delete this G/L account number line from the current budget, press the **[Spacebar]** and this field will display a "D" for delete. When you file (save) this budget back to the General Ledger record, this line will be removed.

Account

This field automatically displays the G/L account number for this budget value. You cannot modify the account, but you may delete the line when you file (save) by pressing the **[Spacebar]**.

From

The *From* field automatically displays the first date of the G/L account number and budget period represented on this line. You cannot modify the date, but you may delete the line when you file (save) by pressing the **[Spacebar]**.

To

The *To* field automatically displays the last date of the G/L account number and budget period represented on this line. You cannot modify the date, but you may delete the line when you file (save) by pressing the **[Spacebar]**.

Budget

This field represents the target budget value you want to achieve for the G/L account during this budget period. Enter this value in whole numbers (no fractional parts). To enter a credit amount for this G/L account, type the amount and press **- (minus)**.

Actual

If the G/L account on this line was affected by any transactions during this budget period, the net amount of the transactions is displayed automatically. A credit amount will be displayed as a negative amount (a minus sign appears before the amount).

Variance

If there is a difference between the budget amount and the actual amount, the difference is displayed here automatically.

Percent

If there is a difference between the budget amount and the actual amount, the percentage difference is displayed here automatically.
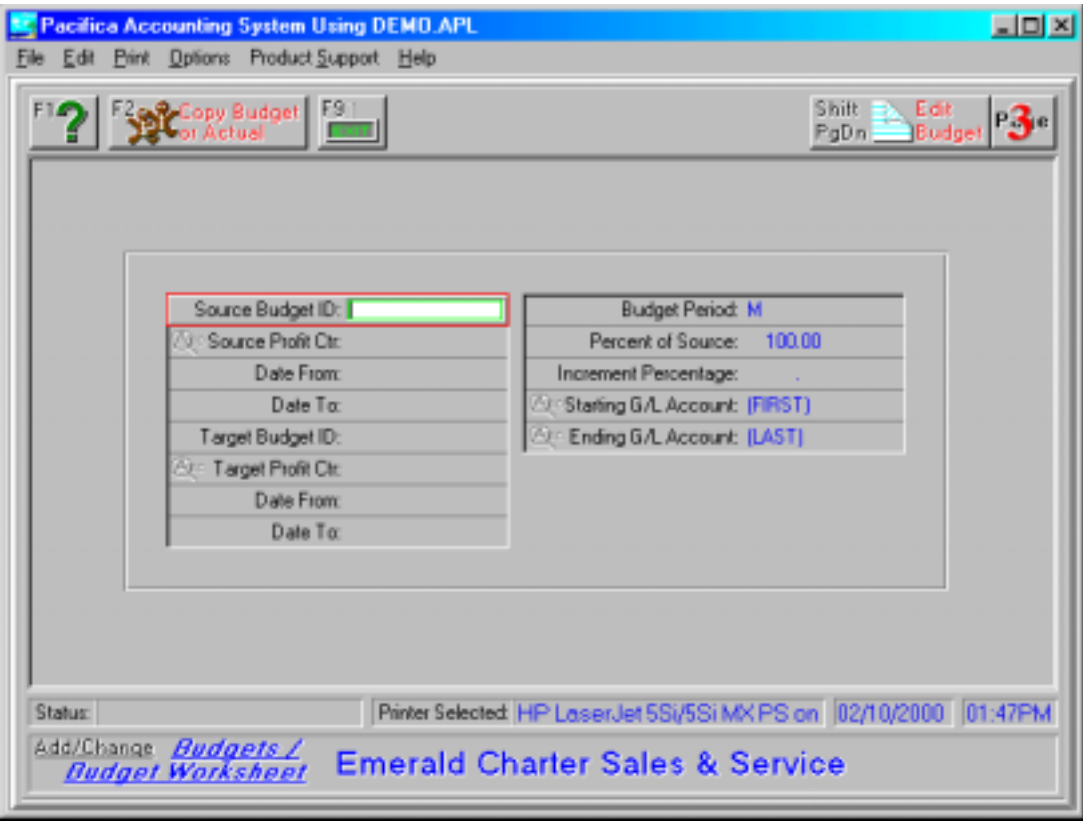
Add/Change Budget screen, page 3

Data Fields on the Add/Change Budget Screen (Page 3 of 3)

Source Budget ID

If you want to generate a new budget based on the target budget values already entered for an existing budget, enter the budget ID of the existing budget or the "source" budget. When you press **[F2]** to copy the budget, the budget values from the source budget are copied to the new budget or "target"

budget for the date range you specify. If you entered a percent or increment value, the source budget amounts will be adjusted by these values to create the target budget amounts.

Source Profit Center
If you want to create a budget from an existing profit/cost center budget, enter the account number of profit/cost center, including the dot.

Date From
If you want to generate a new budget based on the budget values already entered for an existing budget, enter the starting date of the existing source budget you want to include.

Date To
If you want to generate a new budget based on the budget values already entered for an existing budget, enter the ending date of the existing source budget to include.

> **Note:** Both dates must be within the current period of the source budget.

Target Budget ID
The *Target ID* field is the budget ID of the new budget. This identification number can be any alphanumeric, non-blank value that does not exceed 512 characters. However, the smaller the ID, the more space you conserve on your disk drive.

Target Profit Center
If you want to create a budget for a specific profit/cost center, enter the account number of profit/cost center including the period. Target budget values are created only if the source budget values or the actual transactions refer to the profit/cost center or a profit/cost center that branches or cascades into it.

Date From
This field specifies the beginning date of the current budget period. Enter a start date equal to the first day of the date period for the budget to be created.

Date To
This field specifies the ending date of the current budget period. Enter an end date equal to the last day of the date period for the budget to be created.

Budget Period
Enter the first character of one of the following periods to represent how large a period of time you want to budget: **W**eekly, **M**onthly, **Q**uarterly, or **Y**early.

Percent of Source
If you want the budget values of the new budget to be a percentage amount higher or lower than the values used to create them, enter the percent you want. If the quantity is a decimal fraction, the decimal point must be typed. For example, enter ten and three quarters percent by typing **10.75** **[Enter]**.

Increment Percentage
If you have more than one budget period that falls within the current period of the target budget, and you want the budget values of each subsequent budget to be an additional percentage amount higher or lower than the values of the previous budget period, enter the percentage value by which you want to increment. If the quantity is a decimal fraction, the decimal point must be typed. For example, enter one and one quarter percent by typing **1.25** **[Enter]**.

Starting G/L Account
Enter the starting G/L account number to include in the account number range for the target budget. Press ***** **[TAB]** for a directory listing of existing G/L account numbers.

Ending G/L Account
Enter the ending G/L account number to include in the account number range for the target budget. Press ***** **[TAB]** for a directory listing of existing G/L account numbers.

Report Width
If you print the Budget Worksheet (press **[F5]** from screen page 1) in the wide format, more information is included. Press **W** to print wide.

Effects on the Company Database

Using the *Add/Change Budget* menu selection may affect records from these files:
  • General Ledger Accounts

Effects on General Ledger Accounts

  • Has no affect on any GL account balances.

General Ledger Reports

General Ledger Reports Menu

To print General Ledger reports, select *General Ledger Reports* from the *General Ledger* menu.

Use this menu selection to:

- Print or display the *Chart of Accounts*.
- Print or display a *Trial Balance*.

• Print or display all the transactions affecting a particular General Ledger account or profit/cost center.
• Print or display all the transactions for a specified date period.
• Print or display a transaction audit trail.
• Print or display a standard or comparative *Balance Sheet, Income Statement*, also referred to as a *Statement of Profit and Loss*, or *Statement of Cash Flows*.

The *General Ledger Reports* menu enables you to print or display information about General Ledger Journal transactions and about General Ledger accounts.

Financial Reports Preparation

The standard financial reports printed by *Pacifica* are formatted based on the design of your chart of accounts. Accounts with certain account types should be present, but should not be represented more than once.

Only certain accounts should include an account type of "I" (Title). Here is a list

Account	Type
Balance sheet accounts	
Short term assets	1,6,D,I
Long term (fixed) assets	1,6,E,I
Total assets	1,6,I
Short term liability	2,6,D,I
Long term liability	2,6,E,I
Total liability	2,6,I
Current net income	3,6,I,K
Total capital	3,6,I
Total liabilities & capital	3,6,I,L
Income statement accounts	
Sales	4,B,I
Cost of sales	4,C,I or 5,C,I
Gross revenue	4,6,I,J
Other income	4,6,H,I

Total income	4,6,I
Operating expense	5,6,F,I
General expense	5,6,G,I
Other expense	5,6,H,I
Special expense	5,6,M,I
Tax expense	5,6,N,I
Total expense	5,6,I

No title accounts are required for <u>Statements of Cash Flow</u> reports.

If accounts are incorrectly flagged as title accounts, ***Pacifica*** will position them on the financial where they will display balances for account groups that you didn't intend. Roll-up accounts will behave without the title type.

Financial reports are based on transaction detail which may be changing as other users file new records into the database. This can cause errors on your reports. Errors may appear even when printing a financial with an ending date before the currently open period, because the financial might start with current G/L balances and subtract transaction activity back to the report end date.

Consider these methods for avoiding such errors.

> Lock the database while the financial is printing. This option will be offered as the report starts to print. If you lock the database, other users will be unable to work while your financial is running. If other users already have records locked in the database, you will not be able to continue with your report.
> Print at a time when other users are not active.
> Copy the database to another filename, then print financials from the new database. This can also be part of your daily quick backup procedure.
> Don't worry about such errors. If you just need an informal peek at a financial, you may not be concerned about (usually small) errors caused by other users' activity.

You may wish to set a preference in the *Change User Preferences* screen to help organize database locking while printing financials. The preference key word is FINANCIALS_LOCK_DB, and the

value options are **Y**, **N** or **A**. If the value is **Y**, the database will always be locked by financials. If the value is **N**, the database will never be locked by financials. If the value is **A**, the operator will be asked if the database should be locked. The **A** option is the same as if this preference was not used.

Chart of Accounts Report

To print your chart of accounts, select *Chart of Accounts* from the *General Ledger Reports*... menu.

Chart of Accounts report parameters screen

Data Fields on the Chart of Accounts Report Parameters Screen

Starting Account
To limit the chart of accounts report to a range of accounts, change this value to a specific starting account.

Ending Account
To limit the chart of accounts report to a range of accounts, change this value to a specific ending account.

Narrow or Wide? (N/W)
The wide version of the report displays more information on each line, but requires either wide paper in the printer or that the printer be set to condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Chart of Accounts – Sample Printout

Emerald Charter Sales & Service
Chart of Accounts

Printed on: 12/12/1996   Page: 1

Account	Account Name	Type	Description
Profit Centers:			
.1	Retail Store	0	
.2	Maintenance	0	
.3	Fuel Trucks	0	
.4	Flight School	0	
.5	Rentals	0	
Asset Accounts:			
1	Total Assets	16I	No Post, Total/Title
10	Total Short Term Assets	16DI	No Post, Current, Total/Title
101	Cash In bank, Checking	1AD	Cash, Current
102	Accounts Receivable	19D	A/R, Current
103	Inventory	1D	Current
105	Cash On Hand	1AD	Cash, Current
13	Total Long Term Assets	16EI	No Post, Fixed, Total/Title
130	Accum. Deprec. - Airplanes	1E	Fixed
131	Aircraft	1E	Fixed
14	Total Other Assets	16HI	No Post, Other, Total/Title
Liability Accounts:			
2	Total Liabilities	26I	No Post, Total/Title
20	Total Short Term Liabilities	26DI	No Post, Current, Total/Title
2000	Accounts Payable	28D	A/P, Current
2005	Layaway Deposits	2D	Current
2010	FIT Payable	2D	Current
2015	FICA Payable	2D	Current
2016	Medicare Payable	2D	Current
2020	FUI Payable	2D	Current
2025	SIT Payable	2D	Current
2030	SDI Payable	2D	Current
2035	SUI Payable	2D	Current
2040	Sales Tax Payable	2DN	Current, Tax Expense
2050	Accrued Liabilities	2D	Current
2060	Interest Payable	2D	Current
2070	Health Ins Pbl	2D	Current
2080	Aircraft Rental	2D	Current
23	Total Long Term Liabilities	26EI	No Post, Fixed, Total/Title
2300	Deferred Income Tax Credits	2E	Fixed
2305	Notes Payable	2E	Fixed
24	Total Other Liabilities	26HI	No Post, Other, Total/Title
240	Customer Deposits	2D	Current
Capital Accounts:			
3	Total Capital	36I	No Post, Total/Title
310	Capital Stock	3	
320	Retained Earnings	3	
330	Income Summary	3	
335	Expense Summary	3	
340	Net Profit Or Loss	36IK	No Post, Total/Title, Net Income
399	Total Liabilities and Capital	36IL	No Post, Total/Title, Liab/Capital
Income Accounts:			

Chart of Accounts – Sample Printout (continued)

Emerald Charter Sales & Service
Chart of Accounts

Printed on: 12/12/1996   Page: 2

Account	Account Name	Type	Description
Income Accounts: (continued)			
4	Total Gross Income	46IJ	No Post, Total/Title, Gross Income
401	Sales Income	4BI	Sales, Total/Title
401-C	Total Cost Of Sales	4CI	Cost of Sales, Total/Title
402	Airplane Rental Revenue	4BJ	Sales, Gross Income
403	Mechanic/Service Revenue	4BJ	Sales, Gross Income
404	Aircraft Charter Revenue	4FJ	Operating, Gross Income
405	Sales Discounts	4C	Cost of Sales
406	Purchase Discounts	4H	Other
407	Membership Dues Revenue	4BJ	Sales, Gross Income
408	Fuel Sales Revenue	4BJ	Sales, Gross Income
41	Total Other Income	46HI	No Post, Other, Total/Title
410	Total Other Income	46I	No Post, Total/Title
411	Gain (Loss) On Sale Of Assets	4H	Other
Expense Accounts:			
5	Total Expense	56I	No Post, Total/Title
50	Total General Expense	56GI	No Post, General, Total/Title
5000	Office Expense	5G	General
5005	Postage & Courier Expense	5G	General
5015	Temporary Help	5G	General
5020	Vehicle Expense	5G	General
5025	Travel Expense - Meals	5G	General
5030	Travel Expense - Other	5G	General
5035	Dues & Subscriptions	5G	General
5040	Utilities Expense	5G	General
5042	Moving Expense	5G	General
5045	Collection Expense	5G	General
5050	Insurance	5G	General
5055	Telephone Expense	5G	General
5060	Space & Storage Rent	5G	General
5065	Legal Expense	5G	General
5070	Consulting & Professional Services	5G	General
5075	Shipping Expense	5F	Operating
51	Total Operating Expense	56FI	No Post, Operating, Total/Title
510	Bulk Fuel	5CF	Cost of Sales, Operating
5100	Bulk Oil Expense	5CF	Cost of Sales, Operating
5105	Parts & Supplies	5CF	Cost of Sales, Operating
5110	Equipment Rental	5F	Operating
5115	Airplane Depreciation	5F	Operating
5120	Salaries & Wages	5F	Operating
5125	Payroll Tax Expense	5F	Operating
52	Total Other Expense	56HI	No Post, Other, Total/Title
5200	Interest Expense	5H	Other
5210	Inventory Shrinkage	5H	Other
55	Suspense	56H	No Post, Other
H01	Special Expense	5IM	Total/Title, Special Expense
H20	Tax Expense	5IN	Total/Title, Tax Expense

Detailed General Ledger Report

The Detailed General Ledger report shows G/L activity over any selected date period, with or without transaction detail. The transaction data may optionally be filtered in several ways; by account, by profit center, by company, and/or by journal.

To print this report, select *Detailed General Ledger* from the *General Ledger Reports*... menu.

Detailed General Ledger report parameters screen

Data Fields on the Detailed General Ledger Report Parameters Screen

Starting Date
Include only transactions which occurred on or after this date.

Ending Date
Include only transactions which occurred on or before this date.

Starting Account
Include only transaction lines which affected this account or one numerically greater.

Ending Account
Include only transaction lines which affected this account or one numerically smaller.

> **Note:** To report on a single account or an account range, use the *Starting Account* and *Ending Account* fields, since they search the transactions much faster than the Key fields.

Account Number Key
Include only transaction lines which affected any account matching this key. Standard wildcard symbols may be used in this field.

Profit Center Key
Include only transaction lines which affected any profit center matching this key. Standard wildcard symbols may be used in this field.

Customer/Vendor ID
To include only transactions for a specific customer or vendor (or employee), enter that person's or company's ID number. To display a directory of names, press *.

User ID
To include only transactions created by a particular user (User ID must match), enter that User ID.

Transaction Detail? (**Y**/**N**/**F**/**S**)
To display a line for each selected transaction, set this field to **Y**. If you set this field to **N**, all transactions for a particular account will be summarized into one line.

If any G/L account has a Type of **P - Suppress detail on G/L reports**, its detail will display only if you use the **F** (force detail) parameter.

Use **S** to summarize onto one line all activity for a particular account within one document.

Journal To Print (0-6)
To include only transactions from a selected journal, enter one or more of the following numbers:

- **0** - all journals
- **1** - cash disbursements
- **2** - cash receipts
- **3** - payroll
- **4** - sales
- **5** - purchases
- **6** - general journals

Zero Balance Accounts? (**Y**/**N**)
If you set this field to **N**, any account with a current balance of zero will be omitted.

Non-Active Accounts? (**Y**/**N**)
If you set this field to **N**, any account with no transaction activity matching the selected report parameters will be omitted.

Starting/Ending Balances? (**Y**/**N**)
If you set this field to **Y**, each account will include a beginning balance as of the *Starting Date* and an ending balance as of the *Ending Date* of the report.

Print G/L Comments? (<u>Y</u>/<u>N</u>)

If you set this field to <u>**Y**</u>, any comments included in the G/L account record will print below the G/L number and title.

Narrow or Wide Report? (<u>N</u>/<u>W</u>)

The wide version of the report displays more information on each line, but requires either wide paper in the printer or that the printer be set to condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Detailed General Ledger – Sample Printout

Emerald Charter Sales & Service
General Ledger Activity
From 10/01/1996 to 10/31/1996

Printed on: 12/12/1996   Page: 1

Date	Transaction ID	Name	Reference	Amount

101 - Cash In bank, Checking

Date	Transaction ID	Name	Reference	Amount
10/11/96	D: 2319	Johnson & Tate Property	Rent	-1,500.00
			Activity	-1,500.00

102 - Accounts Receivable

Date	Transaction ID	Name	Reference	Amount
10/01/96	S: 1053	Joel Simpson	Invoice Total	16,207.43
10/15/96	R: 1019	Brian Burns	Airplane fuel - 120 octane	-360.97
10/15/96	R: 1019	Brian Burns	Airplane tires	-2,139.03
10/27/96	S: 1054	Jim Campbell	Invoice Total	905.50
			Activity	14,612.93

103 - Inventory

Date	Transaction ID	Name	Reference	Amount
10/01/96	S: 1053	Joel Simpson	In# 100 - Airplane tires	-272.00
10/01/96	S: 1053	Joel Simpson	In# 120 - Airplane fuel - 1	-8,652.00
10/01/96	S: 1053	Joel Simpson	In# 127 - Aviation mineral	-115.20
10/01/96	S: 1053	Joel Simpson	In# 400 - Pilot Headset	-200.00
10/01/96	S: 1053	Joel Simpson	In# 500 - Push to talk switc	-30.00
10/06/96	P: 1882	Grandview Oil	In# 120 - Airplane fuel - 1	4,214.76
10/27/96	S: 1054	Jim Campbell	In# 200 - Sectional chart	-9.00
10/27/96	S: 1054	Jim Campbell	In# 400 - Pilot Headset	-200.00
10/27/96	S: 1054	Jim Campbell	In# 500 - Push to talk switc	-30.00
			Activity	-5,293.44

105 - Cash On Hand

Date	Transaction ID	Name	Reference	Amount
10/15/96	R: 1019	Brian Burns	Receipt Net	2,500.00
			Activity	2,500.00

2000 - Accounts Payable

Date	Transaction ID	Name	Reference	Amount
10/06/96	P: 1882	Grandview Oil	Invoice Total	-4,214.76
10/11/96	D: 2319	Johnson & Tate Property	Rent	1,500.00
			Activity	-2,714.76

2040 - Sales Tax Payable

Date	Transaction ID	Name	Reference	Amount
10/01/96	S: 1053	Joel Simpson	Sales tax	-1,214.43
10/27/96	S: 1054	Jim Campbell	Sales tax	-37.50
			Activity	-1,251.93

401 - Sales Income

Date	Transaction ID	Name	Reference	Amount
10/01/96	S: 1053	Joel Simpson	Airplane tires	-448.00
10/01/96	S: 1053	Joel Simpson	Pilot Headset	-395.00
10/01/96	S: 1053	Joel Simpson	Push to talk switch	-50.00
10/27/96	S: 1054	Jim Campbell	Pilot Headset	-395.00
10/27/96	S: 1054	Jim Campbell	Push to talk switch	-50.00
10/27/96	S: 1054	Jim Campbell	Sectional chart	-18.00

Detailed General Ledger – Sample Printout (continued)

Emerald Charter Sales & Service
General Ledger Activity
From 10/01/1996 to 10/31/1996

Printed on: 12/12/1996   Page: 2

Date	Transaction ID	Name	Reference	Amount
401 - Sales Income (continued)				
			Activity	-1,356.00
401-C - Total Cost Of Sales				
10/01/96	S: 1053	Joel Simpson	Cost of Airplane fuel - 120	8,652.00
10/01/96	S: 1053	Joel Simpson	Cost of Airplane tires	272.00
10/01/96	S: 1053	Joel Simpson	Cost of Aviation mineral oi	115.20
10/01/96	S: 1053	Joel Simpson	Cost of Pilot Headset	200.00
10/01/96	S: 1053	Joel Simpson	Cost of Push to talk switch	30.00
10/27/96	S: 1054	Jim Campbell	Cost of Pilot Headset	200.00
10/27/96	S: 1054	Jim Campbell	Cost of Push to talk switch	30.00
10/27/96	S: 1054	Jim Campbell	Cost of Sectional chart	9.00
			Activity	9,508.20
403 - Mechanic/Service Revenue				
10/27/96	S: 1054	Jim Campbell	Full service certification	-405.00
			Activity	-405.00
408 - Fuel Sales Revenue				
10/01/96	S: 1053	Joel Simpson	Airplane fuel - 120 octane	-13,860.00
10/01/96	S: 1053	Joel Simpson	Aviation mineral oil	-240.00
			Activity	-14,100.00
Grand Total Activity				0.00

Detailed Profit Centers Report

The <u>Detailed Profit Center</u> report shows profit center activity over any selected date period, with or without transaction detail. The transaction data may optionally be filtered in several ways; by account, by profit center, by company, and/or by journal.

To print this report, select *Detailed Profit Centers* from the *General Ledger Reports...* menu.

Detailed Profit Centers report parameters screen

Data Fields on the Detailed Profit Centers Report Parameters Screen

Starting Date
Include only transactions which occurred on or after this date.

Ending Date
Include only transactions which occurred on or before this date.

Starting Account
Include only transaction lines which affected this account or one numerically greater.

Ending Account
Include only transaction lines which affected this account or one numerically smaller.

Note: To report on a single account or an account range, use the *Starting Account* and *Ending Account* fields, since they search the transactions much faster than the Key fields.

Starting Profit Center
Include only transaction lines which affected this profit center or one numerically greater.

Ending Profit Center
Include only transaction lines which affected this profit center or one numerically smaller.

Account Number Key
Include only transaction lines which affected any account matching this key. Standard wildcard symbols may be used in this field.

Profit Center Key
Include only transaction lines which affected any profit center matching this key. Standard wildcard symbols may be used in this field.

Name or ID Number

To include only transactions for a specific customer or vendor (or employee), enter that person's or company's ID number.

To display a directory of names, press *****.

User ID

To include only transactions created by a particular user (User ID must match), enter that User ID.

Transaction Detail? (Y/N/F)

To display a line for each selected transaction, set this field to **Y**. If you set this field to **N**, all transactions for a particular account will be summarized into one line.

If any G/L account has a Type of **P - Suppress detail on G/L reports**, its detail will display only if you use the **F** (force detail) parameter.

Zero Balance Accounts? (Y/N)

If you set this field to **N**, any account with a current balance of zero will be omitted.

Non-Active Accounts? (Y/N)

If you set this field to **N**, any account with no transaction activity matching the selected report parameters will be omitted.

Profit Centers Only? (P/N/B)

If you set this field to **P**, only transaction lines which have used a profit center will be included. If you set it to **N**, only transaction lines without profit centers will be included. **B** will include transaction lines with or without profit centers.

Journal To Print (0-6)

To include only transactions from a selected journal, enter one or more of the following numbers:

0 - all journals
1 - cash disbursements

    2 - cash receipts
    3 - payroll
    4 - sales
    5 - purchases
    6 - general journals

Sort Order? (<u>G</u>/<u>P</u>)
Set this field to <u>**G**</u> to sort by G/L account number, or <u>**P**</u> to sort by profit center.

GL/PC Length for Subtotals
Although subtotals print whenever the account number or profit center changes, you may also cause subtotals to print according to the account number length within a group of accounts. Enter the account number length here.

Narrow or Wide Report? (<u>N</u>/<u>W</u>)
The wide version of the report displays more information on each line, but requires either wide paper in the printer or that the printer be set to condensed print mode.

Print G/L Comments? (<u>Y</u>/<u>N</u>)
If you set this field to <u>**Y**</u>, any comments included in the G/L account record will print below the G/L number and title.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Detailed Profit Centers – Sample Printout

Emerald Charter Sales & Service
Profit Center Activity
From 01/01/1996 to 12/12/1996

Printed on: 12/12/1996   Page: 1

Date	Source	Number	Name	Description	Amount

*** Account Number 401 - Sales Income ***

─────Profit Center .1 - Retail Store─────

Date	Source	Number	Name	Description	Amount
02/27/96	Sales	1027	Dale Suko	Altimeter	-900.00
03/05/96	Sales	1026	Jill's Temp Service	Altimeter	-900.00
03/05/96	Sales	1026	Jill's Temp Service	Pilot Headset	-395.00
03/05/96	Sales	1026	Jill's Temp Service	Airplane tires	-224.00
03/05/96	Sales	1026	Jill's Temp Service	Push to talk switch	-50.00
04/09/96	Sales	1030	Dale Suko	Aviation Sweatshirt	-36.00
				Subtotal	-2,505.00

─────Profit Center .5 - Rentals─────

| 01/07/96 | Sales | 1021 | Jim Campbell | Beech Bonanza 1966 | -72,500.00 |
| | | | | Subtotal | -72,500.00 |

*** 401 - Sales Income ***

	Beginning Balance	0.00
	Activity	-75,005.00
	Ending Balance	-75,005.00

*** Account Number 402 - Airplane Rental Revenue ***

─────Profit Center .5 - Rentals─────

01/30/96	Sales	1023	Frank Zuccarelli	Rental Cessna 172	-2,537.50
01/30/96	Sales	1023	Frank Zuccarelli	Aircraft prep for rental	-80.00
03/12/96	Sales	1028	Jonson Corp.	Rental Cessna SkyTwin	-4,717.50
03/16/96	Sales	1029	John D. Pilla	Rental Cessna SkyTwin	-1,655.75
03/16/96	Sales	1029	John D. Pilla	Aircraft prep for rental	-60.00

*** 402 - Airplane Rental Revenue ***

	Beginning Balance	0.00
	Activity	-9,050.75
	Ending Balance	-9,050.75

*** Account Number 403 - Mechanic/Service Revenue ***

─────Profit Center .2 - Maintenance─────

02/10/96	Sales	1024	Marlene Gordon	Full service certification	-405.00
02/27/96	Sales	1025	John Harmon	Full service certification	-180.00
02/27/96	Sales	1027	Dale Suko	Installation	-126.50
03/05/96	Sales	1026	Jill's Temp Service	Full service certification	-3,096.00
03/05/96	Sales	1026	Jill's Temp Service	Installation	-690.00
				Subtotal	-4,497.50

─────Profit Center .5 - Rentals─────

| 01/07/96 | Sales | 1021 | Jim Campbell | Full service certification | -2,736.00 |
| | | | | Subtotal | -2,736.00 |

*** 403 - Mechanic/Service Revenue ***

	Beginning Balance	0.00
	Activity	-7,233.50
	Ending Balance	-7,233.50

*** Account Number 408 - Fuel Sales Revenue ***

─────Profit Center .3 - Fuel Trucks─────

| 01/27/96 | Sales | 1022 | Brian Burns | Airplane fuel - 120 octane | -796.46 |
| 02/27/96 | Sales | 1025 | John Harmon | Jet-A fuel | -313.50 |

Detailed Profit Centers – Sample Printout (continued)

Emerald Charter Sales & Service
Profit Center Activity
From 01/01/1996 to 12/12/1996

Printed on: 12/12/1996   Page: 2

Date	Source	Number	Name	Description	Amount
			*** 408 - Fuel Sales Revenue *** (continued)		
03/05/96	Sales	1026	Jill's Temp Service	Aviation mineral oil	-40.00
04/23/96	Sales	1031	Frank Zuccarelli	Airplane fuel - 120 octane	-1,023.66
			*** 408 - Fuel Sales Revenue ***		
				Beginning Balance	0.00
				Activity	-2,173.62
				Ending Balance	-2,173.62

	Beginning	Activity	Ending
Grand Total Balances	0.00	-93,462.87	-93,462.87

Trial Balance Report

To print the <u>Trial Balance</u>, select *G/L Trial Balance* from the *General Ledger Reports*... menu.
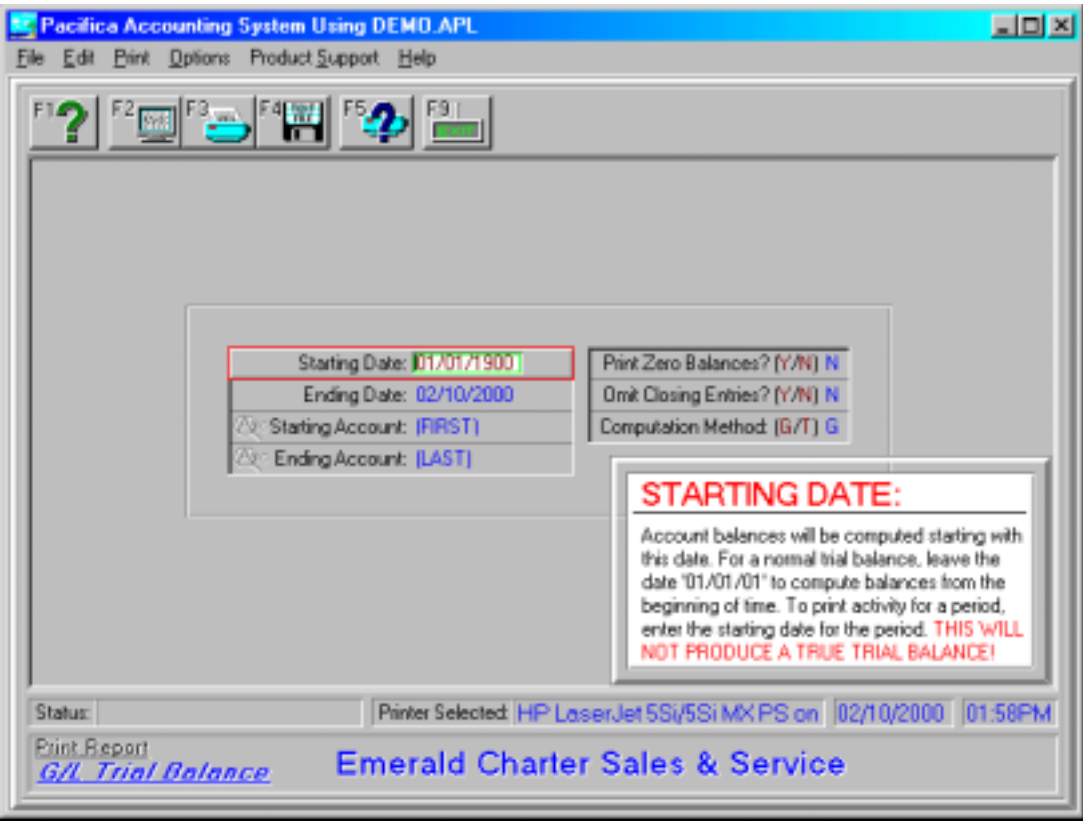
General Ledger Trial Balance report parameters screen

Data Fields on the General Ledger Trial Balance Report Parameters Screen

Starting Date
This date defaults to **01/01/1900** (the beginning of time). For a true trial balance, use this date. If you change this date, the report will reflect activity during the period you select.

Ending Date
Enter the date at which you want a trial balance. This date need not be the current date, nor the last day of a month.

Starting Account
To include only a specified account and accounts numerically larger than this account, enter a number here.

Ending Account
To include only a specified account and accounts numerically smaller than this account, enter a number here.

Computation Method (T/G)
If you set this field to **G** (for General Ledger), *Pacifica* calculates beginning with the current G/L balances, and arrives at a trial balance by removing current activity.

If you set this field to **T** (for transaction), *Pacifica* begins with zero balances, and arrives at a trial balance by adding all transactions between the *Starting Date* and *Ending Date*. This method can be slower than the **G** method.

Both methods should produce exactly the same report.

Print Zero Balances? (Y/N)
If you set this field to **N**, accounts with a zero balance as of the trial balance date will be omitted.

Omit Closing Entries? (Y/N)
If you set this field to **Y**, transactions marked as closing (transaction flag of **3**) will not be included in the trial balance.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

> **Note:** The trial balance report should always balance to zero. If it does not, this indicates a transaction which has been filed out of balance. This condition is most easily corrected with the *Repost G/L Transactions* utility.

General Ledger Trial Balance – Sample Printout

Emerald Charter Sales & Service
Trial Balance
For period ending: 03/31/1996
Balances are based on the General Ledger.
With closing entries included.

Printed on: 12/12/1996   Page: 1

Account number	Account name	Real Balance	Calc'd Balance
	*** Assets ***		
1	Total Assets	0.00	758,615.88
10	Total Short Term Assets	0.00	113,615.88
101	Cash In bank, Checking	10,354.40	10,354.40
102	Accounts Receivable	88,828.82	88,828.82
103	Inventory	14,359.62	14,359.62
105	Cash On Hand	73.04	73.04
13	Total Long Term Assets	0.00	645,000.00
131	Aircraft	645,000.00	645,000.00
	*** Liabilities ***		
2	Total Liabilities	0.00	-730,460.14
20	Total Short Term Liabilities	0.00	-85,460.14
2000	Accounts Payable	-72,726.00	-72,726.00
2040	Sales Tax Payable	-6,954.64	-6,954.64
2080	Aircraft Rental	-5,779.50	-5,779.50
23	Total Long Term Liabilities	0.00	-645,000.00
2305	Notes Payable	-645,000.00	-645,000.00
	*** Income ***		
4	Total Gross Income	0.00	-29,726.74
401	Sales Income	-74,969.00	-12,349.12
401-C	Total Cost Of Sales	62,619.88	62,619.88
402	Airplane Rental Revenue	-9,050.75	-9,050.75
403	Mechanic/Service Revenue	-7,233.50	-7,233.50
405	Sales Discounts	56.59	56.59
408	Fuel Sales Revenue	-1,149.96	-1,149.96
	*** Expenses ***		
5	Total Expense	0.00	1,571.00
50	Total General Expense	0.00	1,571.00
5040	Utilities Expense	45.00	45.00
5060	Space & Storage Rent	1,500.00	1,500.00
5075	Shipping Expense	26.00	26.00

Trial Balance: 0.00

Daily Account Balance Report

The <u>Daily Account Balance</u> report prints a daily transaction review for a selected G/L account, with a daily ending balance. Transaction detail is optional.

To print the report, select *Daily Account Balance* from the *General Ledger Reports...* menu.
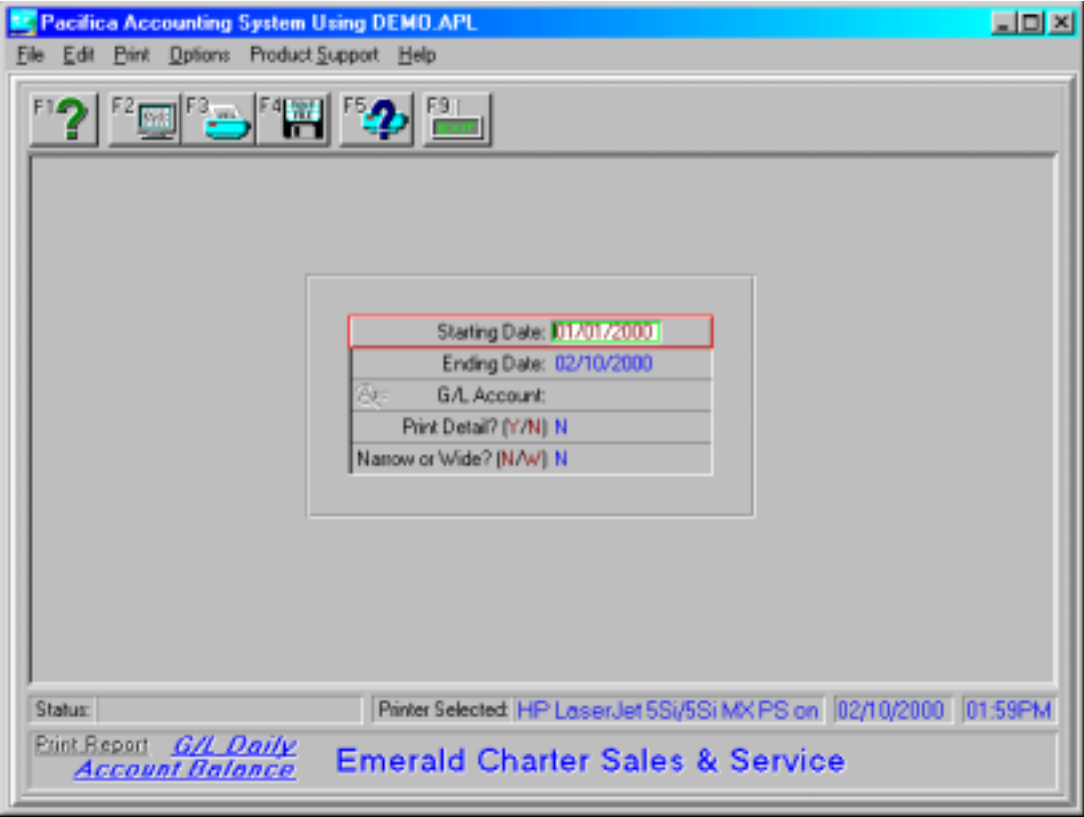
Daily Account Balance report parameters screen

Data Fields on the Daily Account Balance Report Parameters Screen

Starting Date
Include only transactions which occurred on or after this date.

Ending Date
Include only transactions which occurred on or before this date.

G/L Account
Enter the number of the account on which to report, or type a few characters of the account title.

To display a directory of accounts, press *****.

Print Detail? (Y/N)
To print a line for each transaction for the day, type a **Y** into this field.

Narrow or Wide? (N/W)
The wide version of the report displays more information on each line, but requires either wide paper in the printer or that the printer be set to condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Daily Account Balance – Sample Printout

Emerald Charter Sales & Service
Daily Account Balance
For Account 102, Accounts Receivable
From 01/01/1996 to 12/12/1996

Printed on: 12/12/1996   Page: 1

Date	Transaction ID	Amount	Account Balance	Description
Account: 102 - Accounts Receivable				
01/01/96	Beg. Bal.		0.00	Beginning Balance
01/07/96	S:1021	81,108.50	81,108.50	Jim Campbell
01/27/96	S:1022	860.97	81,969.47	Brian Burns
01/30/96	S:1023	2,829.52	84,798.99	Frank Zuccarelli
02/10/96	S:1024	405.00	85,203.99	Marlene Gordon
03/04/96	R:1005	-500.00	84,703.99	Brian Burns
03/12/96	S:1028	5,099.62	89,803.61	Jonson Corp.
03/16/96	S:1029	1,854.73	91,658.34	John D. Pilla
03/22/96	R:1006	-2,829.52	88,828.82	Frank Zuccarelli
04/23/96	S:1031	1,106.58	89,935.40	Frank Zuccarelli
05/01/96	R:1009	-425.00	89,510.40	Dale Suko
05/11/96	S:1032	25,589.43	115,099.83	Transtech Inc.
05/13/96	S:DM1000	27.03	115,126.86	Transtech Inc.
05/16/96	R:1008	-5,099.62	110,027.24	Jonson Corp.
05/24/96	S:CR1000	-1,081.00	108,946.24	Transtech Inc.
05/25/96	S:1036	1,677.75	110,623.99	Jonson Corp.
06/03/96	S:1037	813.99	111,437.98	Jim Campbell
06/08/96	S:1039	1,518.81	112,956.79	Jonson Corp.
06/21/96	R:1011	-1,854.73	111,102.06	John D. Pilla
06/22/96	S:1038	1,772.95	112,875.01	Transtech Inc.
06/30/96	S:1040	270.25	113,145.26	John D. Pilla
07/10/96	S:1041	2,847.54	115,992.80	Brian Burns
07/17/96	R:1013	-1,106.58	114,886.22	Frank Zuccarelli
07/22/96	S:1045	422.18	115,308.40	Maurice Powell

D = Disbursement R = Receipt X = Payroll S = Sale P = Purchase G = General

Daily Account Balance – Sample Printout (continued)

Emerald Charter Sales & Service
Daily Account Balance
For Account 102, Accounts Receivable
From 01/01/1996 to 12/12/1996

Printed on: 12/12/1996   Page: 2

Date	Transaction ID	Amount	Account Balance	Description
07/28/96	R:1014	-20,000.00	95,308.40	Transtech Inc.
08/19/96	R:1015	-270.25	95,038.15	John D. Pilla
08/19/96	R:1016	-813.99	94,224.16	Jim Campbell
08/24/96	S:1043	8,360.00	102,584.16	Indian Ridge Country Club
09/04/96	S:1049	659.55	103,243.71	John D. Pilla
09/19/96	S:1052	309.17	103,552.88	Marlene Gordon
10/01/96	S:1053	16,207.43	119,760.31	Joel Simpson
10/15/96	R:1019	-360.97	119,399.34	Brian Burns
10/15/96	R:1019	-2,139.03	117,260.31	Brian Burns
10/27/96	S:1054	905.50	118,165.81	Jim Campbell
11/04/96	S:1055	5,544.00	123,709.81	Transtech Inc.
11/12/96	S:1057	7,219.75	130,929.56	Frank Zuccarelli
11/21/96	S:1058	4,245.63	135,175.19	Brian Burns

Grand Total Balances:	Beginning	Debits	Credits	Ending
	0.00	171,655.88	36,480.69	135,175.19

D = Disbursement R = Receipt X = Payroll S = Sale P = Purchase G = General

Daily Cash in Bank Balance Report

The <u>Daily Cash in Bank Balance</u> report prints a daily transaction review for a selected G/L account, with a daily ending balance. Transaction detail is optional.

To print the report, select *Daily Cash in Bank Balance* from the *General Ledger Reports...* menu.
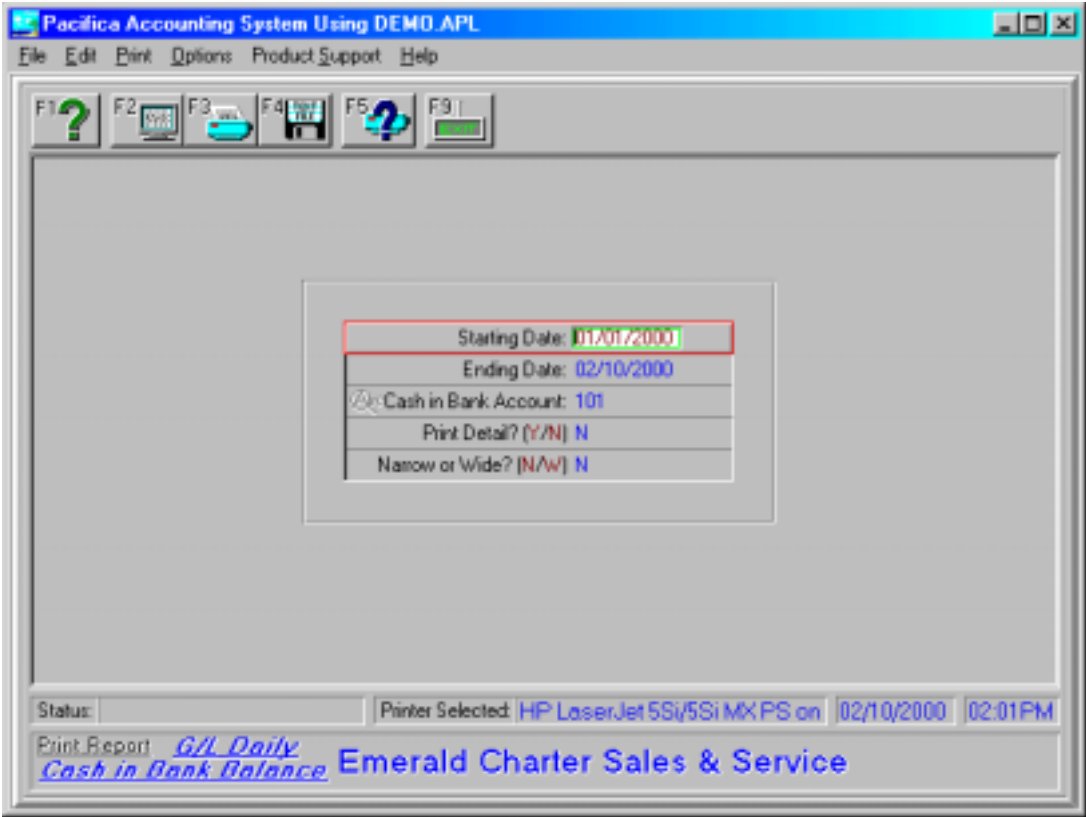
Daily Cash in Bank Balance report parameters screen

Data Fields on the Daily Cash in Bank Balance Report Parameters Screen

Starting Date
Include only transactions which occurred on or after this date.

Ending Date
Include only transactions which occurred on or before this date.

Cash in Bank Account
Enter the number of the account on which to report, or type a few characters of the account title.

To display a directory of accounts, press *.

Print Detail? (Y/N)
To print a line for each transaction for the day, type a **Y** into this field.

Narrow or Wide? (N/W)
The wide version of the report displays more information on each line, but requires either wide paper in the printer or that the printer be set to condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Daily Cash in Bank Balance – Sample Printout

Emerald Charter Sales & Service
Daily Cash in Bank Balance
For Account 101
From 01/01/1996 to 12/12/1996

Printed on: 12/12/1996   Page: 1

Date	Debits	Credits	Balance
G/L 101 - Cash In bank, Checking			
12/31/95	0.00	0.00	0.00
02/27/96	1,099.40	0.00	1,099.40
03/27/96	9,300.00	0.00	10,399.40
03/31/96	0.00	45.00	10,354.40
04/02/96	0.00	3,733.89	6,620.51
04/09/96	38.92	0.00	6,659.43
04/14/96	0.00	1,500.00	5,159.43
04/28/96	0.00	3,716.00	1,443.43
05/07/96	0.00	12,832.66	-11,389.23
05/17/96	1,886.35	0.00	-9,502.88
05/23/96	19,000.00	45.00	9,452.12
06/02/96	0.00	5,024.42	4,427.70
06/29/96	2,500.00	0.00	6,927.70
07/03/96	249,000.00	0.00	255,927.70
07/13/96	0.00	11,987.00	243,940.70
07/17/96	0.00	1,500.00	242,440.70
08/01/96	0.00	4,113.22	238,327.48
08/14/96	42,019.00	0.00	280,346.48
08/18/96	0.00	204,000.00	76,346.48
08/19/96	0.00	350.00	75,996.48
09/20/96	8,750.00	0.00	84,746.48
10/11/96	0.00	1,500.00	83,246.48
11/09/96	0.00	1,436.50	81,809.98
12/02/96	0.00	34.00	81,775.98
12/12/96	0.00	600.00	81,175.98

	Beginning	Debits	Credits	Ending
Grand Total Balances:	0.00	333,593.67	252,417.69	81,175.98

General Journal Register

The General Journal Register report prints a list of selected general journal entries. Transaction detail is optional.

To print the report, select *General Journal Register* from the *General Ledger Reports*... menu.
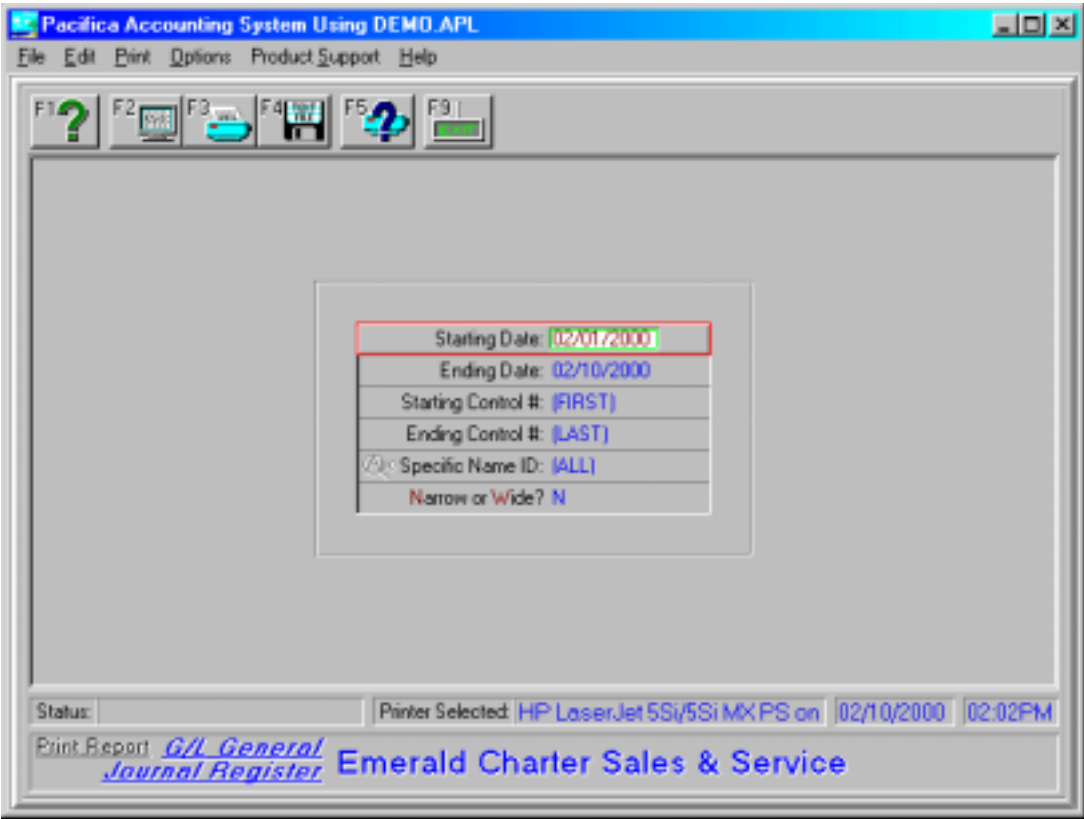
General Journal Register report parameters screen

Data Fields on the General Journal Register Report Parameters Screen

Starting Date
Include only entries which occurred on or after this date.

Ending Date
Include only entries which occurred on or before this date.

Starting Control
To select a range of entries, type the number of the first entry to include.

Ending Control
To select a range of entries, type the number of the last entry to include.

Specific Name ID
To include only entries to a particular vendor or customer or employee or other person or company, enter their name ID number here, or type a few characters of their search name.

To display a directory of names, press *.

Narrow or Wide? (N/W)
The wide version of the report displays more information on each line, but requires either wide paper in the printer or that the printer be set to condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

General Journal Register – Sample Printout

Emerald Charter Sales & Service
General Journal Register
From 01/01/1996 to 12/12/1996

Printed on: 12/12/1996   Page: 1

Control #	Date	Account	Account Name	Debit	Credit
600	02/03/96	100	Emerald Charter Sales & Service		
		131	Aircraft	265,000.00	
		131	Aircraft	380,000.00	
		2305	Notes Payable		265,000.00
		2305	Notes Payable		380,000.00
				645,000.00	645,000.00
650	07/03/96	100	Emerald Charter Sales & Service		
		101	Cash In bank, Checking	249,000.00	
		130	Accum. Deprec. - Airplanes	36,200.00	
		131	Aircraft		265,000.00
		411	Gain (Loss) On Sale Of Assets		20,200.00
				285,200.00	285,200.00
800	09/29/96	100	Emerald Charter Sales & Service		
		5200	Interest Expense	8,625.00	
		2060	Interest Payable		8,625.00
				8,625.00	8,625.00
			Grand Totals:	938,825.00	938,825.00

Transaction Audit Trail Report

The <u>Transaction Audit Trail</u> report prints a list of transactions, including errors. You may optionally include only transactions containing errors.

To print the report, select *Transaction Audit Trail* from the *General Ledger Reports*... menu.
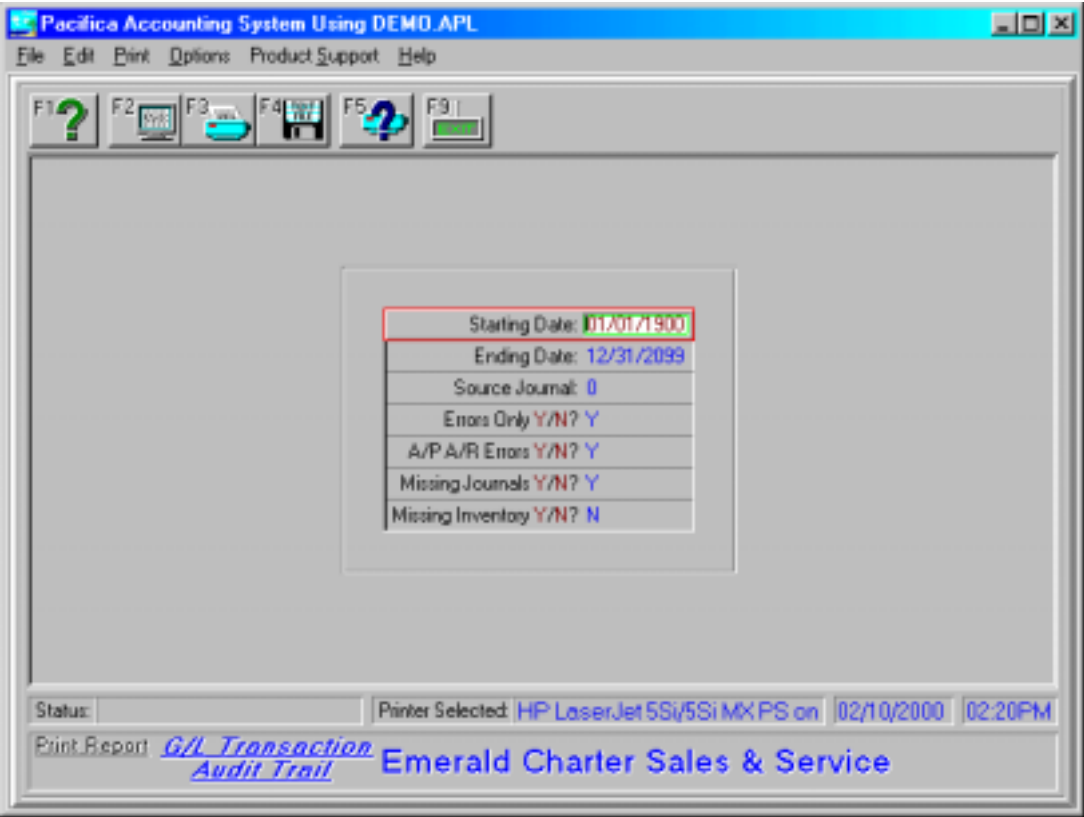
Transaction Audit Trail report parameters screen

Data Fields on the Transaction Audit Trail Report Parameters Screen

Starting Date
Include only entries which occurred on or after this date. This field defaults to the beginning of time (01/01/1900).

Ending Date
Include only entries which occurred on or before this date. This field defaults to the end of time (12/31/2099).

Source Journal
To include only transactions from a selected journal, enter one of the following numbers:

0 - all journals
1 - cash disbursements
2 - cash receipts
3 - payroll
4 - sales
5 - purchases
6 - general journals

Errors Only? (Y/N)
If you set this field to **Y**, only transactions which are in error will be included on this report. Errors include:

- Out of balance transactions
- Transactions which are missing G/L references
- Transactions which aren't linked to a journal entry
- Journal entries which aren't linked to a transaction
- Transactions which are posted to an accounts payable or accounts receivable G/L account, but don't reference a vendor or a customer

A/P A/R Errors? (Y/N)

If you set this field to **N**, transactions posted to accounts payable without a vendor ID and transactions posted to accounts receivable without a customer ID will not report an error.

Missing Journals? (Y/N)

If you set this field to **N**, transactions which are not linked to a journal entry will not report as errors.

Missing Inventory? (Y/N)

If you set this field to **N**, transactions posted to an inventory G/L account, but without an inventory item, will not report as errors. The default for this field is **N**. Before setting this field to **Y**, be sure that all inventory G/L account records have an account type of Inventory (**T**) so the report is able to identify transactions which affected inventory.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Transaction Audit Trail – Sample Printout

Emerald Charter Sales & Service
Transaction Audit Trail
From 01/01/1900 to 12/31/2099

Printed on: 12/12/1996   Page: 1

Date	ID/ Account	Name/ Description	Debit	Credit

No errors found

Balance Sheets

Pacifica provides three standard balance sheet formats; a conventional balance sheet, a comparative (dual end dates) balance sheet, and a multi-column (up to 18 different end dates) balance sheet. To access any of the balance sheet formats, select *Balance Sheets...* from the *General Ledger Reports...* menu.
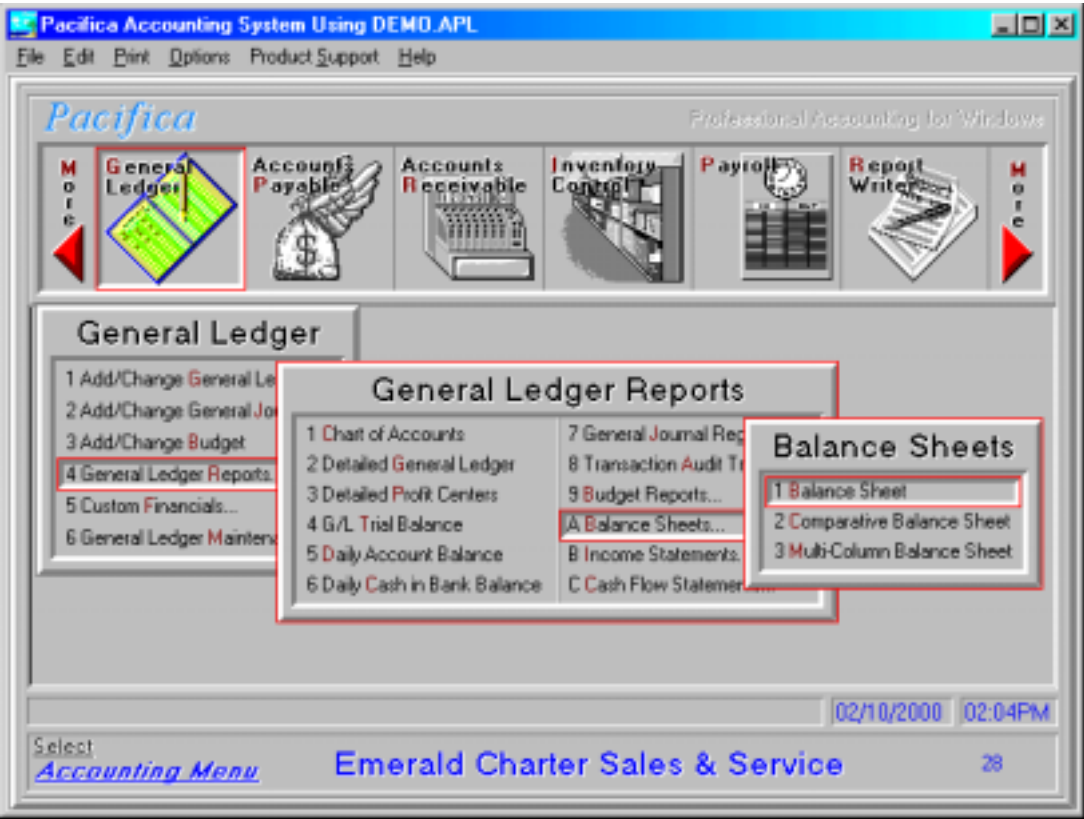
Balance Sheets reports menu

Balance Sheet

The Balance Sheet report prints a conventional balance sheet for a single end date. To print the Balance Sheet report, select *Balance Sheet* from the *Balance Sheets...* submenu.
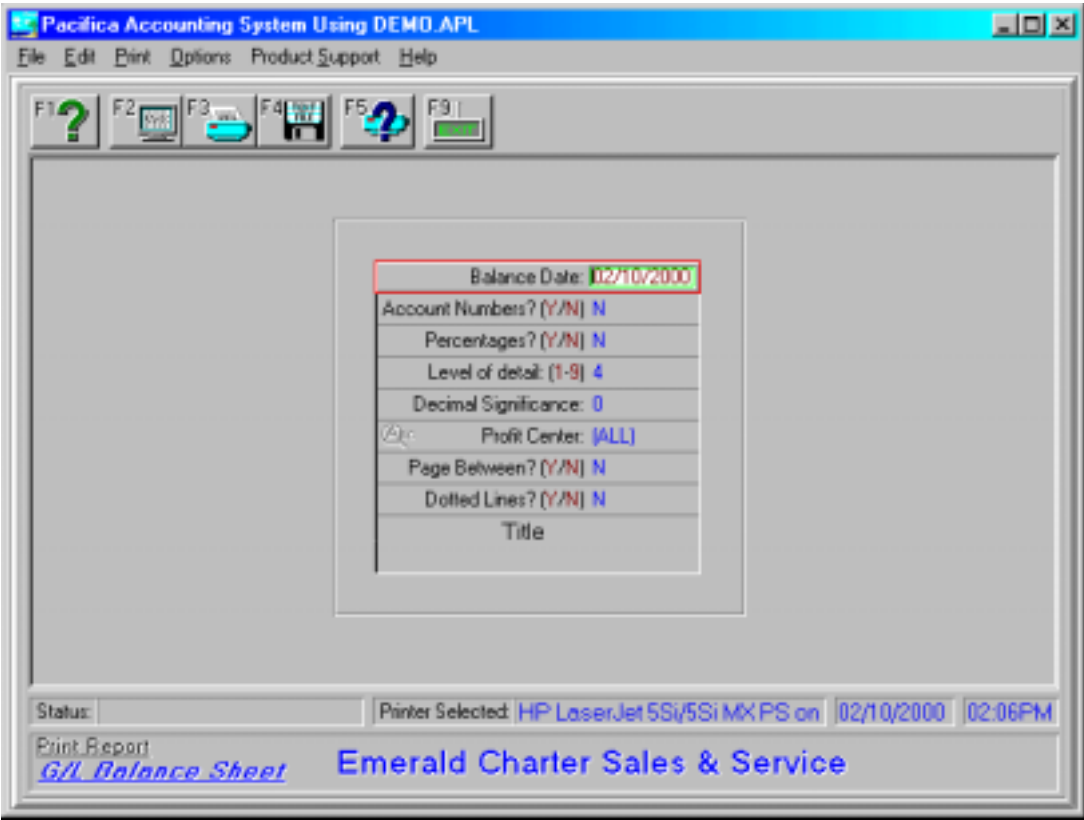
Balance Sheet report parameters screen

Data Fields on the Balance Sheet Report Parameters Screen

Balance Date
Enter the end date at which to calculate the balances.

Account Numbers? (Y/N)
Set this field to **Y** to display each line's G/L account number at the left column of the report.

Percentages? (Y/N)
Set this field to **Y** to display percentages on each report line, based on a percentage of total assets.

Level of Detail (1-9)
You can control the level of detail (the number of accounts which report) by typing a smaller number (less detail) or a larger number. The default is **4**.

Decimal Significance
Use the following number values to control how the dollar values are expressed on the report:

0 - show dollars and cents
1 - show rounded dollars only
2 - units represent thousands
3 - units represent millions
4 - units represent billions

Profit Center
Type the number of a profit center if you want to limit the report to just that profit center.

Page Between? (Y/N)
Set this field to **Y** to put a page break between the asset and liabilities sections of the report.

Dotted Lines? (Y/N)
Set this field to **Y** to print a line of dots between the account title and dollar amount to improve readability.

Title
Type a new title to override the default title of "Balance Sheet" with a title of your choice.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Balance Sheet – Sample Printout

Emerald Charter Sales & Service
Balance Sheet
Balance as of: 12/31/1996

Printed on: 12/12/1996   Page: 1

Assets:

Short Term Assets:
Cash In bank, Checking .... $ 81,175.98
Accounts Receivable 135,175.19
Inventory 17,530.77
Cash On Hand 23,787.11

Total Short Term Assets .... $ 257,669.05

Long Term Assets:
Accum. Deprec. - Airplanes .... $ 17,200.00
Aircraft 380,000.00

Total Long Term Assets 397,200.00

Total Assets .... $ 654,869.05

Liabilities:

Short Term Liabilities:
Accounts Payable .... $ 95,510.99
FIT Payable 2,682.86
FICA Payable 2,178.00
Medicare Payable 509.38
FUI Payable 143.81
SUI Payable 296.62
Sales Tax Payable 15,592.51
Interest Payable 8,625.00
Health Ins Pbl 765.00
Aircraft Rental 16,673.50
Customer Deposits 500.00

Total Short Term Liabilities .... $ 143,477.67

Long Term Liabilities:
Notes Payable .... $ 441,000.00

Total Long Term Liabilities 441,000.00

Total Liabilities .... $ 584,477.67

Capital:
Net Profit Or Loss 01/07 To 12/31/1996 .... $ 70,391.38

Total Capital 70,391.38

Total Liabilities and Capital .... $ 654,869.05

Comparative Balance Sheet

The Comparative Balance Sheet report prints a two-column comparative balance sheet for any two end dates. To print the Comparative Balance Sheet report, select *Comparative Balance Sheet* from the *Balance Sheets...* submenu.
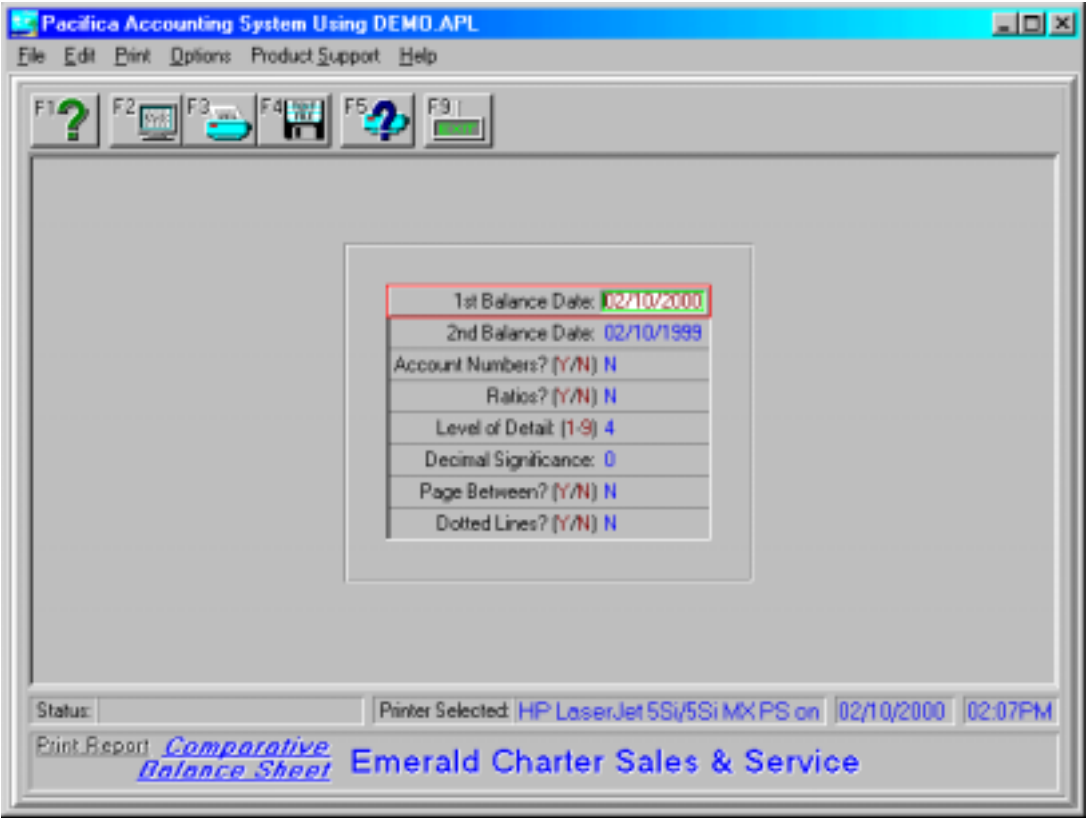
Comparative Balance Sheet report parameters screen

Data Fields on the Comparative Balance Sheet Report Parameters Screen

1st Balance Date
Enter the end date at which to calculate the balances in the first column.

2nd Balance Date
Enter the end date at which to calculate the balances in the second column.

Account Numbers? (<u>Y</u>/<u>N</u>)
Set this field to <u>**Y**</u> to display each line's G/L account number at the left column of the report.

Ratios? (<u>Y</u>/<u>N</u>)
Set this field to <u>**Y**</u> to print ratios between the first and second column on each line.

Level of Detail (1-9)
You can control the level of detail (the number of accounts which report) by typing a smaller number (less detail) or a larger number. The default is <u>**4**</u>.

Decimal Significance
Use the following number values to control how the dollar values are expressed on the report:

   <u>**0**</u> - show dollars and cents
   <u>**1**</u> - show rounded dollars only
   <u>**2**</u> - units represent thousands
   <u>**3**</u> - units represent millions
   <u>**4**</u> - units represent billions

Page Between? (<u>Y</u>/<u>N</u>)
Set this field to <u>**Y**</u> to put a page break between the asset and liabilities sections of the report.

Dotted Lines? (<u>Y</u>/<u>N</u>)

Set this field to **<u>Y</u>** to print a line of dots between the account title and dollar amount to improve readability.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Comparative Balance Sheet – Sample Printout

Emerald Charter Sales & Service
Comparative Balance Sheet

			Balances as of 03/31/1996	As of 06/30/1996	Percent Change
Printed on: 12/12/1996					Page: 1
	Assets:				
	Short Term Assets:				
101	Cash In bank, Checking	$	10,354.40	$ 6,927.70	-33.09
102	Accounts Receivable		88,828.82	113,145.26	27.37
103	Inventory		14,359.62	15,945.84	11.05
105	Cash On Hand		73.04	166.74	128.29
10	Total Short Term Assets	$	113,615.88	$ 136,185.54	19.86
	Long Term Assets:				
131	Aircraft	$	645,000.00	$ 645,000.00	0.00
13	Total Long Term Assets		645,000.00	645,000.00	0.00
1	Total Assets	$	758,615.88	$ 781,185.54	2.98
	Liabilities:				
	Short Term Liabilities:				
2000	Accounts Payable	$	72,726.00	$ 85,404.88	17.43
2010	FIT Payable		0.00	1,812.76	100.00
2015	FICA Payable		0.00	1,468.50	100.00
2016	Medicare Payable		0.00	343.44	100.00
2020	FUI Payable		0.00	1.80	100.00
2035	SUI Payable		0.00	202.21	100.00
2040	Sales Tax Payable		6,954.64	10,098.18	45.20
2070	Health Ins Pbl		0.00	510.00	100.00
2080	Aircraft Rental		5,779.50	5,779.50	0.00
20	Total Short Term Liabilities	$	85,460.14	$ 105,621.27	23.59
	Long Term Liabilities:				
2305	Notes Payable	$	645,000.00	$ 645,000.00	0.00
23	Total Long Term Liabilities		645,000.00	645,000.00	0.00
2	Total Liabilities	$	730,460.14	$ 750,621.27	2.76
	Capital:				
340	Net Profit Or Loss	$	28,155.74	$ 30,564.27	8.55
3	Total Capital		28,155.74	30,564.27	8.55
399	Total Liabilities and Capital	$	758,615.88	$ 781,185.54	2.98

Net income computed from:		01/07/1996	01/07/1996
To:		03/31/1996	06/30/1996

Multi-Column Balance Sheet

The Multi-Column Balance Sheet report prints a multi-column comparative balance sheet for up to 18 different end dates. To print the Multi-Column Balance Sheet report, select *Multi-Column Balance Sheet* from the *Balance Sheets*... submenu.

Multi-Column Balance Sheet report parameters screen

Data Fields on the Multi-Column Balance Sheet Report Parameters Screen

Starting Date
Enter the end date at which to calculate the balances in the first column.

Ending Date
Enter the end date at which to calculate the balances in the last column. All dates in between will be automatically calculated based on the *Period Size* field. You may override any calculated date.

Period Size
This field represents the granularity (size of period) of each column of the balance sheet. Enter one of the following letters:

D - day
W - week
M - month
Q - quarter
Y - year

Level of Detail (1-9)
You can control the level of detail (the number of accounts which report) by typing a smaller number (less detail) or a larger number. The default is **4**.

Account Numbers? (Y/N)
Set this field to **Y** to display each line's G/L account number at the left column of the report.

Page After Assets? (Y/N)
Set this field to **Y** to put a page break between the asset and liabilities sections of the report.

Comparative Dates
This list of up to 18 different end dates is generated by a combination of the *Starting Date* and *Ending Date* and the *Period Size*. You may override any date displayed here.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Multi-Column Balance Sheet – Sample Printout

Printed on: 12/23/1996

Emerald Charter Sales & Service
Comparative Balance Sheet
Comparing Balance As Of

Page: 1

		01/01/96	02/01/96	03/01/96	04/01/96	05/01/96	06/01/96	07/01/96	08/01/96	09/01/96	10/01/96	11/01/96	12/01/96
	Short Term Assets												
101	Cash in truck, Checking	0.00	0.00	1,699.40	10,354.40	1,449.45	9,452.12	6,527.70	238,337.48	75,996.48	84,746.48	83,236.48	83,809.98
102	Accounts Receivable	0.00	84,789.99	85,203.99	88,828.82	89,519.40	110,623.99	113,145.26	95,508.40	102,584.16	119,390.31	118,163.81	135,175.19
103	Inventory	0.00	1102.82	-490.18	14,359.62	13,700.63	18,273.64	15,945.94	1,582.37	12,015.57	3,934.91	7,340.67	10,708.77
105	Cash On Hand	0.00	0.00	518.89	72.04	458.04	840.10	166.74	30,588.44	8,519.80	99.51	2,959.51	23,787.11
10	**Total Short Term Assets**	0.00	84,901.81	86,332.10	113,615.88	105,125.48	139,146.85	136,185.94	339,467.69	199,115.81	203,971.21	211,352.47	251,461.05
	Long Term Assets												
130	Accum. Depre. - Airplanes	0.00	0.00	0.00	645,000.00	0.00	0.00	0.00	34,200.00	382,800.00	17,200.00	17,200.00	17,200.00
131	Aircraft	0.00	0.00	645,000.00	645,000.00	645,000.00	645,000.00	645,000.00	380,000.00	380,000.00	380,000.00	380,000.00	380,000.00
13	**Total Long Term Assets**	0.00	0.00	645,000.00	645,000.00	645,000.00	645,000.00	645,000.00	416,200.00	416,200.00	397,200.00	397,200.00	397,200.00
1	**Total Assets**	0.00	84,901.81	731,332.10	758,615.88	750,125.48	784,146.85	781,185.94	793,667.69	615,315.81	605,171.21	608,552.47	648,661.05
	Liabilities												
	Short Term Liabilities												
2000	Accounts Payable	0.00	55,645.00	57,145.00	73,558.66	63,680.76	83,112.38	85,464.68	72,437.88	76,715.88	81,046.88	85,661.64	87,085.49
2010	FIT Payable	0.00	0.00	0.00	0.00	793.10	793.10	1,812.76	2,052.86	2,052.86	2,052.86	2,052.86	2,052.86
2015	FICA Payable	0.00	0.00	0.00	0.00	653.80	653.80	1,468.50	2,178.00	2,178.00	2,178.00	2,178.00	2,178.00
2016	Medicare Payable	0.00	0.00	0.00	0.00	147.76	147.76	343.44	909.38	909.38	909.38	909.38	909.38
2020	FUI Payable	0.00	0.00	0.00	0.00	1.80	1.80	1.80	145.81	145.81	145.81	145.81	145.81
2035	SUI Payable	0.00	0.00	0.00	0.00	200.53	200.53	200.21	296.62	296.62	296.62	296.62	296.62
2040	Sales Tax Payable	0.00	6,146.05	6,247.32	6,554.64	7,040.48	9,770.28	10,998.18	10,973.64	12,899.17	13,507.53	13,540.03	13,592.51
2060	Interest Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,625.00	8,625.00	8,625.00
2070	Health Ins Pd	0.00	0.00	0.00	0.00	255.00	255.00	510.00	765.00	765.00	765.00	765.00	765.00
2080	Aircraft Rental	0.00	1,487.50	1,487.50	5,779.50	5,779.50	5,779.50	5,779.50	11,579.50	13,311.50	13,311.50	13,311.50	16,673.50
240	Customer Deposits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	500.00	500.00
20	**Total Short Term Liabilities**	0.00	63,283.53	64,879.82	86,225.00	98,700.63	100,735.15	105,621.17	101,766.69	109,392.22	123,981.58	128,203.94	133,737.17
	Long Term Liabilities												
2305	Notes Payable	0.00	0.00	645,000.00	645,000.00	645,000.00	645,000.00	645,000.00	645,000.00	441,000.00	441,000.00	441,000.00	441,000.00
23	**Total Long Term Liabilities**	0.00	0.00	645,000.00	645,000.00	645,000.00	645,000.00	645,000.00	645,000.00	441,000.00	441,000.00	441,000.00	441,000.00
2	**Total Liabilities**	0.00	63,283.53	709,879.82	731,225.00	743,700.63	745,735.15	750,621.17	746,766.69	550,392.22	564,981.58	569,203.94	574,737.17
	Capital												
540	Net Profit Or Loss	0.00	21,620.28	21,652.28	27,329.98	6,425.85	38,413.70	30,564.27	46,921.00	65,013.59	40,189.63	39,333.63	71,968.88
3	**Total Capital**	0.00	21,620.28	21,652.28	27,329.98	6,425.85	38,413.70	30,564.27	46,921.00	65,013.59	40,189.63	39,333.63	71,968.88
399	**Total Liabilities and Capital**	0.00	84,901.81	731,332.10	758,615.88	750,125.48	784,146.85	781,185.94	793,687.69	615,315.81	605,171.21	608,552.47	646,661.05

Income Statements

Pacifica provides three standard income statement (or profit and loss) formats; a conventional single period income statement, a comparative (dual periods) income statement, and a multi-column (up to 18 different periods) income statement. To access any of the income statement formats, select *Income Statements*... from the *General Ledger Reports* menu.
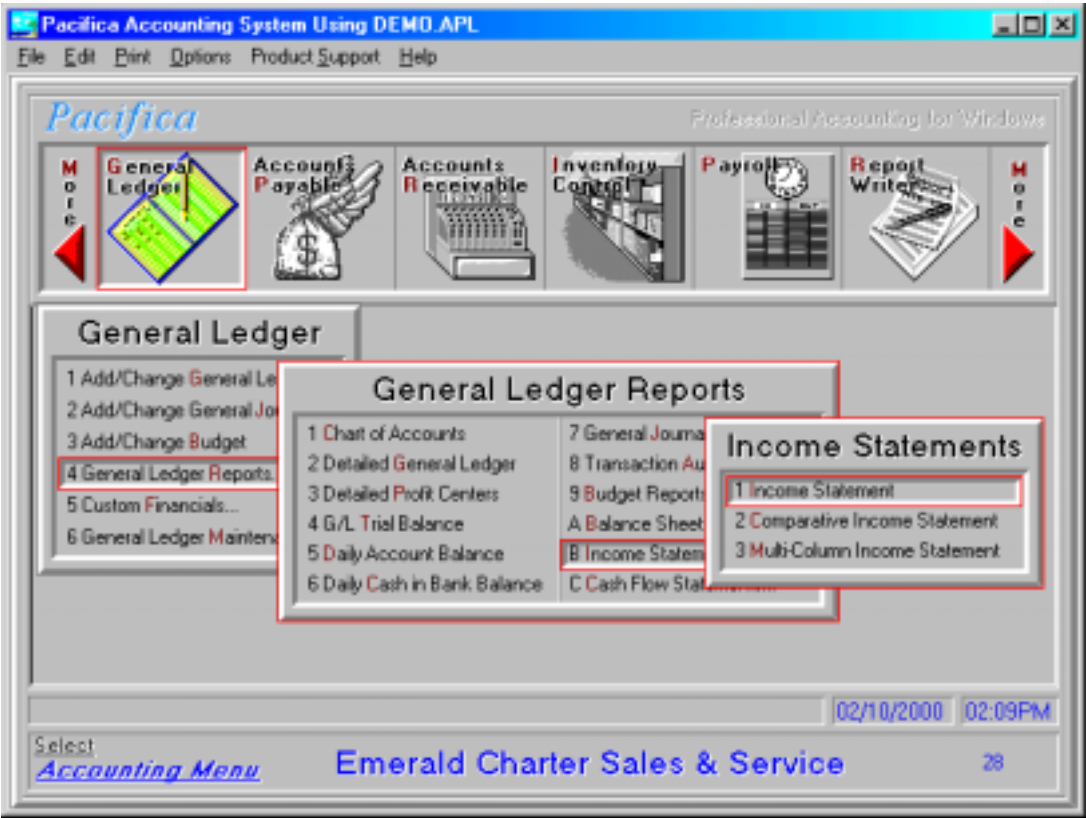
Income Statements Reports menu

Income Statement

The Income Statement report prints a conventional income statement for a single date period. To print the Income Statement report, select *Income Statement* from the *Income Statements*... submenu.
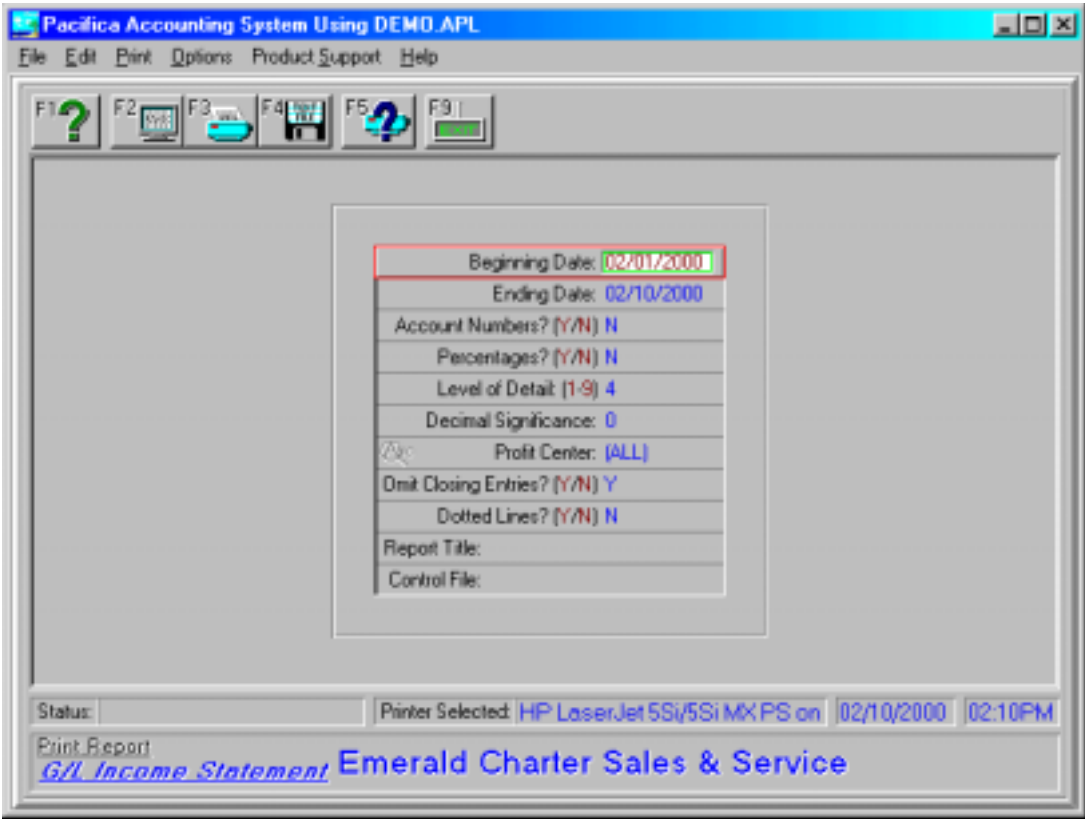
Income Statement report parameters screen

Data Fields on the Income Statement Report Parameters Screen

Beginning Date
Enter the end date of the oldest transactions to include on the statement.

Ending Date
Enter the date of the most recent transactions to include on the statement.

Account Numbers? (Y/N)
Set this field to **Y** to display each line's G/L account number at the left column of the report.

Percentages? (Y/N)
Set this field to **Y** to display percentages on each report line, based on a percentage of gross sales.

Level of Detail (1-9)
You can control the level of detail (the number of accounts which report) by typing a smaller number (less detail) or a larger number. The default is **4**.

Decimal Significance
Use the following number values to control how the dollar values are expressed on the report:

> **0** - show dollars and cents
> **1** - show rounded dollars only
> **2** - units represent thousands
> **3** - units represent millions
> **4** - units represent billions

Profit Center
Type the number of a profit center if you want to limit the report to just that profit center.

Omit Closing Entries? (Y/N)
Set this field to **N** to include transactions from closing entries in the report.

Dotted Lines? (Y/N)
Set this field to **Y** to print a line of dots between the account title and dollar amount to improve readability.

Report Title

Type a new title to override the default title of "Income Statement" with a title of your choice.

Control File

Optionally specify the path and filename of a control file. A control file may be used to generate multiple statements, each for a different profit center.

Create the control file with any ASCII text editor, such as Windows Notepad. Two types of lines may be present in a control file; comments and control lines.

Comment lines always start with an exclamation mark (**!**). Any text following the exclamation mark is ignored.

Control lines must follow this format:

    .profitcenter,title[Enter]

The profit center must begin with a period. The profit center and title must be separated by a comma. Spaces may optionally be placed after the comma to improve legibility. Terminate each control line by pressing **[Enter]**. The control file may contain any number of control lines.
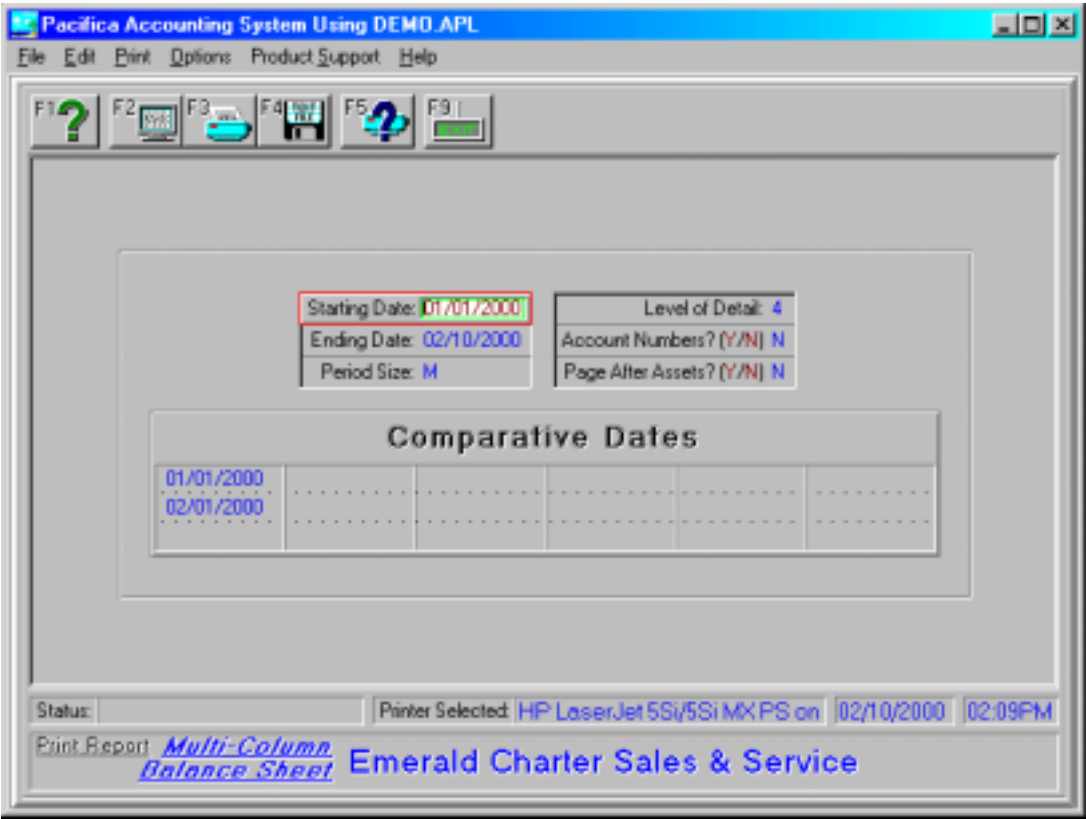
Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Income Statement – Sample Printout

Emerald Charter Sales & Service
Income Statement
For period beginning 01/01/1996 and ending 06/30/1996
Percentage based on Total Sales as 100%

Printed on: 12/12/1996   Page: 1

	Gross Income:				Ratio %
	Sales Income:				
401	Sales Income	$	80,089.50		58.40
402	Airplane Rental Revenue		24,530.75		17.89
403	Mechanic/Service Revenue		13,408.00		9.78
404	Aircraft Charter Revenue		7,100.00		5.18
408	Fuel Sales Revenue		11,911.92		8.69
410	Total Other Income		92.00		0.07
401	Sales Income			$ 137,132.17	100.00
	Cost Of Sales:				
401-C	Total Cost Of Sales	$	73,354.04		53.49
405	Sales Discounts		93.68		0.07
401-C	Total Cost Of Sales			73,447.72	53.56
4	Total Gross Income			$ 63,684.45	46.44
	Expense:				
	Operating Expense:				
5075	Shipping Expense	$	613.00		0.45
5110	Equipment Rental		15,480.00		11.29
5120	Salaries & Wages		11,987.04		8.74
5125	Payroll Tax Expense		1,109.98		0.81
51	Total Operating Expense			$ 29,190.02	21.29
	General Expense:				
5005	Postage & Courier Expense	$	7.50		0.01
5040	Utilities Expense		90.00		0.07
5055	Telephone Expense		832.66		0.61
5060	Space & Storage Rent		3,000.00		2.19
50	Total General Expense			3,930.16	2.87
5	Total Expense			33,120.18	24.15
340	Net Profit Or Loss			$ 30,564.27	22.29

Comparative Income Statement

The Comparative Income Statement report prints a two-column comparative income Statement for any two date periods. To print the Comparative Income Statement report, select *Comparative Income Statement* from the *Income Statement...* submenu.
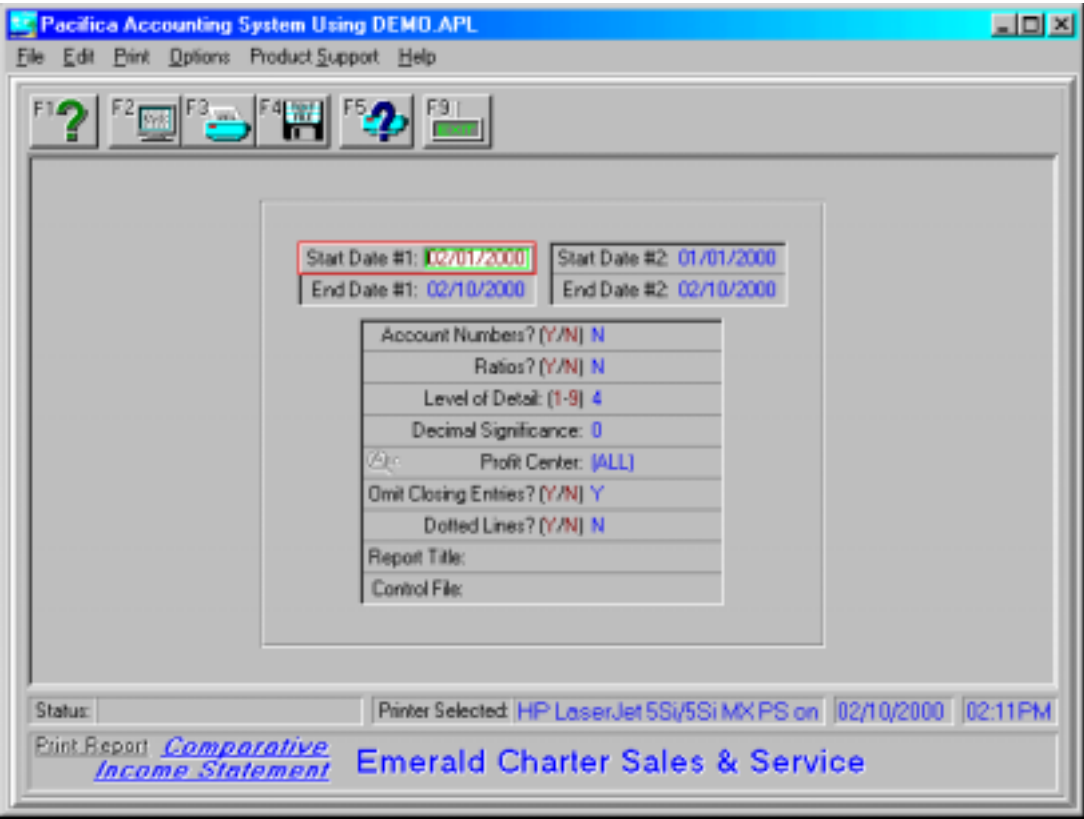
Comparative Income Statement report parameters screen

Data Fields on the Comparative Income Statement Report Parameters Screen

Start Date #1
Enter the end date of the oldest transactions to include in the first column of the statement.

End Date #1
Enter the date of the most recent transactions to include in the first column of the statement.

Start Date #2
Enter the end date of the oldest transactions to include in the second column of the statement.

End Date #2
Enter the date of the most recent transactions to include in the second column of the statement.

Account Numbers? (Y/N)
Set this field to **Y** to display each line's G/L account number at the left column of the report.

Ratios? (Y/N)
Set this field to **Y** to print ratios between the first and second column on each line.

Level of Detail (1-9)
You can control the level of detail (the number of accounts which report) by typing a smaller number (less detail) or a larger number. The default is **4**.

Decimal Significance
Use the following number values to control how the dollar values are expressed on the report:

0 - show dollars and cents
1 - show rounded dollars only
2 - units represent thousands
3 - units represent millions
4 - units represent billions

Profit Center
Type the number of a profit center if you want to limit the report to just that profit center.

Omit Closing Entries? (<u>Y</u>/<u>N</u>)
Set this field to **<u>N</u>** to include transactions from closing entries in the report.

Dotted Lines? (<u>Y</u>/<u>N</u>)
Set this field to **<u>Y</u>** to print a line of dots between the account title and dollar amount to improve readability.

Report Title
Type a new title to override the default title of "Income Statement" with a title of your choice.

Control File
Optionally specify the path and filename of a control file. A control file may be used to generate multiple statements, each for a different profit center.

Create the control file with any ASCII text editor, such as Windows Notepad. Two types of lines may be present in a control file; comments and control lines.

Comment lines always start with an exclamation mark (**!**). Any text following the exclamation mark is ignored.

Control lines must follow this format:

    .profitcenter,title[Enter]

The profit center must begin with a period. The profit center and title must be separated by a comma. Spaces may optionally be placed after the comma to improve legibility. Terminate each control line by pressing **[Enter]**. The control file may contain any number of control lines.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Comparative Income Statement – Sample Printout

Emerald Charter Sales & Service
Comparative Income Statement

Printed on: 12/12/1996   Page: 1

		01/01/1996 to 06/30/1996	07/01/1996 to 12/31/1996	Percent Change
	Gross Income:			
	Sales Income:			
401	Sales Income	$ 80,089.50	$ 19,248.50	-75.97
402	Airplane Rental Revenue	24,530.75	41,078.00	67.46
403	Mechanic/Service Revenue	13,408.00	14,439.23	7.69
404	Aircraft Charter Revenue	7,100.00	0.00	-100.00
408	Fuel Sales Revenue	11,911.92	15,773.00	32.41
410	Total Other Income	92.00	0.00	-100.00
401	Sales Income	$ 137,132.17	$ 90,538.73	-33.98
	Cost Of Sales:			
401-C	Total Cost Of Sales	$ -73,354.04	$ -26,236.43	64.23
405	Sales Discounts	-93.68	-113.76	-21.43
401-C	Total Cost Of Sales	-73,447.72	-26,350.19	64.12
4	Total Gross Income	$ 63,684.45	$ 64,188.54	0.79
	Expense:			
	Operating Expense:			
5075	Shipping Expense	$ 613.00	$ 199.50	-67.46
5110	Equipment Rental	15,480.00	4,060.00	-73.77
5115	Airplane Depreciation	0.00	19,000.00	100.00
5120	Salaries & Wages	11,987.04	5,676.04	-52.65
5125	Payroll Tax Expense	1,109.98	674.14	-39.27
51	Total Operating Expense	$ 29,190.02	$ 29,609.68	1.44
	General Expense:			
5000	Office Expense	$ 0.00	$ 91.75	100.00
5005	Postage & Courier Expense	7.50	0.00	-100.00
5040	Utilities Expense	90.00	0.00	-100.00
5050	Insurance	0.00	1,750.00	100.00
5055	Telephone Expense	832.66	0.00	-100.00
5060	Space & Storage Rent	3,000.00	3,000.00	0.00
5070	Consulting & Professional Services	0.00	1,485.00	100.00
50	Total General Expense	3,930.16	6,326.75	60.98
5	Total Expense	33,120.18	35,936.43	8.50
	Other Income:			
411	Gain (Loss) On Sale Of Assets	$ 0.00	$ 20,200.00	100.00
41	Total Other Income	0.00	20,200.00	100.00
	Other Expense:			
5200	Interest Expense	$ 0.00	$ 8,625.00	100.00
52	Total Other Expense	0.00	8,625.00	100.00
340	Net Profit Or Loss	$ 30,564.27	$ 39,827.11	30.31

Multi-Column Income Statement

The Multi-Column Income Statement report prints a multi-column comparative income statement for up to 18 different date periods. To print the Multi-Column Income Statement report, select *Multi-Column Income Statement* from the *Income Statements...* submenu.

Multi-Column Income Statement report parameters screen

Data Fields on the Multi-Column Income Statement Report Parameters Screen

Starting Date
Enter the end date at which to calculate the balances in the first column.

Ending Date
Enter the end date at which to calculate the balances in the last column. All dates in between will be automatically calculated based on the *Period Size* field. You may override any calculated date.

Period Size
This field represents the granularity (size of period) of each column of the balance sheet. Enter one of the following letters:

D - day
W - week
M - month
Q - quarter
Y - year

Level of Detail (1-9)
You can control the level of detail (the number of accounts which report) by typing a smaller number (less detail) or a larger number. The default is **4**.

Account Numbers? (Y/N)
Set this field to **Y** to display each line's G/L account number at the left column of the report.

Decimal Significance
Use the following number values to control how the dollar values are expressed on the report:

0 - show dollars and cents
1 - show rounded dollars only
2 - units represent thousands

3 - units represent millions

4 - units represent billions

Profit Center Key

To include only transactions used with a specific profit center or profit centers which match a key, type that key here. You may include wildcard symbols.

Omit Closing? (Y/N)

Set this field to **N** to include transactions from closing entries in the report.

Comparative Dates

This list of up to 18 different date periods is generated by a combination of the *Starting Date* and *Ending Date* and the *Period Size*. You may override any date range displayed here.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Multi-Column Income Statement – Sample Printout

Emerald Charter Sales & Service
Comparative Income Statement
Comparing Income by Dates From/To

Printed on: 12/12/1996

Page: 1

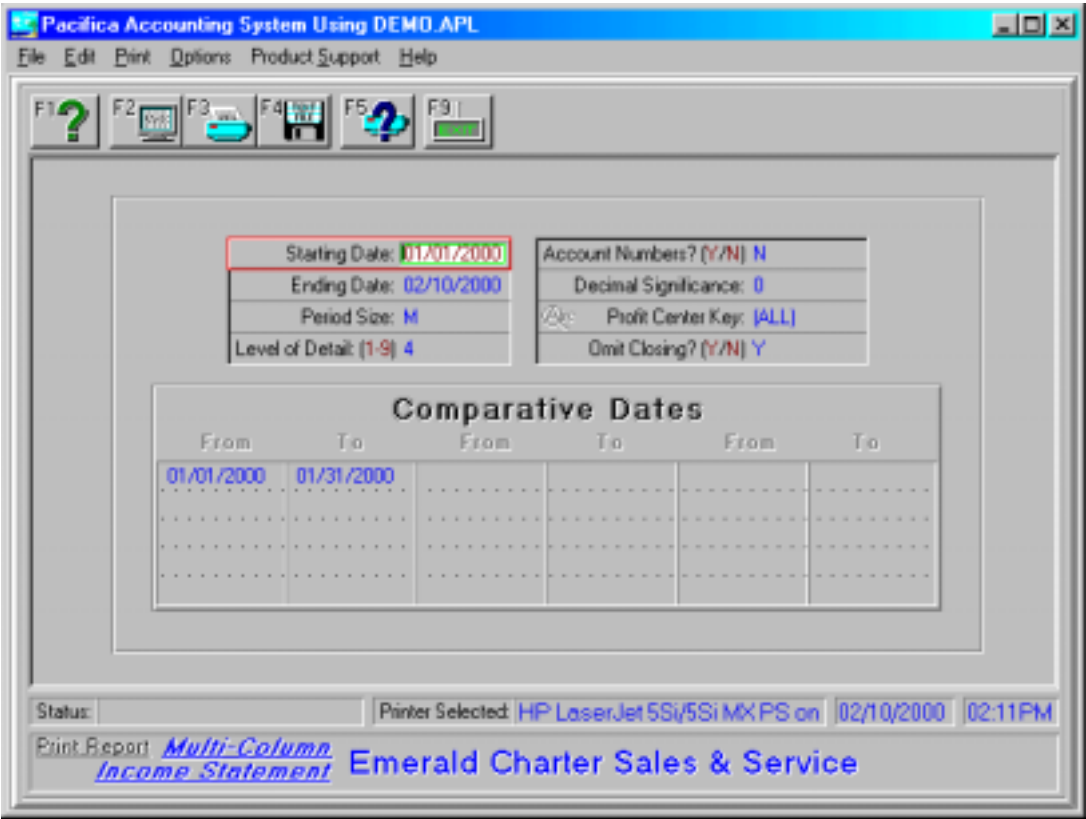| Account	Description	01/01/96 01/31/96	02/01/96 02/29/96	03/01/96 03/31/96	04/01/96 04/30/96	05/01/96 05/31/96	06/01/96 06/30/96	07/01/96 07/31/96	08/01/96 08/31/96	09/01/96 09/30/96	10/01/96 10/31/96	11/01/96 11/30/96	12/01/96 12/31/96	TOTALS
	Gross Income:													
	Sales Income:													
401	Sales Income	$ 72,500.00 $	900.00 $	1,569.00 $	36.00 $	2,781.50 $	2,303.00 $	2,136.50 $	13,720.00 $	286.00 $	1,356.00 $	1,750.00 $	0.00 $	99,338.00
402	Airplane Rental Revenue	2,617.50	0.00	6,453.25	0.00	15,480.00	0.00	8,490.00	9,308.00	0.00	0.00	23,280.00	0.00	65,608.75
403	Mechanic/Service Revenue	2,736.00	711.50	3,786.00	0.00	6,069.50	105.00	1,101.23	2,016.00	45.00	405.00	10,872.00	0.00	27,847.23
404	Aircraft Charter Revenue	0.00	0.00	0.00	0.00	7,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,100.00
408	Fuel Sales Revenue	796.46	313.50	40.00	1,023.66	8,098.20	1,640.10	90.00	462.00	873.50	14,100.00	247.50	0.00	27,684.92
410	Total Other Income	0.00	0.00	0.00	0.00	92.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.00
401	Sales Income	$ 78,649.96 $	1,925.00 $	11,828.25 $	1,059.66 $	39,621.20 $	4,048.10 $	11,817.73 $	25,596.00 $	1,204.50 $	15,861.00 $	36,149.50 $	0.00 $	227,670.90
	Cost Of Sales													
401-C	Total Cost Of Sales	$ -56,984.68 $	-593.00 $	-5,042.20 $	-659.11 $	-7,422.35 $	-2,652.80 $	-7,202.47 $	-5,268.00 $	-741.26 $	-9,508.20 $	-3,516.50 $	0.00 $	-99,590.47
405	Sales Discounts	0.00	0.00	-56.59	0.00	0.00	-37.09	-108.35	-5.41	0.00	0.00	0.00	0.00	-207.44
401-C	Total Cost Of Sales	-56,984.68	-593.00	-5,098.79	-659.01	-7,422.35	-2,689.89	-7,310.82	-5,273.41	-741.26	-9,508.20	-3,516.50	0.00	-99,797.91
4	Total Gross Income	$ 21,665.28 $	1,332.00 $	6,729.46 $	400.65 $	32,198.85 $	1,358.21 $	4,506.91 $	20,232.59 $	463.24 $	6,352.80 $	32,633.00 $	0.00 $	127,872.99
	Expense:													
	Operating Expense:													
5075	Shipping Expense	$ 0.00 $	0.00 $	26.00 $	0.00 $	237.00 $	350.00 $	0.00 $	46.00 $	136.00 $	0.00 $	0.00 $	17.50 $	812.50
5110	Equipment Rental	0.00	0.00	0.00	0.00	15,480.00	0.00	0.00	4,060.00	0.00	0.00	0.00	0.00	19,540.00
5115	Airplane Depreciation	0.00	0.00	0.00	45.00	0.00	0.00	0.00	0.00	19,000.00	0.00	0.00	0.00	19,000.08
5120	Salaries & Wages	0.00	0.00	0.00	5,154.77	0.00	6,832.27	0.00	5,676.04	0.00	0.00	0.00	0.00	17,663.08
5125	Payroll Tax Expense	0.00	0.00	0.00	592.11	0.00	517.87	0.00	674.14	0.00	0.00	0.00	0.00	1,784.12
51	Total Operating Expense	$ 0.00 $	0.00 $	26.00 $	5,746.88 $	15,717.00 $	7,700.14 $	0.00 $	10,456.18 $	19,136.00 $	0.00 $	0.00 $	17.50 $	58,799.70
	General Expense:													
5000	Office Expense	$ 0.00 $	0.00 $	0.00 $	0.00 $	0.00 $	0.00 $	0.00 $	34.00 $	0.00 $	0.00 $	57.75 $	0.00 $	91.75
5005	Postage & Courier Expense	0.00	0.00	0.00	0.00	0.00	7.50	0.00	0.00	0.00	0.00	0.00	0.00	7.50
5040	Utilities Expense	45.00	0.00	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
5050	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,750.00	0.00	0.00	0.00	1,750.00
5055	Telephone Expense	0.00	0.00	0.00	832.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	832.66
5060	Space & Storage Rent	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00	6,000.00
5070	Consulting & Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,485.00	0.00	1,485.00
50	Total General Expense	45.00	1,500.00	0.00	877.66	0.00	1,507.50	0.00	34.00	3,250.00	0.00	1,542.75	1,500.00	10,256.91
5	Total Expense	45.00	1,500.00	26.00	6,624.54	15,717.00	9,207.64	0.00	10,490.18	22,386.00	0.00	1,542.75	1,517.50	69,056.61
	Other Income:													
411	Gain (Loss) On Sale Of Assets	$ 0.00 $	0.00 $	0.00 $	0.00 $	0.00 $	0.00 $	20,200.00 $	0.00 $	0.00 $	0.00 $	0.00 $	0.00 $	20,200.00
41	Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	20,200.00	0.00	0.00	0.00	0.00	0.00	20,200.00
	Other Expense:													
5200	Interest Expense	$ 0.00 $	0.00 $	0.00 $	0.00 $	0.00 $	0.00 $	0.00 $	0.00 $	8,625.00 $	0.00 $	0.00 $	0.00 $	8,625.00
52	Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,625.00	0.00	0.00	0.00	8,625.00
340	Net Profit Or Loss	$ 21,620.28 $	(168.00) $	6,703.46 $	(6,223.89) $	16,481.85 $	(7,849.43) $	24,706.91 $	9,742.43 $	(20,547.76) $	6,352.80 $	31,090.25 $	(1,517.50) $	70,391.38

Cash Flow Statements

Pacifica provides three standard cash flow statement formats; a conventional single period cash flow statement, a comparative (dual periods) cash flow statement, and a multi-column (up to 18 different periods) cash flow statement. All three cash flow statement formats employ the direct method of calculation, which is more accurate than the commonly used indirect method.

To access any of the cash flow statement formats, select *Cash Flow Statements...* from the *General Ledger Reports...* menu.
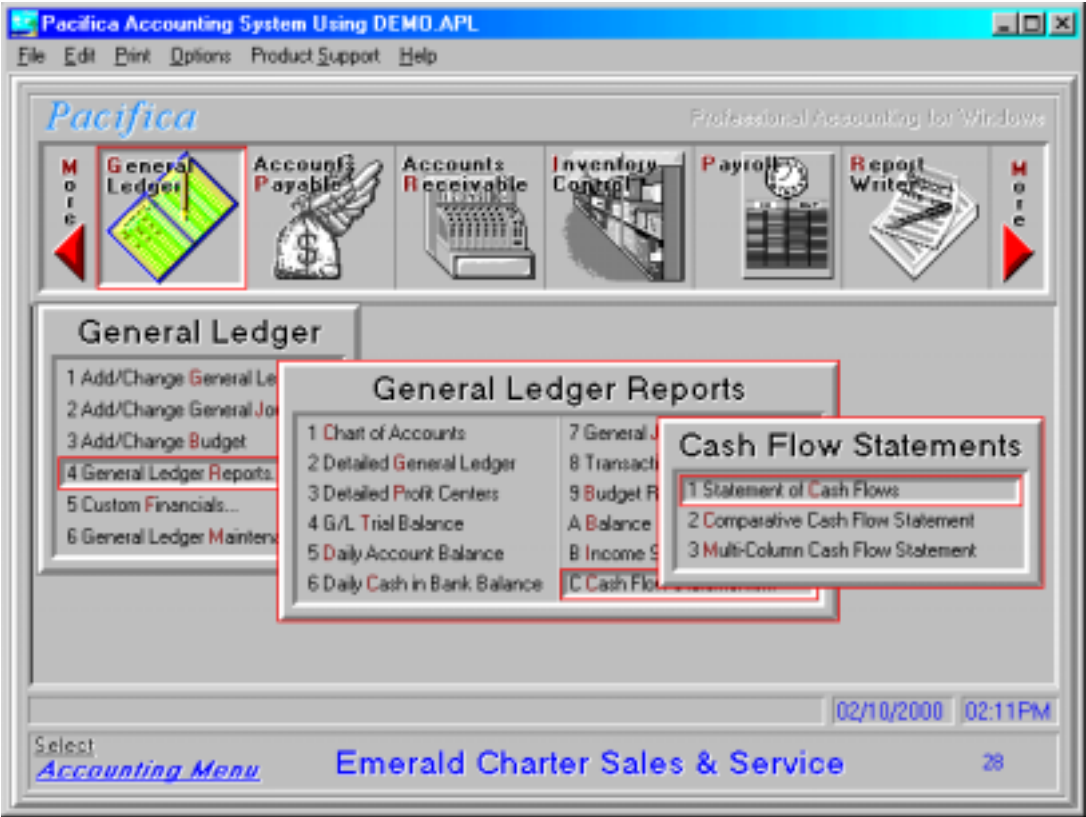
Cash Flow Statements Reports menu

Cash Flow Statement

The Cash Flow Statement report prints a conventional income statement for a single date period. To print the Cash Flow Statement report, select *Statement of Cash Flows* from the *Cash Flow Statements*... submenu.
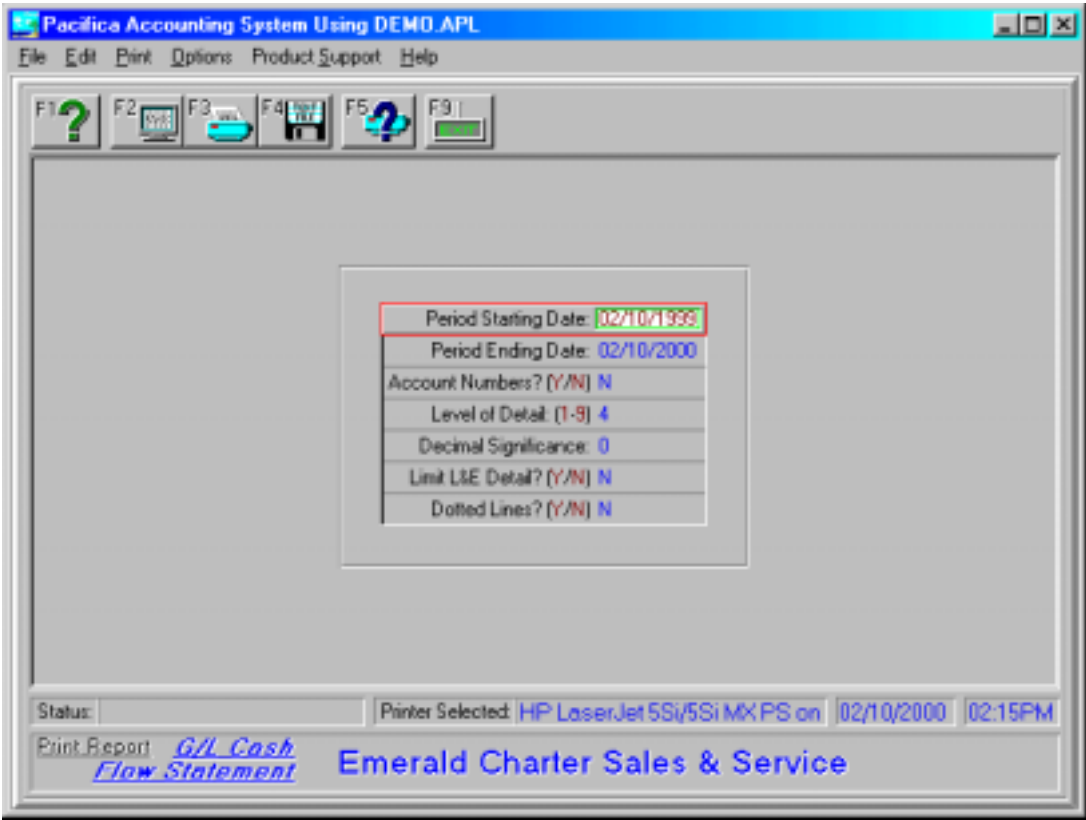
Cash Flow Statement report parameters screen

Data Fields on the Cash Flow Statement Report Parameters Screen

Period Starting Date
Enter the end date of the oldest transactions to include on the statement.

Period Ending Date
Enter the date of the most recent transactions to include on the statement.

Account Numbers? (Y/N)
Set this field to **Y** to display each line's G/L account number at the left column of the report.

Level of Detail (1-9)
You can control the level of detail (the number of accounts which report) by typing a smaller number (less detail) or a larger number. The default is **4**.

Decimal Significance
Use the following number values to control how the dollar values are expressed on the report:

0 - show dollars and cents
1 - show rounded dollars only
2 - units represent thousands
3 - units represent millions
4 - units represent billions

Limit L & E Detail? (Y/N)
Set this field to **Y** to limit the amount of liabilities and expense detail which is displayed on the report.

Dotted Lines? (Y/N)
Set this field to **Y** to print a line of dots between the account title and dollar amount to improve readability.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Cash Flow Statement – Sample Printout

Emerald Charter Sales & Service
Statement of Cash Flows

Printed on: 12/12/1996   Page: 1

		Cash Basis Balances as of: 12/31/1995	As of: 03/31/1996
	Cash and Cash Equivalents:		
101	Cash In bank, Checking	$ 0.00	$ 10,354.40
105	Cash On Hand	0.00	73.04
H00	Cash and Cash Equivalents	$ 0.00	$ 10,427.44
	Net Change in Cash and Cash Equivalents		10,427.44

Change in Cash Basis Balances as of 03/31/1996

	Cash Flows from Operations:	
	Cash from Sales:	
102	Accounts Receivable	$ 3,329.52
401	Sales Income	2,469.00
403	Mechanic/Service Revenue	4,092.50
408	Fuel Sales Revenue	353.50
H01	Cash from Sales	$ 10,244.52
	Cash Production Costs:	
103	Inventory	$ 1,343.20
2000	Accounts Payable	-45.00
401-C	Total Cost Of Sales	-1,343.20
405	Sales Discounts	-56.59
H02	Cash Production Costs	-101.59
	Cash Expense and Liability:	
2040	Sales Tax Payable	$ 284.51
H03	Cash Expense and Liability	284.51
H05	Cash Flows from Operations	$ 10,427.44
H10	Total Cash Basis Transactions	$ 10,427.44
	Net Total Cash Flows	10,427.44

Effects of Reports on the Company Database

• G/L reports have no affect on the company database

Effects of Reports on General Ledger Account Balances

• G/L reports have no affect on any GL account balances

The Custom Financial Report Writer

In addition to the financial reports already described, *Pacifica* includes several report writers which allow you to create original custom reports. One of these is the *Custom Financial Report Writer*. This tool is used to design financial templates from which reports are printed. This tool is not intended to print general-purpose reports or queries, only financial reports. Use the *Custom Report Writer*, found on the main menu, for general report writing. This tool does not validate the accuracy of your data or your report design, so be very careful to audit the output against other standard financial reports before relying on it.
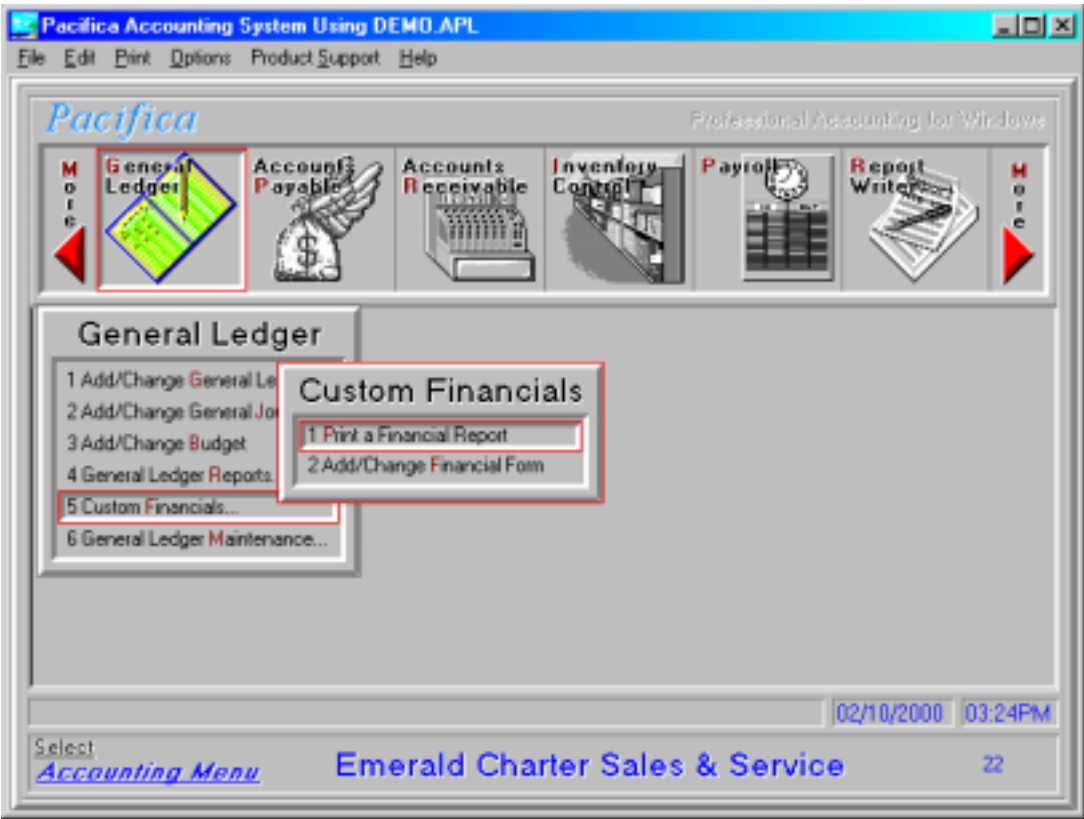
General Ledger Custom Financials Main Menu

Printing a Custom Financial Report

When you wish to print a custom financial report from a template that is already designed and saved in your database, you will use the screen *Print a Financial Report*.

At the *Form Name* field, type the name of the template you will use to print the report. You can click the magnifier icon or press ***** for a directory lookup of templates. Initially, the screen displays one starting and ending date field. More date fields may display when you select a template, if that report style prints multiple date-based columns.

Print Custom Financials parameters screen

If the report template was designed with an account number column (the default), you will have the option of printing with or without account numbers. If the template omits account numbers, the report will be unable to print the account number column.

The date fields on the screen should display default dates which can be changed before printing. In the upper-right corner of the screen is a field, with buttons, which displays the date setup for multiple schedules in this report. Most reports will have one schedule. If your template uses multiple schedules, default dates will already be set for all of them, but you still may need to cycle through them to modify starting dates.

As you step through multiple schedules, notice that the other options, including profit center list, multiplier list and titles may be different for each schedule.

As with any other *Pacifica* report, the custom financial may be printed to any windows printer, to the screen or to a file. Any font and size may be selected in the print setup (**[F5]**).

Features of the Financial Report Writer

The *__Custom Financial Report Writer__* can build templates which print reports in the formats already described in this chapter. These standard formats are used as a starting point for your custom reports, and 20 standard templates are included in the report writer. Your custom financials may have these characteristics:

Include data from G/L accounts, profit centers and budgets
Print balance, activity and calculated columns in any combination
Print up to 25 columns across the page
Print or compute with non-dollar G/L data (hours, sq. feet, miles, etc)
Consolidate multiple companies on one financial
Build multiple schedules into a single financial
Completely control selection, ordering and totaling of G/L accounts
Control all aspects of the report's appearance

Add/Change Custom Financial Report Writer screen, page 1

Making a Report - The Basics

Begin by finding the *Custom Financials* option on the *General Ledger* menu. On the *Custom Financials* menu, select *Add/Change Financial Form*. The first page of the *Custom Financial Report Writer* will display.

The report writer creates a template record which is stored in the database where you are working. This template record may be displayed on the screen and modified, copied to another database or deleted. A report can be printed only if the proper template has been saved in the database which needs to print the report.

It is simplest to begin by selecting one of the 20 templates in the report writer. To do this, find the Report Type field (at the top-right) and move the cursor there. Press **[F1]** for the help window, and find the report style that most closely matches the report that you want to produce. Select the template by typing its number. You will be asked if you wish to load defaults for this report type. Answer **Y**es, and several of the fields on the screen will be filled in for you. Only one field remains to be filled to create a working financial template, the *Report Form* field (at the top-left). In the *Report Form* field, type a brief descriptive name for this template. Note that if the name already exists for a template in this database, that template will be retrieved and displayed.

Importing a Template

If a financial report has already been designed in another database, you may wish to import its template into your database, modify and save it. This involves a few simple steps, to export the template to a file, then import the file. Follow these steps to import a template:

1 - Log into the database containing the template
2 - In *Add/Change Custom Financial Form*, display the template you wish to export
3 - Press **[Ctrl-F10]** and type a path name for the export file. This may be a diskette
4 - Log into the database which will receive the template
5 - In *Add/Change Custom Financial Form*, place the cursor on the *Report Form* field
6 - Type the pathname that you used in step 3

If you save a standard template and print a report from it at this time, the output should resemble the standard *Pacifica* report of similar style. It won't be identical, since the standard reports are not based on report writer templates. Usually, you will modify the template to make it more suitable for your chart of accounts.

The standard templates in *Pacifica* are very basic, in that they know almost nothing about your chart of accounts and must generate a presentable financial report based only on:

account numbers
account types you have assigned your account numbers
branches or cascades from one account to another

Preparing Your General Ledger

If there are errors or inconsistencies in account types or branching, your financials may print incorrectly when you use the unmodified standard templates. Test carefully over a small date range, and compare the results with other *Pacifica* reports. If you suspect a problem with the account type or branching of some accounts, there are a few things you should check.

Only certain accounts should include an account type of "I" (Title). Here is a list

Account	Type
Balance sheet accounts	
Short term assets	1,6,D,I
Long term (fixed) assets	1,6,E,I
Total assets	1,6,I
Short term liability	2,6,D,I
Long term liability	2,6,E,I
Total liability	2,6,I
Current net income	3,6,I,K
Total capital	3,6,I
Total liabilities & capital	3,6,I,L
Income statement accounts	
Sales	4,B,I
Cost of sales	4,C,I or 5,C,I
Gross revenue	4,6,I,J
Other income	4,6,H,I
Total income	4,6,I
Operating expense	5,6,F,I
General expense	5,6,G,I
Other expense	5,6,H,I
Special expense	5,6,M,I
Tax expense	5,6,N,I
Total expense	5,6,I

No title accounts are required for Statements of Cash Flow reports.

If accounts are incorrectly flagged as title accounts, *Pacifica* will position them on the financial where they will display balances for account groups that you didn't intend. Roll-up accounts will behave properly without the title (I) account type.

Account branching and cascading can cause problems when designing your templates. On the financial report, accounts tend to be grouped by account type. They also tend to be grouped under roll-up accounts established by branches or cascades. *Pacifica* will try to reconcile both your account types and branches, which will introduce conflicts if an account of one type branches into a group of another type.

For example, several Cash in Bank accounts branch into Total Cash, and these accounts all include a type of "1,D" (short term asset). You then create an account called Cash Reserve, with a type of "1,H" (other asset) and set it to branch to Total Cash. This could be a problem. The Cash Reserve account will print in the "other assets" group, but its balance will total into the "total cash" group.

The above situation can lead to a related formatting problem. If the Cash Reserve account is the only "other asset" with a non-zero balance, it will print in its own group with a dollar amount beside it, but the "other asset" subtotal will be missing. This happens because the balance from Cash Reserve branched up into Total Cash, not into Total Other Assets. With a zero balance, Total Other Assets does not appear at all. The result might look like this:

Short Term Assets:
Cash Checking   100.00
Cash Savings   200.00
   Total Cash   750.00

Fixed Assets:

Other Assets:
Cash Reserve   450.00
    Total Assets   9,999.99

Liabilities:

The cash doesn't add up, and the other assets total is missing entirely.

The solutions to account type and branching problems are simple, and reveal the real capability of the financial report writer. Your template can ignore account types or branching, or both, and be tailored to your chart of accounts. The template can provide titles, grouping and branching, roll-ups with totaling, and nested detail to any level.

Components of a Financial Report

A financial report is made up of certain elements, and sections of the report writer correspond to these elements. The elements include page and column headings, columns for G/L numbers, names and amounts, subtotals and totals. In general, the report writer first defines the overall character of the report, then the columns, then the lines, and finally footnotes and comments. The report writer has four screen pages, and we'll begin on page one. Throughout the discussion of the fields of the report writer, we will work from left to right, top to bottom through the screens.

Page one is divided into two sections. The top section defines general report parameters.

Editing Income Statement Form, page 1

Report Form
This is the name of the report template. Each template must have a unique name, 32 characters or less. Spaces are permitted.

Report Title
This title prints at the top of each page of the report or the current schedule. Each title line can be as wide as the entire page, and the title may contain as many lines as necessary. Certain keywords will be replaced by data items from the database. Other keywords will be interpreted as positioning and formatting instructions. The keywords are shown in upper case, but they are not case sensitive. Here are the keywords and their meanings:

[COMPANY NAME] - the company name found in this database's system defaults
[COMPANY ADDRESS] - the company address from system defaults
[COMPANY CITY ST ZIP] - the company city, state and zip from system defaults
[STARTDATE] - the starting date from the report launch screen
[ENDDATE] - the ending date from the report launch screen
[TODAY] - today's date
[TIME] - the time of day when the report was printed
[PAGE] - the page number of the current page
[PROFIT CENTER] - the profit center key from the report launch screen
[LINE] - prints a single line across the page
[DOUBLELINE] - prints a double line across the page
[LINEFEED] - prints a blank line
[1.5X FONT SIZE] - increases the font size by 1.5 times on this line
[2X FONT SIZE] - doubles the font size on this line

Be sure to include the square brackets. Where appropriate, these keywords can be mixed with other text.

Text may be left, center or right justified with the **_LEFT**, **_CENTER** or **_RIGHT** keywords.

Custom Font Control

In the *Report Title* field, and in the *Column Heading*, *Account Name* and *Footnotes* fields, you can include invisible codes for font control and positioning, drawing lines, boxes and background color or shading blocks, or printing barcodes, bitmap graphics and photos.

These codes take the form of one or more text instructions enclosed in double angle brackets, like this:

    <<nnn>>

The codes for font control affect the printable text following. The expression nnn can be one or more instructions from the following table.

Code	Meaning	Example	Value range
s	font pt size	s=24	1 to 256. Use s= to reset font size to previous value. Use s=+2 to increase current size by 2 points, s=-4 to decrease by 4 points.
f	font name	f=arial	Any valid font name. Use f= to reset font to previous font.
a	font attribute	a=79a	0 - bold, 1 - underline, 2 - italic, 79a - outline text. For outline text, you must provide a color for the fill (c=white). Black is the default. Use a= to reset font attributes to previous value. Use a=+0 to add bold to existing attributes, a=-2 to turn off italics, leaving other attributes on.
o	text rotate	o=270	0 to 360. Some fonts can't be rotated.
c	color	c=orange	black palegray icyan

white	ltgray	imagenta
gray	dkgray	ruby
red	ired	violet
orange	dkred	gold
yellow	brown	dkgold
green	olivedrab	copper
blue	ltyellow	dkcopper
purple	igreen	
cyan	yellowgreen	

			magenta bluegreen
		c=rgb(0,95,6)	A custom color can be created using the rgb(r,g,b) function in place of the color name. Replace the r with the red value (from 0 to 255). Replace the g with the green value and the b with the blue value. Higher values create brighter colors.
mi	microspace	mi=36	Use with a width value (in columns) to fit the following text to the desired width.
z	end control	z	Use alone inside its own angle brackets. May be used between other codes. Turns off or resets codes.
x	x coordinate	x=10	Sets current x printing position (column). Cursor coordinate settings are zero-based. x=0 represents the left margin.
y	y coordinate	y=.75	Sets current y printing position (line). y=0 represents the currently printing line.
h	horiz offset	h=-6	Shifts current printing position (column). Negative value shifts to the left, positive shifts to the right.
v	vertical offset	v=.5	Shifts current printing position (line). Negative value shifts up, positive shifts down.
r	right justify	r=50	The text following this code, up to the next code, will be right justified at the column specified. The column value is zero-based (r=79 is the rightmost column on a letter sized report.
d	decimal justify	d=50	The text following this code, up to the next code, will be decimal justified at the column specified. The column value is zero-based (r=79 is the rightmost column on a letter sized report.
cn	center justify	cn=50	The text following this code, up to the next code, will be centered at the column specified. The column value is zero-based (r=79 is the rightmost column on a letter sized report.
hl	horizontal line	hl=80,.1	The first value is the length (in columns), the second is the line thickness (in lines). Create a block of

			color or background by using a larger value for line thickness.
vl	vertical line	hl=80,.1	The first value is the length, the second is the line thickness
bx	box	bx=12,4,.1,.2	The values are: width (in columns), depth (in lines), thickness of vertical lines (in columns), thickness of horizontal lines (in lines).
bc	barcode	bc=upc-a	This control must specify one of these symbologies: upc-a, upc-e, ean-8, ean-13, code39, postnet, and you must have an appropriate font for that barcode, listed in your User Preferences.
b	bitmap	b=c:\pacifica\mylogo.jpg,w=3.75,d=2.5	
			Prints the bitmap image named in the filename, and sets the dimensions (in inches) to the specified width and depth. If the image's original dimensions should be used, don't specify a width and depth. To maintain the original aspect ratio, specify either a width or depth, but not both. The image will print at the current printing position, which may be adjusted with the x, y, h or v codes. Several image formats are supported, including BMP, JPG and TIF.

Multiplier

A list of numerals stored in this field (with optional decimal fraction) may be used as factors or multipliers in any formula in the financial template. This list of multiplier numbers will be displayed on the report launch screen, and may be edited before the report is printed. In this way, the entire financial, or selected sections, may be adjusted or biased by a formula using the values you enter here.

This field is frequently used to derive overhead costs from other sections of the financial. Since the *Multiplier* field can contain any number of values (lines) and the formulas can refer to a specific multiplier line, it's simple to apply different overhead factors to several sections of the financial.

Within a formula, these values are referred to with this syntax:

@MULT(1)
@MULT(2)

where the subscript value indicates the line number in the *Multiplier* field.

Units and Units Label

These two fields are not part of the *Financial Report Writer* screen, but will be described here since they are used in much the same way as the *Multiplier* field. The *Units* and *Units Label* fields are found on the *Add/Change General Ledger* screen and are usually used in a profit center account number.

A profit center (department, division, building, machine, etc.) may have a property or characteristic, other than dollar amount, that you wish to consider in your financial. For example, you own a commercial property divided into rental spaces, with a common area and a parking lot. Each space is given a **Pacifica** profit center with *Units* set to the square feet for that space, and *Units Label* of "Sq.Ft.".

On your financial, define two columns for each profit center (up to 25 columns per schedule). The first column for each profit center prints the dollars for that rental space, while the second column uses a column formula based on the *Units* field (**@UNITS(1)**) to print cost and revenue per square foot.

For a different layout, you might separate the profit centers by row on the *Line Definitions* screen and not by column, and define one additional column for square footage. In either case, the current value in @UNITS(1) is taken from the profit center that is currently being considered.

If the type of units changes from one profit center to the next, you can print the text found in the *Units Label* field, either as a column heading or as line items in a text column. To print as a heading, use the keyword **[units label(1)]** in the column heading. To print as a line in a text column, define a non-numeric column with a column formula. The formula can include text and the statement **@UNAME(1)**.

Report Type
The report type field will not display a value, and is only used to load one of the 20 standard templates.

Schedule Fields and Buttons
The report writer supports multiple schedules for each template. Each schedule on the template behaves as a separate financial report, and may be closely related to the other schedules on the template, or only loosely related. Schedules will be discussed in detail in the Financial Schedules section.

Each schedule of the template occupies its own slot, with its own values for all the fields of the template (all four pages). Most of the standard templates start with only one schedule (the statements of cash flow have two). To add additional schedules, display the schedule most similar to the one you will add, click the *Copy* button, click to the new schedule number with *Next* or *Prev*, and click *Paste* to put the copied values into the new schedule. To remove one schedule, display it, then click *Delete*. To make a blank schedule between two schedules, display the higher-numbered one and click Insert.

Global Control
This field contains single-character values which control the appearance of the entire report, the formats of dates and dollar amounts, the style of account roll-up and accumulation, and several report launch defaults. Values can be mixed in any sensible combination, and any value should appear only once. The ordering of the values is not significant. These values affect the entire report, except where they are overridden or supplemented by column controls, line controls or cell controls.

Press **[F1]** to view the help window. The values are defined as follows:

0 - Evenly-spaced column dates
This flag will define a multi-column report with evenly-spaced date periods from one column to the next. The actual number of columns on the report is determined by the column definitions; you define each column in the Column Definitions section.

1 - Dollar sign after heading
For dollar columns, print a dollar sign at the first dollar amount after each heading and at the top of each subtotal group. The dollar sign will print at a fixed position to the left of the number, and you

must determine that position by adjusting the value in the *'$' Position* field. A larger value moves the dollar sign to the left, allowing for larger dollar amounts. The position will remain the same throughout the schedule.

2 - Omit commas
Don't print commas in large numbers. Useful in wide multi-column reports where columns must be made as narrow as possible.

3 - Round and omit decimals
Rounds and removes the cents from dollar columns and the fraction from ratio columns.

4 - Non-printing schedule (totals)
This schedule will compute but will not print. Use this flag to generate totals which will carry forward to other schedules.

5 - Skipped/disabled schedule
This schedule will not compute or print. Use this flag to temporarily switch off a schedule without deleting it from the template.

The following flag bits, along with the *Date Char* field, determine the appearance of printed dates. The date January 15, 2000 will be shown in each format, using a slash as the *Date Char* value.

6 - Print dates as MM DD YY
>with **C**, 01/15/2000
>without **C**, 01/15/00

7 - Print dates as MMM DD YY
>with **C**, JAN/15/2000
>without **C**, JAN/15/00

8 - Print dates as MMMMM DD, YYYY
>January 15, 2000

9 - Print dates as DD MM YY
> with **C**, 15/01/2000
> without **C**, 15/01/00

A - Print dates as DD MMM YY
> with **C**, 15/JAN/2000
> without **C**, 15/JAN/00

B - Print dates as DD MMMMM, YYYY
> 15 January, 2000

C - Print four digit years, YYYY
For any date format that allows for a two-digit year, omitting the **C** prints a two-digit year, including **C** prints a full four digit year.

D - Print trailing minus
For negative numeric values, prints the minus sign to the right of the number. This can make negative numbers easier to spot.

E - Print minus as 'CR'
For negative numeric values, prints "CR" to the right of the number.

F - Print minus as <nnn>
For negative numeric values, prints the number enclosed in angle brackets.

G - Print minus as (nnn)
For negative numeric values, prints the number enclosed in parentheses.

H - Print credits in RED
Prints negative numbers in red (on-screen or color printers) or in gray on laser printers. For accounts with a normal credit balance, the credit does not print in red.

I - Omit zero balances
If the dollar amount(s) on a line are zero, omit the line from the report. For a multi-column report, every dollar amount and ratio on the line must be zero for the line to be omitted.

J - Print zeros as blanks
Replaces all zero dollar amounts and ratios with spaces to reduce clutter on the report.

K - Last column dates span entire report
On a mult-column report, the date range of the rightmost column automatically begins with the date of the first column and ends with the date of the second-to-last column.

L - Expand branch and cascade accounts
If your chart of accounts structure includes branches or cascades, these will be expanded and subtotaled as appropriate within the account groups you define in your template.

M - Default to no g/l numbers at launch
If your template defines a g/l number column, you can choose to print account numbers, or not, on the report launch screen. If you will usually not want account numbers to print, use the **M** flag.

N - Default to omit closing entries at launch
Closing entries (month-end or year-end) are transactions that clear income and expense accounts and move the balances into equity accounts. Closing entries can distort a financial report in some cases. For example, an income statement which might cross a year-end should omit closing entries. If you will usually want to omit these entries, use the **N** flag.

O - Cash Flow - only cash or equivalent transactions
A statement of cash flows standard template contains two schedules. The first of these prints the *Cash and Cash Equivalents* section of the report, and must select from cash or equivalent accounts only.

P - Take report dates from first schedule
If this schedule is not the first schedule, but its date ranges should be the same as the first schedule, use the **P** flag. The dates from the first schedule will automatically be loaded onto this schedule's launch screen.

Q - Take report dates from previous schedule
Similar to the **P** flag, the **Q** flag causes the dates from the previous schedule to be loaded into this schedule's launch screen.

If this a multi-column report using evenly spaced date columns (flag **0**), the next flag values control the starting date for the first column or the ending date for the last column. If the **K** flag is set, the ending date will be set into the second-to-last date column, and the last column dates will span the entire report. The selected date spacing will determine the dates for the remaining columns.

For date spacing, starting:

R - Beginning of year
The first column date will be set to January 1 of this year.

S - Beginning of quarter
The first column date will be set to the current quarter.

T - Beginning of month
The first column date will be set to the current month.

U - Beginning of last year
The first column date will be set to January 1 of last year.

V - Beginning of last quarter
The first column date will be set to the previous quarter.

W - Beginning of last month
The first column date will be set to the previous month.

Or for date spacing, ending:

X - Today
The last column date will be set to today's date.

Y - End of year
The last column date will be set to the end of this year.

Z - End of quarter
The last column date will be set to the end of this quarter.

@ - End of month
The last column date will be set to the end of this month.

 # - End of last month
The last column date will be set to the end of the previous month.

$ - End of last year
The last column date will be set to the end of last year.

% - Derive cash-basis report from accrual data
Cash disbursements which pay purchase invoices and cash receipts which pay sales invoices normally contain a transaction to an accrual account (debit to accounts payable or credit to accounts receivable). When this flag is set, the financial report reaches through the disbursement to print the expense (debit) from the purchase invoice, and it reaches through the receipt to print the income (credit) from the sales invoice. When this replacement is made, the date used is the date of the disbursement or receipt, not the earlier invoice.

Global Profit Center

Dollar amounts on a financial can be limited to one profit center or a profit center range. To include one profit center, enter its number, beginning with a decimal point. To include several profit centers on one financial, enter them separated by commas, use profit center numbers with wildcard characters, or enter a range. Profit centers within angle brackets <> will be excluded from the group or range to the immediate left. These techniques can be combined on one line. All of the profit centers on one line will be used to print one financial report from this schedule.

If you enter profit centers on multiple lines, multiple financial reports will print, one for each profit center line, before printing continues with the next schedule.

This field will be displayed on the report launch screen, and may be edited before printing. Here are examples of entries in the *Global Profit Center* field.

.100
.200,.201,.205
.301,.33*<.339>,.4?5
.5200 to .5799<.56*>

No. of Cols (Number of Columns)
This field displays the number of columns of all types defined on this template schedule.

Paper Width
The page width and column width and position are measured in columns, at a typewriter standard spacing of 10 columns (characters) per inch across the page, or 80 columns across a letter size page. Set a larger value for wide printouts or if the font will be condensed. Values up to 250 may be used.

Column Wid (Column Width)
This field displays the typical column width of dollar amount columns on this template schedule. The actual column widths may vary.

Undrline Len (Underline Length)
Enter the length, in characters, of underlines in dollar amount columns. Adjust this value based on the size of the dollar amounts you will be printing.

'$' Position
Enter the position, relative to the "cents" column, where the dollar sign should print. Adjust this value based on the size of the dollar amounts you will be printing.

Date Spacing
Multi-column reports with evenly spaced date periods will display a launch screen with a date or date range for each column. These date input fields will be initialized with a date which you can edit before printing. The *Date Spacing* field sets the period size, or number of days between the columns. Use one of these values,

D - Day	**Q** - Quarter
W - Week	**Y** - Year
M - Month	

or enter the number of days between columns.

Date Char (Date Character)
Dates may be printed in any of several formats. If they are printed as numerals (the typical style), the *Date Char* field supplies the separator character, usually a slash, hyphen or period.

Printer
If this financial should print to a certain printer, especially if non-standard font size or paper size settings are necessary, create a printer definition for this template and enter its name here. If multiple schedules will print, each schedule can use its own printer definition, even to different printers.

Indent Headings
In the body of the financial, certain titles, lines and totals are frequently indented. The *Indent Headings* field causes account group headings in the account name column to be indented the number of spaces in the field.

Indent Detail
Enter the number of spaces to indent account name detail in the account name column.

Indent Totals
Enter the number of spaces to indent account group total names in the account name column.

Indent Cols (Indent Columns)
Enter the number of spaces to reverse-indent dollar amount columns from one subtotal to the next.
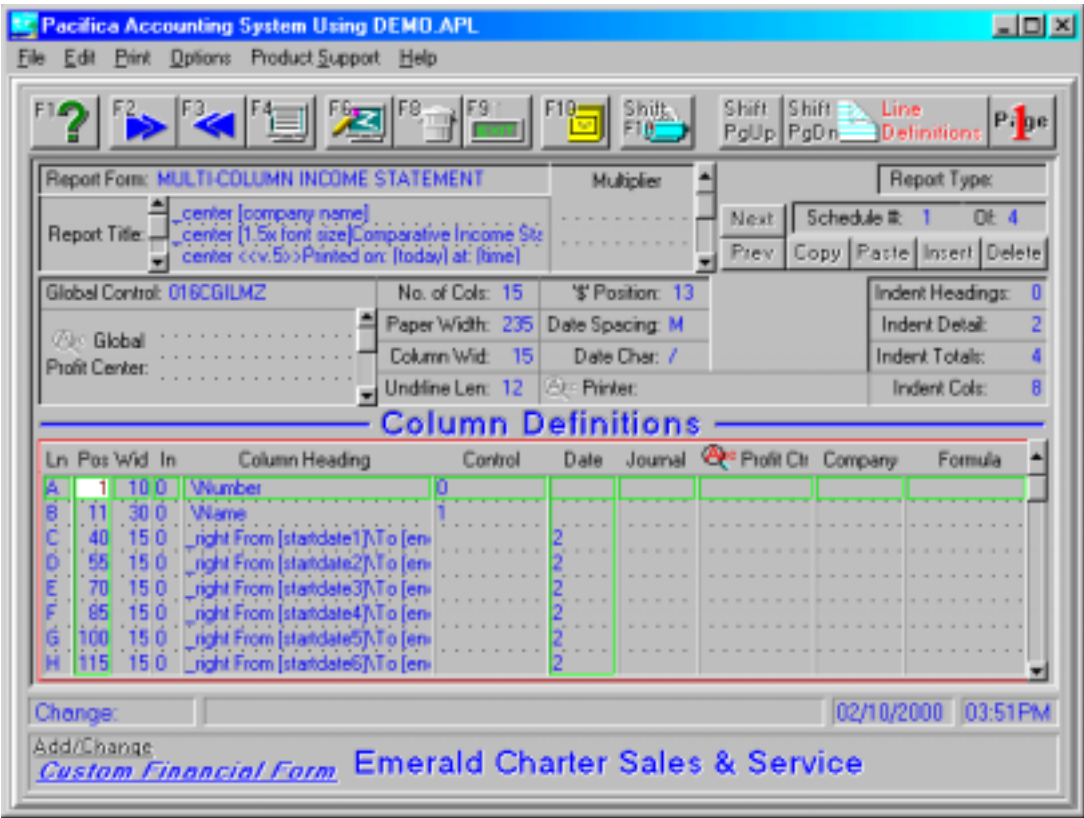
Define Columns of the Income Statement Form, page 1

Column Definitions

The column is one of the primary design elements of the financial report writer. Your financial template can define up to 25 columns in each schedule, for account names, account numbers, dollar amounts and ratios, among others. Columns begin at the left side of the page and extend to the right. All column position measurements are relative to the left edge of the column, and the leftmost position on the page is "1". The rightmost column's position plus its width should be one greater than the page width. For example, for a letter size sheet, the rightmost column might be located at position 71 and be 10 characters wide. Within columns, text is left justified and numeric data is right justified.

Each column that you define is independent of the others, with its own location, display characteristics and behavior. Each line of the *Column Definitions* screen sets the parameters of one column on the report. Each column is identified by a single letter label, much like a spreadsheet. The first column, defined by the first line of the *Column Definition* area, carries label "A". Column "Z" is reserved as a non-printing column where values may be stored, accumulated, used in formulas and passed forward to other schedules of the financial.

Columns are allowed to overlap if you wish, but this can also permit text to overlap, resulting in a sloppy appearance. Use your own judgement and test with different fonts to achieve a presentable report.

A typical template defines an account number column as the first column on the left. Even if you don't usually print account numbers, you should define this column. If you don't print account numbers (an option on the report launch screen), the account names will automatically slide into the account number column, giving them additional width in which to print. If you don't define an account number column, you will not be able to print account numbers.

Columns can be designed to print very specific information for comparison with adjacent columns. For example, they might print date periods with a ratio, or individual profit centers with a recap, or separate companies. Columns might be operated upon by formulas to show things like profit per crew member, cost per square foot, etc.

To add a new column at the end of the list, type values into the line for that column, or put the cursor on any field of the last valid line and type **[Ctrl-G]** to duplicate it, then edit the new line. To insert a column between two others, position the cursor on the greater of the two and type **[Ctrl-G]** to duplicate the line or type **[Ctrl-B]** to insert a blank line for the new column. To delete a column and shift the greater columns into that position, put the cursor on the line you wish to delete and type **[Ctrl-Z]**.

On the far left side of the *Column Definitions* area, each line displays the column label, beginning with the letter **A**. You can't change the label of a column.

Fields of the Column Definitions Screen

Following is a discussion of the other column parameters.

Pos (Column Position)

Enter the character position of this column, as measured from the left side of the page to the left side of the column. The leftmost character position on the page is "1", and character positions can be converted to inches by dividing by 10 (10 characters per inch across) when the printer definition is set to standard 10 pitch, regardless of font or font size.

Wid (Column Width)

Enter the width in characters of this column. Character width can be converted to inches by dividing by 10 (10 characters per inch). Amount columns are printed right justified, and the width of the column, to the left, is ignored while printing. If this template prints dollar columns with subtotal indenting and several levels of detail, the dollar column(s) may spread to the left outside the column boundaries, so you should allow for this possibility.

In (Column Indenting)

The value in this field only affects numeric fields such as dollar amounts and (optionally) ratios, not text, and not account numbers. Enter the number of character spaces to reverse-indent for each subtotal or level of detail. If a numeric column should not use indenting, enter zero.

Column Heading

Enter a title for this column. Frequently, the title should include one or more dates for the time period represented by this column. These dates are those you entered on the report launch screen, and are named using this format:

[startdate]   starting date for this column (for activity between dates)
[enddate]   ending date for this column (for activity between dates)
[baldate]   balance date for this column (for balance at a date)

Templates that define multiple date-based columns will refer to the dates in almost the same way, like this:

[startdate1], [startdate2]
[enddate1], [enddate2]
[baldate1], [baldate2]

The dates will be printed using the formatting you have defined in the *Global Control* field and *Date Char* field.

Column headings can occupy more than one line, by placing a backslash character where you want the line to break. The line, or multiple lines, can be left, center or right justified and font control may be applied using the techniques described previously in the Report Title section.

Control (Column Control)

The *Column Control* field is similar to the *Global Control* field, adding attributes for this column and, in some cases, overriding global attributes for this column. The single-character values can be mixed in any sensible combination, and any value should appear only once. The ordering of the values is not significant.

0 - G/L Number column

This column will display the g/l account number for the data on this report line. Dollars will not appear in this column, only the account number. You should define an account number column even if the report will usually be printed without account numbers. When the report is printed without account numbers, the account name column will occupy both the number and name columns.

1 - G/L Name column

This column will print the account name.

2 - Consolidation Company Name column

If this report will consolidate data from multiple company databases, line item detail from each company may be printed with the company name in this column. Subtotal lines which combine data from more than one company will print the word "Combined".

3 - Consolidation Database Name column

Similar to flag **2**, line item detail will print with the database filename in this column.

4 - Don't print column

This column will be computed (if it is numeric), but it will not print. The values in this column may be used to compute other columns through formulas, or you may wish to switch a column off temporarily.

5 - Amounts are from budget

The dollar amounts in this column originate from a budget for the date period of this column, not from transactions. Since more than one budget may cover the date period of this column, you can specify a budget ID on the report launch screen. If you don't specify a budget ID when you print, any budget within the correct time frame will be used.

6 - Print '$' after heading

This flag value has the same effect as *Global Control* flag **1**, but affects only this column.

7 - Print '%' after ratios

Causes a percent sign to print to the right of each number in this column.

8 - Omit underlines

Underlines and double underlines are set by the *Line Control* field, and automatically print in every numeric column. You may want to omit underlines from some of your columns. Underlines do not print in text fields (account number, name, etc.).

9 - Omit '$' signs

If the *Global Control* flag **1** is set to print dollar signs, they will print in all numeric columns. Use this flag to omit dollar signs from non-dollar numeric columns.

A - Omit commas

By default, commas will print in numeric columns. Use this flag to omit commas from selected columns.

B - Round and omit decimal fractions

Use this flag to cause numbers to be rounded off to the nearest whole number with the decimal fraction removed.

C - Print trailing minus
For negative numeric values, prints the minus sign to the right of the number. This can make negative numbers easier to spot.

D - Print minus as 'CR'
For negative numeric values, prints "CR" to the right of the number.

E - Print minus as <nn>
For negative numeric values, prints the number enclosed in angle brackets.

F - Print minus as (nn)
For negative numeric values, prints the number enclosed in parentheses.

G - Print zeros as blanks
Replaces all zero dollar amounts or ratios in this column with spaces to reduce clutter on the report.

H - Blank out detail dollar amounts
The detail lines will still print, including account numbers and account names, but detail dollar amounts or ratios will be blanked out for this column.

I - Don't do line formulas
Line formulas will apply to a line or block of lines across all numeric columns. If line formulas should not be computed for this column, use the **I** flag to suppress them.

J - Do formulas on totals only
Column formulas normally operate on every line in the column. Use the **J** flag to apply the formula to only subtotals and totals, as defined by the line definitions, skipping the detail lines.

K - Include only debits
If a column should include only debit transactions, and omit credit transactions, use the **K** flag. This column will show the accumulated debit transactions even if the g/l account balance is a credit.

L - Include only credits
If a column should include only credit transactions, and omit debit transactions, use the **L** flag. This column will show the accumulated credit transactions even if the g/l account balance is a debit.

M - Don't roll up and accumulate
Normally, line item detail is subtotaled on various lines of the report. The detail represents the posted dollar amounts, and the subtotals represent accumulated amounts, calculated by the report but not actually posted. Use the **M** flag to suppress these accumulations, particularly for non-dollar columns.

Date (Column Date Control)
This field sets the initial date display for the report. For balance columns, enter control values for the balance date. For activity columns, enter control values for start and end dates. Columns that are not numeric (account number, name, etc.) do not need any value in this field. The dates selected by these control values are the launch screen defaults, and may be edited before the report is printed.

0 - Not date based
This is a numeric column but is not based on a date period. Use this value for ratio or other formula-derived columns. Columns using this value will not present a date input prompt on the report launch screen.

1 - Balance at date
This column will print the account or budget balance as of the column date.

2 - Activity between dates
This column will print the account or budget activity from the column start date to the column end date.

3 - No date prompt - get dates from other cols
Do not present a date input prompt for this column on the report launch screen. Other control values must also be set to tell *Pacifica* which column(s) to take dates from for this column. If this value is not used, this column will present a date input prompt on the launch screen even if it has been pre-filled with a default date based on one of the following control values.

4 - Take date from start date of column to left

If this column is a balance column, its balance date will be set to the start date of the column to the left. If this column is an activity column (expecting start and end dates), its start date will be set to the start date of the column to the left.

5 - Take date from end date of column to left

If this column is a balance column, its balance date will be set to the end date of the column to the left. If this column is an activity column (expecting start and end dates), its start date will be set to the end date plus one of the column to the left.

6 - Take date from start date of column to right

If this column is a balance column, its balance date will be set to the start date of the column to the right. If this column is an activity column (expecting start and end dates), its end date will be set to the start date minus one of the column to the right.

7 - Take date from end date of column to right

If this column is a balance column, its balance date will be set to the end date of the column to the right. If this column is an activity column (expecting start and end dates), its end date will be set to the end date of the column to the right.

8 - Today's date

If this column is a balance column, its balance date will be set to today's date. If this column is an activity column (expecting start and end dates), its start date will be set to today's date.

9 - This month start

If this column is a balance column, its balance date will be set to the first of this month. If this column is an activity column (expecting start and end dates), its start date will be set to the first of this month.

A - This month end

If this column is a balance column, its balance date will be set to the end of this month. If this column is an activity column (expecting start and end dates), its end date will be set to the end of this month.

B - Last month start
If this column is a balance column, its balance date will be set to the first of last month. If this column is an activity column (expecting start and end dates), its start date will be set to the first of last month.

C - Last month end
If this column is a balance column, its balance date will be set to the end of last month. If this column is an activity column (expecting start and end dates), its end date will be set to the end of last month.

D - Next month start
If this column is a balance column, its balance date will be set to the first of next month. If this column is an activity column (expecting start and end dates), its start date will be set to the first of next month.

E - Next month end
If this column is a balance column, its balance date will be set to the end of next month. If this column is an activity column (expecting start and end dates), its end date will be set to the end of next month.

F - This quarter start
If this column is a balance column, its balance date will be set to the beginning of this quarter. If this column is an activity column (expecting start and end dates), its start date will be set to the beginning of this quarter.

G - This quarter end
If this column is a balance column, its balance date will be set to the end of this quarter. If this column is an activity column (expecting start and end dates), its end date will be set to the end of this quarter.

H - Last quarter start
If this column is a balance column, its balance date will be set to the beginning of last quarter. If this column is an activity column (expecting start and end dates), its start date will be set to the beginning of last quarter.

I - Last quarter end
If this column is a balance column, its balance date will be set to the end of last quarter. If this column is an activity column (expecting start and end dates), its end date will be set to the end of last quarter.

J - Next quarter start
If this column is a balance column, its balance date will be set to the beginning of next quarter. If this column is an activity column (expecting start and end dates), its start date will be set to the beginning of next quarter.

K - Next quarter end
If this column is a balance column, its balance date will be set to the end of next quarter. If this column is an activity column (expecting start and end dates), its end date will be set to the end of next quarter.

L - This year start
If this column is a balance column, its balance date will be set to the beginning of this year. If this column is an activity column (expecting start and end dates), its start date will be set to the beginning of this year.

M - This year end
If this column is a balance column, its balance date will be set to the end of this year. If this column is an activity column (expecting start and end dates), its end date will be set to the end of this year.

N - Last year start
If this column is a balance column, its balance date will be set to the beginning of last year. If this column is an activity column (expecting start and end dates), its start date will be set to the beginning of last year.

O - Last year end
If this column is a balance column, its balance date will be set to the end of last year. If this column is an activity column (expecting start and end dates), its end date will be set to the end of last year.

P - Next year start
If this column is a balance column, its balance date will be set to the beginning of next year. If this column is an activity column (expecting start and end dates), its start date will be set to the beginning of next year.

Q - Next year end
If this column is a balance column, its balance date will be set to the end of next year. If this column is an activity column (expecting start and end dates), its end date will be set to the end of next year.

R - Year ago today
If this column is a balance column, its balance date will be set to this date one year ago. If this column is an activity column (expecting start and end dates), its start date will be set to this date one year ago.

S - Year ago month start
If this column is a balance column, its balance date will be set to the first of the month one year ago. If this column is an activity column (expecting start and end dates), its start date will be set to the first of the month one year ago.

T - Year ago month end
If this column is a balance column, its balance date will be set to the end of the month one year ago. If this column is an activity column (expecting start and end dates), its end date will be set to the end of the month one year ago.

U - Dates from & to span of report
This control value should be applied to activity columns, not balance columns. It sets the dates for this column to start at the start date of the leftmost date column and end with the end date of the right-most-less-one column.

Journal

If this column should include activity from all journals, leave this field blank. Activity from selected journals can be included by entering the number(s) of the desired journals, separated by commas. Use these values:

1 - Cash Disbursements
2 - Cash Receipts
3 - Payroll
4 - Sales Invoices
5 - Purchase Invoices
6 - General Journal
7 - Inventory Transfer

Profit Ctr (Profit Center)

If this column should include only transactions posted to (or branching or cascading into) a selected profit center or group, enter profit centers in this field in one of these formats:

Individual profit centers, separated by commas

.224, .227, .2305, .245

Profit center groups by wildcard

.22*, .23*, .25*, .30*

Profit center ranges

.20 to .2699

You may exclude individual profit centers, groups, wildcard groups or ranges by enclosing the group within angle brackets. You must first define a group of profit centers to be included, then, within angle brackets, define the subgroup to exclude. Do not place a comma between the include and exclude groups. If you only want to exclude profit centers without including, enter an asterisk (*) before the

first angle bracket, as in the second example. This causes all profit centers to be selected before any are excluded.

.20* <.2099>, .22* <.225 to .2289>, .25* <.255, .259>
*<.445>

Company

If this financial report will consolidate transactions from multiple company databases, enter the company number, as defined on page 3, in the *Consolidations* section of the financial form. If company numbers are specified, the company database in which you are creating this report may be specified as well. By default, its number is **1**, corresponding with the **(THIS COMPANY)** value of the *Company Database Pathname* field. Multiple companies may be printed in one column, by entering their numbers, separated by a comma.

Formula

You may modify values on the financial by applying formulas. The formulas are somewhat like those found in spreadsheets, and they leave their result at the column and row position where the formula is defined.

Formulas may be based on:
    Values in columns and on lines
    Operators   +, -, *, /, MAX, MIN
    A value in a cell
    Functions   @SUM(), @ABS(), @NEG(), @MULT(), @UNITS(), @UNAME()
    Constant numbers

A column formula will be operated once for each line (row) on the report, unless a line control causes the column formulas to be skipped. In this way, an entire column on the report may be adjusted (multiplied, divided, etc.) by another column, by a constant value, or by a value taken from the multiplier field or from the *Units* field of a G/L profit center.

Columns are labeled by letter, from A to Z. Lines are labeled by number, from 1 to 250. For the value in a column, enter the column letter, followed by a line number. A dollar sign (**$**) may be used to represent the current column or line. Use two dollar signs (**$$**) for the current column and line.

If you have specified a line which will be expanded into several lines of detail, the value for the line will be the sum of the detail.

Enter a constant as a number with decimal point and minus sign if necessary. Do not include commas or dollar sign.

A formula can also make use of three special kinds of data from the screen and from G/L and profit center records. These are:

@MULT(n)   a numeric value taken from the Multiplier field on the report launch screen. This is a multi-line field, and n is the line number, starting with 1.

@UNITS(n)   a numeric value taken from the G/L or profit center account record for this line. This is a multi-line field, and n is the line number. You define the meaning of this value in the general ledger. It might represent square feet, hours, acres, tons, population density, etc.

@UNAME(n)   a text field (not for calculating) taken from the G/L or profit center record for this line. It names or titles the units described above. Used by itself as a column formula, it will print a column of names for the corresponding units.

The exclamation mark symbol (**!**) may be used as a comment character. Anything following the exclamation mark will be ignored.

Here are some examples:

    $$/(A$+$$)
    @SUM(B1..B30)*.5
    @ABS((\@SUM(B$..E$)*A$) MAX C$)
    $$/@UNITS(1)

Define Lines of the Income Statement Form, page 2

Line Definitions

The lines of the financial form are defined on page 2 of *Add/Change Custom Financial Form*. Each line (row) on the form will print one or more lines on the financial report. Each line in the form has a line number (from 1 to 250), which does not correspond directly to a line number on the printed report, but is the line number used in formulas which reference this line. When the report is printing, the lines on the form are always evaluated in order from first to last, and printed in that order. Line definitions fall into three general categories:

Headings

　　　Account detail
　　　Totals

Frequently, lines will be preceded or followed by underlines or spaces, and may be indented some number of spaces based on the line type or level of detail of the G/L account. You control all of these characteristics with your line definition.

A heading may be text only, and have nothing to do with any G/L account, or may be the name of an account or account group from your general ledger or from the financial form. If the heading is text only, type it into the *Account Name* field and set the corresponding *Control* field to **0** (zero). Here is an example of a heading with font and position control added:

　　　_center [1.5x font size]<<y-.5>>Assets

We use the **_center** instruction to center the text. Normally, the heading will be centered within the account name column which is not in the center of the page. To find the center of the page instead, set the *Indent* field to -**1**.

We're asking for a larger than normal font with the **[1.5x font size]** instruction. The larger font will intrude on the line below, so we also raise the font 1/2 line, using the **<<y-.5>>** instruction. **Y** is the symbol denoting the vertical axis in the Cartisian coordinate system. A heading of this kind may be followed by a blank line. Print a blank line before the heading by including **C** in the *Control* field, or a blank line after by including a **D**. Text and font control is discussed in more detail in the Report Title section.

When a heading should print for a group of accounts, the text of the heading may be taken from your chart of accounts or from the *Account Name* field of the form. In either case, don't use a *Control* value of **0** (heading only). Use a *Control* value of **2** (expand and total) or **3** (expand, don't total) to print a heading followed by account detail. Any text in the *Account Name* field will be printed as the heading. Leave the *Account Name* field blank to take the heading from the first G/L account name in the group.

When a group of accounts is selected by a line on the form, branch and cascade detail accounts are also included in the group as long as their detail level is acceptable. For this reason, you must pay

close attention when branching among accounts of different types. You should branch and cascade within the same account groups that you will print on financials.

If you don't want your report to use the branching and cascading that is built into your chart of accounts, suppress branches and cascades in the *Global Control* field, value **L**. You will want to do this in the following situations:

> Your report is designed with its own branching, and the chart's branching interferes.
> You are printing a multi-profit center or multi-company report and want each account to be the total from all profit centers or all companies. Natural branching will cause the same section to print once for each profit center or company.

G/L accounts are selected by filters that you type into the *GL Account* and *GL Type* fields. Filters in the *GL Account* field will be more specific to your chart of accounts, and will offer a finer degree of control, especially when accounts should not appear in account number order. Filters in the *GL Type* field will tend to be more generic, and may be simpler to maintain, especially if several companies with dissimilar charts of accounts need to use the same series of reports.

The *GL Account* field accepts one or more accounts, separated by a comma, accounts with wildcard symbols (*,?) and account ranges, in any combination. Here are some examples:

> 520, 527, 5230, 5245
> 52*, 53*, 55*
> 520 to 5699

You may exclude individual accounts, groups, wildcard groups or ranges by enclosing the group within angle brackets. You must first define a group of accounts to be included, then, within angle brackets, define the subgroup to exclude. Do not place a comma between the include and exclude groups. If you only want to exclude accounts, without selecting a group first, type an asterisk before the first angle bracket, as in the second example. This causes all accounts to be selected before any are excluded.

> 50* <5099>, 52* <525 to 5289>, 55* <555, 559*>

*<560>

The default report templates identify all accounts only by account type, using the *GL Type* field. This assumes that the accounts in this database have been properly set up with reasonable account types, and the report does not have to make any assumptions about the account numbering logic employed by this company.

When you use the *GL Type* field, an account must match all of the type values within a type group in order to be accepted. This example will illustrate.

GL Type   5H, 5M, 5N

An account will be accepted if its type includes **5** and any of **H** or **M** or **N**.

GL Type   5HMN

An account will be accepted only if its type includes all of **5**, **H**, **M** and **N**, an unlikely situation. This will probably not give the desired result.

The *GL Type* field accepts one or more types, separated by a comma. Types may be excluded by enclosing the types within angle brackets. You must first define types to be included, then, within angle brackets, define the types to exclude. Do not place a comma between the include and exclude types. Here are some examples.

1D<HI>, 1E<HI>	Include short term and long term assets, but omit if other or title
1<DHI>	Include all assets, but omit if short term, other or title
1H<I>	Include other assets, but omit if title

The *GL Account* and *GL Type* fields can be used in combination.

Fields of the Line Definitions Screen

Following is a description of the fields on the *Line Definitions* screen.

Schedule
This field, with arrow buttons on either side, shows the number of the schedule that is currently displayed. If this financial form has multiple schedules, click the arrow keys with the mouse to display each schedule in the form.

Ln (Line Number)
Each line on the form will cause one or more lines to print on the report. The lines are numbered sequentially from 1 to 250. This field can't be edited.

GL Account
If this field has a value, only account numbers which match will print in the area of the report defined by this line. See the Line Definitions section for a discussion of allowable values for this field.

Account Name
If this field has a value, that text will be printed instead of the account name from the G/L account record, or used to print a heading for the accounts defined by this line, or to print a title line without any accounts. See the Line Definitions section for a discussion of allowable values for this field.

GL Type
If this field has a value, only G/L accounts with a matching account type will print in the area defined by this line. See the Line Definitions section for a discussion of allowable values for this field.

Journal
If the dollar amount(s) defined by this line should originate in only one source journal, enter the number of the journal. To include more than one journal, enter multiple journal numbers, separated by commas. Allowable values are:

    1 - Cash disbursements
    2 - Cash receipts
    3 - Payroll
    4 - Sales invoices
    5 - Purchase invoices
    6 - General journal

7 - Inventory transfers

Leave this field blank to include transactions from all journals.

Profit Center

If this line should include only transactions posted to (or branching or cascading into) a selected profit center or group, enter profit centers in this field in one of these formats:

Individual profit centers, separated by commas

.224, .227, .2305, .245

Profit center groups by wildcard

.22*, .23*, .25*, .30*

Profit center ranges

.20 to .2699

You may exclude individual profit centers, groups, wildcard groups or ranges by enclosing the group within angle brackets. You must first define a group of profit centers to be included, then, within angle brackets, define the subgroup to exclude. Do not place a comma between the include and exclude groups. If you only want to exclude profit centers without including any others, enter an asterisk (*****) before the first angle bracket, as in the second example. This causes all profit centers to be selected before any are excluded.

.20* <.2099>, .22* <.225 to .2289>, .25* <.255, .259>
*<.445>

Company

If this financial report will consolidate transactions from multiple company databases, enter the company number, as defined on page 3, in the <u>Consolidations</u> section of the financial form. If company

numbers are specified, the company database in which you are creating this report may be specified as well. By default, its number is **1**, corresponding with the **(THIS COMPANY)** value of the *Company Database Pathname* field. Multiple companies may be printed on one line, by entering their numbers, separated by a comma.

If multiple companies are listed in the *Company Database Pathname* field and the *Company* field is left blank, all the companies will be included in this line. The ordering of the accounts from multiple companies depends on other settings in the form. See the Multi-Company Consolidations section for further discussion on this topic.

Indent (Indent Level Number)

This field specifies the number of tab-stops (not the number of spaces) to indent dollar amounts to the left. The width (number of spaces) of one tab stop is defined by the *Indent Cols* field on the first page.

If this line defines a group of accounts, the indent value applies to the lowest level of the group. Detail in this group will print at a higher level and indent farther to the left.

An indent value of **-1** serves a different purpose. It is used only on lines that define a heading, with a Control of **0**. The indent value of **-1** causes the heading to occupy the full width of the report page, not just the width of the account name column.

Ftnote (Footnote Number)

If a footnote is related to this line, and should print on the same page as this line, enter the footnote number here.

Control (Line Control)

The *Line Control* field is similar to the *Global Control* field, adding attributes for this line and, in some cases, overriding global attributes for this line. The single-character values can be mixed in any sensible combination, and any value should appear only once. The ordering of the values is not significant.

0 - Print only a heading

Prints only the text of the *Account Name* field from this form line. No dollar amounts are computed or printed. Other control values may also be included to print blank lines or underlines before or after, as necessary. Text and font controls may be embedded in the text of the heading. See the <u>Report Title</u> section for details of font control.

Normally, the heading will print within the column defined as the "account name" column. If the heading should occupy the entire page width or be centered at the center of the page, set the *Indent* field to **-1** on this line.

1 - Print only underlines or linefeeds

This line defines no text and no dollar amounts. No calculations will take place. If this *Control* field defines underlines, linefeeds or formfeeds, they will be printed.

2 - Expand and subtotal

This line should specify G/L accounts or ranges in the *GL Account* or *GL Type* fields. Those accounts will be grouped, along with branches and cascades if you allow them, and the detail will print, followed by the total of all the detail. The account name used as the title for the group will be the text from the *Account Name* field of the form. If that is blank, the G/L account name of the first account in the group will be used.

The total will be indented to the tab-stop indicated by the Indent field, and the detail will be indented one tab-stop to the left of the total.

3 - Expand, don't subtotal

This line should specify G/L accounts or ranges in the *GL Account* or *GL Type* fields. Those accounts will be grouped, along with branches and cascades if you allow them, and the detail will print. These lines will not be totaled, and a total will not print. The detail will be indented to the tab-stop indicated by the Indent field.

For the purposes of calculating within a formula, the total can be obtained by naming the column and line, like this:

    D4 or $4

where **D** is the column and **4** is the line in the form, or **$** represents all columns and **4** is the line in the form. Even though this line in the form may cause many lines to print on the report, the total of the whole group is line **4**.

4 - Print only the total
This line should specify G/L accounts or ranges in the *GL Account* or *GL Type* fields. Those accounts will be grouped, along with branches and cascades if you allow them. The total of the group will be printed, but detail will not print.

The account name used as the title for this line will be the text from the *Account Name* field of the form. If that is blank, the G/L account name of the first account in the group will be used.

5 - Total, but don't print
This line should specify G/L accounts or ranges in the *GL Account* or *GL Type* fields. Those accounts will be grouped, along with branches and cascades if you allow them. The total of the group will be computed, but nothing will print.
This option is used to compute amounts for formulas, as described for option **3**.

6 - Single underline before
An underline will print before this group or total. The underline prints in the dollar amount column(s). The width of the underline is determined by the *Undrline Len* field on the first page. The underline is indented one tab-stop to the left of this line's indent level. The underline occupies one line, and causes one linefeed.

7 - Single underline after
An underline will print after this group or total. The underline is indented at the same position as this line's indent level.

8 - Single underline at subtots
An underline will print between subtotal groups and the total line. This will include subtotal groups resulting from branches or cascades.

9 - Double underline before

Similar to option **6**, but prints a double line.

A - Double underline after

Similar to option **7**, but prints a double line.

B - Double underline at subtots

Similar to option **8**, but prints a double line.

C - Linefeed before

Prints a blank line before this line or group. This does not cause blank lines to print within subtotal, branch or cascade groups.

D - Linefeed after

Prints a blank line after this line or group.

E - Formfeed before

Ejects the page and begins a new page before this line or group prints. A page heading prints at the top of the new page.

F - Formfeed after

Ejects the page and begins a new page after this line or group prints. A page heading prints at the top of the new page.

Use this option on the last line of the form when printing multiple schedules or multiple profit centers on separate financials. If you omit this option, multiple reports from one form will print end-to-end, with nothing to separate them.

G - Print '$' at detail

Prints a dollar sign at the beginning of each detail group. The dollar sign prints in the amount columns, to the left of the amount. The distance from the right side of the amount to the dollar sign is set by the *'$' Position* field on the first page.

H - Print '$' at total
Prints a dollar sign on the total for this line.

I - Don't print '$'
If dollar signs are printing as a result of *Global Control* option **1** (dollar sign after heading), this option suppresses the dollar sign for this line.

J - Trailing minus
For negative amounts, the minus sign prints to the right of the amount.

K - Minus as 'CR'
For negative amounts, the letters **CR** print to the right of the amount, and a minus sign does not print.

L - Minus as '<nn>'
For negative amounts, the amount is enclosed in angle brackets.

M - Minus as '(nn)'
For negative amounts, the amount is enclosed in parentheses.

N - Include zero balances
Normally, if all amounts on a line are zero, the line will not print. If this line should print even when all amounts are zero, use this option.

O - Print zero as 0.00
This is the default format for zero balances. If *Global Control* option **J** is used to print zeroes as blanks, use this option to make a zero balance visible for this line.

P - Blank out detail dollar amounts
If this line defines a group of accounts or causes branch or cascade detail to print, the account numbers and names will print, but the dollar amounts for the detail will be blank.

Q - Balance at FROM date
If this line would normally print the transaction activity from the starting to the ending date, use this option to calculate a balance as of the **FROM** date instead.

R - Balance at TO date
If this line would normally print the transaction activity from the starting to the ending date, use this option to calculate a balance as of the **TO** date instead.

S - Don't do column formula
Normally, a column formula will operate on every line of the form. Use this option to suppress the formula for this line.

T - Do formula on total only
Normally, a line formula operates on detail lines as well as the total line. Use this option to suppress the formula for detail lines.

U - Include only debits
Every transaction includes debit amounts and credit amounts which balance to zero. Use this option to include only the debit amount of transactions for this line.

V - Include only credits
Use this option to include only the credit amount of transactions for this line.

W - Expand & subtot profit centers
For each account on this line, all affected profit centers will be listed and subtotaled.

X - These accts are cash or equiv for cash flow statement
This line defines the *Cash* and *Cash Equivalents* section of a <u>Statement of Cash Flows</u>.

Y - Include Title (I) accounts
Normally, G/L accounts that are flagged as title accounts (with an *Account Type* of <u>**I**</u>) are skipped and not included on the report, because the form defines these report sections explicitly. Use this option to include title accounts for this line.

Formula

You may modify values on the financial by applying formulas. The formulas are somewhat like those found in spreadsheets, and they leave their result at the column and row position where the formula is defined.

Formulas may be based on:

Values in columns and on lines	
Operators	+, -, *, /, MAX, MIN
A value in a cell	
Functions	@SUM(), @ABS(), @NEG(), @MULT(), @UNITS(), @UNAME()
Constant numbers	

A line formula will be operated once for each amount column on the report, unless a column control causes the line formulas to be skipped.

Columns are labeled by letter, from A to Z. Lines are labeled by number, from 1 to 250. For the value in a column, enter the column letter, followed by a line number. A dollar sign (**$**) may be used to represent the current column or line. Use two dollar signs (**$$**) for the current column and line.

If you have specified a line which will be expanded into several lines of detail, the value for the line will be the sum of the detail.

Enter a constant as a number with decimal point and minus sign if necessary. Do not include commas or dollar sign.

A formula can also make use of three special kinds of data from the screen and from G/L and profit center records. These are:

@MULT(n)	a numeric value taken from the Multiplier field on the report launch screen. This is a multi-line field, and n is the line number, starting with 1.
@UNITS(n)	a numeric value taken from the G/L or profit center account record for this line. This is a multi-line field, and n is the line number. You define the

	meaning of this value in the general ledger. It might represent square feet, hours, acres, tons, population density, etc.
@UNAME(n)	a text field (not for calculating) taken from the G/L or profit center record for this line. It names or titles the units described above. Used by itself as a column formula, it will print a column of names for the corresponding units.

The exclamation mark symbol (**!**) may be used as a comment character. Anything following the exclamation mark will be ignored.

Here are some examples:

    $$/(A$+$$)
    @SUM(B1..B30)*.5
    @ABS((\@SUM(B$..E$)*A$) MAX C$)
    $$/@UNITS(1)

Cell Definitions of the Income Statement Form, page 3

Cell Definitions and Consolidations

Cell Formula

On page 3 of *Add/Change Custom Financial Form* you can design formulas which act on a cell location. A cell is the intersection of a column and a row, and its location is specified by naming both the column letter and row number. Use this format:

A1

Where **A** is the column and **1** is the row.

The syntax used in cell formulas is the same as used in row and column formulas.

If a row in your form causes multiple lines to print on the report, a cell formula at that row will nor-mally compute for all the report lines. To operate the formula on only the line total, use a *Control* value of **0**. Other control values are:

    1 - Do formula only if cell = 0
    1 - Do formula only if cell # 0
    1 - Do formula only if cell > 0
    1 - Do formula only if cell >= 0
    1 - Do formula only if cell < 0
    1 - Do formula only if cell <= 0
    1 - Do formula only if cell < 0

Another special use for the cell formula is to store a value in a Z-register. The last (Z) column is reserved as a block of general-purpose numeric storage registers whose values are preserved between schedules. You can store up to 9999 separate values in Z-registers, named Z1 to Z9999
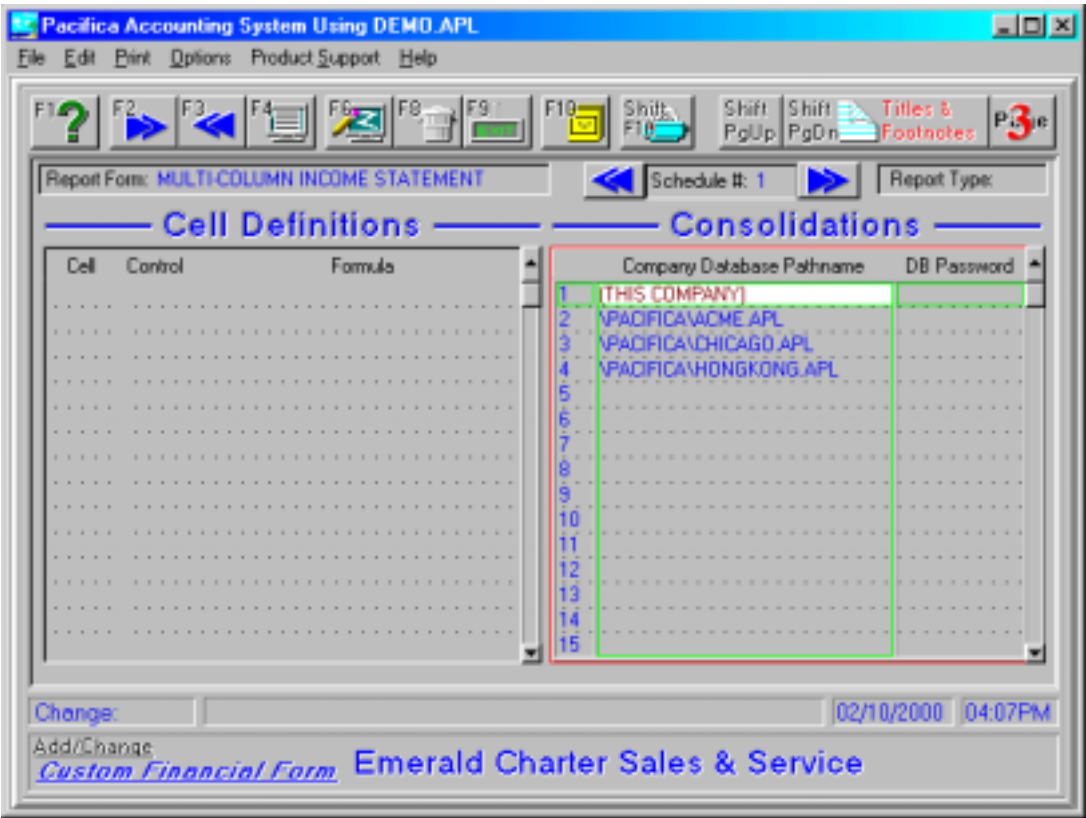
Multi-company Consolidations of the Income Statement Form, page 3

Consolidations

If your financial report should include data from databases other than the one you are logged into when printing the report, those databases must be named in the *Consolidations* section. These companies can then be referenced by their line numbers in column and line definitions. If you list additional database pathnames but don't specify company numbers for columns or lines, data from all databases listed here will be combined on all lines of the report.

Typically, the database that you are logged into is the only company that should be printed. In that case, don't add or change anything in the consolidations screen. In most other cases, the database that

you are logged into will be included, along with others. The first database name in the *Company Database Pathname* field should be **(THIS COMPANY)**.

If the current company should not be included, as in a multi-schedule report which prints financials for several companies individually, enter pathnames for one or more databases, starting with the first line, one database per line. Each schedule can have its own list of database pathnames. If a schedule has no list, the list from the previous or first schedule will be used.

If a database uses a database password, your form must supply it on the same line as the database pathname, in the *DB Password* field.
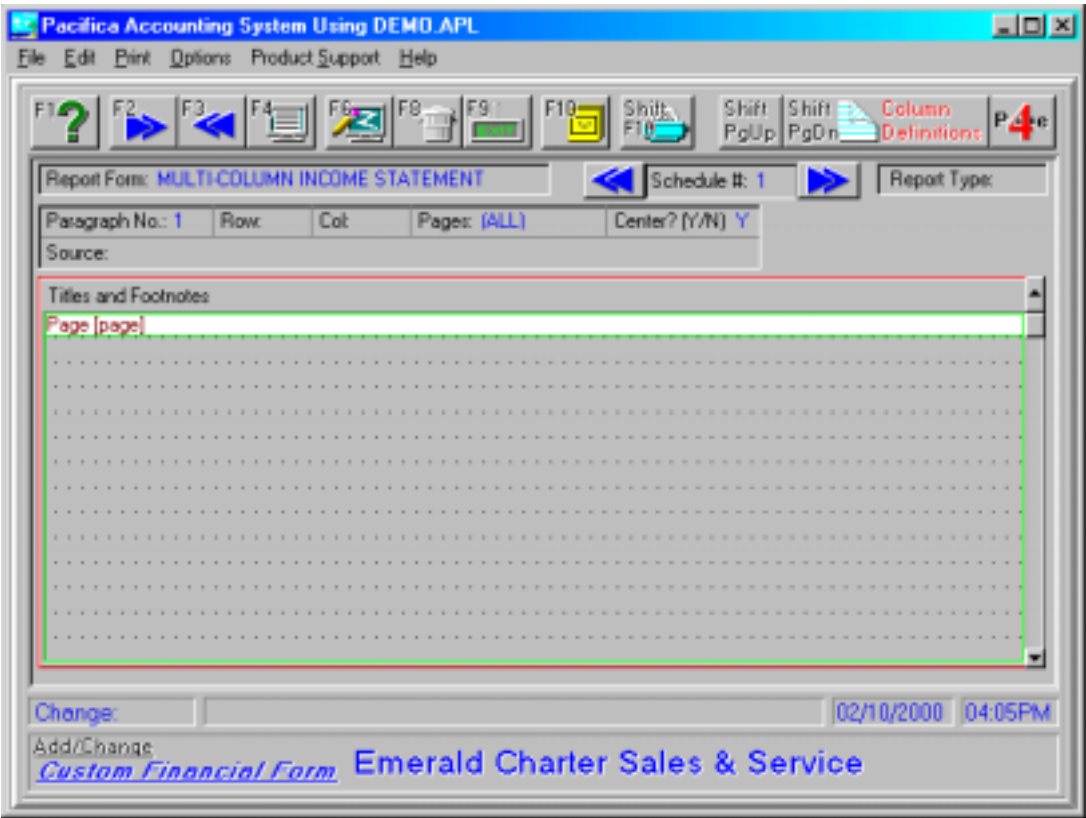
Titles and Footnotes of the Income Statement Form, page 4

Titles and Footnotes

Paragraphs of text may be printed anywhere on the financial. These can include replaceable keywords, logos or bitmaps and can use any font control, as described for the *Report Title* field.

Each footnote is numbered sequentially, starting with 1. Footnotes can be associated with lines on the financial form, selected pages on the printout, or can print on every page. Footnotes must be maintained separately for each schedule in a form. Footnotes don't carry forward to schedules that don't have footnotes.

Position the footnote by giving it a *Row* and *Column*. If the footnote should print at the bottom of the page, leave the *Row* field blank. If you center the footnote, the center of the paragraph will be determined by the *Column* field. If *Center* is **Y** and *Column* is blank, the center of the page will be used.

If a footnote should print on every page, type **(ALL)** in the *Page* field. If a footnote should print on selected pages, enter the page numbers, separated by commas. If a footnote should print only on the page which includes a certain account number, put the footnote number on the line definition for that account. If the footnote should print on the line immediately after the account, type **0** in the *Row* field.

If the same text must be used in several forms, create the text in one form, or in a word processor, then highlight and copy (with Ctrl-C) the paragraph and paste it (with Ctrl-V) into the *Title and Footnotes* field. Remember that this is ASCII text only, and font control from word processors will not transfer.

Financial Schedules

As mentioned previously, one financial report may consist of multiple schedules, each designed to print a page, many pages or perhaps only part of one page. The schedules do not need to be similar in their formats. For instance, the first schedule of a report might print a balance sheet and the second schedule may print an income statement.

The statement of cash flows requires two schedules to print the first page, because the first few lines of a cash flow are in a two-column format, while the remainder is in a single column format. In this case, the schedules are tightly coupled, with no formfeed between. By default, schedules do not insert a formfeed between, so you should put a formfeed in the *Line Control* of the last line (in the line definitions section). The last schedule of the report won't need this explicit formfeed.

If all schedules will print from one database (typically, the one you are logged into), you don't need to specify that database. If necessary, each schedule can print from a different company. Type the full pathname to that company database on the third screen in the *Company Database Pathname* field.

Schedules may calculate values for following schedules, but not print. To make a schedule of this type, set a **4** in the *Global Control* field of that schedule. To flag a schedule temporarily as skipped-

don't print, set a **5** in the *Global Control*. Store values to be passed to other schedules in Z-registers, described in the *Cell Formulas* section.

On the report launch screen, it is desirable if the default dates for multiple schedules can be carried through from the first schedule or the previous schedule. Use the **P** and **Q** settings in the *Global Control* to do this.

When you are ready to print, the report launch screen will display the total number of schedules in this report, and the number of the schedule you are viewing. If you have carefully designed and tested, you may not need to set up any but the first schedule, because the dates and other defaults will carry through automatically to all schedules.

5

CHAPTER FIVE

Accounts Payable Module

Overview of the Accounts Payable Module

Pacifica's Accounts Payable module helps you manage your company's purchases and disbursements, gives you accurate historical information about your relationships with your vendors, and helps control the stock levels of items on hand in inventory. You manage your company's payables by entering purchase invoices from vendors which adjust the quantity of items on hand in inventory, and by paying those invoices according to your payment terms with the vendor and your company's cash position. Your payments, also called cash disbursements, can later be reconciled with bank statements.

Add/Change Vendor
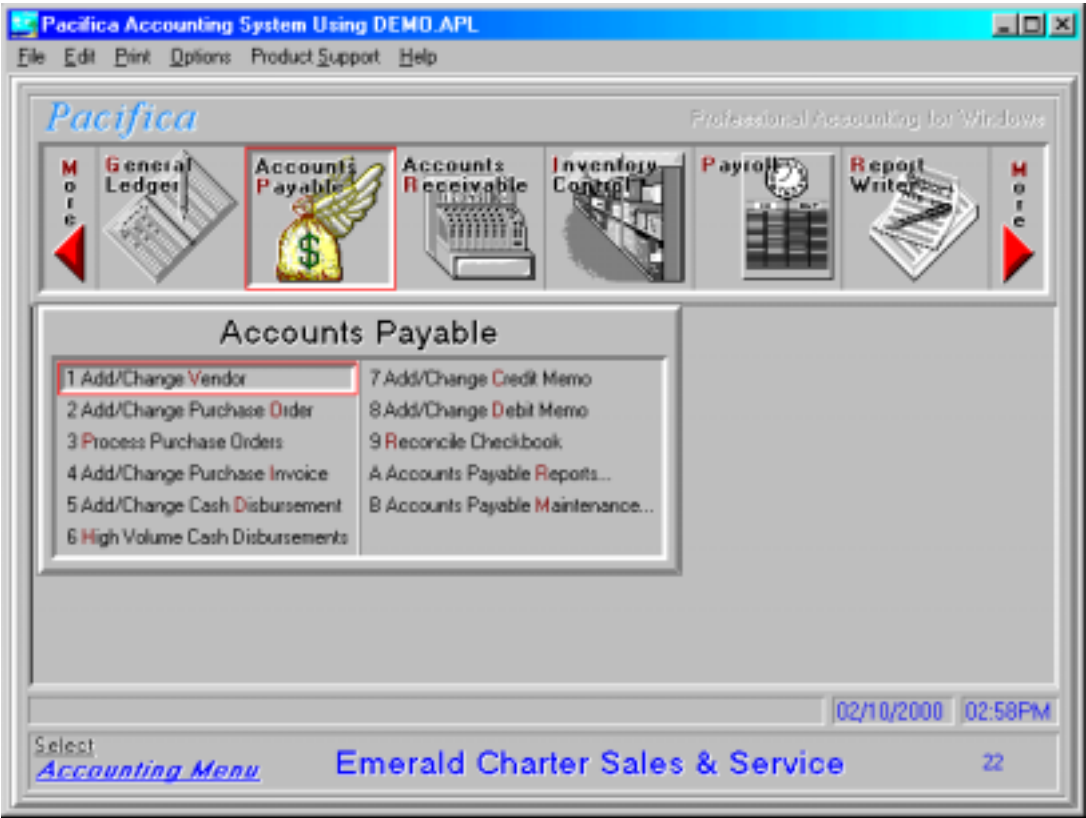
Accounts Payable Main Menu screen

U se this menu selection to:

- Add a new vendor to the file.
- Display or change the identifying information associated with a vendor, such as their address or phone number, or your default payment terms.
- Display your current balance owing to a vendor quickly.

Vendor information is used in maintaining records of invoices, cash disbursements, and the balance your company owes to each vendor. Add/Change Vendor displays useful information about your vendors and your accounts-payable liability to them. It also saves you time later by providing vendor information that will be displayed on the Add/Change Purchase Invoice screen to help you enter purchase invoices, and on the Add/Change Cash Disbursement screen to help you enter checks, etc.

Add/Change Vendor is divided into two display screen pages. The first screen page displays identifying information about the vendor. The second screen page displays information regarding your company's business relationship with them. (See next page.) The screen page number is displayed in the upper right corner of each screen page. To switch from one screen page to the other, press **[Shift-PgDn]** or **[Shift-PgUp]**.

To **HotPrint** the Vendor Activity Report, press **[Shift-F10]**.
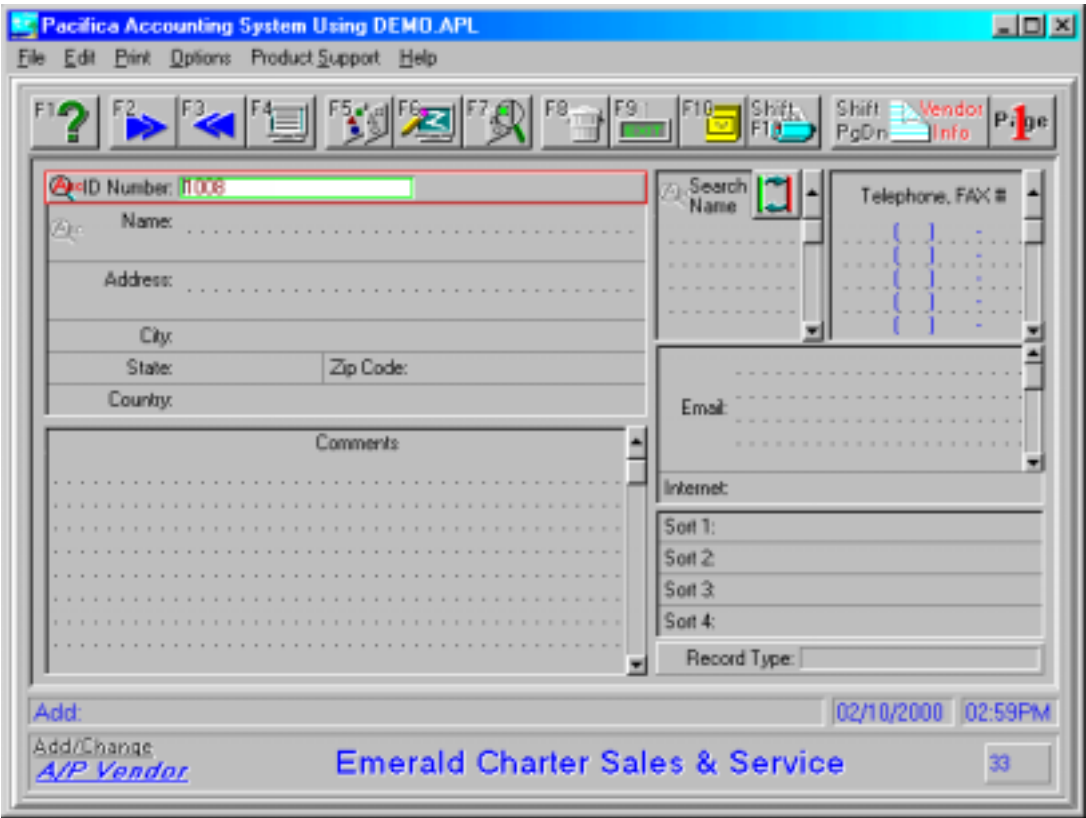
Add/Change Vendor screen, page 1

Data Fields on the Add/Change Vendor Screen (page 1 of 2)

ID Number

The vendor's ID number. If you enter an ID number that identifies a vendor already on file, that vendor record will be displayed for editing. Select an alphanumeric code for the ID number that will be easy to remember in association with the vendor's name.

To display a list of vendors already on file, press *. This field is the identification number for the vendor record and requires a non-blank value that does not exceed 512 characters. Up to 20 characters are

indexed and used in directory searches. If you do not enter a value, the message "?Name ID error" will be displayed and you will not be able to file the record.

You may change the ID Number starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the ID Number field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

> **Note:** You must have SYSOP privileges for this module to do this.
>
> **Also Note:** This starting value pertains to the vendor record only. The ID Number for the customer and employee records must be initialized on their respective screens. To lock vendors, customers and employees to the same ID number, set the starting value in *Add/Change Name* (**[Shift-F3]**) and leave it blank here.

Name

On the first line of this field, enter the vendor's name as you want it to be printed on checks, labels and reports.

You can enter additional lines by pressing **[Enter]**, but only the first line will be printed on reports. This field is unlimited in length and can contain any textual information you want to display regarding this vendor; however only the first ten characters entered will be used for finding this record in directory searches. This field is used to generate the Search Name and requires a non-blank value. If you do not enter a value, the message "?Name error" will be displayed and you will not be able to file the record.

Address

Enter the vendor's address as you want it to be printed on checks, labels and reports.

You can enter as many lines of any length as you want in this field. The first 35 characters of each of the first two (2) lines will be printed on checks, labels, and reports (where requested).

City
Enter the city as you want it to be printed on checks, labels and reports.

This field is normally skipped and will default automatically based on the ZIP code. If the ZIP code entered has never been used before, you will be asked to provide a city name. This name will be used for this vendor and will become the default city name for future name records in the same ZIP code.

State
Enter the two-character state postal abbreviation as you want it to be printed on checks, labels and reports.

This field is normally skipped and will default automatically based on the Zip code. If the Zip code entered has never been used before, you will be asked to provide a two character state postal code. This code will become the default for future name records in the same Zip code.

Zip Code
Enter the postal Zip code as you want it to be printed on checks, labels and reports.

The cursor will stop here before proceeding to the City and State fields because the city and state for each Zip code are stored as you enter them. If the Zip code is found on file, the city and state will be filled in and displayed automatically.

Country
Enter the country as you want it to be printed on checks, labels and reports.

The cursor does not automatically stop here since the post office does not require the country name unless you are shipping outside of the United States. You can move to this field by using the arrow keys while holding down one of the shift keys.

Search Name
The Search Name field requires at least one non-blank value and is automatically generated using the data in the Name field. If a value is not created, the message "?Search Name error" will be displayed and you will not be able to file the record.

The search name will either use the first name first or the last name first depending on which method is specified on the User References screen under the System Maintenance menu. The search name is used for finding this record in directory searches and for alphabetizing reports. Only the first ten characters of any search name will be used for finding this record in directory searches, but any number of search names can be entered for this vendor, each of which can be used to find this vendor with the same search speed as keying on the ID number or name.

To enter an additional alias search name, press **[Enter]** following one of the other search names and type in the additional identifier(s). Each alias you type will work just as fast as the Vendor ID number to locate this vendor later, so use them liberally.

Telephone, FAX
Enter the vendor's current business telephone, FAX number, and/or up to 1,024 other phone numbers for this vendor.

Hint: You can precede each phone number with up to six characters to help identify the number. For example, use "VOICE", "FAX", "SALES", etc.

Email
Enter one or more of this vendor's internet email addresses.

Internet
Enter this vendor's internet address.

Sort 1, Sort 2, Sort 3, Sort 4
The Sort fields are designed to be used in combination with search templates to assist in locating this vendor later. For example, Sort fields can be used to track primary vs. secondary vendors (Type: P, S); lead time between order and shipment in days (LeadTime: 1, 2, 7, 14, ...); etc.

Hint: Give each Sort field a more descriptive identifier (caption) by using the prompt editor (see Customizing Your Screens in <u>Chapter Two - Getting Started</u>).

Comments

Use this field to store conversations, notes, observations or any other textual information about this vendor. You can enter any number of lines of any length in this field.

The first line of the Comment field is included on any pop-up box relating to this vendor such as when you enter purchase invoices or cash disbursements.

Record Type

This field will always contain "Vendor". However, if a person is also entered in the **Pacifica** system simultaneously as a customer or an employee, it may also contain "Customer" or "Employee".

Add/Change Vendor screen, page 2

Data Fields on the Add/Change Vendor Screen (page 2 of 2)

1099 ID
If this vendor sells services to the company that must be reported on an IRS Form 1099 at the end of the year, enter the vendor's Social Security number or federal tax ID number.

Priority
Invoices payable to this vendor may optionally be grouped by payment priority (urgency). The priority may be considered during processing with High Volume Cash Disbursements.

Valid priority levels are:
  1 - High priority
  2 - Medium priority
  3 - Low priority

Terms

This field automatically displays the Purchase Terms field from the System Defaults record. If your payment terms for this vendor are different from what is displayed, enter the correct terms. The contents of this field will automatically display in the Terms field of the Add/Change Purchase Invoice screen when the vendor is entered.

Acceptable terms include:

30	NET 30	CASH
COD	COD CASH	CK
COMPANY CHECK	CK #1234	2.25% 10, NET 30
2.5% 10TH, NET 30TH	DRAFT	LETTER OF CREDIT
5% 10, 1% 29, NET 30	SIGHT DRAFT	BAILMENT
CONSIGNMENT	NO CHARGE	CREDIT MEMO
DEBIT MEMO	LAYAWAY	REPAIR

Ship Via

If you have a preference for the method used to ship merchandise from this vendor, enter it here, for example, UPS, UPS BLUE or FEDX, SPEEDY TRUCKING, or COURIER. This will be displayed automatically on the purchase invoice screen when you enter this vendor's name ID number.

Contact

Enter the name of the most frequently called individual at the vendor's office. This is usually either the vendor's sales representative or the accounting representative to whom you remit.

Remit To ID

If you want to send cash-disbursement checks for this vendor to a different address than the one listed, enter the ID number of the other office, or, for a directory search, enter a few characters of the search name plus *****.

To create a secondary ID for this vendor, copy this record (press **[Alt-F10]**), then enter a new ID number and the correct address. Press **[F10]** to save the record in the file.

Ship To ID

Each vendor record may optionally include as many Ship To name ID numbers as you wish. These names need not be vendors. They will be provided in listbox form to purchase orders and purchase invoices made to this vendor.

Vendor Status

If this vendor sells services to the company that must be reported on an IRS Form 1099 at the end of the year, enter all applicable codes:

1 - rent
2 - royalties
3 - prizes, awards, etc.
4 - fishing-boat proceeds
5 - medical and health care payments
6 - non-employee compensation
7 - substitute payments in lieu of dividends or interest
8 - crop-insurance proceeds
9 - interest

Our Customer ID

If the vendor has assigned an account number to your company, enter the number. This ID number will print on the bottom of any disbursement check paid to this vendor.

Expense Account

If a vendor provides non-inventory goods and services, enter a General Ledger expense account number to associate with those goods and services. This expense account will be displayed on each line of purchase invoices for this vendor as they are entered. Type a few characters of the account name followed by * to display a directory of General Ledger accounts.

Current Balance

This field displays the vendor's balance after considering all outstanding invoices. The balance cannot be edited. If this is a new vendor record, create the beginning balance by entering an invoice for the total amount payable.

Vendor Comments

Use this field for conversations, notes, observations or any other textual information about this vendor.

You can enter up to 512 characters per line and up to 1,024 lines of information, not to exceed 64,000 characters (64K bytes) in this field.

Filing the Vendor Record

When you've entered data in all of the fields that you want, click or press **[F10]** to file

the vendor record into the database. After the record has filed, the screen fields will clear so you may enter another vendor record.

To exit this screen, click or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using Add/Change Vendor menu selection may affect records from the following files:

- Name records
- Vendor records
- System Defaults record

• Exceptional Events Log entries

Effects on General Ledger Account Balances

• Has no affect on any G/L account balances

Add/Change Purchase Order
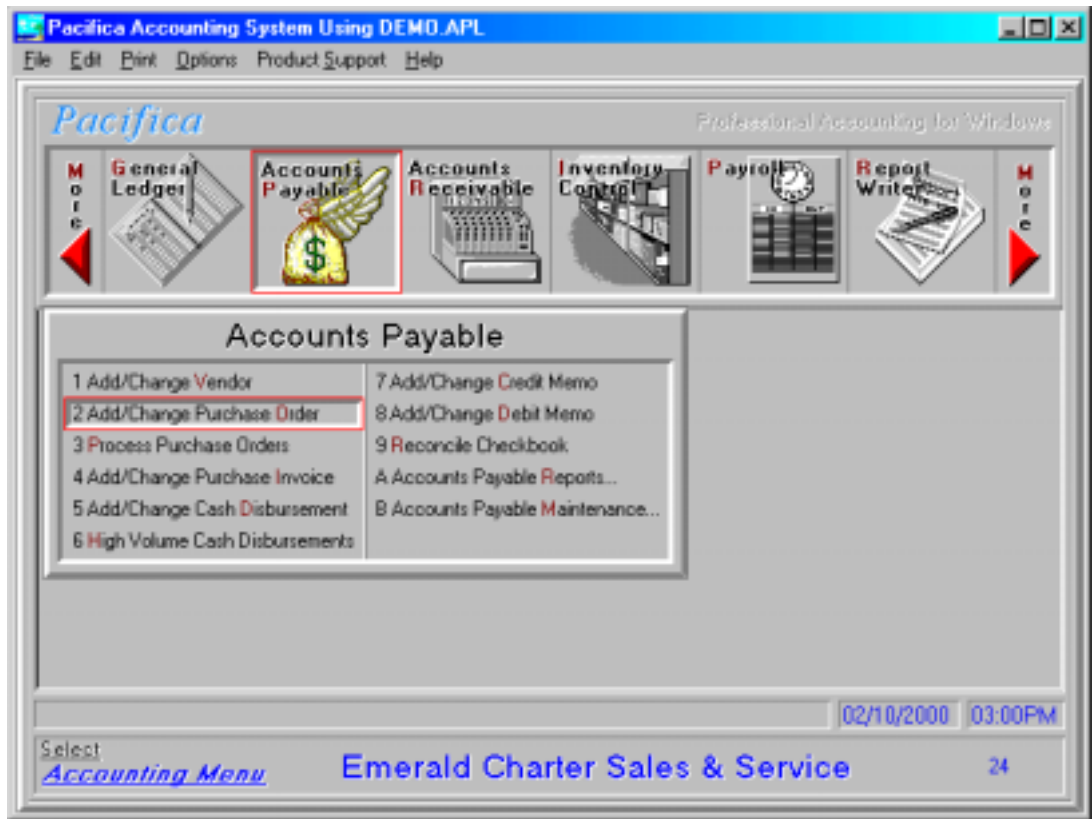
Accounts Payable Main Menu – Add/Change Purchase Order

Use this menu selection to:

- Commit to purchase goods and/or services in the future from a vendor.
- Display or change information associated with a purchase order that has already been entered.

When you intend to purchase goods or services from a vendor in the future or over a period of time, you enter a purchase order to track the quantity, description and cost of the ordered items, as well as the terms and conditions that will be used for the purchase invoice. A purchase order does not have

any accounting effect until it is converted into a purchase invoice, EXCEPT that it adjusts the Quantity on Purchase Order field on the Add/Change Inventory Item screen. When every item on a purchase order has been converted, the purchase order Status field is marked as "Completed".

The Add/Change Purchase Order screen is divided into two display screen pages. The first screen displays most of the critical information regarding the order. The second screen page displays comments and other information. The screen page number is displayed in the upper right corner of each screen page. To switch from one screen page to the other, press **[Shift-PgDn]** or **[Shift-PgUp]**.

To **HotPrint** Purchase Orders, click or press **[Shift-F10]**.
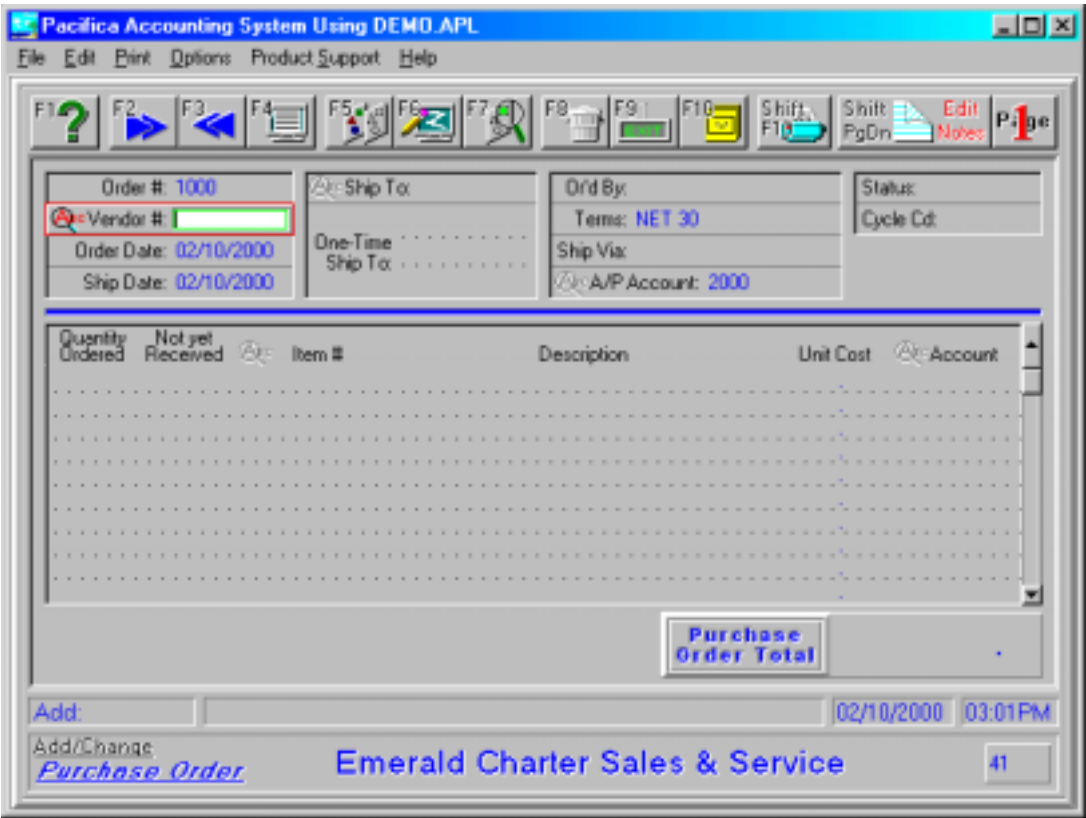
Add/Change Purchase Order screen, page 1

Data Fields on the Add/Change Purchase Order Screen (page 1 of 2)

Order

Enter the order number or use the default provided by System Defaults. If this order number has been entered previously, the order is displayed. This field is the identification number for the purchase order record and requires a non-blank value that does not exceed 512 characters. Up to 20 characters are indexed and used in directory searches. If you do not enter a value, the message "?Name ID error" will be displayed and you will not be able to file the record.

You may change the Order Number starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the Order Number field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

Note: You must have SYSOP privileges for this module to do this.

Vendor ID
Enter the vendor's ID number or a few characters of their search name.
To display a list of vendors already on file, press <u>*</u>. If the vendor ID you enter is not on file, you will be offered an opportunity to add it.

Order Date
Enter the order date from the vendor's sales order.

Ship Date
Enter the date on which this merchandise is scheduled to ship.

Ship To
If the product on this order is to be direct shipped to someone other than you, enter the name ID number or a few characters of the name of the recipient.

If you've entered a default Ship To name or name list in the vendor record, that name or list will be offered here.

One-Time Ship To
If you are shipping to someone you never expect to ship to again, you may not want to enter a name record for them; use this field instead.

Ordered By
Enter the name of the person who requested an order for the items listed below.

Terms

This field automatically displays the terms of purchase from the vendor record. If your payment terms for this vendor are different from what is displayed, enter the correct terms. If this field is left blank, terms of CASH will be used.

These terms are used to calculate the aging of invoices for several of the accounts payable reports. What you enter will be checked against an internal table to insure some standardization of terms. If your terms contain key words, the program may "correct" or translate your entry to make it more understandable for the report programs.

Acceptable terms include:

30	NET 30	CASH
COD	COD CASH	CK
COMPANY CHECK	CK #1234	2.25% 10, NET 30
2.5% 10TH, NET 30TH	DRAFT	LETTER OF CREDIT
5% 10, 1% 29, NET 30	SIGHT DRAFT	BAILMENT
CONSIGNMENT	NO CHARGE	CREDIT MEMO
DEBIT MEMO	LAYAWAY	REPAIR

Ship Via

If you want the goods on this order shipped to you via a carrier other than the one specified in this vendor's record, enter the carrier here. For example, UPS, UPS BLUE, PARCEL POST, FEDX, COURIER.

A/P Account

This is the G/L account which will be credited when the order is filed. The Accounts Payable account from the System Defaults record is automatically displayed. If you want to specify a different account for this order, type the account number, or type a few characters of the account name followed by * to display a directory of accounts.

Status

The Status field represents the current condition of this order. This field is maintained by **Pacifica**.

0 - Void

1 - Completed

2 - Altered

6 - Printed

Cycle Code

This field is used in conjunction with the Process Purchase Orders screen to select which recurring purchase orders will be processed as a batch. Just enter a keyword representing a particular cycle (i.e. "15th"), and specify that keyword in the Cycle Code field of Process Purchase Orders. Any order which uses a cycle code will remain open after processing. Only matching purchase orders will be processed.

When processing, wildcard symbols may be used to match larger groups of cycle codes. For example, you set up several PO's with these different cycle codes:

NY-EAST
NY-WEST'
NY-WEEKLY
NY-MONTHLY

You could process all of them at once on the Process Purchase Orders screen by asking for a cycle code of **NY***.

The cycle code can also be used to indicate a number of days before the order should be processed again. If the Cycle Code field of the PO contains only a number (days between issues) and you process the PO's with a cycle code of "**>nn**" (where **nn** is number of days since last process), only PO's with a cycle code greater than or equal to nn AND days since last issue greater than or equal to nn will be included. To process every PO that has reached its issue date, regardless of its period, process with a cycle code of "**>***".

Quantity Ordered

The quantity of goods requested. If this line represents a service (e.g., a telephone bill), enter a quantity of "1". If the quantity is a decimal fraction, the decimal point must be typed. For example, enter three and one quarter by typing **3.25 [Enter]**.

Not Yet Received

This field reflects the quantity on this purchase order that has not yet been shipped. As purchase orders are processed in Process Purchase Orders, this field is adjusted until the value is zero, and then the purchase order is marked as "Completed" (Status field contains a **1**).

Once a purchase order is complete it no longer appears on the list of purchase orders to be processed.

Item

Enter the inventory item number or a few characters of the inventory name. Operating expenses such as rent, telephone service, consulting fees, and miscellaneous office expenses do not affect inventory. When an inventory item is entered, the Description and Unit Cost are automatically displayed from the inventory record.

To display a directory of all inventory items on file, press *****. If this line item does not affect inventory, press **[Enter]** and leave the field blank.

Description

If an inventory number was entered, this field automatically displays the description from the inventory file. You can change it to any description you want.

Unit Cost

If an inventory number was entered, this field automatically displays the cost-of-goods-sold amount from the inventory record. You can change it to any amount you want.

The unit-cost amount can have four digits to the right of the decimal. To enter $1.50, type **1.5 [Enter]**. To enter 15 thousandths of a dollar (15 hundredths of a cent), type **.0015 [Enter]**. Do not enter a dollar sign or commas.

Account

This field contains the General Ledger expense account for the item on this line. If an inventory item was entered that has an inventory General Ledger number assigned, the account from the inventory record is displayed.

If you want to specify a different expense account for this item, type the account number, or type a few characters of the account name followed by * to display a directory of G/L accounts.

Add/Change Purchase Order screen, page 2

Data Fields on the Add/Change Purchase Order Screen (page 2 of 2)

Comments

Use this field to store notes to your vendor, special instructions, or any other textual information you want on your printed purchase invoice. You can enter as many lines of any length as you want in this field.

Filing the Purchase Order

When you've entered data in all of the fields that you want, click ![F10 button] or press **[F10]** to file

the purchase order into the database. After the record has filed, the screen fields will clear so you may enter another purchase order.

To exit this screen, click ![F9 Exit button] or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the Add/Change Purchase Order menu selection may affect records from the following files:

- Purchase Order
- Inventory records
- System Defaults record
- Exceptional Events Log entries

Effects on General Ledger Account Balances

- Has no affect on any G/L account balances

Process Purchase Orders
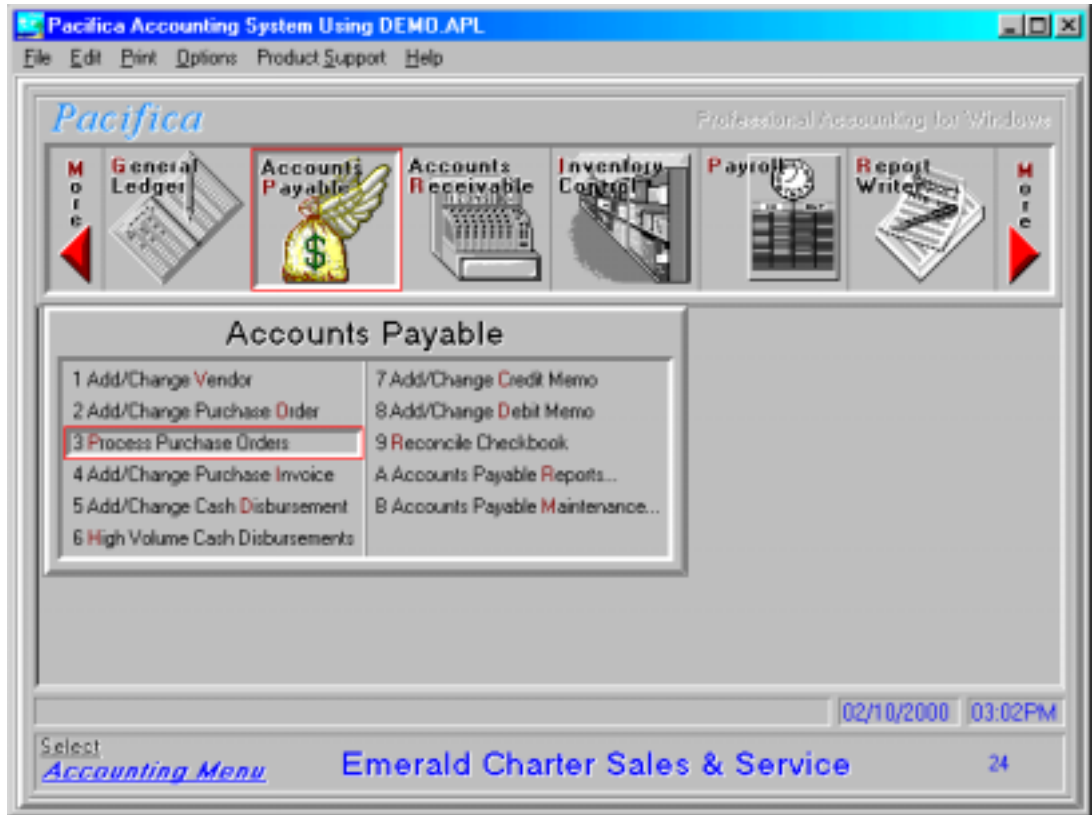
Accounts Payable Main Menu – Process Purchase Orders

*P*rocess Purchase Orders creates one or more purchase invoices from a specified selection of open purchase orders. All invoices are displayed together on one screen so you may edit them all as necessary before filing them to disk.

Use this menu selection to:

• Receive goods or services in fulfillment of a purchase order from a vendor.

Using Process Purchase Orders

Process Purchase Orders makes one purchase invoice for each selected purchase order. Orders can be selected by Order Date and Vendor ID. As orders are converted to invoices, the balancing double-entry General Ledger liability and/or inventory transactions are automatically created to accurately reflect the accounting impact of the created invoices.

> **Hint:** If you're converting one purchase order at a time, use the *Add/Change Purchase Invoice* screen. Just type the order number into the *Purchase Order #* field and press **[Enter]**. This will convert the specified purchase order into a purchase invoice.

Follow these steps:

1. **Enter the purchase order selection criteria.** If you want to process only orders from a specific vendor, enter the vendor's ID number in the *Vendor ID #* field. If you leave this field blank, open orders from any vendor will be selected. If you want to process orders which are to be issued on or before a specific date, enter that date in the *Order Date* field. You may also wish to select only orders with a specific priority level or cycle code.

2. **Verify the *Starting Invoice* and *Invoice Date* fields.** The *Starting Invoice* field contains the first invoice number to be applied to this batch of invoices. As each invoice is filed, the number will increment sequentially. The date supplied by the *Invoice Date* field will be used as the transaction date for each invoice.

3. **Select all matching open purchase orders.** Press **[F4]** to select purchase orders which match your selection criteria. If the order is already completed, or doesn't match, it is ignored. Each selected order creates one purchase invoice, which is displayed in the item line (bottom) area of the screen.

4. **Make any necessary changes.** Scroll through the listed invoices with the arrow keys or **[PgUp]** and **[PgDn]**. If an invoice needs to be changed, press **[F2]** to move the cursor into the editing area, and make any changes you wish. Press **[F2]** again to move back to the item lines.

As you change any invoice, the data on the item line will also change. To delete an entire invoice, hilite the item line and press **[F8]**.

5. File the invoices. When all invoices are correct, click ⬛ or press **[F10]** to file them.

You must type **YES** to verify your intention to file. The hilite bar moves down the list as each invoice is filed. When all invoices have been filed, the screen fields clear, ready to accept another batch of invoices.

To select and process purchase orders currently in the system, select Process Purchase Orders from the Accounts Payable menu.

To **HotPrint** Purchase Invoices, click ⬛ or press **[Shift-F10]**.

Process Purchase Orders screen

Data Fields on the Process Purchase Orders Screen

Starting Control

Pacifica will use the Starting Control # to calculate an invoice number for each purchase order that is selected. If you want to enter the invoice number assigned by the vendor for a specific purchase order, edit the Vendor Invoice # field.

Note: As purchase orders are processed, the *Not Yet Received* field is adjusted until its value is zero, then the order is marked "completed" (*Status* field contains a "1"). A completed order no longer appears on the list of orders to be processed.

Invoice Date
This field represents the date of the invoice line highlighted below. If this purchase order has been partially satisfied, the date of the last invoice created displays automatically. Otherwise the date of the purchase order displays. To change it, enter the desired date in this field.

Order Date
This field selects open purchase orders by date. If the date of a purchase order falls on or before this date, the record is displayed, otherwise it is not. The current system date automatically displays.

Vendor Invoice
This field represents the invoice number of the invoice line highlighted below. Enter the invoice number assigned by the vendor for this purchase order, or enter a value of your own choosing, or leave the value automatically provided.

Vendor ID
This field selects open purchase orders by vendor ID. If you enter a vendor ID, only those purchase orders for that vendor are displayed. Enter the vendor's ID number or a few characters of their search name. To display a list of vendors already on file, press *. If the vendor ID you enter is not on file, you will be offered an opportunity to add it. To select all vendors, leave the field blank.

PO #:
The purchase order number which was used to create the invoice on this line.

Cycle Code:
To process only orders which match a specific cycle code keyword, enter that keyword here. Only matching orders will be selected. Orders which use cycle codes will remain open after processing. The cycle code in the order must match the cycle code in the Process Purchase Orders screen for that sales order to be displayed for invoicing.

When processing, wildcard symbols may be used to match larger groups of cycle codes. For example, you set up several PO's with these different cycle codes:

NY-EAST
NY-WEST'
NY-WEEKLY
NY-MONTHLY

You could process all of them at once on the Process Purchase Orders screen by asking for a cycle code of **NY***.

The cycle code can also be used to indicate a number of days before the order should be processed again. If the Cycle Code field of the PO contains only a number (days between issues) and you process the PO's with a cycle code of "**>nn**" (where **nn** is number of days since last process), only PO's with a cycle code greater than or equal to nn AND days since last issue greater than or equal to nn will be included. To process every PO that has reached its issue date, regardless of its period, process with a cycle code of "**>***".

Quantity Received
The quantity of goods Not Yet Received on the Add/Change Purchase Order screen automatically displays in this field. If this is not the quantity received, enter the correct value. If the quantity is a decimal fraction, you must type the decimal point. For example, enter three and one quarter by typing **3.25** **[Enter]**.

Item
This field displays the item numbers from the purchase order. If you would like to add an additional inventory item to the purchase invoice, enter the inventory item number or a few characters of the inventory name. Operating expenses such as rent, telephone service, consulting fees, and miscellaneous office expenses do not affect inventory. When an inventory item is entered, the description and unit cost are automatically displayed from the inventory record. To display a directory of all inventory items on file, press <u>*</u>. If this line item does not affect inventory, press **[Enter]** and leave the field blank.

Description
This field displays the descriptions from the purchase order, or if a new inventory number was entered, this field displays the description from the inventory file. You can change it to any description you want.

Unit Cost
This field displays the unit costs from the purchase order, or if a new inventory number was entered, this field displays the cost-of-goods-sold amount from the inventory record. You can change it to any amount you want.

The unit-cost amount can have four digits to the right of the decimal. To enter $1.50, type **1.5 [Enter]**. To enter 15 thousandths of a dollar (15 hundredths of a cent), type **.0015 [Enter]**. Do not enter a dollar sign or commas.

Account
This field contains the General Ledger expense account for the item on this line. This field displays the accounts entered on the purchase order, or if a new inventory item was entered that has an inventory General Ledger number assigned, the account from the inventory record is displayed. If you want to specify a different expense account for this item, type the account number, or type a few characters of the account name followed by ***** to display a directory of G/L accounts.

Date
This date becomes the invoice date of the converted purchase order. To modify this, enter the date you want in the Invoice Date field.

Control
This field becomes the invoice number of the purchase invoice. To modify this, enter the number you want in the Vendor Invoice field.

Vendor Name
This field displays the name of the vendor associated with the purchase order that created this line of the purchase invoice.

Description

This field displays the first line of description from the inventory detail listed above. This can be changed by modifying the value in the description field above.

Invoice Total

This field represents the total amount of the invoice to be created. This is calculated by adding the total unit cost for each inventory line above. This field can only be modified by changing or adding Unit Cost fields.

Effects on the Company Database

Using the Process Purchase Orders menu selection may affect records from the following files:

- Purchase Orders
- Purchase Invoices
- General Ledger accounts
- Vendor records
- System Defaults record
- Transaction Journal

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the Process Purchase Order menu selection, conforming with generally accepted accounting principles (GAAP).

Non-Inventory Purchase	Debit Account	Credit Account
Always has...	**General and/or Other Expenses(s)** (expense)	**Accounts Payable** (liability)
May also have...	**Freight** (expense)	

Inventory Purchase	Debit Account	Credit Account
Always has...	**Inventory** (asset)	**Accounts Payable** (liability)
May also have...	**Freight** (expense)	

Add/Change Purchase Invoice

Accounts Payable Main Menu – Add/Change Purchase Invoice

U se this menu selection to:

- Make a purchase of goods and/or services from a vendor.
- Change information associated with a purchase invoice that has already been entered.

When you purchase goods or services from a vendor, you enter a purchase invoice to adjust:

- the quantity of items available in inventory
- the current cost of inventory items
- the vendor's current balance
- all associated General Ledger accounts.

To add a new purchase invoice or to change an invoice already entered, select Add/Change Purchase Invoice from the Accounts Payable menu.

To **HotPrint** Purchase Invoices, click [Shift F10] or press **[Shift-F10]**.
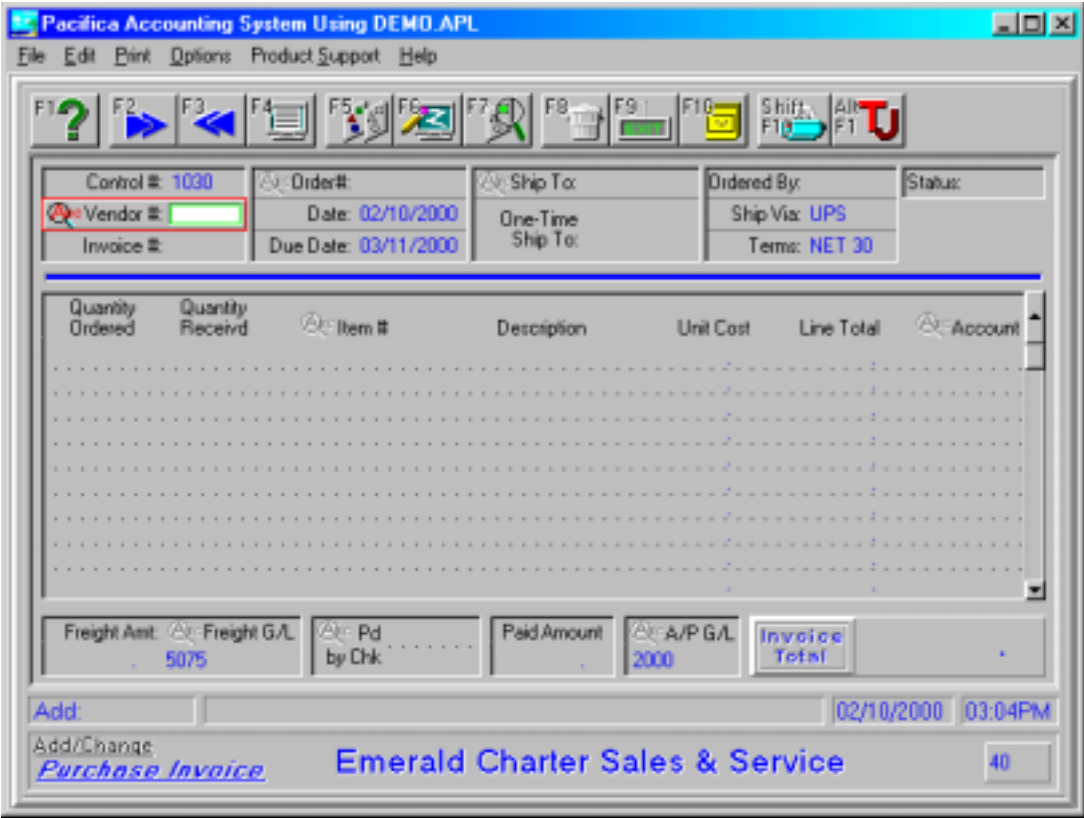
Add/Change Purchase Invoice screen

Data Fields on the Add/Change Purchase Invoice Screen

Control
Pacifica assigns a unique sequential number to each purchase invoice. You may change this number as long as the number you select has not been used on another purchase invoice.

If you select a number which has been used, that purchase invoice will be retrieved for editing.

You may change the Control # starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the Control # field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

> **Note:** You must have SYSOP privileges for this module to do this.

Vendor ID
Enter the vendor's ID number or a few characters of their search name. To display a list of vendors already on file, press *****. If the vendor ID you enter is not on file, you will be offered an opportunity to add it.

Invoice
Enter the invoice number from the vendor's sales invoice. If this invoice number has been previously entered, the invoice is displayed.

Order
This field will contain the number of the originating purchase order, if this purchase invoice record was created by using the Process Purchase Order menu selection. Or if you are converting one purchase order into a purchase invoice, type the order number and press **[Enter]**. This will convert the specified purchase order record into a purchase invoice record.

Date
Enter the date this invoice was created. The current system date automatically displays.

Due Date
Enter the date on which this invoice is due.

Ship To
If the product on this invoice is to be direct shipped to someone other than you, enter the name ID number or a few characters of the name of the recipient.
If you've entered a default Ship To name or name list in the vendor record, that name or list will be offered here.

One-Time Ship To
If you are shipping to someone you never expect to ship to again, you may not want to enter a name record for them; use this field instead.

Ordered By
Enter the name of the person who requested an order for the items listed below.

Terms
This field automatically displays the terms of purchase from the vendor record. If your payment terms for this vendor are different from what is displayed, enter the correct terms. If this field is left blank, terms of CASH will be used.

Acceptable terms include:

30	NET 30	CASH
COD	COD CASH	CK
COMPANY CHECK	CK #1234	2.25% 10, NET 30
2.5% 10TH, NET 30TH	DRAFT	LETTER OF CREDIT
5% 10, 1% 29, NET 30	SIGHT DRAFT	BAILMENT
CONSIGNMENT	NO CHARGE	CREDIT MEMO
DEBIT MEMO	LAYAWAY	REPAIR

Ship Via

If you want the goods on this invoice shipped to you via a carrier other than the one specified in this vendor's record, enter the carrier here. For example, UPS, UPS BLUE, PARCEL POST, FEDX, COURIER.

Quantity Ordered

The quantity of goods requested. If this line represents a service (e.g., a telephone bill), enter a quantity of **1**. If the quantity is a decimal fraction, you must type the decimal point. For example, enter three and one quarter by typing **3.25** **[Enter]**.

Quantity Received

This field automatically displays the same value as the Quantity Ordered field. If the vendor delivered less than the quantity ordered, enter the quantity actually received.

Item

Enter the inventory item number or a few characters of the inventory name. Operating expenses such as rent, telephone service, consulting fees, and miscellaneous office expenses do not affect inventory. When an inventory item is entered, the Description and Unit Cost are automatically displayed from the inventory record. To display a directory of all inventory items on file, press *****. If this line item does not affect inventory, press **[Enter]** and leave the field blank.

Description

If an inventory number was entered, this field automatically displays the description from the inventory file. You can change it to any description you want.

Unit Cost

If an inventory number was entered, this field automatically displays the cost-of-goods-sold amount from the inventory record. You can change it to any amount you want.

The unit-cost amount can have four digits to the right of the decimal. To enter $1.50, type **1.5** **[Enter]**. To enter 15 thousandths of a dollar (15 hundredths of a cent), type **.0015** **[Enter]**. Do not enter a dollar sign or commas.

Adjust Cost

Use this field to adjust the line total amount for this line. This field does not consider the quantities (ordered or received) on this line, but affects the line total amount only. A negative amount can be used to reduce the line total.

Line Total

This field displays the product of multiplying the Quantity Received times the Unit Cost. If you edit this field, the Unit Cost will be recalculated by dividing the number you enter by the quantity received. The grand total of all the items is displayed at the bottom of this column.

Account

This field contains the General Ledger expense account for the item on this line. If an inventory item was entered that has an inventory General Ledger number assigned, the account from the inventory record is displayed. If you want to specify a different expense account for this item, type the account number, or type a few characters of the account name followed by * to display a directory of G/L accounts.

Freight Amount

If freight (shipping, handling, etc.) is tracked as an expense separate from cost of goods sold, enter the freight amount here. Freight expense will be debited, and freight will not be reflected in cost of goods on a sales invoice.

If you wish, you can perform a landed cost freight allocation to distribute freight cost to each line item on the purchase. To do this, enter the total freight amount in the Freight Amount field, then press the Alloc Freight button to the left of the Freight Amount field. The freight will be distributed to the item lines, and will display in the Adjust Cost column. The Freight Amount field will be blank after this.

The freight is distributed by calculating the unit weight for each item on the invoice. For inventory items, enter Tare Weight, Package Weight and Units Per Package on the second screen of Add/Change Inventory. If there is no packaging and the item is one-to-a-box, just enter the Tare Weight. Items which don't have a weight, and non-inventory items, are considered to weigh 1.0000 pounds each.

If you change the freight, then press the Alloc Freight button again, the Adjust Cost column will be cleared first. If you enter "0" in the Freight Amount field, then press the Alloc Freight button, the amounts in the Adjust Cost column will be deleted.

Invoice Total
This field displays the total amount of the invoice. You can not edit this field manually, but you can adjust it by changing line totals and/or the freight amount.

A/P Account
This is the G/L account which will be credited when the invoice is filed. The Accounts Payable account from the System Defaults record is automatically displayed. If you want to specify a different account for this invoice, type the account number, or type a few characters of the account name followed by * to display a directory of accounts.

Freight Act
If an amount is specified for freight charges in the Freight Amt field, the freight expense General Ledger account must also be specified. The freight expense account from the System Defaults record is automatically displayed. If you want to specify a different account, type the account number, or type a few characters of the account name or account number followed by * to display a directory of accounts.

Checks Applied
This field lists the cash-disbursement checks (one or more) that were used to pay this purchase invoice. This field is maintained by **Pacifica** and can not be edited manually.

Paid Amount
This is the total amount you've already paid toward this invoice. When a disbursement check is entered that makes payment on the current invoice, this field is updated to reflect the new amount paid. This field is maintained by **Pacifica** and can not be edited manually.

Status
The Status field represents the current condition of this invoice. This field is maintained by **Pacifica**.

    0 - Void
    1 - Paid
    2 - Altered
    6 - Printed

TJ

If an existing invoice has been selected onto the screen, or you have just filed an invoice, you may

access its transaction directly by clicking .

Filing the Purchase Invoice

When you've entered data into all the fields that you want, click   or press **[F10]** to file

the purchase invoice into the database. After the record has filed, the screen fields will clear so you
may enter another purchase invoice.

To exit this screen, click   or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the Add/Change Purchase Invoice menu selection may affect records from the following files:
    • Purchase Orders
    • Purchase Invoices
    • General Ledger accounts
    • Vendor records
    • System Defaults record
    • Transaction Journal

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the Add/Change Purchase Invoice menu selection, conforming with generally accepted accounting principles (GAAP).

Non-Inventory Purchase	Debit Account	Credit Account
Always has...	**General and/or Other Expenses(s)** (expense)	**Accounts Payable** (liability)
May also have...	**Freight** (expense)	

Inventory Purchase	Debit Account	Credit Account
Always has...	**Inventory** (asset)	**Accounts Payable** (liability)
May also have...	**Freight** (expense)	

Add/Change Cash Disbursement

Accounts Payable Main Menu – Add/Change Cash Disbursement

Use this menu selection to:

- Pay a vendor for one or more invoices you owe.
- Change a check that has been entered but not printed.
- Issue a check for a casual expense without first entering a purchase invoice.
- Issue a refund check to a customer.

The Cash-in-Bank General Ledger account is credited (decreased) by a cash disbursement. Which account is debited depends on whether a check is issued in payment of a purchase invoice (the Accounts Payable account) or against an expense account you specify on a casual expense check (for a purchase without an invoice). Disbursement checks can be used for one-time vendors or for casual expenses; however, in these cases, the only way to reference the transaction thereafter is through the check number or a template search.

To enter or edit a check, select Add/Change Cash Disbursement from the Accounts Payable menu.

To **HotPrint** Cash Disbursement Checks, click [Shift F10] or press **[Shift-F10]**.

Add/Change Cash Disbursement screen

Data Fields on the Add/Change Cash Disbursement Screen

Check
You can set the initial value of this unique number with the Change System Defaults menu selection. Increments after that value are assigned to each successive cash-disbursement check. You can enter any check number here that you wish. If you enter an already-used check number, its record will be displayed for editing. This field is the identification number for the cash disbursement record and requires a non-blank value that does not exceed 512 characters. Up to 10 characters are indexed and used in directory searches. If you do not enter a value, the record will file, but you will not be able to access the record.

Caution: If the same check forms are used for both cash disbursement checks and employee paychecks, confirm that the check number you enter has not already been used as a paycheck number.

Note: You can lock the A/P and Paycheck numbers together so they both advance to the same number, by setting **Same Checks** in the *Preferences* screen to **Y**.

You may change the Check # starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the Check # field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

Note: You must have SYSOP privileges for this module to do this.

Date
Enter the date to be printed on this cash-disbursement check. This is also the date used for the General Ledger entries associated with this check and is the date used for aging.

Amount
This field contains the total amount of the cash disbursement. This is the amount credited to the Cash-in-Bank General Ledger account. This field cannot be changed manually except by adjusting the amounts on the individual lines under the Amount field below.

Vendor ID
Enter the payee's ID number, or enter a few characters of the search name of the person or company to receive this check. If the vendor ID you enter is not on file, you will be offered an opportunity to add it. To see a directory of customers already on file, press *. If this is a one-time disbursement, it is not necessary to create a vendor record – the payee's name information can be entered in the One-time Name field. If you do not enter a value here or in the One-time Name field, the message "?Name ID error" will be displayed and you will not be able to file the record.

One-time Name
If a vendor ID number was not specified, or if you wish to change the name and address information for an existing vendor ID for this check only, enter the payee's name as you want it printed on this check. If you do not enter a value here or in the vendor id field, the message "?Name ID error" will be displayed and you will not be able to file the record.

Address
If a vendor ID was entered, this field automatically displays the address from the vendor file. If this is a one-time vendor, or if you wish to change the address information for an existing vendor ID for this check only, enter the payee's street address.

City St Zip
If a vendor ID was entered, this field automatically displays the city, state and zip code from the vendor file. If this is a one-time vendor, or if you wish to change the information for an existing vendor ID for this check only, enter the payee's city, state and zip code.

Invoice
If this cash disbursement applies to specific purchase invoices, enter the number of each invoice, one on each line. Information from this invoice is automatically displayed in the following fields.
To see a list of currently open invoices for this vendor, press *.

If you press **[Enter]** while the field is blank, the cursor will move to the Description field and display the Amount field as the entire amount owed to the vendor (if any).

Description
A description for this line is displayed automatically after you enter the invoice number. You can type any description you want for this line that will appear on the remittance advice and on detailed reports that include this check.

Amount
After you enter an invoice number, the total amount owed for that invoice (before discounts) is displayed. This is the amount debited to the vendor. If an invoice number was not entered, the value in this field equals the entire amount due to this vendor (if any). If you want to pay an amount other than the displayed amount, type the desired amount to pay on this line.

The Check Amount field will be increased by this amount when you exit this field by pressing **[Enter]**.

Dsc %
If the vendor offers a percentage discount for timely payment and this payment qualifies, enter the percentage discount for this invoice line. For example, to enter two-and-one-half percent, type **2.5** **[Enter]**. If the Purchases Discounts G/L account is not specified in the System Defaults record, you must provide one. If you do not designate a valid Purchases Discounts G/L account, the discount amount will be posted to the Suspense Account specified in the System Defaults record. If there is no Suspense account defined, one will be created (usually, account number 999).

Dsc Amt
If you entered a value in the Dsc % field, there will already be a calculated amount in this field. Otherwise, if the vendor offers a fixed discount amount for timely payment and this payment qualifies, enter the discount amount here. If the Purchases Discounts G/L account is not specified in the System Defaults record, the discount amount will be posted to the Suspense Account specified in the System Defaults record. If there is no Suspense Account defined, one will be created (usually, account number 999).

Total
This field displays the total for this line that will be posted to the Cash in Bank Account.

Account
This is the G/L account debited for this line. If an existing vendor invoice was selected, the Accounts Payable G/L account will be displayed automatically. In the case of a one-time vendor or casual expense, specify an expense account. To change this field, enter a G/L account number, or enter a few characters of the account name or account number and press *. If you do not see the account you want, you will be given an opportunity to add it.

If this is a refund to a customer, enter the Accounts Receivable account number.

If an Account number is not specified, the amount in the Total field will be posted to the Suspense Account specified in the System Defaults record. If there is no Suspense Account defined, one will be created (usually, account number 999).

Cash Account
The Cash-in-Bank General Ledger account from the System Defaults record is automatically displayed. To change this field, enter a G/L account number, or enter a few characters of the account name or account number and press *. The account must have an Account Type of CASH IN BANK. If you do not select a valid account, you will be given an opportunity to add one.

Status
This field is maintained by **Pacifica**.

- **0** - Void
- **2** - Altered
- **3** - Reconciled
- **6** - Printed

TJ

If an existing check has been selected onto the screen, or you have just filed a check, you may

access its transaction directly by clicking .

Filing the Cash Disbursement

When you've entered data into all the fields that you want, click or press **[F10]** to file

the disbursement into the database. After the record has filed, the screen fields will clear so you may enter another disbursement.

To exit this screen, click or press **[F9]** or **[Esc]**.

Note: You can create checks for customer refunds directly through *Add/Change Cash Disbursement* as follows:

• Type a valid customer ID number when prompted for the vendor ID number.
• Bypass the *Invoice #* field and enter some meaningful identifier in the *Description* field such as "REFUND FOR INVOICE # 123". (This description will be shown on Statements and the Customer Activity Report.)
• Enter the amount of the refund but no purchase discount.
• Change the displayed expense account (if any) to match the customer's accounts receivable account.

Refund checks entered in this manner can be printed normally and will be referenced as "REFUND" on the customer's statement and on the Customer Activity Report.

Effects on the Company Database

Using the Add/Change Cash Disbursement menu selection may alter records from the following files:

- General Ledger records
- Vendor records
- System Defaults record
- Purchase Invoices
- Cash Disbursements
- Transaction Journal
- Exceptional Events Log entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the Add/Change Cash Disbursement menu selection, conforming with generally accepted accounting principles (GAAP).

No-Invoice Payment for Non-Inventory	Debit Account	Credit Account
Always has...	**General and/or Other Expense** (expense)	**Cash** (asset)
May also have...		**Purchase Discount** (revenue)

No-Invoice Payment for Inventory	Debit Account	Credit Account
Always has...	**Inventory** (asset)	**Cash** (asset)
May also have...		**Purchase Discount** (revenue)

Payment on Account	Debit Account	Credit Account
Always has...	**Accounts Payable** (liability)	**Cash** (asset)
May also have...		**Purchase Discount** (revenue)

Customer Refund	Debit Account	Credit Account
Always has...	**Accounts Receivable** (asset)	**Cash** (asset)

Note: One or more lines of the disbursement check can optionally contain purchase discounts. The sum of these discounts, if non-zero, will create a single purchase-discount journal entry.

High Volume Cash Disbursements

*H*igh Volume Cash Disbursements creates one or more A/P disbursement checks from a specified selection of open purchase invoices. All checks are displayed together on one screen so you may edit them all as necessary before filing them to disk.

Use this menu selection to:

• Pay all or a selection of vendors for all or part of the purchase invoices you owe.

Using High Volume Cash Disbursements

High Volume Cash Disbursements makes one disbursement check per vendor for all selected purchase invoices for that vendor. Invoices can be selected by Due Date, Max Amount and Priority. As invoices are converted to checks, the balancing double-entry General Ledger liability and asset transactions are automatically created to accurately reflect the accounting impact of the created checks.

> **Note:** If you're paying one vendor's invoice at a time, use the *Add/Change Cash Disbursements* screen.

Follow these steps:

1. **Enter the purchase invoice selection criteria.** If you want to process only invoices due on or before a specific date, enter the due date in the *Due Date* field. If you want to only process invoices whose dollar value is equal to or less than a specified amount, enter that amount in the *Max Amount* field. To pay only invoices matching a specified priority level (1 - high, 2 - medium, 3 - low), enter that priority level in the *Priority* field.

2. **Verify the *Starting Check #* fields.** The *Starting Check #* field contains the first disbursement number to be applied to this batch of checks. As each check is filed, the number will increment sequentially. The date supplied by the *Check Date* field will be used as the transaction date for each disbursement.

3. Select all matching open purchase invoices. Press **[F4]** to select purchase invoices which match your selection criteria. If the invoice is already paid, or doesn't match, it is ignored. All of a vendor's selected invoices create one disbursement, which is displayed in the item line (bottom) area of the screen.

4. Make any necessary changes. Scroll through the listed checks with the arrow keys or **[PgUp]** and **[PgDn]**. If a check needs to be changed, press **[F2]** to move the cursor into the editing area, and make any changes you wish. Press **[F2]** again to move back to the item lines. As you change any check, the data on the item line will also change. To delete an entire check, hilite the item line and press **[F8]**.

5. File the checks. When all checks are correct, click [F10 icon] or press **[F10]** to file them.

You must type **YES** to verify your intention to file. The hilite bar moves down the list as each check is filed. When all checks have been filed, the screen fields clear, ready to accept another batch of checks.

To select and pay purchase invoices currently in the system, select High Volume Cash Disbursements from the Accounts Payable menu.

To **HotPrint** Cash Disbursements, click [Shift-F10 icon] or press **[Shift-F10]**.
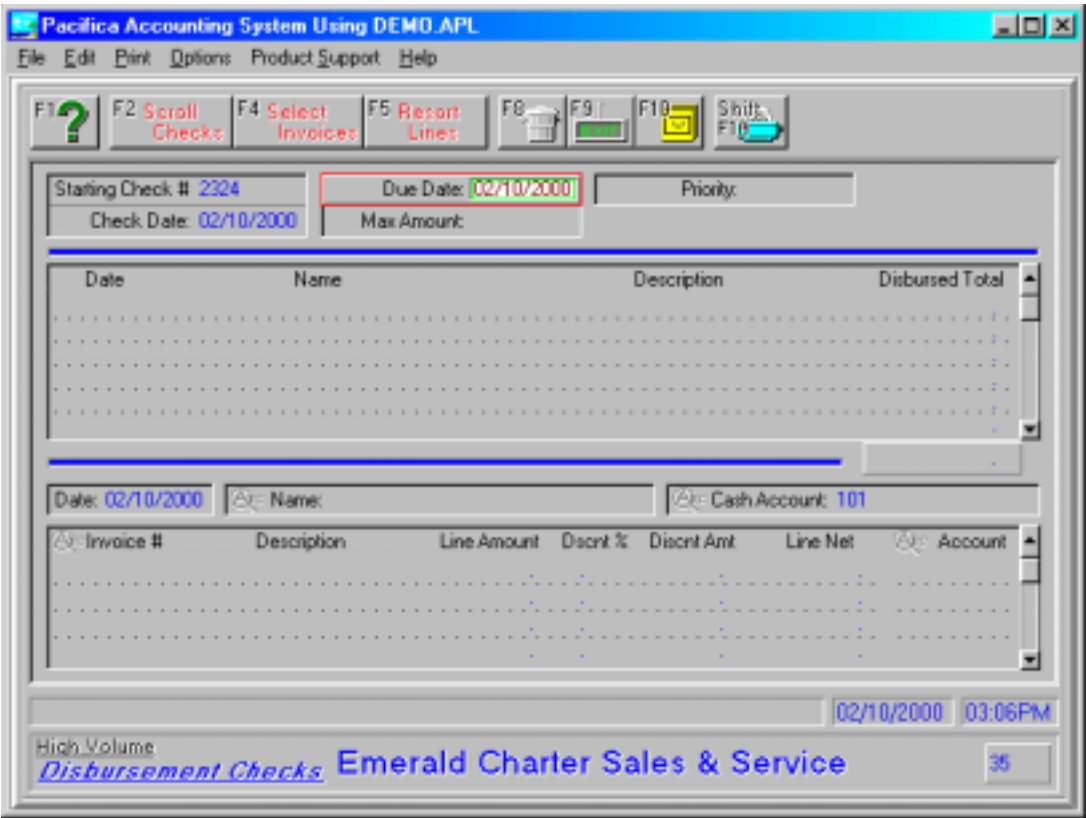
High Volume Cash Disbursements screen

Data Fields on the High Volume Cash Disbursements Screen

Starting Check
Pacifica will use the Starting Check # to calculate a disbursement number for each vendor's purchase invoices that are paid.

Check Date
This is the date which will be applied to each disbursement transaction.

Due Date
This field selects unpaid purchase invoices by due date. If the due date of a purchase invoice falls on or before this date, the record is displayed, otherwise it is not. The current system date automatically displays.

Max Amount
This field selects invoices which don't exceed a specified dollar amount.

Priority
This field selects invoices which match a specified priority. Acceptable priorities are:

1 - High
2 - Medium
3 - Low

Fields on the Disbursement Item Lines

Date
This is the date which will be applied to the disbursement transaction.

Name
This is the name of the vendor to which this check will be paid.

Description
This is the check description, which defaults from the purchase invoice(s).

Disbursed Total
This is the total dollar value of the check.

Note: All fields in the edit area pertain to the check hilited above.

Fields in the Disbursement Edit Area

Date
This is the check date, which may be changed.

Name
Although you are allowed to change the vendor name of the check, it is not advisable.

Cash Account
This is the default cash in bank G/L account, which may be replaced with any other cash in bank account.

Invoice
This is the number of the purchase invoice being paid on this disbursement line. You can't change the number.

Description
The descriptions default from the purchase invoice descriptions, and may be changed here.

Line Amount
This is the amount which will be paid against the invoice on this line. You may change this amount.

Dscnt %/Discnt Amt
If you are paying this invoice within the time allowed, **Pacifica** will calculate and display the discount percent and amount offered by the vendor. You may change these fields.

Line Net
If you change this amount, **Pacifica** will calculate the difference between the Line Amount field and the Line Net field as a discount.

Account

This field usually contains the accounts payable G/L liability account. Although you may change this account, it is not advisable.

Caution: If you change this account to a G/L which is not accounts payable, the purchase invoice on this line WILL NOT BE PAID.

Effects on the Company Database

Using the High Volume Cash Disbursement menu selection may alter records from the following files:

- General Ledger records
- Vendor records
- System Defaults record
- Purchase Invoices
- Cash Disbursements
- Transaction Journal

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the High Volume Cash Disbursement menu selection, conforming with generally accepted accounting principles (GAAP).

Payment on Account	Debit Account	Credit Account
Always has...	**Accounts Payable** (liability)	**Cash** (asset)
May also have...		**Purchase Discount** (revenue)

Add/Change A/P Debit/Credit Memo
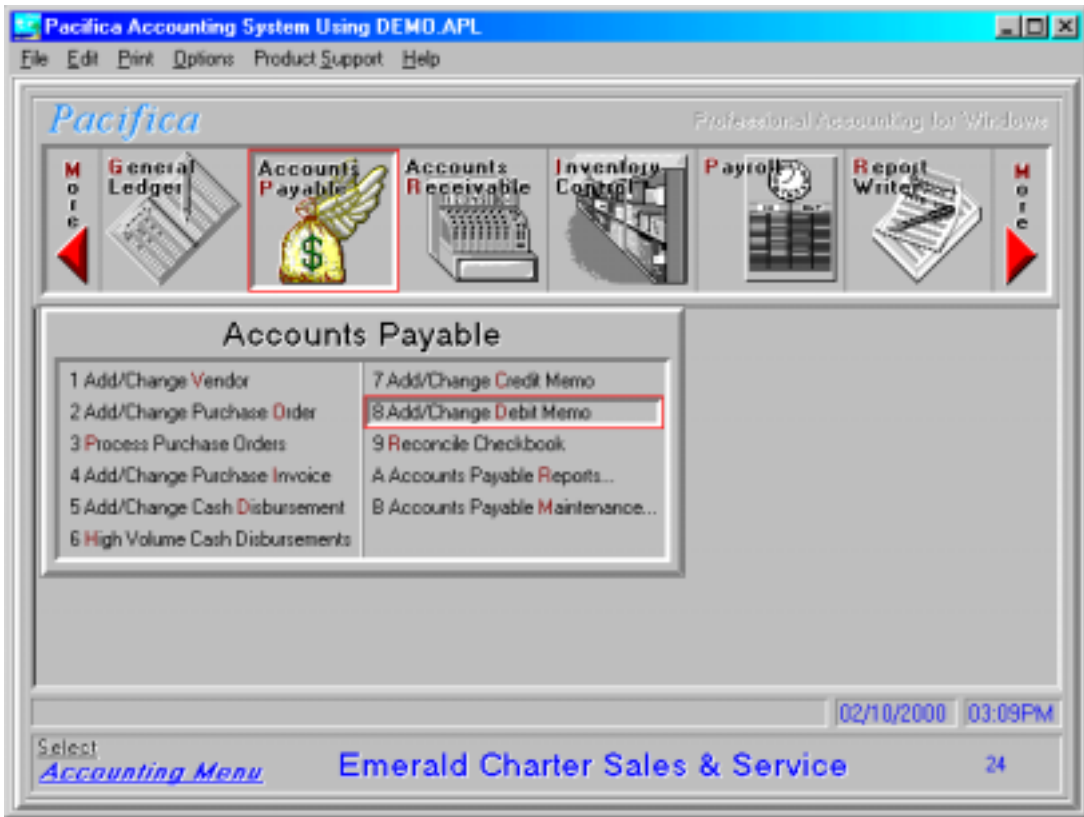
Accounts Payable Main Menu – Add/Change Debit/Credit Memo

Use this menu selection to:

- Make adjustments to purchase invoices
- Make adjustments to vendor balances

The accounts payable debit/credit memo is a type of purchase invoice. Like a standard purchase invoice, the memo will affect the vendor balance, and may also affect inventory balances.

The most common use of A/P debit/credit memos is to reverse out (debit) a purchase invoice. Used this way, the debit memo references the invoice it's reversing, much the same as a disbursement would. In effect, the memo pays the invoice.

Memos may also be applied non-specifically; that is, they may adjust a vendor's A/P balance without referring to a particular purchase invoice.

To enter an A/P debit/credit memo, or to modify an existing memo, select either Add/Change Credit Memo or Add/Change Debit Memo from the Accounts Payable menu.

To **HotPrint** Credit/Debit Memos, click [Shift F10] icon or press **[Shift-F10]**.
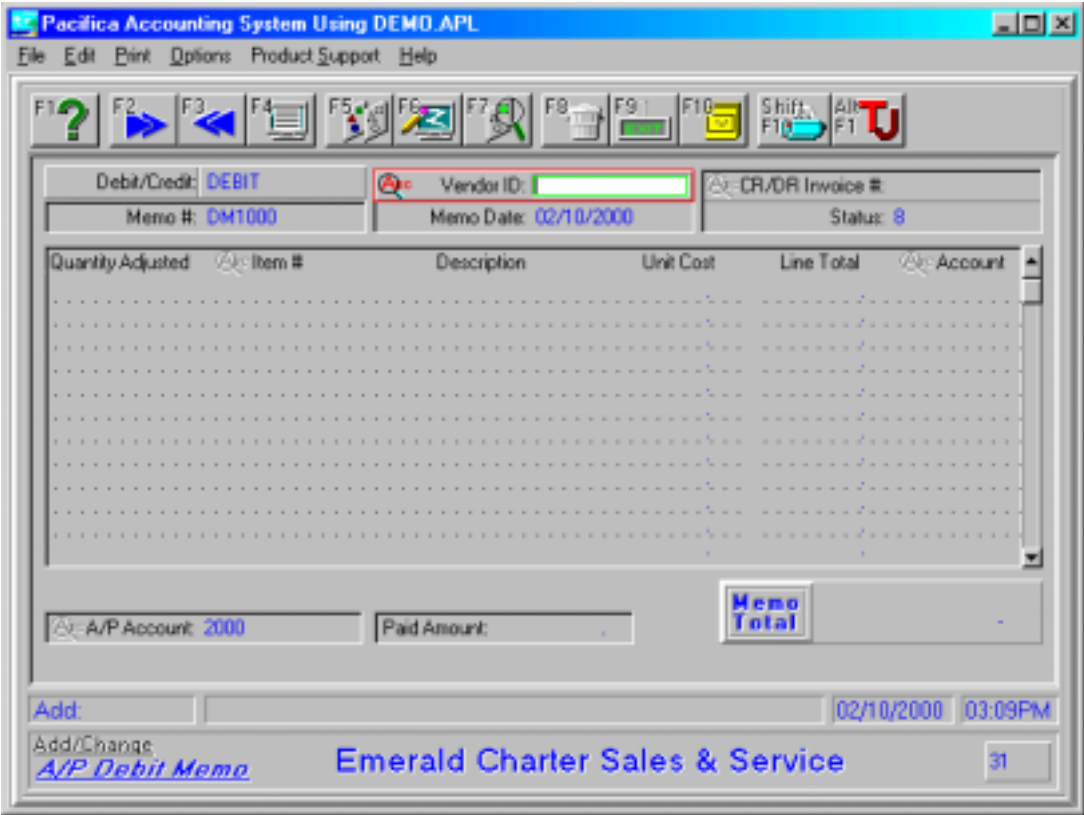
Add/Change Debit Memo screen

Data Fields on the Add/Change Debit/Credit Memo Screen

Debit/Credit

Contains the word **DEBIT** if this is a debit memo, otherwise contains the word **CREDIT**. If you are in debit mode and want to change to credit, just type **C** into this field.

> **Note:** The debit memos and credit memos share the same screen; the only difference between them is the word "DEBIT" for debit memos and the word "CREDIT" for credit memos in the Debit/Credit field.

Memo

Pacifica offers a unique, sequential memo number. If this number is unsuitable, you may enter your own. The number should be 20 characters or shorter and should be unique. It may contain both numbers and letters.

If you enter a number which has been used, that memo will be retrieved for editing.

You may change the Memo # starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the Memo # field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

> **Note:** You must have SYSOP privileges for this module to do this.

Vendor ID

Enter the ID number of the vendor represented by this memo. This field must be filled. If you are applying this memo against an existing purchase invoice, the vendor you select must be the same as the vendor on the invoice.

To display a vendor directory, type in a few characters of the vendor's name and press *.

Memo Date
Enter the date to apply to the transaction made by this memo. The date defaults to today's date. You may change the date to any other date within the current accounting period.

CR/DR Invoice
If you are debiting or crediting an existing purchase invoice, enter its number here. The item lines of the invoice you select will be displayed on the screen so you may edit them before filing. If this memo completely pays the invoice, the invoice will be marked "PAID" just as though it was paid by a disbursement.

As noted above, the vendors must match.

Status
The Status field represents the current condition of this memo. This field is maintained by **Pacifica**. The status flags have the following meanings:

   0 - Void
   1 - Paid
   2 - Altered
   5 - Credit Memo
   6 - Printed
   8 - Debit Memo

Quantity Adjusted
If this memo is adjusting inventory, enter the adjustment quantity here. Enter the quantity as a positive number. A debit memo depletes inventory.

If you aren't adjusting inventory, you may leave this field blank to represent a single unit.

Item
Enter the inventory item number for the inventory on this line. This field is optional.

To display a directory of inventory items, type a few characters of the item number or name, and press *.

Description

If you select an inventory item, **Pacifica** fills this field with the item name. You may type in any description you wish.

Unit Cost

Enter the adjustment cost per unit, as a positive number. If the Quantity Adjust field is blank, enter the total dollar adjustment for this line.

Line Total

Enter the total dollars for this line, as a positive number. If this value is different from Quantity Adjust multiplied by Unit Cost, **Pacifica** will adjust the Unit Cost field.

Account

Enter the G/L account number for this line here. This is usually either your inventory G/L (asset) account, or an expense account.

To display a directory of G/L accounts, type a few characters of the account title and press *.

A/P Account

Pacifica fills this account from the System Defaults record. It should contain your accounts payable G/L account. You may change the number to another account, provided that account has a type of ACCOUNTS PAYABLE.

To display a directory of G/L accounts, type a few characters of the account title and press *.

Memo Total

This field contains the total dollars which will be transacted to the accounts payable G/L account. You may not change this field.

TJ

If an existing memo has been selected onto the screen, you may access its transaction directly by

clicking with your mouse.

Filing the Memo to Disk

When you have filed all of the fields on the memo that you wish, click or press **[F10]**

to file the memo. After the memo has filed, the screen fields clear so you may enter another memo.

To exit from the Add/Change Debit/Credit Memo screen, click or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the Add/Change Debit/Credit Memo menu selection may alter records from the following files:

- General Ledger records
- Vendor records
- System Defaults record
- Purchase Invoices
- Transaction Journal
- Exceptional Events Log entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the Add/Change Debit/Credit Memo menu selection, conforming with generally accepted accounting principles (GAAP).

Non-Inventory DR Memo	Debit Account	Credit Account
Always has...	**Accounts Payable** (liability)	**General and/or Other Expense** (expense)

Inventory DR Memo	Debit Account	Credit Account
Always has...	**Accounts Payable** (liability)	**Inventory** (asset)
May also have...		**Freight Expense** (expense)

Non-Inventory CR Memo	Debit Account	Credit Account
Always has...	**General and/or Other Expense** (expense)	**Accounts Payable** (liability)

Inventory CR Memo	Debit Account	Credit Account
Always has...	**Inventory** (asset)	**Accounts Payable** (liability)
May also have...	**Freight Expense** (expense)	

Reconcile Checkbook
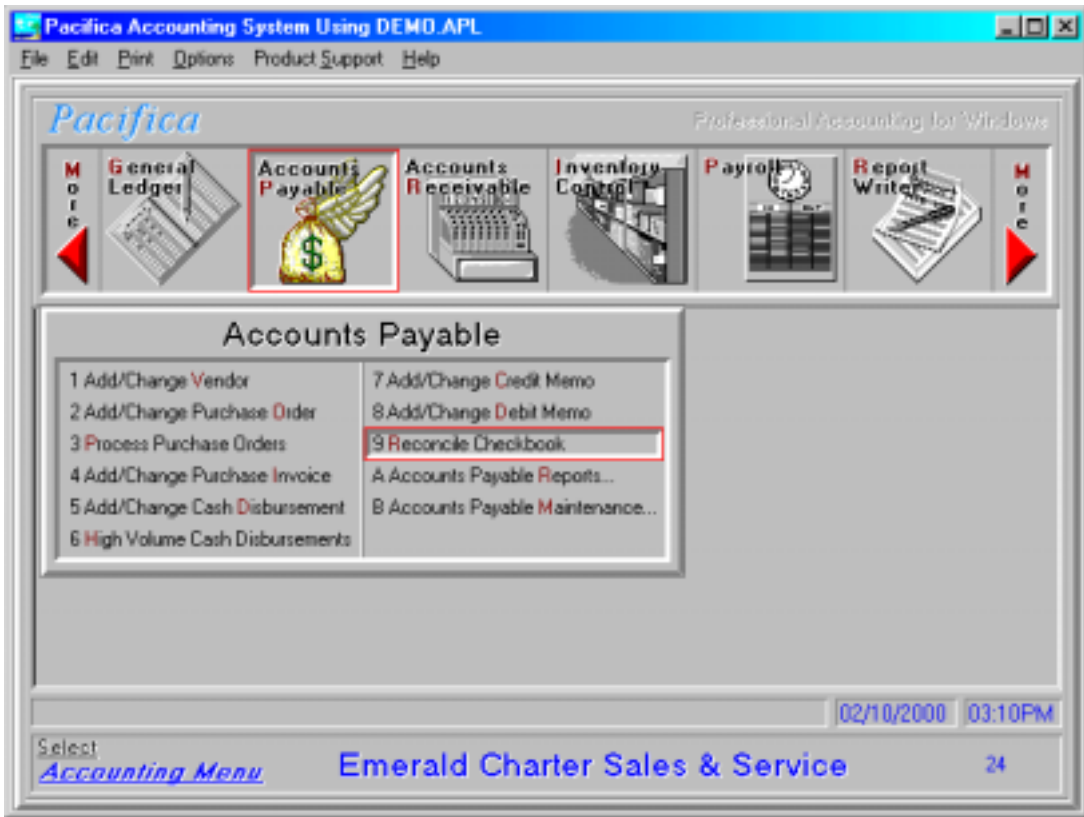
Accounts Payable Main Menu – Reconcile Checkbook

U se this menu selection to:

- Reconcile a bank statement for your company's checking account.
- Verify the eventual balance in your checking account after all outstanding checks have cleared the account.
- Balance your check register with your bank statement.

The Reconcile Checkbook screen and report enable you to reconcile (match) your database checking account balance and the disbursements register with your bank's statement of account for the same time period.

To reconcile your checking account with the bank's statement for that account, select Reconcile Checkbook from the Accounts Payable menu.

To locate the checks within a specified time period that have not been marked as having cleared the account, enter a starting date, a reconcile date that corresponds with the closing date of the bank state-ment, and the Cash-in-Bank G/L account upon which the checks were drawn, then press **[F6]**.

> **Note:** If you want to list all checks during the specified period, whether previously marked as reconciled or not, press **[Ctrl-F6]**.

Only deposits, checks, paychecks and charges dated between the starting date and the reconcile date, and which have not been reconciled before, will be displayed. All outstanding documents dated before the starting date or after the reconcile date, and all reconciled documents, will be ignored. You can deliberately display previously reconciled documents by pressing **[Ctrl-F6]** to load the screen.

The leftmost column displays all deposits which have not been reconciled. A deposit is a cash receipt document which is posted to the Cash in Bank account that you are reconciling. The date and amount of the deposit are listed. Double-click on the date of a deposit to drill-down to it.

The center column displays all checks and paychecks which have not been reconciled. The check number and amount of the check are listed. Double-click on the number of a check to drill-down to it.

The rightmost column displays all charges and adjustments which have not been reconciled. A charge is a general journal entry which is posted to the Cash in Bank account that you are reconciling. The date and amount of the charge are listed. Charges are normally credits to Cash in Bank and, in this column, are shown as positive amounts. Double-click on the date of a charge to drill-down to it.

In the statement balance field, enter the bank balance from the statement of account as of the reconcile date. The Checkbook Balance field reflects the amount in the Cash-in-Bank G/L account as of the reconcile date. It will change as you make adjustment to this screen.

Note: Entering outstanding deposits and charges does not create transactions or journal entries that affect the Cash-in-Bank G/L account. However, it will create a useful report from which you can enter a correct general journal entry.

Deposits, checks and charges which have cleared (are listed on the bank statement) are displayed with a red dot by the check number. A dot indicates that this document will now be marked as having cleared the account. If any document displayed on the screen does not appear on the bank statement (has not cleared the account), arrow down to that document and press **[SpaceBar]** or single-click the red dot with your mouse to remove the dot. A removed dot can be put back by pressing **[SpaceBar]** or single-clicking again.

If your bank statement shows deposits or charges that have not been entered into **Pacifica**, you will need to enter those now. You can do this without leaving the Reconcile Checkbook program. If you need to enter a deposit, double-click on any deposit line to drill-down to the Add/Change Cash Receipt screen. If an existing cash receipt is displayed, press **[F6]** to clear it from the screen. When you file the new deposit, you will be returned to the Reconcile Checkbook screen, which you must refresh, by pressing **[F6]**. This will not reload the entire screen, but will find and display the new deposit and recalculate the totals. You can drill-down to bank charges and checks (in their columns) in the same way, to add new documents or change existing ones. After you make these changes, press **[F6]** to refresh the Reconcile Checkbook screen.

Statement Balance and Checkbook Balance will be equal and Out of Balance will be zero when all deposits, checks and charges have been brought into agreement with your bank statement. If Statement Balance and Computer Balance are not equal, your accounting is out of reconciliation with the bank's accounting.

If you need to exit the reconciliation program before completion, **Pacifica** will save your progress, and you will continue where you left off the next time you enter the reconciliation program. To save a
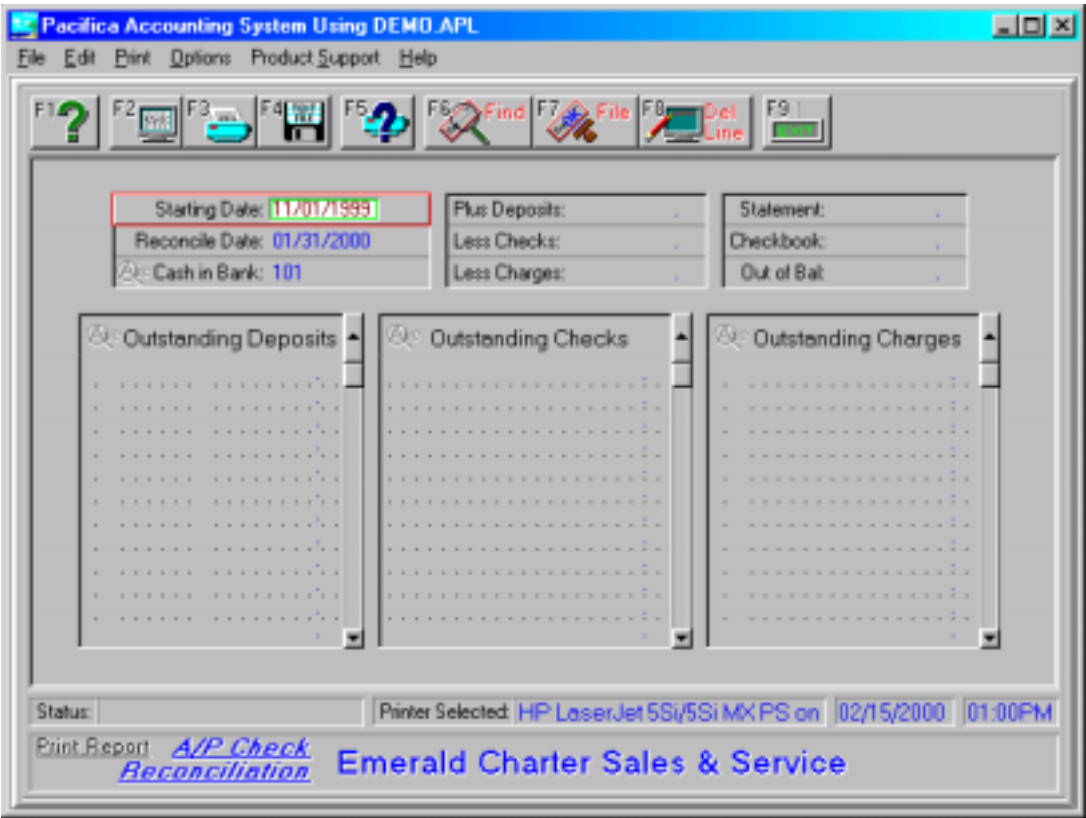
Reconcile Checkbook screen

partial reconciliation, press **[F9]** to quit. You will be asked if you wish to save your changes. To finish reconciling your checking account later, select Reconcile Checkbook from the Accounts Payable menu. Your previous adjustments will be displayed, along with any new records or adjustments made outside the Reconcile Checkbook program. You must completely finish with one bank account before you can begin another; you can't save more than one partial reconciliation.

At any point during reconciling, you may print a Bank Reconciliation report. This report lists open items, adjustments and any amount out-of-balance.

When you have finished all adjustments, the documents which display a red dot must be permanently marked as cleared and reconciled. To mark the documents, press **[F7]**.

Data Fields on the Reconcile Checkbook Screen

Starting Date
This field specifies the beginning date of the period to be considered when reconciling. Enter a starting date equal to the first day of the earliest bank-statement period which has not yet been reconciled to your checkbook.

Only checks dated on or after this date will be included in this reconciliation.

Reconcile Date
Enter the closing date of the latest bank statement to which you want to reconcile.

Only checks dated on or before this data will be included on this reconciliation.

Cash in Bank
Enter the Cash-in-Bank G/L account number for the series of checks to be reconciled.

Plus Deposits
This field displays the total of outstanding deposits you entered. It can not be edited manually.

Less Checks
This field displays the total of unreconciled checks; that is, those not marked with a diamond. As checks are deleted or marked as reconciled, this field is adjusted to display the current total. It can not be edited manually.

Less Charges
This field displays the total of outstanding charges you entered. It can not be edited manually.

Statement
Enter the ending balance from the latest bank statement for this series of checks.

Checkbook

Checkbook Balance is equal to the statement balance plus outstanding deposits minus outstanding checks and outstanding charges. This is the amount to which the total of previously unreconciled checks is compared. It can not be edited manually, and will change to equal the Statement Balance field as you make adjustments.

Out of Balance

This field displays the difference between the Statement Balance and Checkbook Balance fields, and will be zero when the account is balanced.

Outstanding Deposits

All deposits posted to the specified Cash-in-Bank account which have not been previously marked as reconciled and which have dates greater than or equal to the starting date and less than or equal to the reconcile date are displayed. Each deposit is automatically marked with a dot indicating that it has now been posted by the bank to the account. If a deposit is not shown on the bank statement and should not be reconciled, press the **[SpaceBar]** or single-click with the mouse to remove the dot.

Outstanding Checks

All checks and paychecks drawn on the specified Cash-in-Bank account which have not been previously marked as reconciled and which have dates greater than or equal to the starting date and less than or equal to the reconcile date are displayed. Each check is automatically marked with a dot indicating that it has now been posted by the bank to the account. If a check has NOT cleared and should not be reconciled, press the **[SpaceBar]** or single-click with the mouse to remove the dot.

Outstanding Charges

All bank charges posted to the specified Cash-in-Bank account which have not been previously marked as reconciled and which have dates greater than or equal to the starting date and less than or equal to the reconcile date are displayed. Each bank charge is automatically marked with a dot indicating that it has now been posted by the bank to the account. If a bank charge is not shown on the bank statement and should not be reconciled, press the **[SpaceBar]** or single-click with the mouse to remove the dot.

Effects on the Company Database

Using the Reconcile Checkbook menu selection may affect records from the following files:

- • Cash Disbursements
- • Payroll
- • Cash Receipts
- • General Journal

Effects on General Ledger Account Balances

- • Has no affect on any G/L account balances.

Accounts Payable Reports

Accounts Payable Main Menu – Accounts Payable Reports

Use this menu selection to:

- Print or display information about the purchases from a particular vendor.
- See what purchases have been entered.
- Decide which purchase invoices to pay.
- See what disbursement checks have been authorized or printed.
- Print cash disbursement checks.
- See how long various invoices have been payable and when they are due for payment.

- See what your requirements will be for cash at various times.
- Print federal income tax forms 1099 for contractors.

The Accounts Payable Reports... menu enables you to print or display information about what you owe and what you've paid to vendors.

To print accounts payable reports, select Accounts Payable Reports... from the Accounts Payable menu.
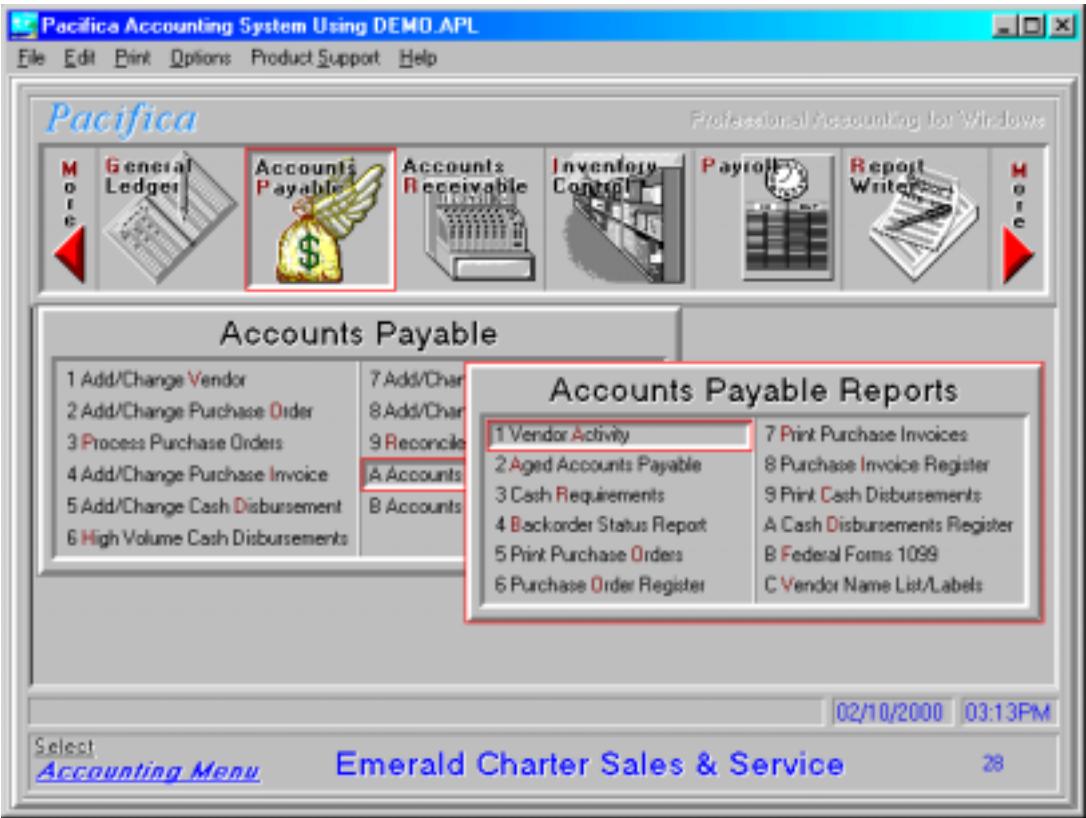
Accounts Payable Reports menu

Vendor Activity Report

Use this report to see activity (purchases, disbursements and adjustments) for a specific or all vendors, for any time period.

To execute, select Vendor Activity from the Accounts Payable Reports... menu.

Vendor Activity report parameters screen

Data Fields on the Vendor Activity Report Screen

Starting Date
Enter the date of the first activity you want to include on the report. All activity to the beginning of time will be considered in calculating the beginning balance.

Ending Date
Enter the last date of activity you want to include on the report.

Starting Name
To include vendors by a range of names, enter the search name of the first vendor to include.

Ending Name
To include vendors by a range of names, enter the search name of the last vendor to include.

Specific Name ID
To include just one particular vendor, enter that vendor's ID number.

> **Note:** This is the most common way to use the *Vendor Activity* report.

A/P Account
The Accounts Payable G/L account from the System Defaults record will be entered into this field by default. You may change it to any other A/P account.

To display a directory of accounts, press *****.

Print Inactive? (<u>Y</u>/<u>N</u>)
If this field is set to <u>**N**</u>, only vendors with activity during the specified date range or vendors with a non-zero balance as of the Ending Date will be included.

Include Only A/P? (<u>Y</u>/<u>N</u>)
To include only transaction activity which affected an A/P account, set this field to <u>**Y**</u>.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Vendor Activity – Sample Printout

Emerald Charter Sales & Service
Vendor Activity Report
with A/P transactions only
From 01/01/1900 to 12/12/1996

Printed on: 12/12/1996   Page: 1

Date	Document	Vendor Invoice	Document Amount	Unpaid Amount	Balance	Reference
Vendor: 125			Grandview Oil 3456 Costa Mesa Highway Costa Mesa CA 97833			(213)555-5105
03/09/96	P:1865	3000	12000.00	0.00	12,000.00	D:2311,12000.00
05/07/96	D:2311		-12000.00		0.00	P:1865,12000.00
05/25/96	P:1870	3456	1695.38	195.38	1,695.38	D:2314,1500.00
07/13/96	D:2314		-1500.00		195.38	P:1870,1500.00
08/04/96	P:1877	56900	334.00	0.00	529.38	D:2321,334.00
10/06/96	P:1882	54353	4214.76	4214.76	4,744.14	
11/09/96	D:2321		-334.00		4,410.14	P:1877,334.00
11/16/96	P:1884	5554	3522.60	3522.60	7,932.74	

Total Transactions: 8   Net Activity: $7,932.74

* Disbursement includes activity that does not affect the vendor's A/P bal.
** Only includes activity that affects the vendor's A/P balance.

Aged Accounts Payable Report

This report prints an A/P aging report, showing the balance and age of that balance for each active vendor, with or without purchase invoice detail. To execute, select Aged Accounts Payable from the Accounts Payable Reports... menu.
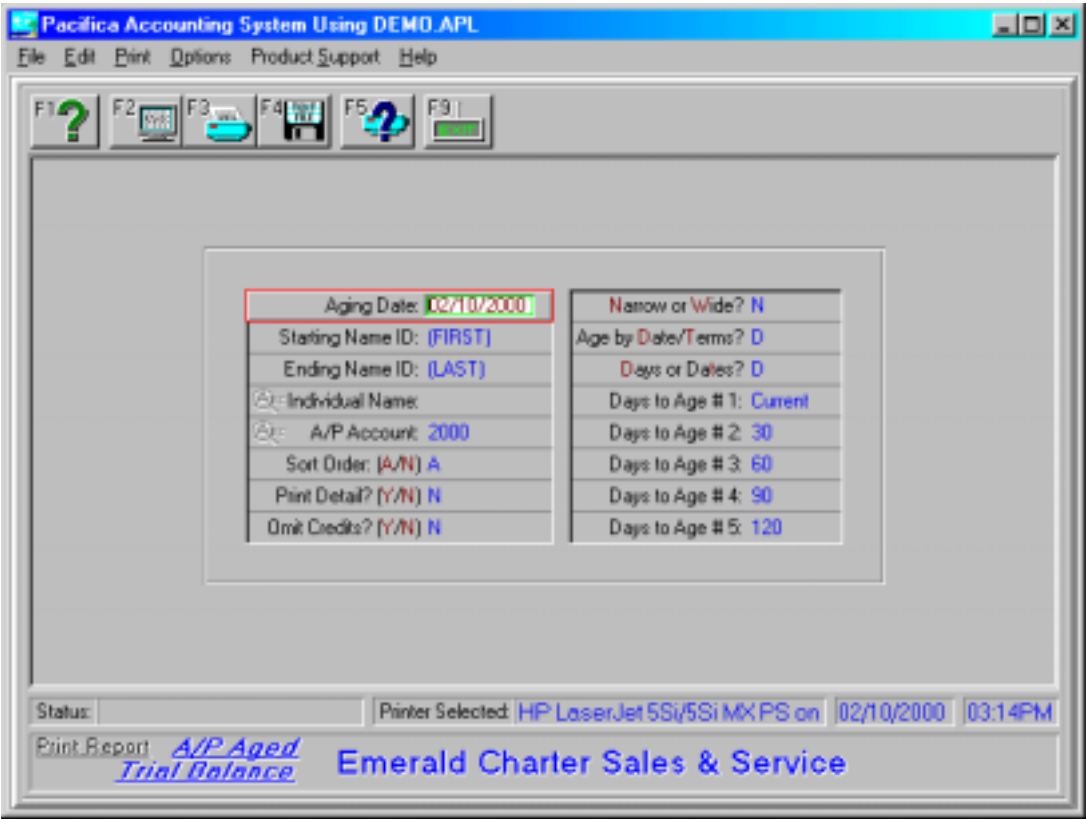
Aged Accounts Payable report parameters screen

Data Fields on the Aged Accounts Payable Report Screen

Aging Date
Any A/P activity (invoices, disbursements, credits/debits, adjustments) occurring on or before this date will be included on the aging report.

Starting Name ID
To include activity for a particular range of vendors, enter the starting vendor ID number of the range.

Ending Name ID
To include activity for a particular range of vendors, enter the ending vendor ID number of the range.

A/P Account
This field is filled by default with the A/P account from the System Defaults record. You may change this account to any other A/P account.

To display an account directory, press *.

Sort Order (A/N)
Select a sort order option for this report from the following:

- **A**lphabetical - by vendor search name
- **N**umerical - by vendor ID number

Print Detail? (Y/N)

Set this field to **Y** to include invoice detail.

Omit Credits? (Y/N)
Set this field to **Y** to omit credits.

Narrow or Wide?
The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Age Bracket # 1 / Age Bracket # 2 / Age Bracket # 3 / Age Bracket # 4 / Age Bracket # 5

Select the number of days of aging for each column.

Age by Date/Terms?

Select from these options:

Age by transaction **D**ate

Age by **T**erms or due date

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Aged Accounts Payable Report – Sample Printout

Emerald Charter Sales & Service
Aged Accounts Payable
For 12/12/1996

Printed on: 12/12/1996 Page: 1

Vendor ID, Name Date ID	Balance	Current	Over 30	Over 60	Over 90
150: Alpha Vending Supply	739.50	739.50	0.00	0.00	0.00
12/12/96 P:232439		739.50			
130: Aragon Office Supply	57.75	57.75	0.00	0.00	0.00
11/30/96 P:1001		57.75			
601: Friendly Aviation Insurance Co.	1150.00	0.00	0.00	1150.00	0.00
09/20/96 P:8347436				1,150.00	
120: Fred Garvin	1485.00	0.00	1485.00	0.00	0.00
11/01/96 P:790			1,485.00		
140: Gordy's Pilot Shop	510.00	510.00	0.00	0.00	0.00
125: Grandview Oil	7932.74	3522.60	0.00	4214.76	195.38
05/25/96 P:3456					195.38
10/06/96 P:54353				4,214.76	
11/16/96 P:5554		3,522.60			
151: Griffin Tire Corporation	3128.00	1632.00	0.00	0.00	1496.00
09/11/96 P:500643					1,496.00
12/12/96 C:1030		1,632.00			
700: Johnson & Tate Property Manage	1500.00	1500.00	0.00	0.00	0.00
12/08/96 P:96DEC		1,500.00			
110: Nalco Airplane Parts	59468.00	4468.00	0.00	0.00	55000.00
01/02/96 P:MAP-9277					55,000.00
12/05/96 P:445566		1,208.00			
12/12/96 C:1031		3,260.00			
1006: Austin Pacific Jet Leasing	19540.00	0.00	0.00	0.00	19540.00
05/01/96 P:8998-562					15,480.00
08/23/96 C:1029					4,060.00

Total	Current	Over 30	Over 60	Over 90
95,510.99		1,485.00		76,231.38
	12,429.85		5,364.76	
100.00%	13.01%	1.55%	5.62%	79.81

Cash Requirements Report

This report prints an A/P cash requirements report, showing the cash required to pay each active vendor by each due date. If a vendor offers a discount for timely payment, the report shows the cash required to take advantage of the discounts.

To execute, select Cash Requirements from the Accounts Payable Reports... menu.
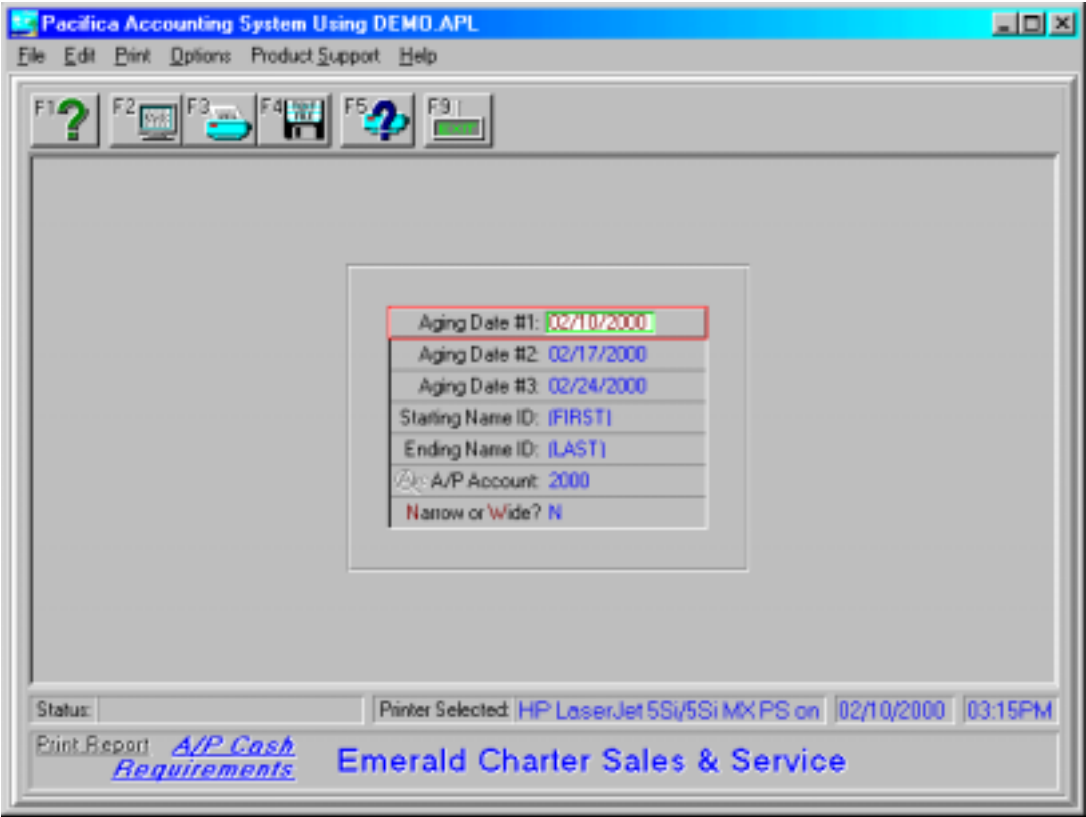
Cash Requirements report parameters screen

Data Fields on the Cash Requirements Report Screen

Aging Date #1 / Aging Date #2 / Aging Date #3
Select 3 dates for aging brackets. The amount due and payable as of each date will be calculated and displayed on the report.

The dates default to 1 week intervals from Aging Date #1. You may override these dates with any other dates.

Starting Name ID
To include activity for a particular range of vendors, enter the starting vendor ID number of the range.

Ending Name ID
To include activity for a particular range of vendors, enter the ending vendor ID number of the range.

A/P Account
This field is filled by default with the A/P account from the System Defaults record. You may change this account to any other A/P account.

To display an account directory, press *.

Narrow or Wide?
The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Cash Requirements Report – Sample Printout

Emerald Charter Sales & Service
Cash Requirements Report
From 12/12/1996 to 12/26/1996

Printed on: 12/12/1996   Page: 1

Invoice	Invoice Date	Disc Date	Due Date	Discount Amount	12/12/1996 Amt Due	12/19/1996 Amt Due	12/26/1996 Amt Due
601: Friendly Aviation Insurance Co. (490)459-3823							
P:8347436	09/20/96		10/20	0.00	1150.00	0.00	0.00
			Total owed by 10/20/1996 to Friendly Aviation Insurance Co.:				1,150.00
120: Fred Garvin (206)555-4483							
P:790	11/01/96		12/01	0.00	1485.00	0.00	0.00
			Total owed by 12/01/1996 to Fred Garvin :				1,485.00
125: Grandview Oil (213)555-5105							
P:3456	05/25/96		06/25	0.00	195.38	0.00	0.00
P:54353	10/06/96		11/06	0.00	4214.76	0.00	0.00
P:5554	11/16/96		12/16	0.00	3522.60	0.00	0.00
			Total owed by 12/16/1996 to Grandview Oil:				7,932.74
151: Griffin Tire Corporation (214)444-9087							
P:500643	09/11/96		10/11	0.00	1496.00	0.00	0.00
			Total owed by 10/11/1996 to Griffin Tire Corporation:				1,496.00
700: Johnson & Tate Property Management (206)555-2897							
P:96DEC	12/08/96		12/24	0.00	0.00	1500.00	0.00
			Total owed by 12/24/1996 to Johnson & Tate Property Manageme				1,500.00
110: Nalco Airplane Parts (206)555-1010							
P:MAP-92775	01/02/96		02/02	0.00	55000.00	0.00	0.00
			Total owed by 02/02/1996 to Nalco Airplane Parts:				55,000.00
1006: Austin Pacific Jet Leasing (512)555-8348							
P:8998-56255	05/01/96		06/01	0.00	15480.00	0.00	0.00
C:1029	08/23/96		09/23	0.00	4060.00	0.00	0.00
			Total owed by 09/23/1996 to Austin Pacific Jet Leasing:				19,540.00
			Discount Amount	12/12/1996 Amt Due	12/19/1996 Amt Due	12/26/1996 Amt Due	
			Grand Totals:	0.00	86603.74	1500.00	0.00

Backorder Status Report

This report prints a purchase order or purchase invoice backorder status report. To execute, select Backorder Status Report from the Accounts Payable Reports... menu.

Backorder Status report parameters screen

Data Fields on the Backorder Status Report Screen

Starting Date
To include orders or invoices within a particular date range, enter the starting date of the range.

Ending Date
To include orders or invoices within a particular date range, enter the ending date of the range.

Starting Invoice
To include invoices within a particular numerical range, enter the starting number of the invoice range.

Ending Invoice
To include invoices within a particular numerical range, enter the ending number of the invoice range.

Starting Order
To include orders within a particular numerical range, enter the starting number of the order range.

Ending Order
To include orders within a particular numerical range, enter the ending number of the order range.

Specific Item
To include only orders or invoices containing a particular inventory item, enter the item number.

Specific Vendor
To include only orders or invoices for a particular vendor, enter the vendor's ID number.

Invoices or **O**rders?
Set this field to **I** to check for invoices with backordered item lines. Use **O** to check for orders.

Sort by **I**/**V**/**D**?
Select a report sort order from the following:

Inventory Item number
Vendor name
Date

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Backorder Status Report – Sample Printout

Emerald Charter Sales & Service
Back Order Report for Purchase Invoices
Beginning Date: 01/01/1996 Ending Date: 12/12/1996

Printed on: 12/12/1996   Page: 1

Date	Inv/Ord	Vendor ID, Name	Qty	Item #	Description
05/25/96	1870	125: Grandview Oil	354	120	Airplane fuel - 120 octane
10/06/96	1882	125: Grandview Oil	-92	120	Airplane fuel - 120 octane
11/16/96	1884	125: Grandview Oil	-420	120	Airplane fuel - 120 octane

Print Purchase Orders

This report prints purchase orders on plain paper. To execute, select Print Purchase Orders from the Accounts Payable Reports... menu.

Print Purchase Orders parameters screen

Data Fields on the Print Purchase Orders Report Parameters Screen

Starting Order Number
Enter the number of the first order you want to print.

Ending Order Number
Enter the number of the last order you want to print.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Print Purchase Orders – Sample Printout

Emerald Charter Sales & Service   **PURCHASE ORDER**

102400 Annex Parkway
Tahoma, WA 98000
206-555-1212

ORDER NUMBER: 1000

ORDER FROM: Griffin Tire Corporation   SHIP TO: SAME
P.O. Box 34948
Tulsa, OK 67459

TELEPHONE: (214)444-9087   TELEPHONE: (214)444-9087

PAGE	VENDOR NO.:	ORDERED BY	VENDOR CONTACT	OUR ID NO.
1	151	Steve	Pete Moss	40030

ORDER DATE	SHIP DATE	SHIP VIA	TERMS
08/10/2000	08/10/2000	YOUR TRUCK	NET 30

ORDERED	ITEM	DESCRIPTION	UNIT COST	LINE COST
24	45451	Airplane tires	68.0000	1632.00
			SUBTOTAL:	1,632.00

Purchase Order Register

To execute, select Purchase Order Register from the Accounts Payable Reports... menu.
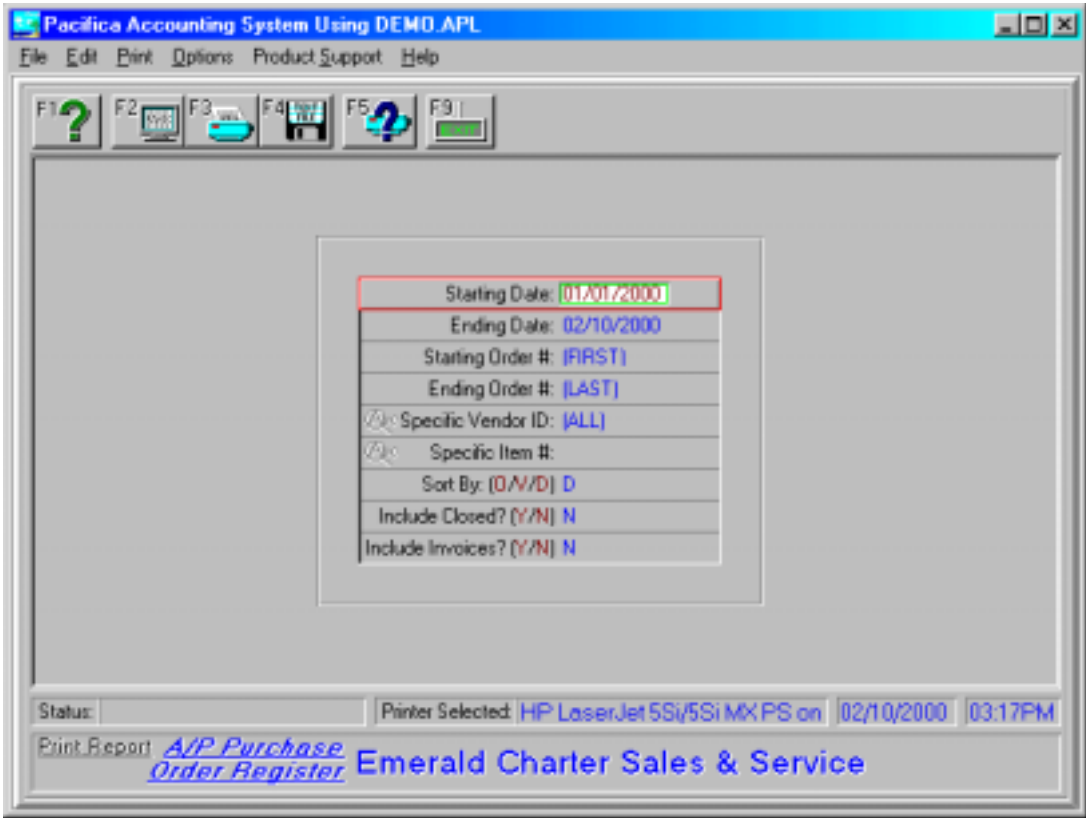
Purchase Order Register report parameters screen

Data Fields on the Purchase Order Register Report Screen

Starting Date
Enter the date of the first order you want to include on the report.

Ending Date
Enter the date of the last order you want to include on the report.

Starting Order #
To include all orders within an order number range, enter the number of the first order.

Ending Order #
To include all orders within an order number range, enter the number of the last order.

Specific Vendor ID
To include only orders from a particular vendor, enter the vendor's ID number.

To display a directory of vendors, press *****.

Specific Item #
To include only orders containing a particular inventory item number, enter that item number here.

Sort by O/V/D
The format sort order options are:

> **O**rder number
> **V**endor name
> **D**ate

Include Closed? (Y/N)
To include only unfilled (open) orders, set this field to **N**.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Purchase Order Register – Sample Printout

Emerald Charter Sales & Service
Purchase Order Register
From: 01/01/1996 To: 12/12/1996

Printed on: 12/12/1996   Page: 1

Order No.		Date	Status			Invoice No.		
	Ordr	Recv	Due	Item #	Description		Unit Cost	Total Cost

151: Griffin Tire Corporation
1000		12/12/96	Complete			Purch Ivc. 1030		
Order detail...								
	24	24	0	100	Airplane tires		68.0000	1,632.00

110: Nalco Airplane Parts
1001		12/12/96	Complete			Purch Ivc. 1031		
Order detail...								
	2	2	0	700	NavCom Radio		900.0000	1,800.00
	4	4	0	130	Altimeter		365.0000	1,460.00
								3,260.00
						Grand Total Cost:		4,892.00

Print Purchase Invoices

This report prints purchase invoices on either plain paper or stock forms. To execute, select Print Purchase Invoices from the Accounts Payable Reports... menu.

Print Purchase Invoices parameters screen

Data Fields on the Print Purchase Invoices Report Screen

Starting Date
To print all invoices within a particular date range, enter the starting date of the range.

Ending Date
To print all invoices within a particular date range, enter the ending date of the range.

Starting Receiver
To print all invoices within a particular numerical range, enter the starting control number of the range.

Ending Receiver
To print all invoices within a particular numerical range, enter the ending control number of the range.

Note: These represent the invoice control number, not the vendor invoice number.

Specific Vendor ID
To include only invoices for a particular vendor, enter the vendor's ID number.

To display a directory of vendors, press *****.

Form Type (I/P)
Form Type options are:

> **I**nvoice stock forms
> **P**lain Paper

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Print Purchase Invoices – Sample Printout

Emerald Charter Sales & Service
102400 Annex Parkway
Tahoma, WA 98000
206-555-1212

PURCHASE INVOICE

NUMBER: 1887
VENDOR INVOICE: 445566
OUR ID NUMBER: 10665
DATE: 12/05/1996

VENDOR: 110

ORDER FROM: Nalco Airplane Parts
2001 Airpark Avenue
P.O. Box 7119
Seattle, WA 90002-7119

REMIT TO: SAME

PAGE	ORDERED BY	P.O. NUMBER	DUE DATE		TERMS	
1	Saul B.		01/08/97		NET 30	
ORDERED	RECEIVED	ITEM NUMBER	DESCRIPTION		UNIT COST	LINE COST
2	2	1556	Altimeters		600.0000	1,200.00

SUBTOTAL: 1,200.00
SHIPPING: 8.00
TOTAL: 1,208.00

BALANCE: 1,208.00

Purchase Invoice Register

To execute, select Purchase Invoice Register from the Accounts Payable Reports... menu.

Purchase Invoice Register report parameters screen

Data Fields on the Purchase Invoice Register Report Screen

Starting Date
Enter the date of the first invoice you want to include on the report.

Ending Date

Enter the date of the last invoice you want to include on the report.

Starting Invoice

To include all invoices within a number range, enter the number of the first invoice.

Ending Invoice

To include all invoices within a number range, enter the number of the last invoice.

> **Note:** These represent the invoice control number, not the vendor invoice number.

Specific Vendor ID

To include only invoices from a particular vendor, enter the vendor's ID number.

To display a directory of vendors, press *****.

Print Detail? (Y/N)

To include only a summary line for each invoice, set this field to **N**.

Narrow or Wide? (N/W)

The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Include Credit Memos? (Y/N)

To include credit / debit memos in this report, set this field to **Y**.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Purchase Invoice Register – Sample Printout

Emerald Charter Sales & Service
Purchase Invoice Register
From: 12/01/1996 To: 12/12/1996

Printed on: 12/12/1996   Page: 1

Invoice	Vendor Date	Due Date	Invoice Amount	Paid Amount	Balance Due
P:445566	110: Nalco Airplane Parts				
C:1887	01/08/97	01/08/97	1,208.00	0.00	1,208.00
Invoice detail...					
130 - Altimeters		2 @	600.00	1,200.00	
Shipping		@	0.00	8.00	
P:96DEC	700: Johnson & Tate Property M				
C:1886	12/24/96	12/24/96	1,500.00	0.00	1,500.00
Invoice detail...					
- Rent		@	1,500.00	1,500.00	
P:	151: Griffin Tire Corporation				
C:1030	01/11/97	01/11/97	1,632.00	0.00	1,632.00
Invoice detail...					
100 - Airplane tires		24 @	68.00	1,632.00	
P:	110: Nalco Airplane Parts				
C:1031	01/11/97	01/11/97	3,260.00	0.00	3,260.00
Invoice detail...					
700 - NavCom Radio		2 @	900.00	1,800.00	
130 - Altimeter		4 @	365.00	1,460.00	
P:232439	150: Alpha Vending Supply				
C:1888	01/18/97	01/18/97	739.50	0.00	739.50
Invoice detail...					
130 - Altimeter		2 @	365.00	730.00	
Shipping		@	0.00	9.50	
			8,339.50	0.00	8,339.50

Total Purchases   8,322.00
Total Shipping   17.50
Total On Account   8,339.50

P = Purchase Invoice   C = Control #   DM = Debit Memo   CM = Credit Memo

Print Cash Disbursements

This report prints cash disbursement (A/P) checks on stock forms. Available form types include continuous in single and multi-part, and laser in single-part. To execute, select Print Cash Disbursements from the Accounts Payable Reports... menu.

Print Cash Disbursements parameters screen

Data Fields on the Print Cash Disbursements Report Screen

Starting Check Number
To print all disbursement checks within a particular numerical range, enter the starting check number of the range.

Ending Check Number
To print all disbursement checks within a particular numerical range, enter the ending check number of the range.

How Many Copies?
This field defaults to 1 copy. To print multiple copies, set this field to any number you want.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

If the checks are directed to a printer (instead of the screen), each check is marked as "PRINTED" as it is printed. If you try to re-print this check later, **Pacifica** warns you that the check has been printed before allowing you to print it again.

Print Cash Disbursements – Sample Printout

Gordy's Pilot Shop 04/28/96 2308

ACCOUNT	INVOICE	DESCRIPTION	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
2000	57544	Push to talk switch	600.00	0.00	600.00
2000	64554	NavCom Radio	3,626.00	0.00	3,626.00
2000		NavCom Radio, defective channel selector. returned per agreement with Jerry 04/04.	-510.00	0.00	-510.00

Our Customer ID: 63672828   Totals   3,716.00   0.00   3,716.00

04/28/1996   2308 $*****3,716.00

Three thousand seven hundred sixteen Dollars and 00 Cents

Gordy's Pilot Shop
Clermont County Airport
Batavia, IL 45103-9747

Cash Disbursement Register

To execute, select Cash Disbursement Register from the Accounts Payable Reports... menu.
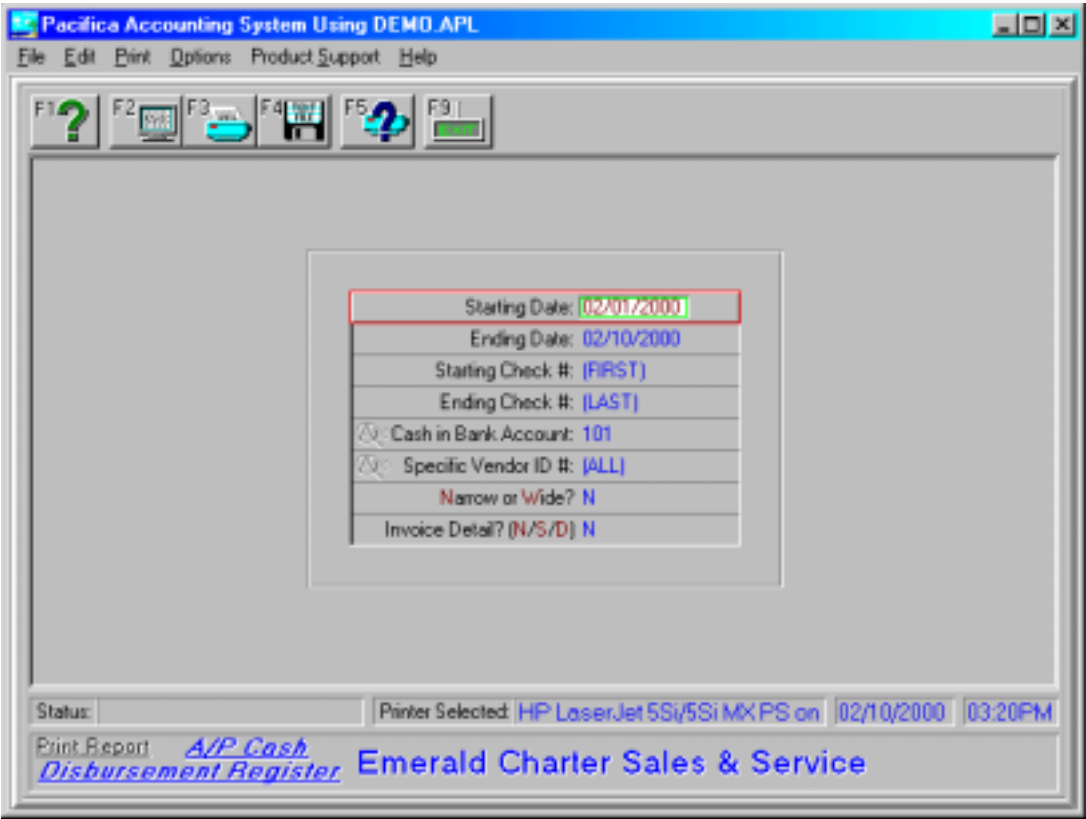
Cash Disbursement Register report parameters screen

Data Fields on the Cash Disbursement Register Report Screen

Starting Date
Enter the date of the first disbursement you want to include on the report.

Ending Date
Enter the date of the last disbursement you want to include on the report.

Starting Check

To include all disbursements within a number range, enter the number of the first disbursement.

Ending Check

To include all disbursements within a number range, enter the number of the last disbursement.

Cash in Bank Account

This field will be filled by default with the Cash in Bank G/L account from the System Defaults record. You may select any other Cash in bank account.

To display an account directory, press *.

Specific Vendor ID

To include only disbursements for a particular vendor, enter the vendor's ID number.

To display a directory of vendors, press *.

Narrow or Wide?

The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Invoice Detail? (Y/N)

To include only a summary line for each disbursement, set this field to N.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Cash Disbursement Register – Sample Printout

Emerald Charter Sales & Service
Cash Disbursements Register
From 12/01/1996 to 12/12/1996
With Purchase Invoice Detail
For Cash in Bank account: 101

Printed on: 12/12/1996   Page: 1

Check	Date	Vendor ID, Name		Gross Amount	Discount	Net Amount
	PI Date	Invoice Number	G/L Account			
D:2322	12/02/96	130: Aragon Office Supply		34.00	0.00	34.00
	Invoice Detail...					
	08/26/96	P:213427	2000	34.00	0.00	34.00
		Waste baskets	5000	16.00		
		White out bottles	5000	8.00		
		Package paper tablets	5000	10.00		
D:2323	12/12/96	601: Friendly Aviation Insuran		600.00	0.00	600.00
	Invoice Detail...					
	09/20/96	P:8347436	2000	600.00	0.00	600.00
		Insurance premium	5050	600.00		
				634.00	0.00	634.00

Status key: Prt - Printed, Alt - Altered, Rec - Reconciled

Federal Form 1099 Report

This report prints a federal form 1099 for each vendor to which you have made qualified payments during the year. The report is formatted to use the standard federal 1099 form, either 1099-MISC or 1099-INT.

To execute, select Federal Form 1099 from the Accounts Payable Reports... menu.

Federal Form 1099 report parameters screen

Data Fields on the Federal Form 1099 Report Screen

Company Name
This field is filled by default from the System Defaults record. If your company name isn't correct, you may correct it here.

Company Address
This field is filled by default from the System Defaults record. If your company address isn't correct, you may correct it here.

City, State, Zip
This field is filled by default from the System Defaults record. If your company city, state and zip isn't correct, you may correct it here.

Federal ID
This field is filled by default from the System Defaults record. If your federal employer ID number isn't correct, you may correct it here.

State ID
This field is filled by default from the System Defaults record. If your state employer ID number isn't correct, you may correct it here.

Calendar Year
Enter the year in which the payments to this vendor were made.

Starting Name ID
To print 1099s for a particular range of vendors, enter the starting vendor ID number of the range.

Ending Name ID
To print 1099s for a particular range of vendors, enter the ending vendor ID number of the range.

Specific Name ID
To print a 1099 for a particular vendor, enter the vendor's ID number.

Minimum Amount
To suppress the printing of 1099s if the dollar value is below a specified minimum, enter the minimum amount here.

1099 Type
Enter a type flag according to the type of service provided by this vendor:

0 - All types for 1099-MISC
1 - Rents
2 - Royalties
3 - Prizes, awards, etc.
4 - Fishing boat proceeds
5 - Medical and health care payments
6 - Non-employee compensation
7 - Substitute payments in lieu of dividends and interest
8 - Crop insurance proceeds

9 - Interest income

Note: Types 0-8 use form 1099-MISC

Corrected? (**Y/N**)
If this 1099 is a corrected copy, set this field to **Y**. This causes an **X** to print in the corrected box on the form.

Note: Type 9 uses form 1099-INT

G/L Accounts
If you enter one or more G/L accounts in this field, only payments to these accounts will be included on the form 1099.

Vendor Name List / Labels Report

This report prints a vendor listing in two formats, and vendor mailing labels. To execute, select Vendor Name List / Labels from the Accounts Payable Reports menu.

Vendor Name List/Labels report parameters screen

Data Fields on the Vendor Name List / Labels Report Screen

Report Format (N/W/L)
The format choices are:

> **N**arrow
> **W**ide
> **L**abels

The wide version of the list provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

The labels version allows you to print mailing labels instead of a list. When you choose labels, you may adjust the label parameters in the Label Format area of this screen.

Comments? (<u>Y</u>/<u>N</u>)
If you set this field to **<u>Y</u>**, any vendor comments will print on the list report. This selection has no effect on labels.

Comment Key
You may filter vendors according to a word or phrase in their vendor comments. Only vendors whose comments contain a match for this key will be included. The search is case-insensitive.

Include City
To include only vendors from a specific city, type the city here.

Include State
To include only vendors from a specific state, type the state here.

Exclude City
To exclude vendors from a specific city, type the city here.

Exclude State
To exclude vendors from a specific state, type the state here.

Specific Name ID
To include only a specific vendor, type his name ID number here. This is especially useful for printing a mailing label.

Starting Name
To include vendors by a range of names, type the search name of the first vendor to include.

Ending Name
To include vendors by a range of names, type the search name of the last vendor to include.

Starting Name ID
To include vendors by a range of ID numbers, type the ID number of the first vendor to include.

Ending Name ID
To include vendors by a range of ID numbers, type the ID number of the last vendor to include.

Starting Zip-Code
To include vendors by a range of zip codes, type the zip code of the first vendor to include.

Ending Zip-Code
To include vendors by a range of zip codes, type the zip code of the last vendor to include.

Sort 1 / Sort 2 / Sort 3 / Sort 4
To include only vendors whose Sort fields match a specific word or phrase, type that key word or phrase here.

Label Format

The following fields allow you to control the formatting of mailing labels.

# of Lines per Label
This field represents the number of lines from the top of one label to the top of the next label. In other words, the height of one label PLUS the space between this label and the next. Assuming 6 horizontal lines per inch (standard for most printers), if this height is 3 inches (common for mailing labels) type **18** into this field.

of Labels Across

This field represents the number of labels horizontally across the form.

of Spaces per Label

This field represents the number of characters from the left edge of one label to the left edge of the next label. In other words, the width of one label PLUS the space between this label and the next. If the labels are only one wide, this is the width of the one label. Assuming 10 characters per inch (standard for most printers), if this width is 4 1/2 inches (common for mailing labels) type **45** into this field.

Size of Top Margin

This field represents the number of horizontal lines down from the top of each label where you want the printing to begin.

Size of Left Margin

This field represents the number of characters in from the left edge of each label where you want the printing to begin.

Pause Between Labels? (<u>Y</u>/<u>N</u>)

If you're printing individual labels, or you need to adjust the printer between printing each label, set this field to **<u>Y</u>**.

of Labels per ID

If you set this field to a value greater than 1, the specified number of labels will print for that name before continuing to the next name.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Vendor Name List/Labels – Sample Printout (name list)

Emerald Charter Sales & Service
Vendor Name List

Printed on: 12/12/1996   Page: 1

Name ID	Vendor Name	Address	City	State	Zip
150	Alpha Vending Supply	4000 Garison Street	Seattle	WA	98100
130	Aragon Office Supply	1320 Tara Blvd #300	Bellevue	WA	98006
100	Emerald Charter Sales & Service	104200 Annex Parkway	Tacoma	WA	98401
601	Friendly Aviation Insurance Co.	4002 Washington Blvd	Bloomington	MI	50001
120	Fred Garvin	2906 3rd Ave. Suite 300	Seattle	WA	98101
550	General Express	1000 Lincoln Blvd. Suite	Tulsa	OK	72055
140	Gordy's Pilot Shop	Clermont County Airport	Batavia	IL	45103-
125	Grandview Oil	3456 Costa Mesa Highwa	Costa Mesa	CA	97833
151	Griffin Tire Corporation	P.O. Box 34948	Tulsa	OK	67459
1005	Jill's Temp Service	8374 Moton Lane	Bellevue	WA	98007
700	Johnson & Tate Property Manage	5609 Peterson Lane	Seattle	WA	98101
800	King County Water	2089 19th Street	Seattle	WA	98101
900	Muran, Dodson & Sampa	34388 Moss Bay Ave.	Kirkland	WA	98009
110	Nalco Airplane Parts	2001 Airpark Avenue	Seattle	WA	90002-
300	Seattle Electric Co.	4545 Boren Ave.	Seattle	WA	98102
1006	Austin Pacific Jet Leasing	1970 LBJ Parkway	Austin	TX	66020
600	U.S. Airmen's Association	3456 180th Street	Los Angeles	CA	98901
201	West Coast Telephone Co.	700 Main Street	Seattle	WA	98101

Vendor Name List/Labels – Sample Printout (labels)

Alpha Vending Supply 4000 Garison Street Seattle, WA 98100	150	Aragon Office Supply 1320 Tara Blvd #300 Bellevue, WA 98006	130
Emerald Charter Sales & Service 104200 Annex Parkway Tacoma, WA 98401	100	Friendly Aviation Insurance Co. 4002 Washington Blvd Bloomington, MI 50001	601
Fred Garvin Garvin Aviation Consulting 2906 3rd Ave. Suite 3001 Seattle, WA 98101	120	General Express 1000 Lincoln Blvd. Suite 2400 Tulsa, OK 72055	550
Gordy's Pilot Shop Clermont County Airport Batavia, IL 45103-9747	140	Grandview Oil 3456 Costa Mesa Highway Costa Mesa, CA 97833	125
Griffin Tire Corporation P.O. Box 34948 Tulsa, OK 67459	151	Jill's Temp Service 8374 Moton Lane Bellevue, WA 98007	1005
Johnson & Tate Property Management Mark Tate 5609 Peterson Lane Seattle, WA 98101	700	King County Water 2089 19th Street Seattle, WA 98101	800
Muran, Dodson & Sampa 34388 Moss Bay Ave. Kirkland, WA 98009	900	Nalco Airplane Parts 2001 Airpark Avenue P.O. Box 7119 Seattle, WA 90002-7119	110
Seattle Electric Co. 4545 Boren Ave. Seattle, WA 98102	300	Austin Pacific Jet Leasing 1970 LBJ Parkway Austin, TX 66020	1006
U.S. Airmen's Association 3456 180th Street Los Angeles, CA 98901	600	West Coast Telephone Co. 700 Main Street Seattle, WA 98101	201

Effects on the Company Database

Using the Accounts Payable Reports menu selection may affect records from the following files:
- Purchase Orders
- Purchase Invoices
- Cash Disbursements
- Debit/Credit Memos

Note: When you print purchase orders, purchase invoices and cash disbursement checks, the records are marked as having been printed.

Effects on General Ledger Account Balances

- Has no affect on any G/L account balances.

6

CHAPTER SIX

Accounts Receivable Module

Overview of the Accounts Receivable Module
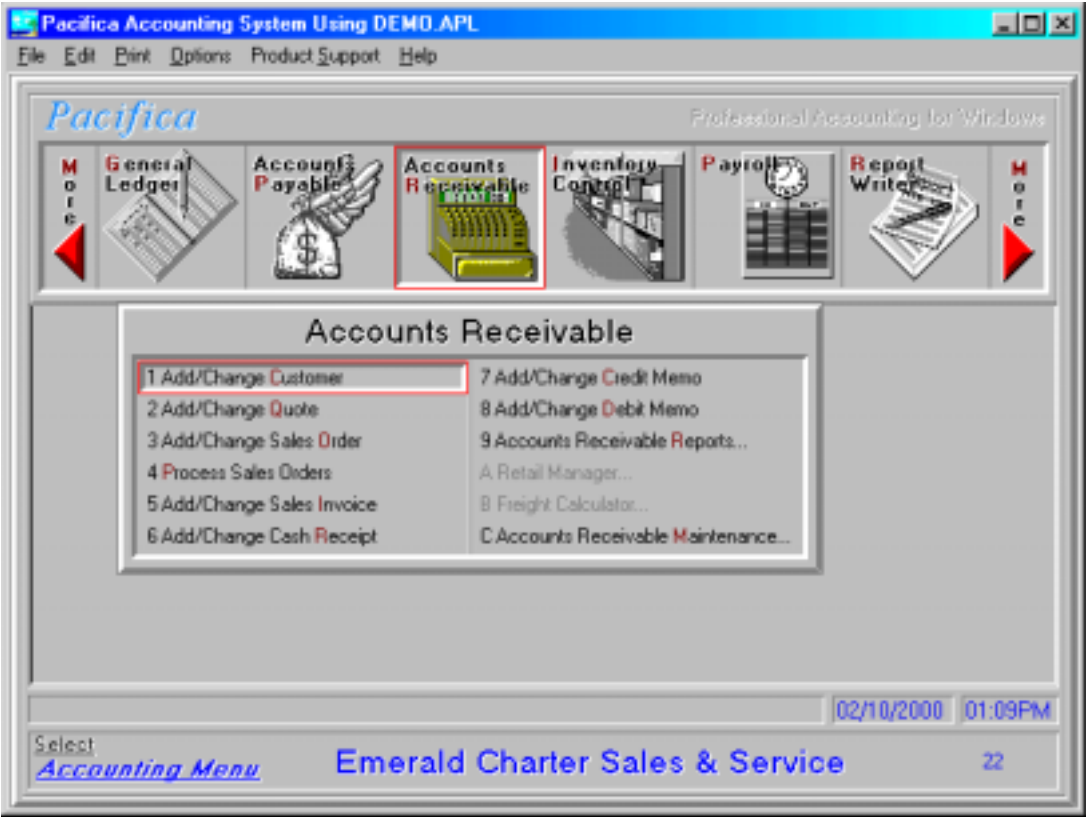
Accounts Receivable Main Menu – Add/Change Customer

Pacifica's Accounts Receivable module helps you manage the sale of goods and services in exchange for which your company receives income. As goods and/or services are sold, the Accounts Receivable module updates the amount owed and paid by each customer and updates stock levels of items on hand in inventory. You manage your company's receivables by entering sales invoices for customers which adjust the quantity of items on hand in inventory, and by entering cash receipts for money received in payment of those invoices.

You can enter sales orders for customers for goods and/or services that have no accounting

effect upon your general ledger until the orders have been converted to sales invoices.

You can adjust the open balance associated with a sales invoice by entering credit memos, debit memos, and cash receipts.

Balance-Forward vs. Open-Item Accounting Method

In the Accounts Receivable module, you must decide how cash receipts will be applied to customer accounts. The two standard methods are balance-forward accounting and open-item accounting.

The balance-forward accounting method is used for revolving credit accounts (e.g., department store credit cards) when the primary concern is with the amount of money owed by a customer at any given time. The open-item accounting method is more specific. With the open-item method, each payment, credit or debit is associated with a particular invoice.

If the nature of the business you transact requires you to reconcile each particular invoice as paid in full rather than showing only the current amount a customer owes, use the open-item accounting method. Otherwise, use balance-forward accounting, which makes data entry easier. *Pacifica* always provides balance-forward information, even for open-item customers.

Many businesses use open-item accounting for all of their customers. Whichever method you choose, use it consistently to reduce confusion or variations in your operating procedures.

If you are uncertain which method to choose, use the open-item method. It is more time-consuming because each transaction must specify the sales invoice to which it relates. However, open-item accounting offers several advantages:

- It is easier to reconcile the invoices and payments on the *Customer Activity Report*.
- It provides accurate aging of the amount due on each invoice.
- Each individual invoice is eliminated from the customer's statement as it is paid.

In *Pacifica*, the only difference between open-item accounting and balance-forward accounting is the method by which you enter information. If you specify invoice numbers on cash receipts, credit memos, and debit memos, you are using open-item accounting. If you specify only the customer number on those transactions, you are using balance-forward accounting.

You can change from open-item accounting to balance-forward accounting at any time in the future; however, it is more difficult to change from balance forward to open item. We recommend you adopt open-item accounting.

Add/Change Customer

Use this menu selection to:

- Add a new customer to the file.
- Display or change the identifying information associated with a customer.
- Display a customer's current balance quickly.
- Maintain special inventory pricing associated with a customer.

Customer information is used in maintaining records of invoices, cash disbursements, and the balance your company is owed by each customer.

Add/Change Customer displays useful information about the accounts-receivable assets you expect to collect from customers. It also saves you time later by providing customer information that will be displayed on the *Add/Change Sales Invoice* screen to help you enter sales invoices.

To enter, change or display customer information, select *Add/Change Customer* from the *Accounts Receivable* menu.

Add/Change Customer is divided into three screens. The first screen displays identifying information about the customer. The second screen displays operating information related to how you do business with them. The third screen maintains custom inventory pricing spe-

cific to this customer. To switch from one screen to the other, press **[Shift-PgDn]** or **[Shift-PgUp]**.

To **HotPrint** the Customer Activity Report, click [Shift F10 icon] or press **[Shift-F10]**.

Add/Change Customer screen, page 1

Data Fields on the Add/Change Customer Screen (Page 1 of 4)

ID Number

The customer's ID number. If you enter an ID number that identifies a customer already on file, that customer record will be displayed for editing. Select an alphanumeric code for the

ID number that will be easy to remember in association with the customer's name. To display a list of customers already on file, press *. This field is the identification number for the customer record and requires a non-blank value that does not exceed 512 characters. Up to 20 characters are indexed and used in directory searches. If you do not enter a value, the message "?Name ID error" will be displayed and you will not be able to file the record. You may change the *ID Number* starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the *ID Number* field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

> **Note:** You must have SYSOP privileges for this module to do this.
>
> **Also Note:** This starting value pertains to the customer record only. The ID Number for the vendor and employee records must be initialized on their respective screens. To lock vendors, customers and employees to the same ID number, set the starting value in *Add/Change Name* (**[Shift-F3]**) and leave it blank here.

SnapShot
Current activity information for this customer, such as profitability and payment habits, is available by clicking the **SnapShot** button after you have selected a customer. For more information on the **SnapShot** function, see the instructions for customer page 4, later in this chapter.

Name
On the first line of this field, enter the customer's name as you want it to be printed on invoices, statements, labels and reports. You can enter additional lines by pressing **[Enter]**, but only the first line will be printed on reports. This field is unlimited in length and can contain any textual information you want to display regarding this customer. The first ten characters will be used for finding this record in directory searches. This field is used to generate the Search Name and requires a non-blank value. If you do not enter a value, the message "?Name error" will be displayed and you will not be able to file the record.

Address
Enter the customer's address as you want it to be printed on invoices, statements, labels and reports.

City
Enter the city as you want it to be printed on invoices, statements, labels and reports.

This field is normally skipped and will default automatically based on the Zip code. If the Zip code entered has never been used before, you will be asked to provide a city name. This name will be used for this customer and will become the default city name for future name records in the same Zip code.

State
Enter the two-character state postal code as you want it to be printed on invoices, statements, labels and reports.
This field is normally skipped and will default automatically based on the Zip code. If the Zip code entered has never been used before, you will be asked to provide a two character state postal code. This code will become the default for future name records in the same Zip code.

Zip Code
Enter the postal Zip code as you want it to be printed on invoices, statements, labels and reports. The cursor will stop here first because the city and state for each Zip code are stored as you enter them. If the Zip code is found on file, the city and state will be displayed automatically.

Country
Enter the country as you want it to be printed on invoices, statements, labels and reports. The cursor does not automatically stop here since the post office does not require the country name unless you are shipping outside of the United States. You can move to this field by using the arrow keys while holding down one of the shift keys.

Search Name

The *Search Name* field requires at least one non-blank value and is automatically generated using the data in the *Name* field. The search name will either use the first name first or the last name first depending on which method is specified on the *User Preferences* screen under the *System Maintenance* menu. The search name is used for finding this record in directory searches and for alphabetizing reports. Only the first ten characters of any search name will be used for finding this record in directory searches, but any number of search names can be entered for this customer, each of which can be used to find this customer with the same search speed as keying on the ID number or name.

To enter an additional alias search name, press **[Enter]** following one of the other search names and enter the additional identifier.

Telephone, FAX

Enter the customer's current business telephone, FAX number, and/or up to 1,024 other phone numbers for this customer.

Note: You can precede each phone number with up to six characters of description, such as "VOICE", "FAX", "SALES", etc.

Email

Enter one or more of this customer's internet email addresses.

Internet

Enter this customer's internet address.

Sort 1, Sort 2, Sort 3, Sort 4

The *Sort* fields are designed to be used in combination with search templates to assist in locating this customer later. For example, *Sort* fields can be used to track the frequency of sales contact per month (Frequency: 1,4,25, ...); last contact date (LastCnct: 02/27/93); type of customer (Type: retail, wholesale); region (Region: NW,NE,SW,SE); whether to send a catalog (Catalog: Y); etc.You can enter up to 512 alphanumeric characters in each *Sort*

field.

You may give each *Sort* field a more descriptive patch (caption) by using the *Prompt Editor* (**[Ctrl-F1]**).

Comments
Use this field to store conversations, notes, observations or any other textual information about this customer. You can enter any number of lines of any length in this field.

The first line of the *Comment* field is included on any pop-up box relating to this customer such as when you enter sales invoices or cash receipts.

Record Type
This field will always have "Customer" listed. However, if a person is also entered in the *Pacifica* system simultaneously as a vendor or an employee, there may be "Vendor" or "Employee".
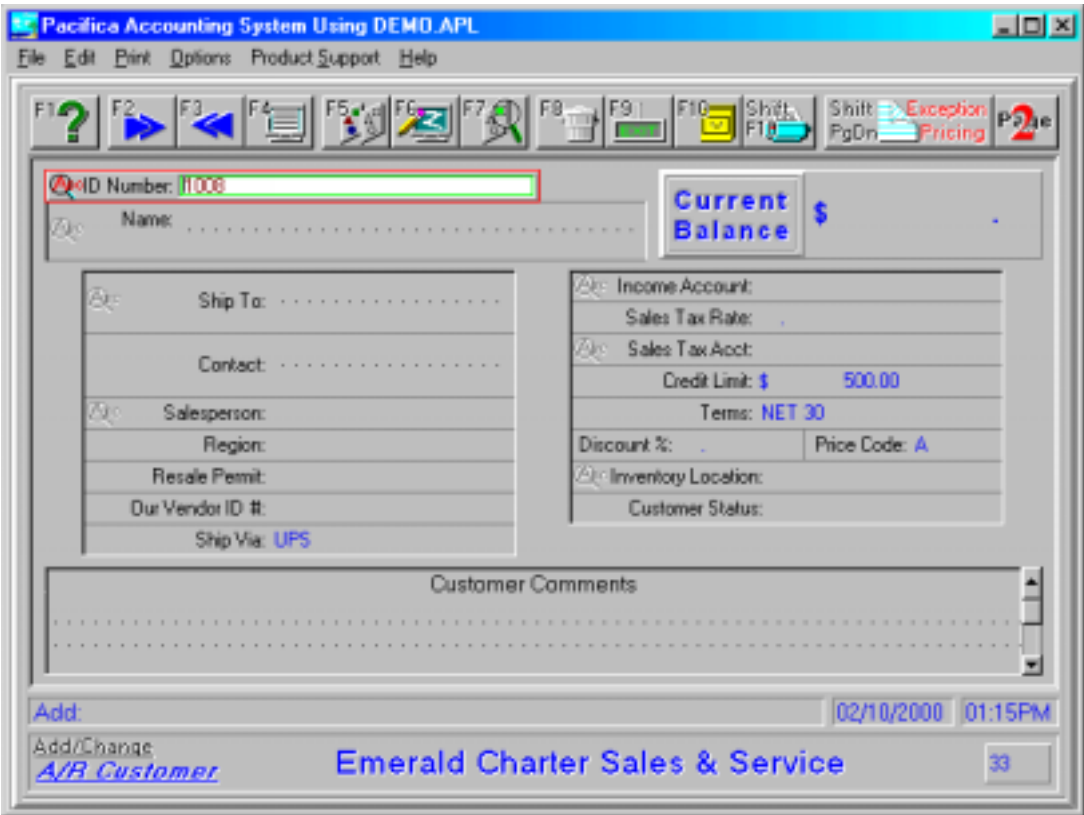
Add/Change Customer screen, page 2

Data Fields on the Add/Change Customer Screen (Page 2 of 4)

Ship To
If you want to ship goods sold to this customer to a different destination than the customer's billing address entered above, enter the ID number of the other location, or, for a directory search, enter a few characters of the *Search Name* plus *.

Any number of *Ship To* name IDs may be entered, and they will be offered as the default *Ship To* on sales orders and sales invoices for this customer.

Contact
Enter one or more contact names for this customer.

Salesperson
If you want to track sales to this customer by salesperson, enter the ID number of the sales-person responsible for this account, or, for a directory search, enter a few characters of their search name plus *.

Region
If this customer belongs to a definable sales region or territory, enter that region here.

Resale Permit
If this customer resells goods purchased and is thus exempt from state sales tax, enter their state resale permit number here. If this is a retail customer, leave this field blank.

Note: Any value entered into this field, even a space, will prevent sales tax from being charged to this customer.

Our Vendor ID
Enter the ID number by which this customer knows us.

Ship Via
If this customer has a preference for the method used to ship merchandise, enter it here, for example, **UPS**, **FEDEX**, or **SPEEDY TRUCKING**.

Current Balance
This field calculates and displays the customer's balance as of this moment. It cannot be edited. If this is a new customer record, you will establish their initial balance when you enter a sales invoice for the amount of their then-current balance.

Income Account
If a non-inventory item such as time is normally sold to this customer, or if the income

account from the inventory item record is not the one to use, enter the standard income account to be debited for most sales to this customer. This account ID will be used on sales invoices for this customer.

Sales Tax Rate
If this customer's sales tax rate is different from the rate in the *System Defaults* record, enter the rate here, otherwise the rate in the *System Defaults* record will be used on all their sales invoices.

Sales Tax Acct
If the sales tax General Ledger account for this customer is different from the account in the *System Defaults* record, enter their sales tax account here.

Credit Limit
If you want to set a limit on the amount of goods and services this customer can purchase on credit, enter the amount here. If this field is blank, no limit will be assumed as sales invoices are entered.

Terms
This field automatically displays the *Sales Terms* from the *System Defaults* record. If your sales terms for this customer are different from what is displayed, enter the correct terms. The contents of this field will automatically display in the *Terms* field of the *Add/Change Sales Invoice* screen when the customer is entered.

Acceptable terms include:

30	NET 30	CASH
COD	COD CASH	CK
COMPANY CHECK	CK #1234	2.25% 10, NET 30
2.5% 10TH, NET 30TH	DRAFT	LETTER OF CREDIT
5% 10, 1% 29, NET 30	SIGHT DRAFT	BAILMENT
CONSIGNMENT	NO CHARGE	CREDIT MEMO
DEBIT MEMO	LAYAWAY	REPAIR

Discount %
If this customer receives a percentage discount on every item purchased, type the percentage amount here.

Price Code
If you sell inventory at different price levels depending on the type of customer, enter a one-character price-level code representing the price level to apply to this customer. Valid characters are determined by the codes you enter for each inventory item.

If an inventory item is entered on a sales invoice, the *Price Code* field from the customer record is displayed. If there is a match with the price-code level of the inventory item, that price level is used for the *Unit Price*. If you overwrite the default price code level, the program will attempt to match the new code you entered with a price code for the inventory item. A match determines the unit price. If there is no match, the *Unit Price* displayed on the very first line will be used.

For more information, please reference the section called *Unit Pricing Structure* in the Inventory Management module.

Inventory Location
If this customer should purchase primarily from one warehouse location, enter that location code here. A directory of inventory locations is available by pressing *.

Customer Status
This field can be used to flag the user during other Accounts Receivable functions.

> **1** - Do not charge this customer finance charges.
> **2** - Obtain authorization before selling to this customer.

Customer Comments
Use this field to store conversations, notes, observations, or any other textual information about this customer.

You can enter any number of lines of any length in this field.
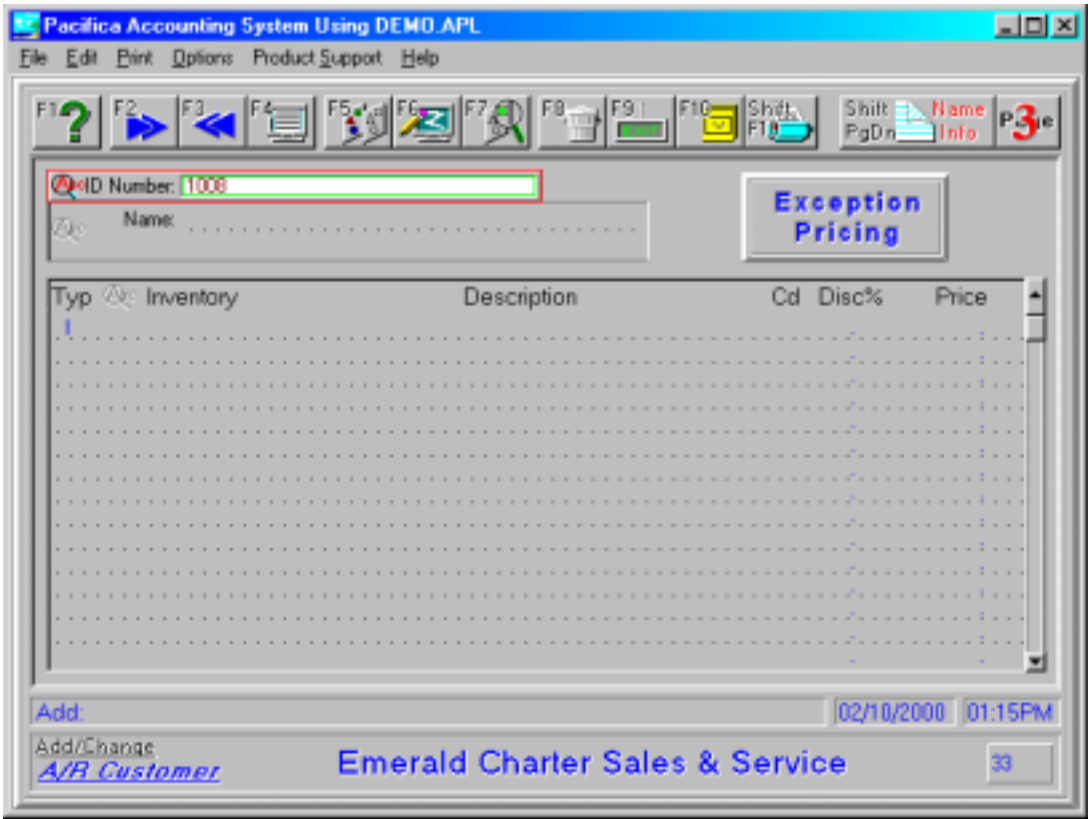
Add/Change Customer screen, page 3

Data Fields on the Add/Change Customer Screen (Page 3 of 4)

Page 3 of the *Add/Change Customer* screen controls exception pricing for this customer.

Type
One of three types of exception pricing may be selected for each price line:

    Inventory Item
    Category

Product Line

Inventory

If this customer should pay a different price than the standard inventory price for an item, or if a different *Price Level Code* should be used for an item, enter the inventory item number here.

You may press ***** to display a directory of inventory items.

Description

When you select an inventory item, its description will display here. You can't change this field.

Code

To change the price level this customer pays for this item, enter a new code here. This code must exist in the inventory item, and will affect only sales of that item.

Discount %

This discount, if any, will be applied before any blanket discount.

Price

To set a contract price for this item, regardless of the current price in the inventory record, enter the selling price here.
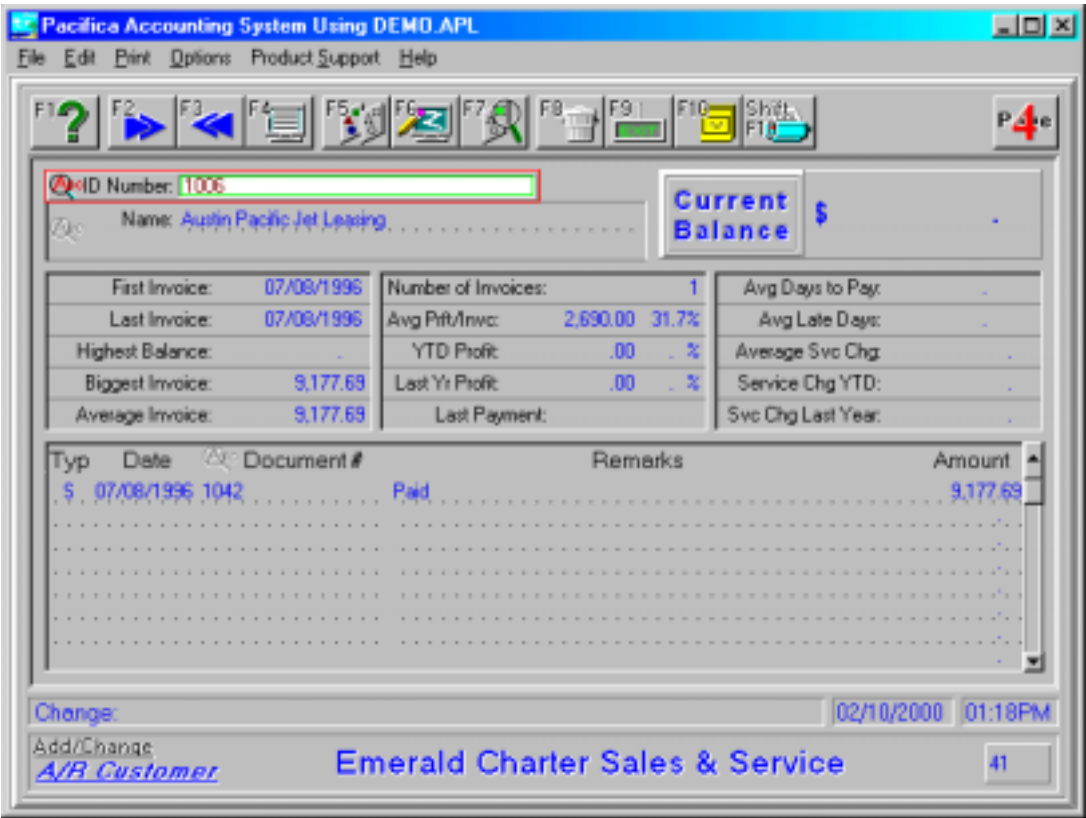
Add/Change Customer screen, page 4

Data Fields on the Add/Change Customer Screen (Page 4 of 4)

Page 4 of the *Add/Change Customer* screen displays up-to-the-moment (**SnapShot**) information for this customer. This information is calculated on demand, and always represents the most current customer information available.

Page 4 may only be accessed by first selecting a customer to the screen, and then clicking the **SnapShot** button on page 1.

First Invoice
This database's first recorded sale to this customer.

Last Invoice
This database's final (most recent) recorded sale to this customer.

Highest Balance
The largest balance this customer has ever had as a receivable with us.

Biggest Invoice
The largest single sale in dollars (on account or cash) made to this customer.

Average Invoice
The average in dollars of all invoices to this customer.

Number of Invoices
The total number of sales made to this customer within the range of this database.

Average Profit per Invoice
The average profit in both dollars and percent (not including shipping) of all sales to this customer.

Year-to-Date Profit
Gross profit in dollars and percent for all sales to this customer from the beginning of this calendar year through today.

Last Year Profit
Gross profit in dollars and percent for all sales to this customer from the beginning until the end of last (calendar) year.

Total Profit
Gross profit in dollars and percent for all sales to this customer from the beginning of time through today.

Last Payment
The date of this customer's last payment on account. If this customer has only cash sales, this field will be empty.

Average Days to Pay
The average number of days between the issue of an invoice and the payment in full of that invoice.

Average Late Days
The average number of days between the payment due date and the date on which the payment in full was made. Only invoices which were paid after the due date are considered.

Average Service Charge
The average dollar amount of the service charge applied to this customer's account each month since the inception of his activity.

Service Charges Year-to-Date
The total dollars of service charges accumulated from the beginning of this fiscal year through today.

Service Charges Last Year
The total dollars of service charges accumulated during last fiscal year.

Current / Over 30 / Over 60 / Over 90 / Over 120
An aging of this customer's account balance, according to the terms of each unpaid invoice. For instance, if the invoice terms were **Net 60**, the unpaid balance would be displayed in the *Current* field until day 61, when the unpaid balance would move to the *Over 60* field.

The SnapShot Item Lines

Type
Sales Invoice
Receipt

Date
The document transaction date.

Document
The invoice or cash receipt number. You may use **SuperEdit**™ (double-click or press **[F1]** twice) to drill down to any document in this list.

Remarks
This field may contain any combination of **Paid**, **Unpaid** or **Past due**.

Amount
The total dollar amount of the invoice (paid or not) or receipt.

Filing the Customer record

When you've entered data into all the fields that you want, click ![F10] or press **[F10]** to

file the customer record into the database. After the record has filed, the screen fields will clear so you may enter another customer record.

To exit this screen, click ![F9 EXIT] or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the *Add/Change Customer* menu selection may affect records in the following files:

- Name Records
- Customer Records
- System Defaults Record
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

- Has no affect on any GL account balances.

Add/Change Quotation
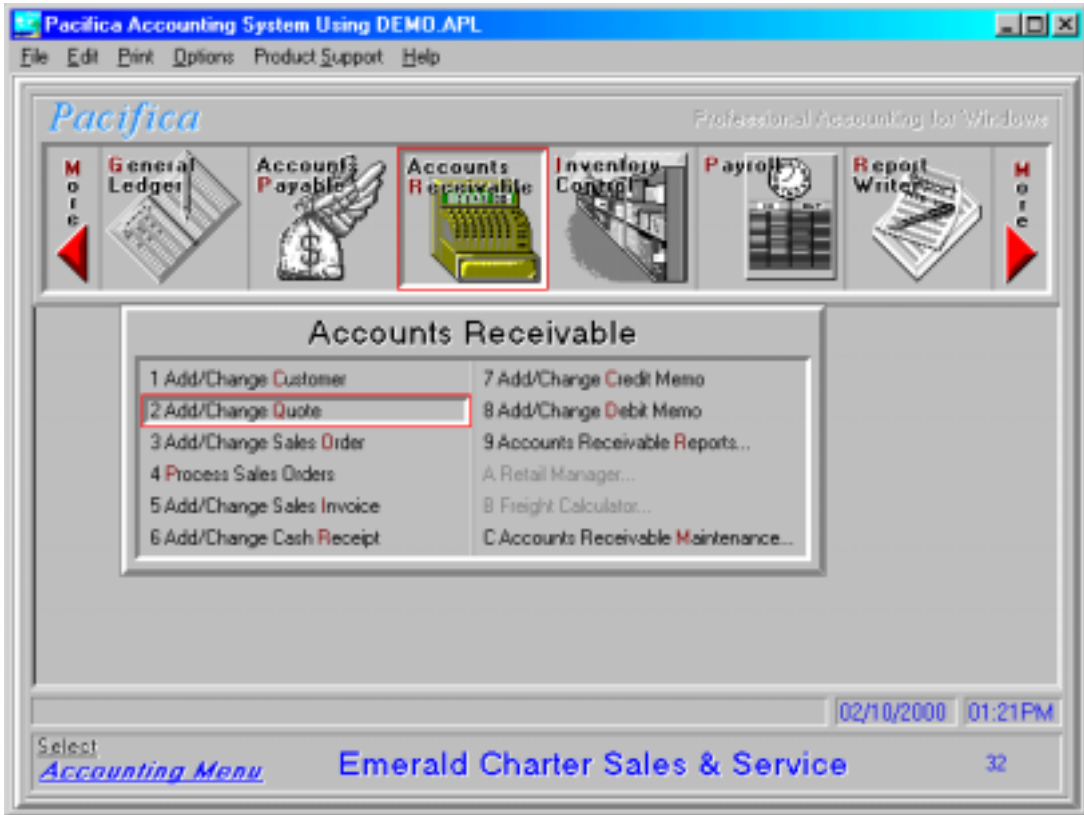
Accounts Receivable Main Menu – Add/Change Quotation

U se this menu selection to:

• Record a customer quotation for goods and/or services from your company.
• Display and change information associated with a quotation which has already been entered.

When the quote is accepted by the customer, a sales order or sales invoice can be automatically created from the quote.

The quote screen consists of two pages. To enter a quote or to change an existing quote, select Add/Change Quotation from the Accounts Receivable menu.

To **HotPrint** quotes, click [Shift F10 icon] or press **[Shift-F10]**.

Add/Change Quotation screen, page 1

Data Fields on the Add/Change Quotation Screen (Page 1 of 2)

Quote
This field is required. A unique sequential number is automatically displayed. To edit an existing quote, enter that quote's number here, and that quote will be retrieved for editing.

You may change the *Quote #* starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the *Quote #* field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

Note: You must have SYSOP privileges for this module to do this.

Quote Date
If the date on which this quote was issued is different from the current system date, enter the actual quote date.

Customer
Enter the customer's ID number or a few characters of their name. If the customer is not on file, you are offered the opportunity to add them. To see a directory of customers already on file, press *. If you leave this field blank, the cursor moves to the *One-time Name* field.

One-time Name
If you're writing a quote to someone who's not in your database, you can enter the customer's name information here instead of filing a new customer record.

Ordered By
Enter the name of the person requesting the quote.

Telephone
Enter the telephone number by which to contact this customer.

Expire Date
Enter an optional expiration date, after which this quote will be considered unsellable and closed.

Salesman
Enter the employee ID number or a few characters of the search name of the salesperson responsible for this quote. To display a list of employees, press *.

Next Call
Enter the date upon which you should next call on this customer concerning this quote.

Fields on the Item Lines

Quantity
The *Quantity* field represents the amount of the inventory item which the customer requires. If this line represents a service (e.g. training), enter a quantity of **1**.

> **Note:** If the quantity is a decimal fraction, you must type the decimal point.

Item
Enter the inventory item number or a few characters of the inventory description. If the goods or services quoted are not an item in inventory, leave this field blank. When an inventory item is entered, the *Description*, *Cd*, *Unit Cost*, *Unit Price*, *%* and *Tx* fields are automatically filled from the inventory item record.

To display a directory of all inventory items on file, press *.

Description
If an inventory item was entered, this field displays the *Description* field of that item. You may change it to any description you want.

Cd
If an inventory item was entered, the *Price Code* field from the customer record is displayed. If there is a match with the price-code level of the inventory item, that price level defaults for the *Unit Price*. If you enter a different *Price Code*, **Pacifica** will attempt to match the new code you entered with a price code for the inventory item. A match determines the unit price. If there is no match, the unit price on the first line of the price table of that item will be used.

Unit Cost
If an inventory item was entered, this field displays the *Unit Cost* from the inventory item

record. You can change this field.

Unit Price
If an inventory item was entered, the *Unit Price* from the inventory item record is displayed. Otherwise, enter the selling price per unit of each item on this line. If it sells by the box, enter the price per box.

%
The profit margin for this line is displayed here, calculated from the *Unit Cost* and *Unit Price* fields.

Tx
The *Sales Tax* field for the specified *Price Code Level* from the inventory item record for this item on this line is displayed. If you don't want to calculate sales tax for this item on the quote, enter **N**.

Sales Orders/Invoices
When this quote is converted to one or more sales orders or sales invoices, those orders or invoices will be listed here.

Status
The *Status* field represents the current condition of this quote. This field is maintained by *Pacifica*.

> **0** - Void
> **1** - Completed
> **2** - Altered
> **5** - Quotation
> **6** - Printed
> **7** - Leave Open

Quotation Total
This is the total price, including sales tax, of this quote.

%Profit
This is the total profit margin for all lines of this quote.

Sales Tax
If there are taxable lines on the quote, the sales tax will be displayed here.

To access page 2 of the *Add/Change Quotation* screen, click $\boxed{\text{Page}}$ or press **[Shift-PgDn]**.

Add/Change Quotation screen, page 2

Data Fields on the Add/Change Quotation Screen (Page 2 of 2)

Date / Followup Notes
As this quote proceeds to a close, record pertinent information here.

Filing the Quotation

When you've entered data into all the fields that you want, click ![F10] or press **[F10]** to

file the quote into the database. After the record has filed, the screen fields will clear so you may enter another quote.

To exit this screen, click or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the *Add/Change Quotation* menu selection may affect records from the following files:

- Quotations
- System Defaults Record
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

- Has no effect on any GL account balances.

Add/Change Sales Order
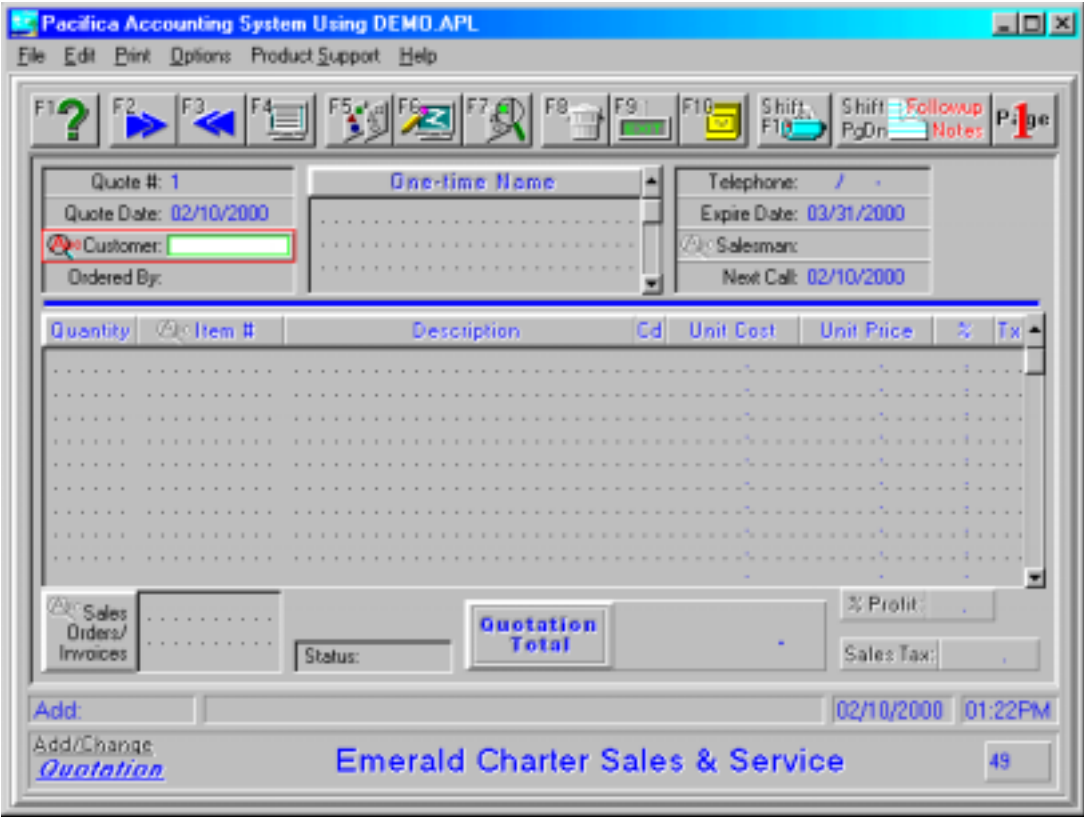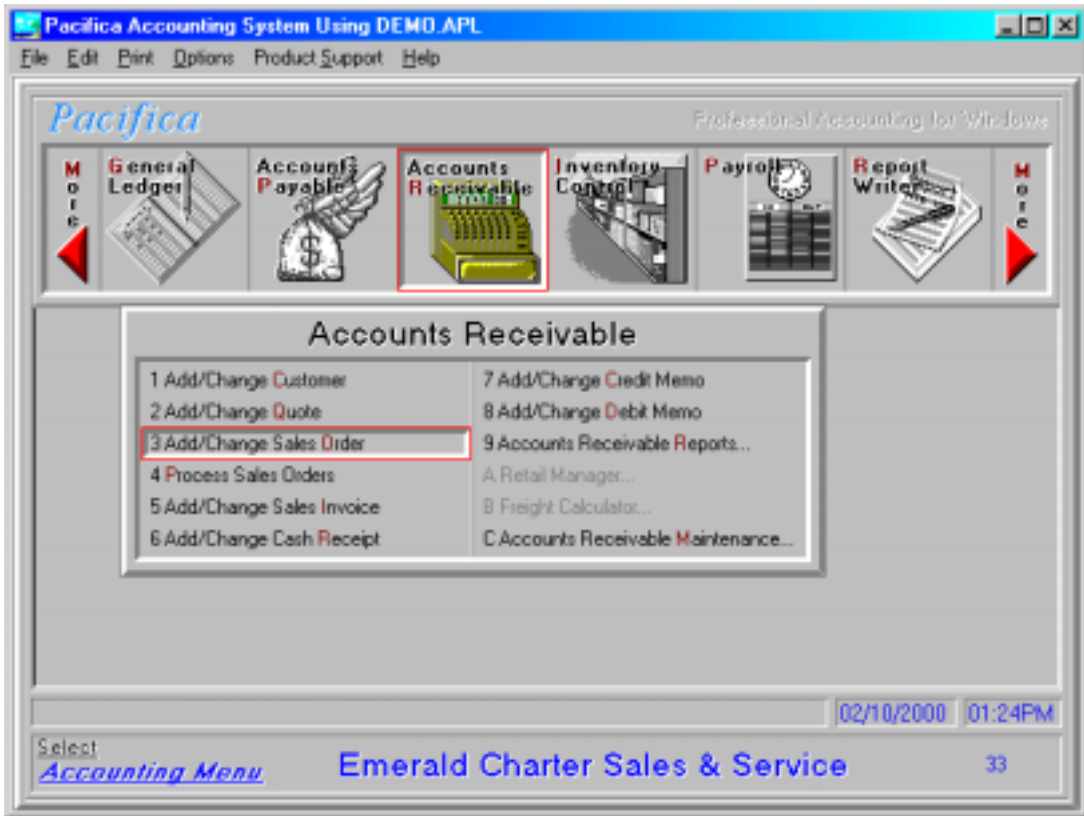

Accounts Receivable Main Menu – Add/Change Sales Order

Use this menu selection to:

• Record a customer order for goods and/or services from your company or reserve the goods and/or services for the future.

• Display and change information associated with a sales order that has already been entered.

A sales order is generally used by customers to reflect service contracts, or to secure goods for purchase or delivery in the future. When goods or services are ordered by a customer,

the sales order adjusts the value saved in the *Quantity on Sales Order* field on the *Add/Change Inventory Item* screen. A sales order has no accounting implications until it is converted into a sales invoice. As sales orders are processed in *Process Sales Orders*, the *Qnty not Shipped* field is adjusted until the value is zero, and then the sales order is marked as "Completed" (*Status* field contains a **1**). Once a sales order is complete it no longer appears on the list of sales orders to be processed.

The sales order screen consists of two pages. To enter a sales order or to change an order already entered, select *Add/Change Sales Order* from the *Accounts Receivable* menu.

To **HotPrint** sales orders, click or press **[Shift-F10]**.

Add/Change Sales Order screen, page 1

Data Fields on the Add/Change Sales Order Screen (Page 1 of 2)

Order

A unique sequential number is displayed. To edit an existing sales order, arrow up to this field and enter the sales order number. If this order number is already on file, it will be displayed for you to edit.

This field is the identification number for the sales order record and requires a non-blank value of any length. The first 20 characters are indexed and used in directory searches. If you do not enter a value, the message "?Order number error" will be displayed and you will

not be able to file the record.

You may change the *Order #* starting value to any number (may also include alpha charac-
ters) you want, by pressing **[Ctrl-F1]** from the *Order #* field, and setting the default value to
"[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

> **Note:** You must have SYSOP privileges for this module to do this.

Order Date
If the date this order was issued is different from the current system date, enter the order
date.

Ship Date
Enter the date on which this order is scheduled to ship.

Last Issued
If this is a standing order, or if it has been only partially fulfilled, this field will contain the
date of the most recent sales invoice applied against this order.

Customer
Enter the customer's ID number or a few characters of their name. If the ID number is
typed incorrectly or that customer is not on file, a message is displayed and you are offered
an opportunity to add them. To see a directory of customers already on file, press *. For
customers with a separate ship-to location on file, enter the customer ID number for their
billing address here. If you leave this field blank, the cursor moves to the *One-time Name*
field.

Ship To
If the product on this order should be shipped to a different location than that listed in the
customer record, enter a name ID number for the *Ship To* location.

Customer PO
Enter the customer's purchase order number if it is available.

Ordered By
Enter the name of the person who placed the order.

Salesperson ID
Enter the employee ID number or a few characters of the search name for the salesperson responsible for this order. To display a list of employees, press *.

Cycle Code
If this is a standing order (example: billing for monthly service contract), you may enter a key word here to determine when this order will be invoiced.

For instance, if this customer is billed each Wednesday, use **WEDNESDAY** as the *Cycle Code*. When you are ready to issue invoices for all orders with a *Cycle Code* of **WEDNES-DAY**, use *Process Sales Orders* to do so. Orders which use a cycle code will remain open after either processing them or invoicing from them.

When processing, wildcard symbols may be used to match larger groups of cycle codes. For example, you set up several SO's with these different cycle codes:

    NY-EAST
    NY-WEST'
    NY-WEEKLY
    NY-MONTHLY

Note: These terms will default to the sales invoice

You could process all of them at once on the Process Sales Orders screen by asking for a cycle code of **NY***.

The cycle code can also be used to indicate a number of days before the order should be processed again. If the Cycle Code field of the SO contains only a number (days between issues) and you process the SO's with a cycle code of "**>nn**" (where **nn** is number of days since last process), only SO's with a cycle code greater than or equal to nn AND days since last issue greater than or equal to nn will be included. To process every SO that has reached its issue date, regardless of its period, process with a cycle code of "**>***".

Ship Via
If the customer wants you to ship the goods on this order via a carrier other than the one specified in their customer record, enter the carrier here. For example, **UPS**, **UPS BLUE**, **PARCEL POST**, **FEDX**, **COURIER**.

Terms
This field automatically displays the *Sales Terms* field from the customer's record. If your payment terms for this customer are different for this order from what is displayed, enter the correct terms.

Acceptable terms include:

30	NET 30	CASH
COD	COD CASH	CK
COMPANY CHECK	CK #1234	2.25% 10, NET 30
2.5% 10TH, NET 30TH	DRAFT	LETTER OF CREDIT
5% 10, 1% 29, NET 30	SIGHT DRAFT	BAILMENT
CONSIGNMENT	NO CHARGE	CREDIT MEMO
DEBIT MEMO	LAYAWAY	REPAIR

Status

The *Status* field represents the current condition of this order. This field is maintained by *Pacifica*.

0 - Void
1 - Completed
2 - Altered
3 - Eliminating
4 - Backordered items
6 - Printed

A/R Acct

This is the General Ledger account that will be used to debit the non-prepaid amount of the invoice once the order has been converted. The Accounts Receivable account from the *System Defaults* record is displayed automatically.

Fields on the Item Lines

Quantity Ordered

The *Quantity Ordered* field represents the amount of the inventory item the customer requested. If this line represents a service (e.g., a training), enter a quantity of **1**. If the quantity is a decimal fraction, you must type the decimal point. For example, enter three and one quarter by typing **3.25 [Enter]**.

Not Yet Shipped

This field reflects the quantity on this sales order that has not yet been shipped. As sales orders are processed in *Process Sales Orders*, this field is adjusted until the value is zero, and then the sales order is marked as "Completed" (*Status* field contains a **1**). Once a sales order is complete, it no longer appears on the list of sales orders to be processed.

Item #

Enter the inventory item number or a few characters of the inventory name. If the goods or services sold are not an item in inventory, leave this field blank. When an inventory item is entered, the *Description*, *Cd*, *Unit Price*, *G/L Account* and *Tax* fields are automatically dis-

played from the inventory item record. To display a directory of all inventory items on file, press *****. If this line item does not affect inventory, press **[Enter]** and leave the field blank.

Description
If an inventory item was entered, this field displays the *Description* field from the inventory item record. You can change it to any description you want.

> **Note:** If the description starts with the text **"SHIPPING"**, the amount in the *Unit Price* field will be printed on the bottom of the sales order between the subtotal and the sales tax amount.

Price Code
If an inventory item was entered, the *Price Code* field from the customer record is displayed. If there is a match with the price-code level of the inventory item, that price level is used for the unit price. If you enter a different price code level, the program will attempt to match the new code you entered with a price code for the inventory item. A match determines the unit price. If there is no match, the unit price displayed on the very first line of the pricing table in the inventory item record will be used.

For more information, please reference the section called *Unit Pricing Structure* in the Inventory Management module.

Unit Price

If an inventory item was entered, the unit price from the inventory item record is displayed. Otherwise, enter the selling price per unit of each item on this line. If it sells by the box, enter the price per box. Unit Price can have up to four digits to the right of the fixed decimal. To enter 1.50, type **1.5 [Enter]**. To enter 15 thousandths of a dollar (15 hundredths of a cent), type **.0015 [Enter]**. Do not enter a dollar sign or commas.

> **Note:** The unit price for this price code level will be disregarded if the sale price is less, or if the customer buys enough of the item to qualify for a quantity break.

Account

The General Ledger income account for the specified price code from the inventory item record for the item on this line is displayed. If you want to specify a different income account for this item, type the account number, or type a few characters of the account name followed by ***** to display a directory of G/L accounts.

Tx

The *Sales Tax* field for the specified price code level from the inventory item record for the item on this line is displayed. If you do not want to charge sales tax for this item on this order, type **N**.

To access page 2 of the *Add/Change Sales Order* screen, click **Page 1** or press **[Shift-PgDn]**.
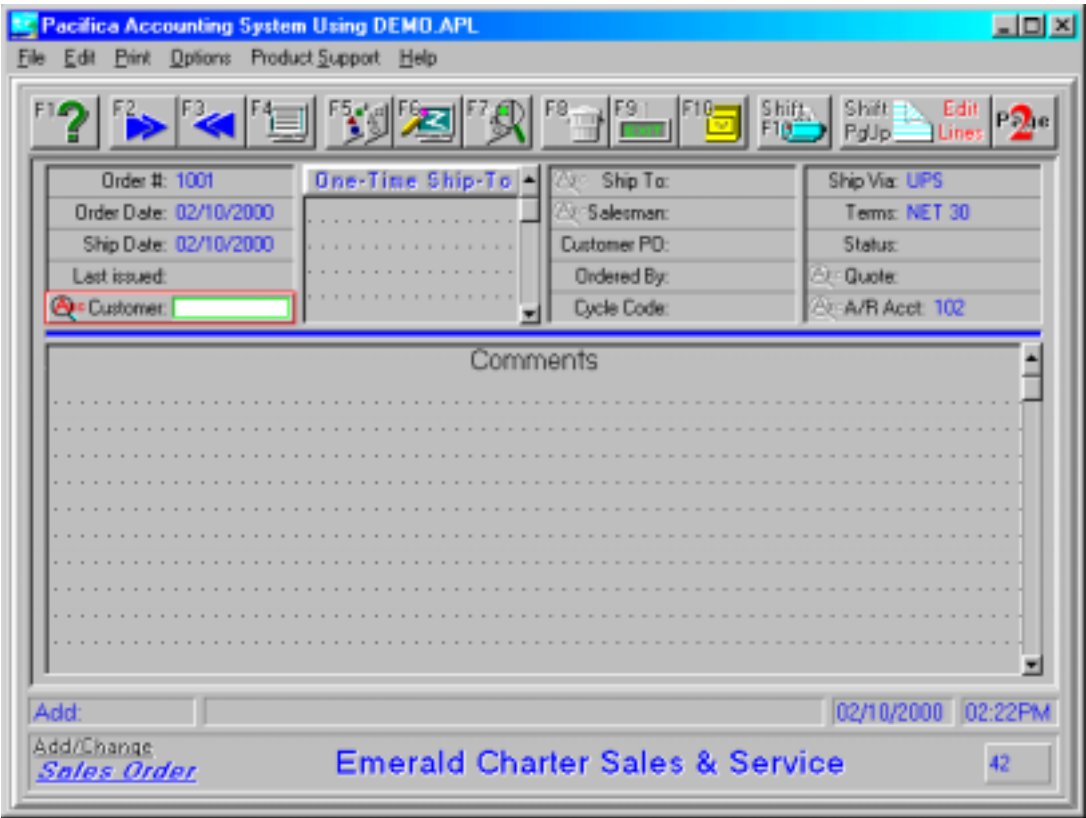
Add/Change Sales Order screen, page 2

Data Fields on the Add/Change Sales Order Screen (Page 2 of 2)

Comments
Use this field to store notes to your customer, special instructions, or any other textual information you want on your printed sales invoice. You can enter up to 512 characters per line and up to 1,024 lines of information, not to exceed 64,000 characters (64K bytes) in this field.

Filing the Sales Order

When you've entered data into all the fields that you want, click ![F10 button] or press **[F10]** to

file the order into the database. After the record has filed, the screen fields will clear so you may enter another order.

To exit this screen, click ![F9 Exit button] or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the *Add/Change Sales Order* menu selection may affect records from the following files:

- Inventory Records
- Sales Orders
- System Defaults Record
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

- Has no affect on any GL account balances.

Process Sales Orders
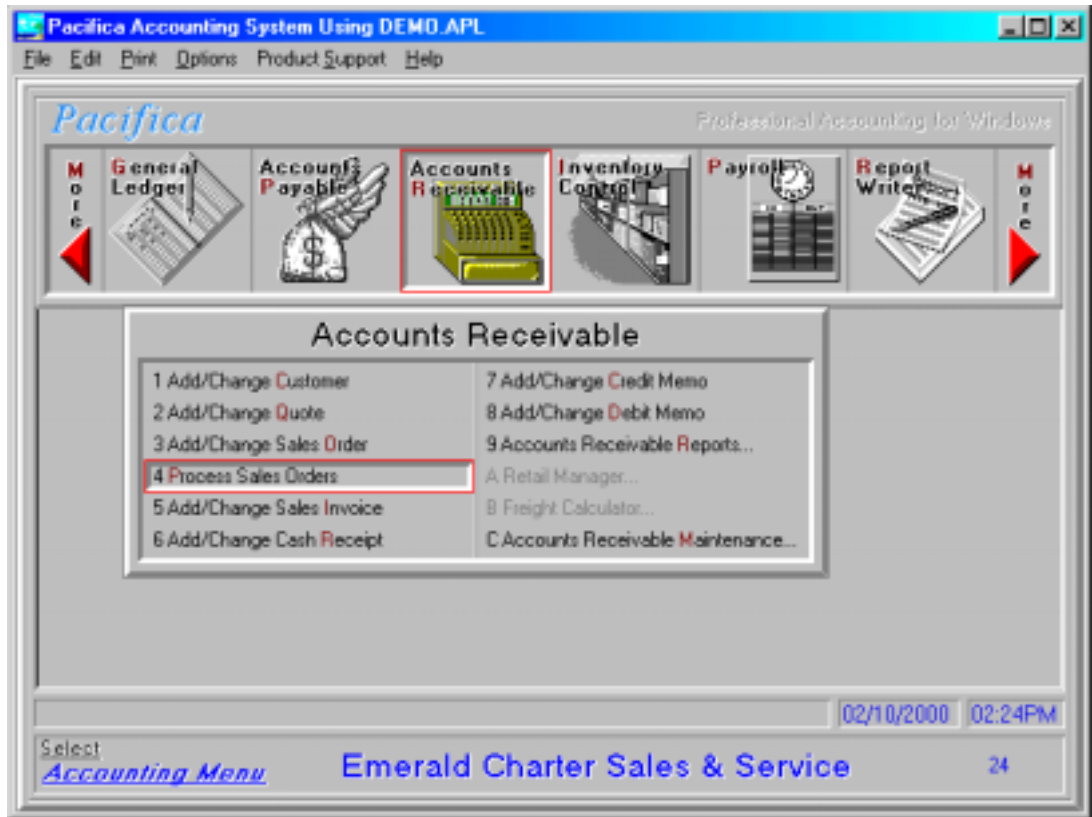
Accounts Receivable Main Menu – Process Sales Orders

Use this selection to:

• Convert sales orders into sales invoices.

Process Sales Orders generates sales invoices from a selection of sales orders by issue date. As orders are converted to invoices, the balancing double-entry General Ledger asset and/or inventory transactions are automatically created to accurately reflect the accounting impact of the invoice. As sales orders are processed, the *Qnty Not Shipped* field of *Add/Change*

Sales Order is adjusted by the *Quantity Shipped* field until the value is zero, then the sales order is marked as "Completed" (*Status* field contains a **1**). Once a sales order is complete, it no longer appears on the list of sales orders to be processed. The *Quantity on Sales Order* field of *Add/Change Inventory* is also adjusted to reflect the quantity of each inventory item that was shipped when an order was processed.

> **Note:** If you are converting only one sales order at a time, you can go to the *Add/Change Sales Invoice* screen, type the order number in the *Order #* field, and press **[Enter]**. This will import and convert one sales order record into a sales invoice.

To select and process sales orders that have already been entered, select *Process Sales Order* from the *Accounts Receivable* menu.

Follow these steps to use the *Process Sales Orders* screen:

1. Set the select parameters. Make sure the *Order Date* field contains the date you want.
2. Select all qualifying sales orders. Press **[F4]** to select. Only orders on or before the *Order Date* will be selected.
3. Make any adjustments you want. Use **[F2]** to toggle between the sales invoice lines and the edit area. You may change any fields in the edit area. All changes will display on the invoice lines below. The changes aren't permanent until you file.

4. File all of the sales invoices. Click [icon] or press **[F10]** to file. *Pacifica* asks you to verify your intention by typing **YES**. Each sales invoice item line will be hilited as the invoice is filed. When all lines are filed, the screen clears and you may then enter another selection date, or you may quit ([icon] or **[F9]**).

> **Note:** As sales orders are processed, the *Not Yet Delivered* field is adjusted until the value is zero, then the sales order is marked as "Completed" (*Status* field contains a **1**). Once a sales order is completed it no longer appears on the list of sales orders to be processed.

To **HotPrint** sales invoices, click [Shift F10] or press **[Shift-F10]**.
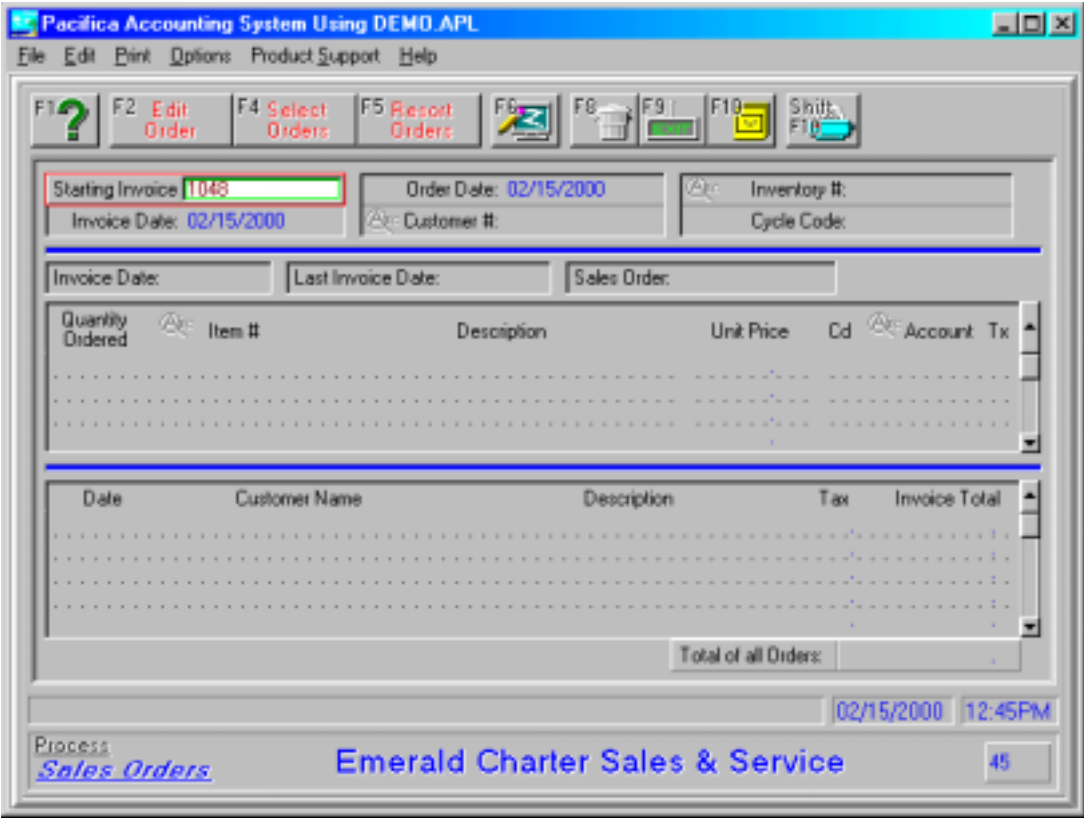
Process Sales Orders screen

Data Fields on the Process Sales Order Screen

Starting Invoice
The starting invoice number from the *System Defaults* record is automatically incremented and displayed. *Pacifica* will use the starting invoice number to calculate an invoice number for each sales order that is filed.

This field selects open sales orders by date. If the date of a sales order falls on or before this date, the record is displayed, otherwise it is not. The current system date automatically displays.

Invoice Date
This field represents the date of the invoice line highlighted below. If this sales order has been satisfied in part, the date of the last invoice created displays automatically. Otherwise the date of the sales order displays. To change it, enter the desired date in this field.

Order Date
If you enter a date in this field, only orders with a date on or before this date will be processed.

Customer ID #
This field selects open sales orders by customer ID. If you enter a customer ID, only those sales orders for that customer are displayed. Enter the customer's ID number or a few characters of their search name. To display a list of customers already on file, press *. If the customer ID you enter is not on file, you will be offered an opportunity to add it. To select all customers, leave the field blank.

Inventory Item #
This field selects open sales orders by inventory item number. If you enter an inventory item number, only those sales orders that have that inventory item on it are displayed. Enter the inventory item number or a few characters of the description. To display a list of inventory items already on file, press *. If the inventory item number you enter is not on file, you will be offered an opportunity to add it. To select all inventory items, leave the field blank.

Cycle Code
To process only orders which are identified with a particular cycle code, enter that code here. Orders which use cycle codes will remain open after processing. The cycle code in the order must match the cycle code in the Process Sales Orders screen for that sales order to be displayed for invoicing.

When processing, wildcard symbols may be used to match larger groups of cycle codes. For example, you set up several SO's with these different cycle codes:

> NY-EAST
> NY-WEST'
> NY-WEEKLY
> NY-MONTHLY

You could process all of them at once on the Process Sales Orders screen by asking for a cycle code of **NY***.

The cycle code can also be used to indicate a number of days before the order should be processed again. If the Cycle Code field of the SO contains only a number (days between issues) and you process the SO's with a cycle code of ">**nn**" (where **nn** is number of days since last process), only SO's with a cycle code greater than or equal to nn AND days since last issue greater than or equal to nn will be included. To process every SO that has reached its issue date, regardless of its period, process with a cycle code of ">*****".

Quantity Ordered
The quantity of goods *Not Yet Delivered* on the *Add/Change Sales Order* screen automatically displays in this field. If this is not the quantity to deliver, enter the correct value. If the quantity is a decimal fraction, you must type the decimal point. For example, enter three and one quarter by typing **3.25 [Enter]**.

Item
This field displays the item numbers from the sales order. If you would like to add an additional inventory item to the sales invoice, enter the inventory item number or a few characters of the inventory name. When an inventory item is entered, the description and unit price are automatically displayed from the inventory record. To display a directory of all inventory items on file, press *****. If this line item does not affect inventory, press **[Enter]** and leave the field blank.

Description
This field displays the descriptions from the sales order, or if a new inventory number was entered, this field displays the description from the inventory file. You can change it to any description you want.

Cd
This field displays the codes from the sales order, or if a new inventory number was entered, this field displays the price code level from this customer's file. You can change it to any price code you want.

Unit Price
This field displays the unit price from the sales order, or if a new inventory number was entered, this field displays the matching price code amount for this customer and inventory item record. You can change it to any amount you want.

The unit price amount can have four digits to the right of the decimal. To enter $1.50, type **1.5 [Enter]**. To enter 15 thousandths of a dollar (15 hundredths of a cent), type **.0015 [Enter]**. Do not enter a dollar sign or commas.

Account
This field contains the general ledger income account for the item on this line. This field displays the accounts entered on the sales order, or if a new inventory item was entered that has an inventory general ledger number assigned, the account from the inventory record is displayed. If you want to specify a different income account for this item, type the account number, or type a few characters of the account name followed by ***** to display a directory of G/L accounts.

Tx
This field displays the tax status from the sales order, or if a new inventory number was entered, this field displays the tax status that matches the customer's assigned price code in the inventory item file. You can change it to any tax you want. Type **Y** for taxable, or **N** for non-taxable.

Date
This date becomes the invoice date of the converted sales order. To modify this, enter the date you want in the invoice date field.

Customer Name
This field displays the name of the customer associated with the sales order that created this line of the sales invoice.

Description
This field displays the first line of description from the inventory detail listed above. This can be changed by modifying the value in the description field above.

Tax
This field displays the total amount of tax generated by the taxable items on the invoice. This is calculated by adding the total tax for each inventory line above. This field can only be modified by changing the tax status of the line.

Invoice Total
This field represents the total amount of the invoice to be created. This is calculated by adding the total unit price for each inventory line above and any applicable tax. This field can only be modified by changing or adding unit price fields.

Effects on the Company Database

Using the *Process Sales Orders* menu selection may change records in the following files:

- General Ledger Accounts
- Inventory Records
- Lot and Serial Number Records
- Customer Records
- System Defaults Record
- Sales Orders
- Sales Invoices
- Transaction Journal

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Process Sales Order* menu selection, conforming with generally accepted accounting principles (GAAP).

Sale on Account	Debit	Credit
always has...	**Accts Receivable** (asset)	**Sales** (revenue)
may also have...	**Cost of Goods** (expense)	**Inventory** (asset)
Cash Sale	Debit	Credit
always has...	**Cash** (asset)	**Sales** (revenue)
may also have...	**Cost of Goods** (expense)	**Inventory** (asset)

Add/Change Sales Invoice

Accounts Receivable Main Menu – Add/Change Sales Invoice

U se this menu selection to:

• Sell goods and/or services to a customer.
• Change information associated with a sales invoice that has already been entered.

When you sell goods or services to a customer, you enter a sales invoice to adjust the customer's current balance, the quantity of items available in inventory, the cost of goods sold, and other General Ledger accounts associated with the sale.

The sales invoice screen is comprised of two pages. The first page includes common invoicing information, and the second page includes inventory costing information.

To enter a sales invoice or to change an invoice already entered, select *Add/Change Sales Invoice* from the *Accounts Receivable* menu.

To **HotPrint** sales invoices, click [Shift-F10 icon] or press **[Shift-F10]**.

Add/Change Sales Invoice screen, page 1

Data Fields on the Add/Change Sales Invoice Screen (Page 1 of 2)

Invoice Number
A unique sequential number is displayed. To edit an existing sales invoice, arrow up to this field and enter the sales invoice number. If this invoice number is already on file, it will be displayed for you to edit.

This field is the identification number for the sales invoice record and requires a non-blank value of any length. Up to 20 characters are indexed and used in directory searches. If you do not enter a value, the message "?Invoice number error" will be displayed and you will not be able to file the record.

You may change the *Invoice Number* starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the *Invoice Number* field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

> **Note:** You must have SYSOP privileges for this module to do this.

Invoice Date
If the date this invoice was issued is different from the current system date, enter the invoice date.

Customer ID
Enter the customer's ID number or a few characters of their name. If the ID number is typed incorrectly or that customer is not on file, a message is displayed and you are offered an opportunity to add them. To see a directory of customers already on file, press *. For customers with a separate ship-to location on file, enter the customer ID number for their billing address here. If you leave this field blank, the cursor moves to the *One-time Name* field.

Order No.
This field will contain the number of the originating sales order, if this sales invoice record was created by using the *Process Sales Order* menu selection. Or if you are converting one sales order into a sales invoice, type the order number and press **[Enter]**. This will convert the specified sales order record into a sales invoice record.

Onetime Name
Occasionally there may be a customer that will purchase products or services only once and pay the invoice immediately with terms of CASH; therefore, it is not necessary to take the time to add them to the customer file. *Onetime Name* is a multiple-line field and can also include their address, city, state, ZIP code and telephone number(s).

Ship To
If you want to ship goods sold to this customer to a different destination than the customer's billing address entered above, enter the ID number of the other location, or, for a directory search, enter a few characters of the search name plus *.

If this customer's record contains multiple *Ship To* names, they will be displayed in a list-box for selection.

Order Date
This field will contain the date of the originating sales order, if this sales invoice record was created by using the *Process Sales Order* menu selection. Or enter the date the order was placed, if different from the invoice date.

Ship Date
This is the date the product on this invoice is to be or was actually shipped.

Salesman
Enter the employee ID number or a few characters of the search name for the salesperson responsible for this invoice. To display a list of employees, press *.

Ordered By
Enter the name of the person who placed the order.

Customer PO
Enter the customer's purchase order number if it is available.

Terms
This field automatically displays the *Purchase Terms* from the *System Defaults* record. If your payment terms for this customer are different from what is displayed, enter the correct terms. If this field is left blank, terms of CASH will be used.

Acceptable terms include:

30	NET 30	CASH
COD	COD CASH	CK
COMPANY CHECK	CK #1234	2.25% 10, NET 30
2.5% 10TH, NET 30TH	DRAFT	LETTER OF CREDIT
5% 10, 1% 29, NET 30	SIGHT DRAFT	BAILMENT
CONSIGNMENT	NO CHARGE	CREDIT MEMO
DEBIT MEMO	LAYAWAY	REPAIR

Ship Via
If the customer wants you to ship the goods on this invoice via a carrier other than the one specified in their customer record, enter the carrier here. For example, UPS, PARCEL POST, FEDX.

Status
The *Status* field represents the current condition of this invoice. This field is maintained by *Pacifica*.

   0 - Void
   1 - Paid
   2 - Altered

> <u>**3**</u> - Service charge
> <u>**4**</u> - Backordered items
> <u>**5**</u> - Credit invoice
> <u>**6**</u> - Printed
> <u>**8**</u> - Debit invoice

Fields on the Item Lines

Quantity Ordered

Quantity Ordered is the amount of the inventory item the customer requested to buy. If this line represents a service (e.g., a training), enter a quantity of <u>**1**</u>. If the quantity is a decimal fraction, you must type the decimal point. For example, enter three and one quarter by typing <u>**3.25**</u> **[Enter]**.

Quantity Shipped

Quantity Shipped automatically displays the same value as *Quantity Ordered*. If there is insufficient stock of inventory to fulfill this order now, enter the actual quantity to be shipped. The customer is invoiced for only the actual quantity shipped, and this invoice is marked as containing backordered items.

Item Number

Enter the inventory item number or a few characters of the inventory name. If the goods or services sold are not an item in inventory, leave this field blank. When an inventory item is entered, the *Description*, *Cd*, *Unit Price*, *G/L Account* and *Tax* fields are automatically displayed from the inventory item record. To display a directory of all inventory items on file, press <u>*****</u>. If this line item does not affect inventory, press **[Enter]** and leave the field blank.

Description

If an inventory item was entered, this field displays the *Description* field from the inventory item record. You can change it to any description you want.

> **Note:** If the description starts with the word "SHIPPING", the amount in the *Unit Price* field will be printed on the bottom of the sales invoice between the subtotal and the sales tax amount.

Price Code

If an inventory item was entered, the *Price Code* field from the customer record is displayed. If there is a match with the price-code level of the inventory item, that price level is used for the *Unit Price*. If you enter a different price code level, the program will attempt to match the new code you entered with a price code for the inventory item. A match determines the unit price. If there is no match, the unit price displayed on the first line of the pricing table in the inventory item record will be used.

> **Note:** The unit price for this price code level will be disregarded if the sale price is less or if the customer buys enough of the item to qualify for a quantity break.

For more information, see the section called <u>Unit Pricing Structure</u> in the <u>Inventory Management</u> module.

Unit Price

If an inventory item was entered, the unit price from the inventory item record is displayed. Otherwise, enter the selling price per unit of each item on this line. If it sells by the box, enter the price per box. Unit Price can have up to four digits to the right of the fixed decimal. To enter 1.50, type **1.5 [Enter]**. To enter 15 thousandths of a dollar (15 hundredths of a cent), type **.0015 [Enter]**. Do not enter a dollar sign or commas.

Line Total

This field is calculated by multiplying *Quantity Shipped* times *Unit Price*. If you change the value in this field, the *Unit Price* field is recalculated to reflect the *Line Total* entered. The grand total of all the items is displayed at the bottom of this column.

Income Account

The General Ledger income account for the specified price code from the inventory item

record for the item on this line is displayed. If you want to specify a different income account for this item, type the account number, or type a few characters of the account name followed by * to display a directory of G/L accounts.

Tx
The *Sales Tax* field for the specified price code from the inventory item record for the item on this line is displayed. If you do not want to charge sales tax for this item on this invoice, type **N**.

General Ledger Distributions

Cash Amount
If the terms specified for this invoice are CASH, the total invoice amount will be displayed automatically. If the customer is prepaying only a portion of the invoice amount, enter the amount in this field.

Cash G/L Account
The Cash-in-Bank account from the *System Defaults* record is displayed. If you want to specify a different cash account to debit for this invoice, type the account number, or type a few characters of the account name followed by * to display a directory of General Ledger accounts.

This field must specify a cash account only if there is a non-zero amount in the *Cash Amount* field.

Paid Amount
This is the total amount paid toward this invoice. If *Terms* contains CASH, the total invoice amount is automatically displayed.

Cash Receipt
If any cash receipts have been paid against this invoice, their number(s) will display here.

A/R Amount
This field represents the total amount charged on account. It contains the non-prepaid

amount of the invoice. It is calculated as the sum of the *Line Total* amounts plus the *Tx* amounts less the *Cash Amount*.

A/R G/L Account
This is the General Ledger account to debit for the non-prepaid amount of the invoice. The Accounts Receivable account from the *System Defaults* record is displayed automatically.

Tax Rate
This is the percentage sales tax rate to which this customer is subject.

Sales Tax
As taxable items are added to this invoice, the total sales tax is calculated and displayed in this field. You can change the tax amount if you wish.

Note: If sales tax is not calculating correctly, check the following:
1. Is the sales tax rate in the System Defaults screen correct?
2. Is the sales tax rate in the customer record correct?
3. Does the Resale Permit field in the customer record have any data in it? If so, no sales tax will be calculated.
4. Is the Tx field on each invoice line set correctly?

Tax G/L Account
The Sales Tax Payable account from the *System Defaults* record is displayed. If none is displayed, enter the Accrued Sales Tax Payable General Ledger account number here. Enter this account in the *System Defaults* record as soon as possible. This field is used only if there is an amount in the *Tax Amount* field.

To access page 2 of the *Add/Change Sales Invoice* screen, click **Page** or press **[Shift-PgDn]**.

Add/Change Sales Invoice screen, page 2

Data Fields on the Add/Change Sales Invoice Screen (Page 2 of 2)

Unit Cost

If you've specified an inventory item on this line, its unit cost will be displayed here. If this cost is incorrect, you may change it, which will affect the Inventory and Cost of Sales G/L accounts.

COS Account

This is the G/L account number for the Cost of Sales account.

Inventory Account

This is the G/L account number for the Inventory account.

TJ

If an existing invoice has been selected onto the screen, or you have just filed an invoice,

you may access its transaction directly by clicking .

Filing the Sales Invoice

When you've entered data into all the fields that you want, click or press **[F10]** to

file the sales invoice into the database. After the record has filed, the screen fields will clear
so you may enter another invoice.

To exit this screen, click or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the *Add/Change Sales Invoice* menu selection may affect records from the following
files:

- General Ledger Accounts
- Inventory Records
- Lot and Serial Number Records
- Customer Records
- System Defaults Record
- Sales Invoice
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Add/Change Sales Invoice* menu selection, conforming with generally accepted accounting principles (GAAP).

Sale on Account	Debit	Credit
always has...	**Accts Receivable** (asset)	**Sales** (revenue)
may also have...	**Cost of Goods** (expense)	**Inventory** (asset)
Cash Sale	Debit	Credit
always has...	**Cash** (asset)	**Sales** (revenue)
may also have...	**Cost of Goods** (expense)	**Inventory** (asset)

Note: Sales invoices may not always have a direct cost associated with them. An example of this is an invoice for services rendered when the service provider is a full-time employee. In this example, the cost is an indirect cost. Applying the cost of this employee directly to this invoice would actually double the cost, since his paycheck already accounted for this expense.

Add/Change Credit Memo
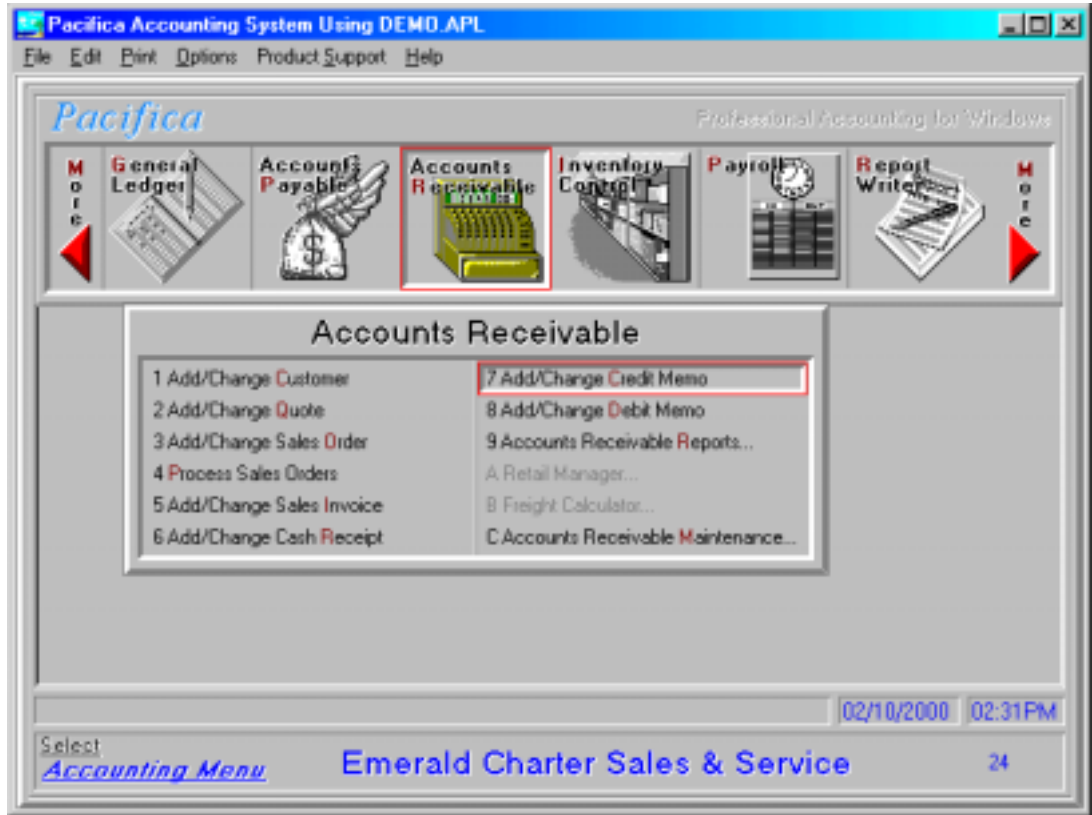
Accounts Receivable Main Menu – Add/Change Credit Memo

Use this menu selection to:

- Reduce the amount a customer owes you on a particular invoice.
- Allow a customer to return or exchange goods due to damaged goods, incorrect billing, or an after-the-fact discount.

Entering a credit memo is very similar to entering a sales invoice. Each credit memo may be associated with a particular invoice. To enter a debit memo, see the instructions following this section.

A refund is treated the same for an open-item customer or a balance-forward customer. Refund checks are not associated with particular invoices. You can enter a description of the refund and any associated invoice numbers or credit memo numbers in the *Description* field on the cash disbursement check.

Note regarding refund checks: If you want to reimburse a customer in conjunction with issuing a credit memo, you can issue a cash disbursement check to him using the *Add/Change Cash Disbursement* menu selection from the *Accounts Payable* menu. Refer to the instructions regarding customer refund checks in that section.

To enter a credit memo or to change a credit memo already entered, select *Add/Change Credit Memo* from the *Accounts Receivable* menu.

To **HotPrint** credit memos, click or press **[Shift-F10]**.
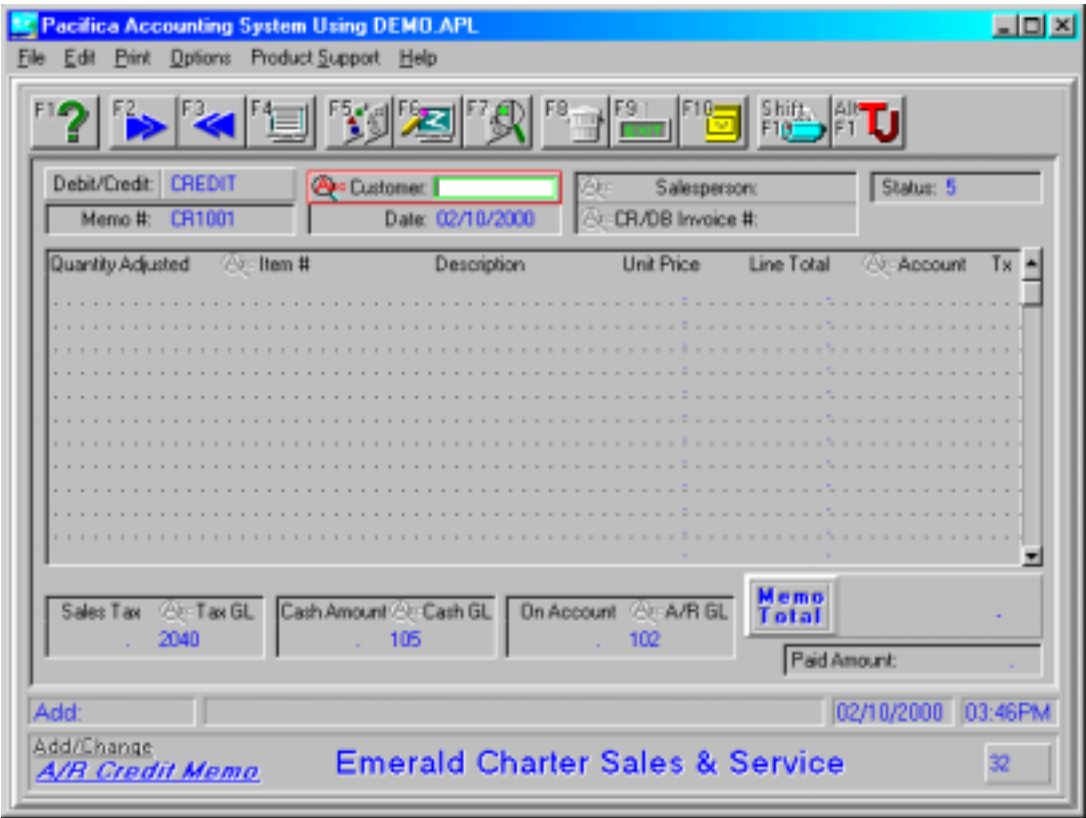
Add/Change Credit Memo screen

Data Fields on the Add/Change Credit Memo Screen

Memo

A unique sequential number is displayed. To edit an existing credit memo, arrow up to this field and enter the credit memo number. If this credit memo is already on file, it will be displayed for you to edit.

This field is the identification number for the credit memo record and requires a non-blank value of any length. Up to 20 characters are indexed and used in directory searches. If you do not enter a value, the message "?Invoice number error" will be displayed and you will

not be able to file the record.

You may change the *Memo #* starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the *Memo #* field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **CM1000**, enter **[#]CM1000**

Note: To use the sales invoice number as the default memo number, just leave the *Memo #* default blank.

Also Note: You must have SYSOP privileges for this module to do this.

Memo Date
If the date of this transaction is different from the current system date, enter the date. This is also the date used for the general ledger entries associated with this check and is the date used for aging.

Customer ID
Enter the customer's ID number or a few characters of their name. If the ID number is typed incorrectly or that customer is not on file, a message is displayed and you are offered an opportunity to add them. To see a directory of customers already on file, press *.

Invoice to CR/DB
Enter the number of the invoice with which this credit memo is associated.

Salesperson
Enter the employee ID number or a few characters of the search name for the salesperson responsible for the invoice associated with this credit memo. To display a list of employees, press *.

Quantity Adjusted
The quantity of inventory units returned by or credited to the customer.

Item
Enter the inventory item number or a few characters of the inventory name. If the goods or services sold are not an item in inventory, leave this field blank. When an inventory item is entered, the *Description*, *Cd*, *Unit Price*, *G/L Account* and *Tax* fields are automatically displayed from the inventory item record. To display a directory of all inventory items on file, press *.

Description
If an inventory item was entered, the *Description* field from the inventory item record displays. You can change it to any description you want.

Unit Price
If an inventory item was entered, the unit price from the inventory item record is displayed. Otherwise, enter the selling price per unit of each item on this line. If it sells by the box, enter the price per box. *Unit Price* can have up to four digits to the right of the fixed decimal. To enter 1.50, type **1.5 [Enter]**. To enter 15 thousandths of a dollar (15 hundredths of a cent), type **.0015 [Enter]**.

Line Total
This field is calculated by multiplying *Quantity Shipped* times *Unit Price*. If you change the value in this field, the *Unit Price* field is recalculated to reflect the *Line Total* entered. The grand total of all the items is displayed at the bottom of this column.

Account
The General Ledger income account for the specified price code from the inventory item record for the item on this line is displayed. If you want to specify a different income account for this item, type the account number, or type a few characters of the account name followed by * to display a directory of G/L accounts.

Tx
The *Sales Tax* field for the specified price code from the inventory item record for the item on this line is displayed. If you do not want to credit sales tax for this item on this credit memo, type **N**.

Note: If sales tax is not calculating correctly, check the following:
1. Is the sales tax rate in the System Defaults screen correct?
2. Is the sales tax rate in the customer record correct?
3. Does the Resale Permit field in the customer record have any data in it? If so, no sales tax will be calculated.
4. Is the Tx field on each invoice line set correctly?

General Ledger Distributions

Cash Amount
If the terms specified for the associated invoice are CASH, the total invoice amount will be displayed automatically. If the customer prepaid only a portion of the invoice amount, enter the amount in this field.

Cash G/L Account
The Cash-in-Bank account from the *System Defaults* record is displayed. If you want to specify a different cash account to credit for this credit memo, type the account number, or type a few characters of the account name followed by ∗ to display a directory of General Ledger accounts.

This field must specify a cash account only if there is a non-zero amount in the *Cash Amount* field.

Tax Amount
As taxable items are added to this credit memo, the total sales tax is calculated and displayed in this field. You can change the tax amount if you wish.

Tax G/L Account
The Sales Tax Payable account from the *System Defaults* record is displayed. If none is displayed, enter the Accrued Sales Tax Payable General Ledger account number here. Enter this account in the *System Defaults* record as soon as possible. This field is used only if there is an amount in the *Tax Amount* field.

OnAcc Amount
This field represents the total amount credited on account. It contains the non-prepaid

amount of the credit memo. It is calculated as the sum of the *Line Total* amounts plus the *Tx* amounts less the *Cash Amount*.

OnAcc G/L Account
This is the General Ledger account to credit for the non-prepaid amount of the credit memo. The Accounts Receivable account from the *System Defaults* record is displayed automatically.

Paid Amount
This is the total amount credited toward the associated invoice.

Status
The *Status* field represents the current condition of this transaction. This field is maintained by *Pacifica*. In addition to other status flags, credit memos have a **5** in this field.

0 - Void
1 - Paid
2 - Altered
3 - Service charge
4 - Backordered items
5 - Credit invoice
6 - Printed
8 - Debit invoice

If an existing memo has been selected onto the screen, or you have just filed a memo, you

may access its transaction directly by clicking .

Filing the Credit Memo

When you've entered data into all the fields that you want, click ![F10 button] or press **[F10]** to

file the memo into the database. After the record has filed, the screen fields will clear so you may enter another memo.

To exit this screen, click ![F9 EXIT button] or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the *Add/Change Credit Memo* menu selection may alter records from the following files:

- General Ledger Accounts
- Inventory Records
- Lot and Serial Number Records
- Customer Records
- System Defaults Record
- Sales Invoice
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Add/Change Credit Memo* menu selection, conforming with generally accepted accounting principles (GAAP).

Credit on Account	Debit	Credit
always has...	**Accts Receivable** (asset)	**Sales** (revenue)
may also have...	**Cost of Goods** (expense)	**Inventory** (asset)

Note: Credit memos usually apply to existing sales invoices which may not always have a direct cost associated with them. An example of this is an invoice for services rendered when the service provider is a full-time employee. In this example, the cost is an indirect cost. Applying the cost of this employee directly to this invoice would actually double the cost, since his paycheck already accounted for this expense.

Also: You can process customer refunds directly through *Add/Change Cash Disbursement* from the *Accounts Payable* menu. Checks issued in this manner will appear on customer statements identified as "REFUND".

Add/Change Debit Memo
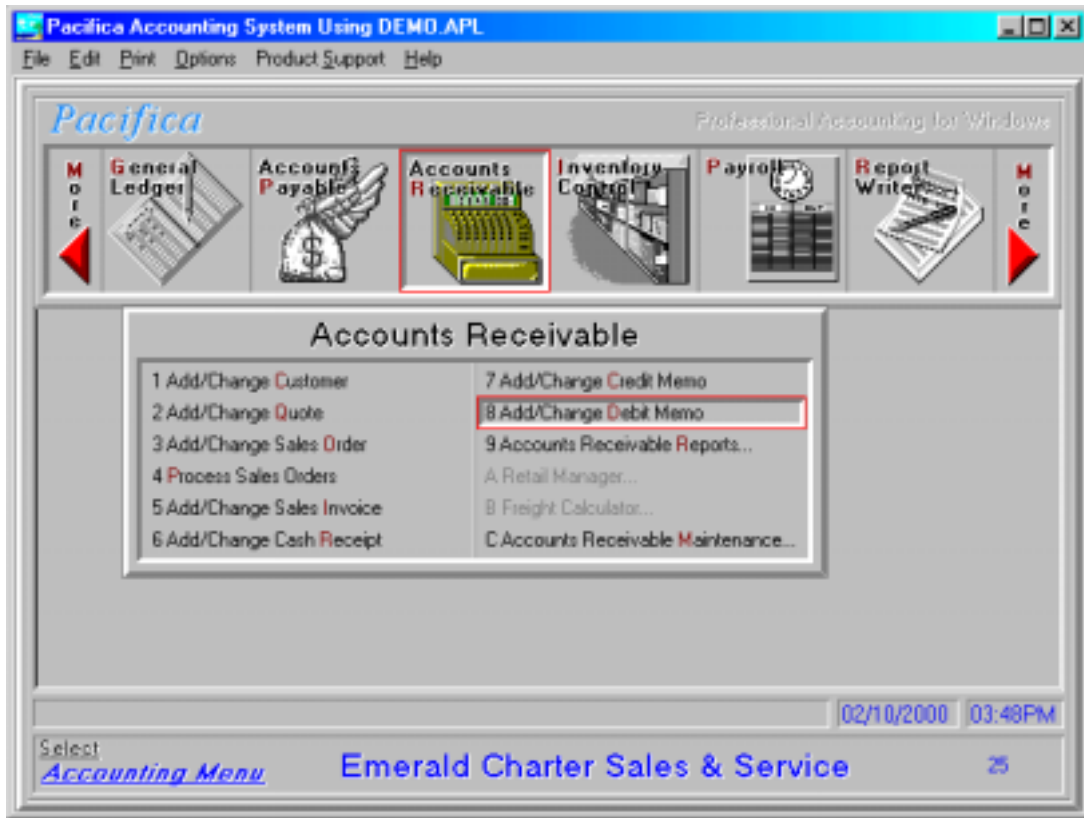
Accounts Receivable Main Menu – Add/Change Debit Memo

U se this menu selection to:

- Increase the amount a customer owes you on a particular invoice.
- Allow a customer to exchange goods for goods of greater value.
- Bill a customer more than the original invoice due to a one-time fee, a penalty, a collection fee, etc.

Entering a debit memo is very similar to entering a sales invoice. Each debit memo may be associated with a particular invoice.

To enter a debit memo or to change a debit memo already entered, select *Add/Change Debit Memo* from the *Accounts Receivable* menu.

To **HotPrint** debit memos, click [Shift F10 icon] or press **[Shift-F10]**.

Add/Change Debit Memo screen

Data Fields on the Add/Change Debit Memo Screen

Memo
A unique sequential number is displayed. To edit an existing debit memo, arrow up to this field and enter the debit memo number. If this debit memo is already on file, it will be displayed for you to edit.

This field is the ID number for the credit memo record and may be any length. If you do not enter a value, the message "?Invoice number error" will be displayed and you will not be able to file the record.

You may change the *Memo #* starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the *Memo #* field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **DM1000**, enter **[#]DM1000**

> **Note:** To use the sales invoice number as the default memo number, just leave the Memo # default blank.
>
> **Also Note:** You must have SYSOP privileges for this module to do this.

Memo Date
If the date of this transaction is different from the current system date, enter the date. This is also the date used for the general ledger entries associated with this check and is the date used for aging.

Customer ID
Enter the customer's ID number or a few characters of their name. If the ID number is typed incorrectly or that customer is not on file, a message is displayed and you are offered an opportunity to add them. To see a directory of customers already on file, press *.

Invoice to CR/DB
Enter the number of the invoice with which this debit memo is associated.

Salesperson ID

Enter the employee ID number or a few characters of the search name for the salesperson responsible for the invoice associated with this debit memo. To display a list of employees, press *****.

Quantity Adjusted

The quantity of inventory units to charge to the customer.

Item

Enter the inventory item number or a few characters of the inventory name. If the goods or services sold are not an item in inventory, leave this field blank. When an inventory item is entered, the *Description*, *Cd*, *Unit Price*, *G/L Account* and *Tax* fields are automatically displayed from the inventory item record. To display a directory of all inventory items on file, press *****.

Description

If an inventory item was entered, the *Description* field from the inventory item record displays. You can change it to any description you want.

Unit Price

If an inventory item was entered, the unit price from the inventory item record is displayed. Otherwise, enter the selling price per unit of each item on this line. If it sells by the box, enter the price per box. *Unit Price* can have up to four digits to the right of the fixed decimal. To enter 1.50, type **1.5 [Enter]**. To enter 15 thousandths of a dollar (15 hundredths of a cent), type **.0015 [Enter]**.

Line Total

This field is calculated by multiplying *Quantity Shipped* times *Unit Price*. If you change the value in this field, the *Unit Price* field is recalculated to reflect the *Line Total* entered. The grand total of all the items is displayed at the bottom of this column.

Account

The General Ledger income account for the specified price code from the inventory item

record for the item on this line is displayed. If you want to specify a different income account for this item, type the account number, or type a few characters of the account name followed by <u>*</u> to display a directory of G/L accounts.

Tx
The *Sales Tax* field for the specified price code from the inventory item record for the item on this line is displayed. If you do not want to charge sales tax for this item on this debit memo, type <u>N</u>.

> **Note:** If sales tax is not calculating correctly, check the following:
> 1. Is the sales tax rate in the System Defaults screen correct?
> 2. Is the sales tax rate in the customer record correct?
> 3. Does the Resale Permit field in the customer record have any data in it? If so, no sales tax will be calculated.
> 4. Is the Tx field on each invoice line set correctly?

General Ledger Distributions

Cash Amount
If the terms specified for the associated invoice are CASH, the total invoice amount will be displayed automatically. If the customer prepaid only a portion of the invoice amount, enter the amount in this field.

Cash G/L Account
The Cash-in-Bank account from the *System Defaults* record is displayed. If you want to specify a different cash account to debit for this debit memo, type the account number, or type a few characters of the account name followed by <u>*</u> to display a directory of General Ledger accounts.

This field must specify a cash account only if there is a non-zero amount in the *Cash Amount* field.

Tax Amount
As taxable items are added to this debit memo, the total sales tax is calculated and displayed in this field. You can change the tax amount if you wish.

Tax G/L Account
The Sales Tax Payable account from the *System Defaults* record is displayed. If none is displayed, enter the Accrued Sales Tax Payable General Ledger account number here. Enter this account in the *System Defaults* record as soon as possible. This field is used only if there is an amount in the *Tax Amount* field.

OnAcc Amount
This field represents the total amount debited on account. It contains the non-prepaid amount of the debit memo. It is calculated as the sum of the *Line Total* amounts plus the *Tx* amounts less the *Cash Amount*.

OnAcc G/L Account
This is the General Ledger account to debit for the non-prepaid amount of the debit memo. The Accounts Receivable account from the *System Defaults* record is displayed automatically.

Paid Amount
This is the total amount debited toward the associated invoice.

Status
The *Status* field represents the current condition of this transaction. This field is maintained by *Pacifica*. In addition to other status flags, debit memos have an **8** in this field.

    0 - Void
    1 - Paid
    2 - Altered
    3 - Service charge
    4 - Backordered items
    5 - Credit invoice
    6 - Printed
    8 - Debit invoice

TJ

If an existing memo has been selected onto the screen, or you have just filed a memo, you

may access its transaction directly by clicking .

Filing the Debit Memo

When you've entered data into all the fields that you want, click or press **[F10]** to

file the memo into the database. After the record has filed, the screen fields will clear so
you may enter another memo.

To exit this screen, click or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the *Add/Change Debit Memo* menu selection may affect records from the following
files:

- General Ledger Accounts
- Inventory Records
- Lot and Serial Number Records
- Customer Records
- System Defaults Record
- Sales Invoice
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Accounts

The table below shows the specific accounting results for the *Add/Change Debit Memo* menu selection, conforming with generally accepted accounting principles (GAAP).

Debit on Account	Debit	Credit
always has...	**Accts Receivable** (asset)	**Sales** (revenue)
may also have...	**Cost of Goods** (expense)	**Inventory** (asset)

Note: Debit memos usually apply to existing sales invoices which may not always have a direct cost associated with them. An example of this is an invoice for services rendered when the service provider is a full-time employee. In this example, the cost is an indirect cost. Applying the cost of this employee directly to this invoice would actually double the cost, since his paycheck already accounted for this expense.

Add/Change Cash Receipt
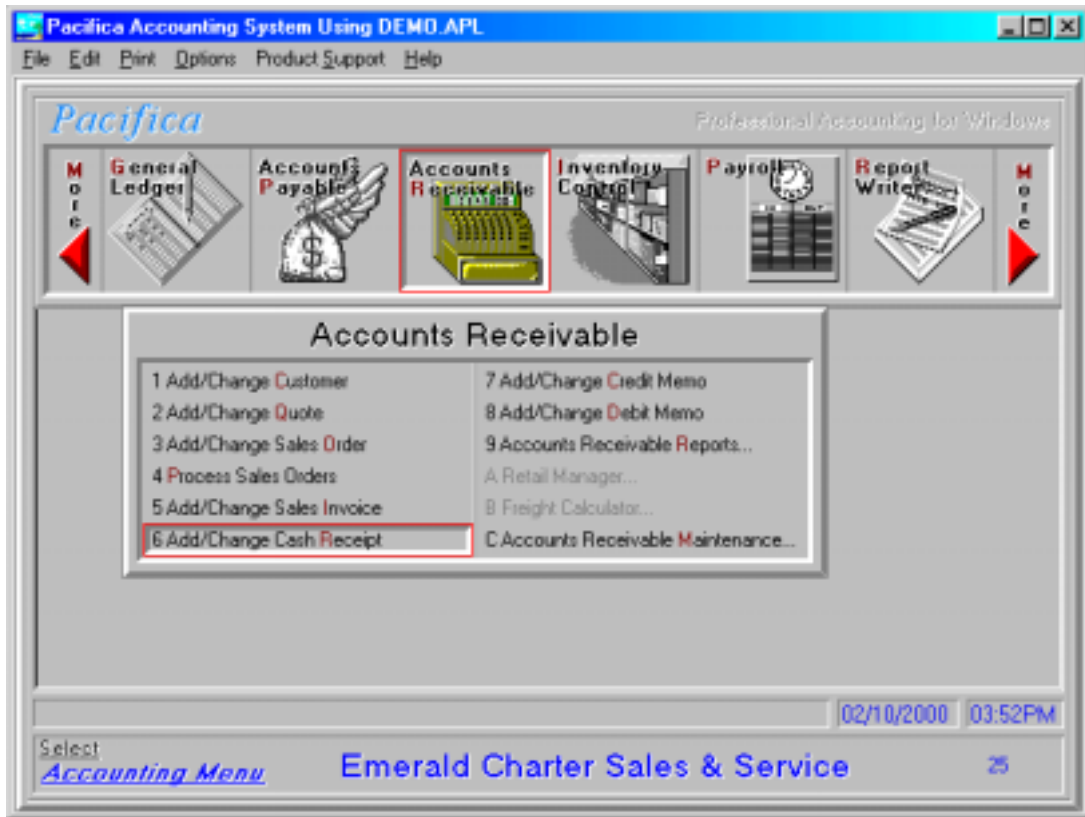
Accounts Receivable Main Menu – Add/Change Cash Receipt

U se this menu selection to:

• Accept a customer payment on their credit account.
• Change information associated with a cash receipt that has already been entered.

If a customer pays for their purchase at the time of the sale, the sales invoice shows terms
of CASH, and no cash receipt is required. If the customer pays for their purchase after a
sales invoice has been entered for the sale, enter a cash receipt showing how much was paid

toward that invoice.

To enter a cash receipt or to change a cash receipt already entered, select *Add/Change Cash Receipts* from the *Accounts Receivable* menu.

To **HotPrint** the Receipts Register, click [Shift-F10 icon] or press **[Shift-F10]**.
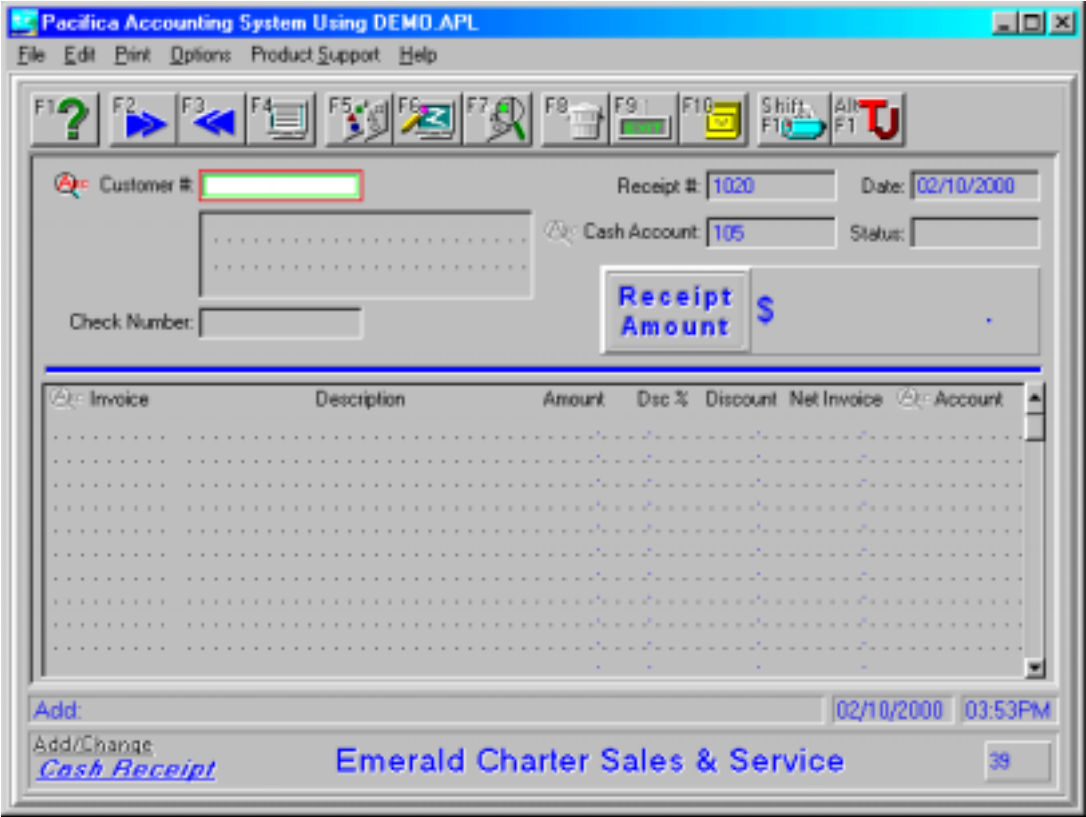
Add/Change Cash Receipt screen

Data Fields on the Add/Change Cash Receipt Screen

Receipt
A unique sequential number is displayed. To edit an existing cash receipt, arrow up to this field and enter the cash receipt number. If this cash receipt number is already on file, it will be displayed for you to edit.

This field is the identification number for the cash receipt record and requires a non-blank value of any length. Up to 10 characters are indexed and used in directory searches. If you do not enter a value, the record will file, but you will not be able to access the record by using a receipt number.

You may change the *Receipt #* starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the *Receipt #* field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**

Note: You must have SYSOP privileges for this module to do this.

Receipt Date
Enter the date the customer's payment was received. This is also the date used for the general ledger entries associated with this check and is the date used for aging.

Customer ID
Enter the customer's ID number or a few characters of their name. If the ID number is typed incorrectly or that customer is not on file, a message is displayed and you are offered an opportunity to add them. To see a directory of customers already on file, press *. For customers with a separate ship-to location on file, enter the customer ID number for their billing address here. If you leave this field blank, the cursor moves to the *One-time Name* field.

Cash Account
The Cash-in-Bank Check account from the *System Defaults* record is displayed. If you want to specify a different cash account to debit for this invoice, type the account number, or type

a few characters of the account name followed by ***** to display a directory of General Ledger accounts.

The cash account can be Cash on Hand or Cash in Bank. If you want to aggregate cash receipts and relate them to a particular deposit to your cash-in-bank account, debit Cash on Hand with each cash receipt. Then, when you deposit the receipts, make a General Ledger Journal entry debiting Cash in Bank and crediting Cash on Hand for the amount of the deposit.

The full amount of the payment received will be debited to this account.

Invoice
If this customer is making payment on one or more specific invoices (open-item accounting), enter one invoice number per line. As you enter each invoice number, the unpaid amount and the first line item of that invoice will be displayed. To display a list of all of the unpaid invoices for this customer, press *****.

Description
If an invoice number was entered, its description is displayed automatically. Otherwise, enter a description for this payment.

Amount
If an invoice number was entered, its unpaid balance is displayed automatically. Otherwise, the full amount of this customer's balance displays. If this is not the correct amount, type the total payment made. This is the amount to credit to the customer's account.

Dsc %
If a percentage discount was offered for timely payment and this payment qualifies, enter the discount percentage for this invoice line. There can be up to four digits to the right of the decimal, so to enter two-and-one-half-percent, type **2.5 [Enter]**. This discount amount will be posted to the Sales Discounts General Ledger account from the *System Defaults* record. If none is specified, the discount amount will be posted to the Suspense Account specified in the *System Defaults* record.

Discount

If a fixed-amount discount was offered for timely payment and this payment qualifies, enter the discount amount for this invoice line. This discount amount will be posted to the Sales Discounts General Ledger account from the *System Defaults* record. If none is specified, the discount amount will be posted to the Suspense Account specified in the *System Defaults* record.

Net Invoice

The total amount for this invoice to be debited to the cash account is displayed. If you change this amount, the difference between the net amount displayed and the amount you enter will be displayed under *Discount*.

Account

This is the General Ledger income account to be credited for this line. If the remitting customer is on file, the Accounts Receivable account will be displayed automatically. For payments that are not associated with sales invoices, enter the income account you want to credit.

Receipt Amount

The total amount of cash received in payment of all the listed invoices is displayed. This amount will be debited to the cash account specified in the *Cash Account* field.

Status

The *Status* field represents the current condition of this invoice. This field is maintained by *Pacifica*.

0 - Void
2 - Altered
6 - Printed

Prepayments

If a prepayment is received from a customer, you can record it as a balance-forward cash receipt with no sales invoice specified at the time the cash receipt is entered. Enter the cus-

tomer ID number, leave the *Invoice* field blank, enter "prepayment" in the *Description* field or as much additional information as you want, and enter the amount of the prepayment.

If open-item accounting is used for this customer, you must eventually associate this cash receipt with a specific sales invoice. After the sales invoice as been entered to which the prepayment applies, select *Add/Change Cash Receipt* from the *Accounts Receivable* menu, and enter the receipt number for the unapplied payment. Enter the sales invoice number to which this payment applies, and press **[F10]** to file it again.

TJ

If an existing receipt has been selected onto the screen, or you have just filed a receipt, you

may access its transaction directly by clicking .

Filing the Cash Receipt

When you've entered data into all the fields that you want, click or press **[F10]** to

file the cash receipt into the database. After the record has filed, the screen fields will clear so you may enter another receipt.

To exit this screen, click or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the *Add/Change Cash Receipt* menu selection may affect records from these files:

- General Ledger Accounts
- Customer Records
- System Defaults Record
- Sales Invoices
- Cash Receipt
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Add/Change Cash Receipt* menu selection, conforming with generally accepted accounting principles (GAAP).

Receipt on Account	Debit	Credit
always has...	**Cash** (asset)	**Accts Receivable** (revenue)
may also have...	**Sales Discount** (expense)	

Note: Payments received are usually equal to the sales invoice(s) which they are intended to pay. However, since this may not always be the case, the cash receipt may optionally have a discount associated with it.

Hint: To simplify your bank statement reconciliation, record each customer receipt to Cash on Hand instead of Cash in Bank. Then make a final aggregate receipt crediting Cash on Hand and debiting Cash in Bank, representing your bank deposit.

Accounts Receivable Reports
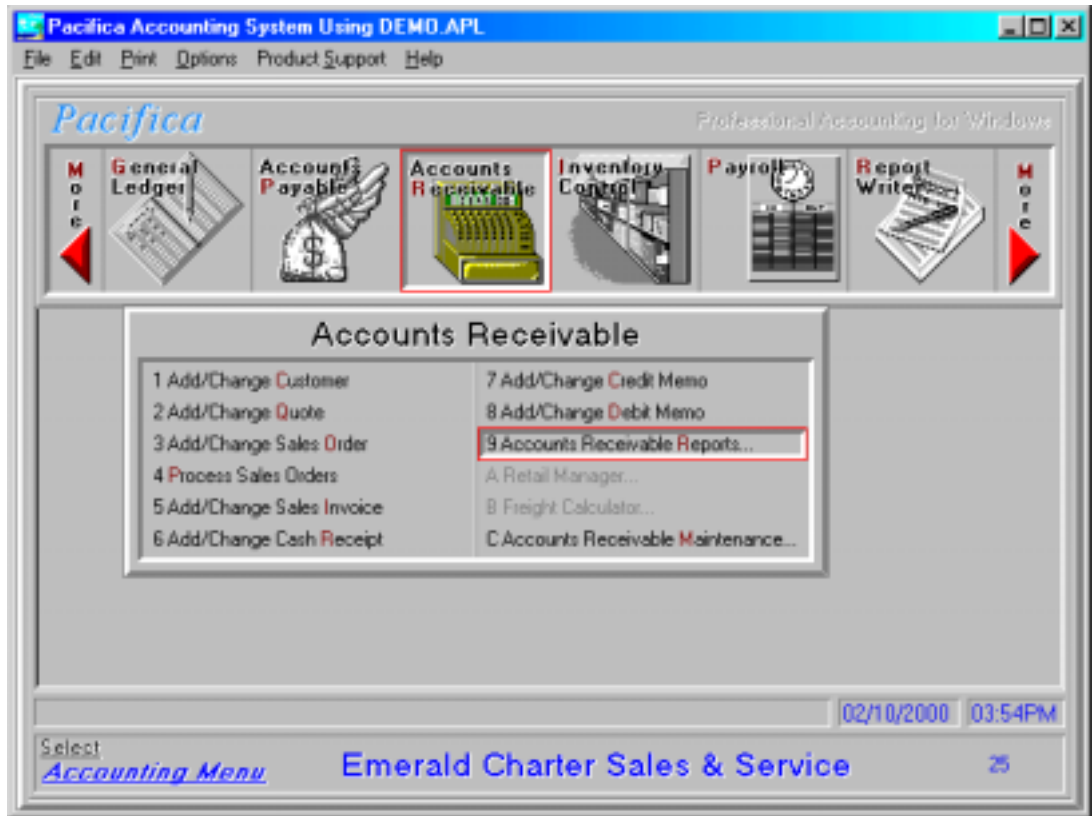
Accounts Receivable Main Menu – Accounts Receivable Reports

Use this menu selection to:

- Print or display information about the sales to a particular customer.
- See what sales invoices have been entered.
- See what cash receipts have been entered.
- See what credit memos and debit memos have been entered to adjust customer balances.
- Print sales invoices or statements to send to customers.
- See how much money your customers owe you in total and how old each of your receivables is.

• See what cash will become collectible at various times.
• See what commissions have been earned by salespeople.
• Print past-due notices to send to customers that have not paid one or more invoices according to the terms of the sale.

The *Accounts Receivable Reports...* menu enables you to print or display information about how much money your customers owe you and how much they've paid you.

To print accounts receivable reports, select *Accounts Receivable Reports...* from the *Accounts Receivable* menu.
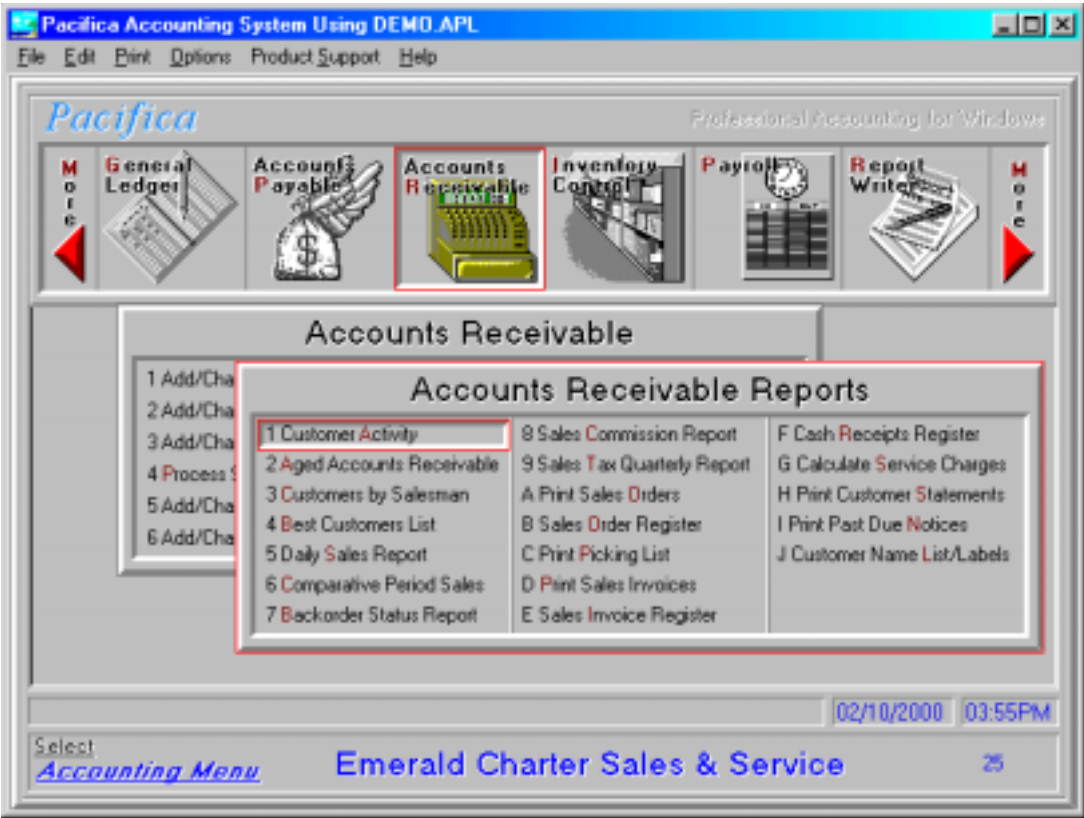
Accounts Receivable Reports menu screen

Customer Activity Report

Use this report to see activity (sales, receipts and adjustments) for a specific or all customers, for any time period.

To execute, select *Customer Activity* from the *Accounts Receivable Reports...* menu.

Customer Activity report parameters screen

Data Fields on the Customer Activity Report Screen

Starting Date
Enter the date of the first activity you want to include on the report. All activity to the beginning of time will be considered in calculating the beginning balance.

Ending Date
Enter the last date of activity you want to include on the report.

Starting Search Name
To include customers by a range of names, enter the search name of the first customer to include.

Ending Search Name
To include customers by a range of names, enter the search name of the last customer to include.

Specific Name ID
To include just one particular customer, enter that customer's ID number.

> **Note:** This is the most common way to use the Customer Activity report.

A/R Account
The Accounts Receivable G/L account from the *System Defaults* record will be entered into this field by default. You may change it to any other A/R account.

To display a directory of accounts, press *****.

Print Inactive? (Y/N)
If this field is set to **N**, only customers with activity during the specified date range or customers with a non-zero balance as of the *Ending Date* will be included.

Include Only A/R? (Y/N)
To include only transaction activity which affected an A/R account, set this field to **Y**.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Customer Activity Report – Sample Printout

Emerald Charter Sales & Service
Customer Activity Report
with A/R transactions only
From 01/01/1900 to 12/12/1996

Printed on: 12/12/1996   Page: 1

Date	Doc No.	Amount	Invoice Bal.Due	Customer Bal.Frwd	Reference
Customer: 954		Transtech Inc. 720 Olive Way Suite 3900 Seattle WA 98101			(206)555-2395
05/11/1996	S:1032	25,589.43	4,535.46	25,589.43	R:1014, 20,000.00 RD:DM1000, -27.03
05/13/1996	DM:DM1000	27.03	0.00	25,616.46	S:1032 RD:1032, -25,589.43
05/24/1996	CM:CR1000	-1,081.00	0.00	24,535.46	S:1032 RD:1032, -25,589.43
06/22/1996	S:1038	1,772.95	1,772.95	26,308.41	
07/28/1996	R:1014	-20,000.00		6,308.41	CHK#: visa 7823-4426-1883- S:1032, 20,000.00
11/04/1996	S:1055	5,544.00	5,544.00	11,852.41	
	Total Transactions: 6		Net Activity:	$11,852.41	

* Receipt includes activity that does not affect the customer's A/R balance.
** Only includes activity that affects the customer's A/R balance.

Aged Accounts Receivable Report

This report prints an A/R aging report, showing the balance and age of that balance for each active customer, with or without sales invoice detail.

To execute, select *Aged Accounts Receivable* from the *Accounts Receivable Reports...* menu.

Aged Accounts Receivable report parameters screen

Data Fields on the Aged Accounts Receivable Report Parameters Screen

Aging Date
Any A/R activity (invoices, receipts, credits/debits, adjustments) occurring on or before this date will be included on the aging report.

Starting Name ID
To include activity for a particular range of customers, enter the starting customer ID number of the range.

Ending Name ID
To include activity for a particular range of customers, enter the ending customer ID number of the range.

Individual Name ID
To include only activity for a particular customer, enter that customer's ID number.

To display a directory of customers, press *.

Salesman ID
To include only activity for a particular salesperson, enter that salesperson's ID number. In order for a customer's activity to be included by salesman, the customer record (not the sales invoices) must contain that salesman ID. Even if a different salesman ID appears on some invoices, the customer will appear, once only, for the salesman in the customer's record.

To display a directory of employees, press *.

A/R Account No
This field is filled by default with the A/R account from the System Defaults record. You may change this account to any other A/R account.

To display an account directory, press *****.

Sort Order (A/N)
Select a sort order option for this report from the following:

Alphabetical - by customer search name
Numerical - by customer ID number

Print Detail? (Y/N)
Set this field to **Y** to include invoice detail.

Omit Credits? (Y/N)
Set this field to **Y** to omit credits.

Past Due Only? (Y/N)
To include only invoices which were past due as of the aging date, set this field to **Y**.

Days to Age # 1 / Days to Age # 2 / Days to Age # 3 / Days to Age # 4 / Days to Age # 5 /
Select the number of days of aging for each column.

By Salesman? (Y/N)
Answer **Y** (and leave the *Salesman ID* field blank) to include customers for all salesmen and group and subtotal by salesman. In order for a customer's activity to be included by salesman, the customer record (not the sales invoices) must contain that salesman ID. Even if a different salesman ID appears on some invoices, the customer will appear, once only, for the salesman in the customer's record.

Aging Method? (A/T)
Select from these options:

Age of the invoice
Terms of the invoice

Print Width? (N/W)

The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Age by Days or Date?

Select from these options:

> **D** - transaction date
>
> **T** - age by terms or due date

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Aged Accounts Receivable Report – Sample Printout

Emerald Charter Sales & Service
A/R Aging Report for 09/30/1996

Printed on: 12/12/1996					Page: 1
Customer ID, Name		Balance	Current	Over 30	Over 60	Over 90
Date	ID					

Customer ID, Name / Date	ID	Balance	Current	Over 30	Over 60	Over 90
953: Brian Burns		3208.51	0.00	0.00	2847.54	360.97
Transaction detail...						
01/27/1996	S:1022					360.97
07/10/1996	S:1041				2847.54	
950: Jim Campbell		81108.50	0.00	0.00	0.00	81108.50
Transaction detail...						
01/07/1996	S:1021					81108.50
910: Marlene Gordon		714.17	309.17	0.00	0.00	405.00
Transaction detail...						
02/10/1996	S:1024					405.00
09/19/1996	S:1052		309.17			
1007: Indian Ridge Country Club		8360.00	0.00	8360.00	0.00	0.00
Transaction detail...						
08/24/1996	S:1043			8360.00		
955: Jonson Corp.		3196.56	0.00	0.00	0.00	3196.56
Transaction detail...						
05/25/1996	S:1036					1677.75
06/08/1996	S:1039					1518.81
901: John D. Pilla		659.55	659.55	0.00	0.00	0.00
Transaction detail...						
09/04/1996	S:1049		659.55			
952: Maurice Powell		422.18	0.00	0.00	422.18	0.00
Transaction detail...						
07/22/1996	S:1045				422.18	
951: Dale Suko		-425.00	0.00	0.00	0.00	-425.00
Transaction detail...						
Unapplied Credits						-425.00
954: Transtech Inc.		6308.41	0.00	0.00	0.00	6308.41
Transaction detail...						
05/11/1996	S:1032					4535.46
06/22/1996	S:1038					1772.95

	Total	Current	Over 30	Over 60	Over 90
	103,552.88		8,360.00		90,954.44
		968.72		3,269.72	
	100.00%	0.94%	8.07%	3.16%	87.83%

Customers by Salesman Report

Use this report to see a list of customers belonging to a specific salesman, optionally based on the customers' sales activity (or lack of) during any period.

To execute, select *Customers by Salesman* from the *Accounts Receivable Reports...* menu.

Customers by Salesman report parameters screen

Data Fields on the Customers by Salesman Report Screen

Narrow/Wide/Labels
The wide version of the list provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

The labels version allows you to print mailing labels instead of a list. When you choose labels, you may adjust the label parameters in the *Label Format* area of the screen.

Salesman ID#
To list only customers belonging to a specific salesman, enter that salesman's ID number here.

To display an employee directory, press *.

Print Comments? (Y/N)
If you set this field to Y, any customer comments will print on the list report. This selection has no effect on labels.

Comment Key
You may filter customers according to a word or phrase in their customer comments. Only customers whose comments contain a match for this key will be included. The search is case-insensitive.

Include if Sales From / Include if Sales To
If you enter a date range here, the customer will only be included if he has had sales activity during this date period.

Exclude if Sales From / Exclude if Sales To
If you enter a date range here, the customer will only be included if he has NOT had sales activity during this date period.

Include City
To include only customers from a specific city, type the city here.

Exclude City
To exclude customers from a specific city, type the city here.

Include State
To include only customers from a specific state, type the state here.

Exclude State
To exclude customers from a specific state, type the state here.

Starting Alpha Name
To include customers by a range of names, type the search name of the first customer to include.

Ending Alpha Name
To include customers by a range of names, type the search name of the last customer to include.

Starting ID Number
To include customers by a range of ID numbers, type the ID number of the first customer to include.

Ending ID Number
To include customers by a range of ID numbers, type the ID number of the last customer to include.

Starting Zip
To include customers by a range of zip codes, type the zip code of the first customer to include.

Ending Zip
To include customers by a range of zip codes, type the zip code of the last customer to include.

Label Format

The following fields allow you to control the formatting of mailing labels.

Vertical Lines per Label
This field represents the number of lines from the top of one label to the top of the next label. In other words, the height of one label PLUS the space between this label and the next. Assuming 6 horizontal lines per inch (standard for most printers), if this height is 3 inches (common for mailing labels) type **18** into this field.

Number of Labels Across
This field represents the number of labels horizontally across the form.

Horizontal Spaces per Label
This field represents the number of characters from the left edge of one label to the left edge of the next label. In other words, the width of one label PLUS the space between this label and the next. If the labels are only one wide, this is the width of the one label. Assuming 10 characters per inch (standard for most printers), if this width is 4 1/2 inches (common for mailing labels) type **4.5** into this field.

Top Margin
This field represents the number of horizontal lines down from the top of each label where you want the printing to begin.

Left Margin
This field represents the number of characters in from the left edge of each label where you want the printing to begin.

Pause Between Labels? (Y/N)
If you're printing individual labels, or you need to adjust the printer between printing each label, set this field to **Y**.

Repeat Name How Many Times?
If you set this field to a value greater than 1, the specified number of labels will print for

that name before continuing to the next name.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Customers by Salesman Report – Sample Printout

Emerald Charter Sales & Service
Customer List

Printed on: 12/12/1996   Page: 1

Name	ID No.	Address	City	State	Zip
Brian Burns	953	10493 10th Ave. So.	Seattle	WA	98166
Jim Campbell	950	3432 Welsh Blvd	Bellevue	WA	98007
Emerald Charter Sales & Service	100	104200 Annex Parkway	Tacoma	WA	98401
Marlene Gordon	910	67655 11th Ave. So.	Seattle	WA	98168
Indian Ridge Country Club	1007	101 Country Club Drive	Indian Ridge	WA	98606
Jonson Corp.	955	5600 East Pine	Seattle	WA	98101
John D. Pilla	901	49894 174th St. South	Seattle	WA	98397
Maurice Powell	952	3500 Lakefront Road	Kirkland	WA	98004
Joel Simpson	920	568 Lincoln Drive	Bellevue	WA	98007
Dale Suko	951	3200 Woodside Lane	Seattle	WA	98111
Transtech Inc.	954	720 Olive Way Suite 39	Seattle	WA	98101
Frank Zuccarelli	930	1901 Aloha Street	Seattle	WA	98101

Best Customers List

This report shows your best (or worst) customers, ordered by either gross sales, net profit, or number of invoices received, during a date period of your choosing.

To execute, select *Best Customers List* from the *Accounts Receivable Reports...* menu.
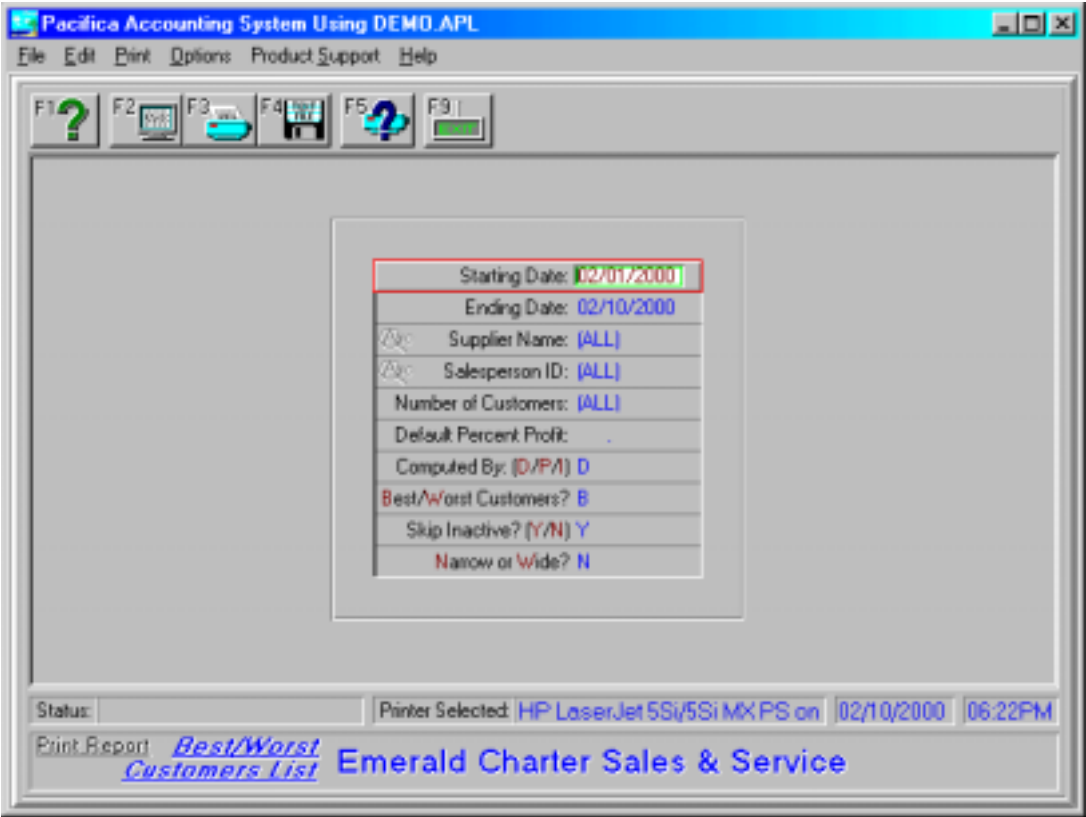
Best Customers report parameters screen

Data Fields on the Best Customers List Parameters Screen

Starting Date
Enter the date of the first invoice you want to include on the report.

Ending Date
Enter the date of the last invoice you want to include on the report.

Salesperson Name ID
To include only invoices sold by a particular salesman, enter the salesman's ID number.

To display a directory of employees, press *****.

Number of Customers
Enter the number of customers you wish to display on this list.

Default Percent Profit
If an invoice item has no cost, this default will be applied to compute the profit for that item line.

Computed By? (D/P/I)
Select an option for the sort order from the following:

>   **D**ollars (gross sales)
>   **P**rofit
>   **I**nvoices (raw invoice count)

Best or Worst Customers?
This report defaults to **B**est customers. To see your worst customers, with the very worst at the top of the list, select **W**.

Skip Inactive? (Y/N)
You may choose to skip customers who had no activity during the subject period, instead of displaying them as a worst customer.

Narrow or Wide? (N/W)
The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Best Customers List – Sample Printout

Emerald Charter Sales & Service
Best Customers List
From 01/01/1996 To 12/12/1996

Computed on Basis of Profit of Sales

Printed on: 12/12/1996   Page: 1

Customer Name	Name ID	City	State	Invoice Totals $Amount	#	Average	Pct Prft
Dale Suko	951	Seattle	WA	1,062.50	2	531.25	51.86
Joel Simpson	920	Bellevue	WA	14,993.00	1	14,993.00	38.18
John D. Pilla	901	Seattle	WA	4,324.25	4	1,081.06	35.03
Jonson Corp.	955	Seattle	WA	7,713.50	3	2,571.17	31.65
Brian Burns	953	Seattle	WA	7,404.59	3	2,468.20	28.97
Jim Campbell	950	Bellevue	WA	76,857.00	3	25,619.00	23.51
Maurice Powell	952	Kirkland	WA	408.25	1	408.25	21.43
Marlene Gordon	910	Seattle	WA	691.00	2	345.50	16.79
Frank Zuccarelli	930	Seattle	WA	10,719.16	3	3,573.05	13.38
Transtech Inc.	954	Seattle	WA	29,881.10	5	5,976.22	1.50
Indian Ridge Country Club	1007	Indian Ridge	WA	8,360.00	1	8,360.00	0.00
				162,414.35	28	5,800.51	20.03

Daily Sales Report

To execute, select *Daily Sales Report* from the *Accounts Receivable Reports...* menu.
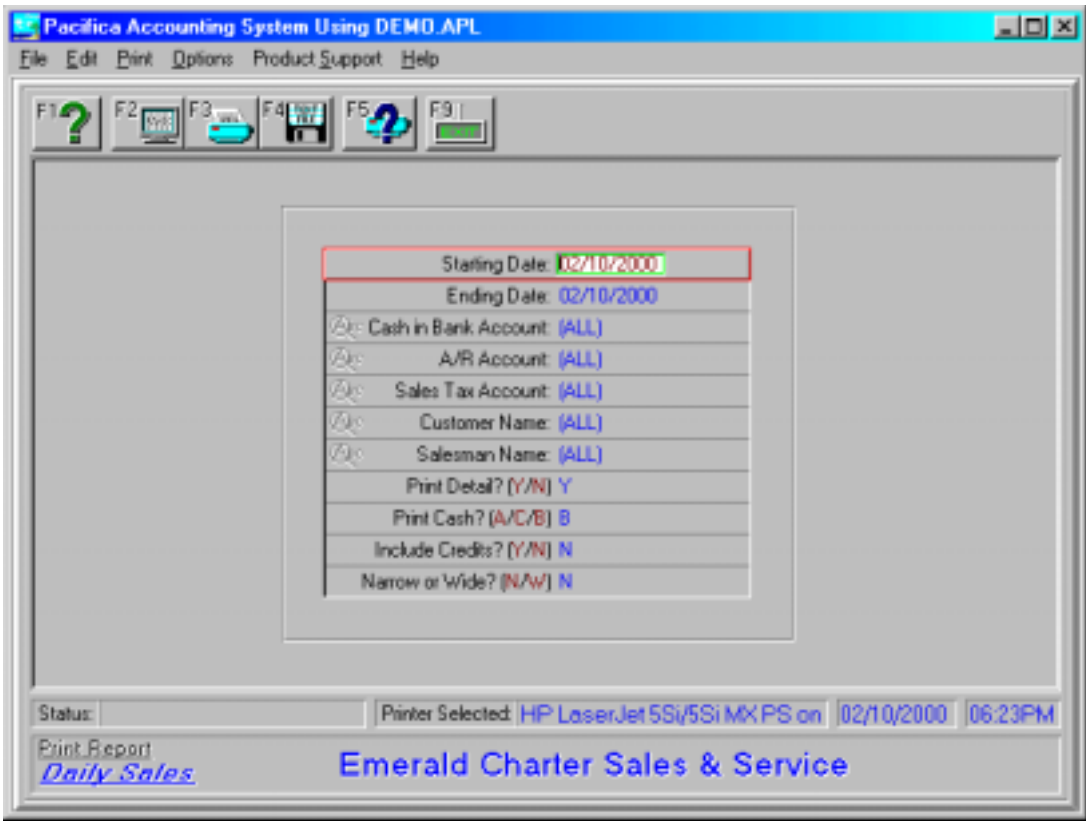
Daily Sales report parameters screen

Data Fields on the Daily Sales Report Screen

Starting Date
Enter the date of the first invoice you want to include on the report.

Ending Date
Enter the date of the last invoice you want to include on the report.

Cash in Bank Account
To include only cash sale invoices to a particular CASH G/L account, enter the account number.

To display a directory of accounts, press *.

A/R Account
To include only invoices to a particular A/R G/L account, enter the account number.

To display a directory of accounts, press *.

Sales Tax Account
To include only invoices to a particular Sales Tax Payable G/L account, enter the account number.

To display a directory of accounts, press *.

Customer Name
To include only invoices for a particular customer, enter the customer's ID number.

To display a directory of customers, press *.

Salesman Name
To include only invoices sold by a particular salesman, enter the salesman's ID number.

To display a directory of employees, press *.

Print Detail? (Y/N)
To include a line for each invoice, as well as a summary line for each day, set this field to **Y**.

Print Cash? (A/C/B)
To include only sales on account, set this field to **A**. To include only cash sales, set this field to **C**. To include both (all sales), set this field to **B**.

Include Credits? (Y/N)
To include credit (and debit) memos on this report, set this field to **Y**.

Narrow or Wide? (N/W)
The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Daily Sales Report – Sample Printout

Emerald Charter Sales & Service
Daily Sales Report
For accounts AR: (ALL), Cash: (ALL), Tax: (ALL)

Printed on: 12/12/1996   Page: 1

Date	ID	Customer ID, Name	Cash Paid	On Account	Sales Tax	Ship	Invoice Total
10/01	1053	920: Joel Simpso	0.00	16207.43	1214.43	0.00	16207.43
			0.00	16207.43	1214.43	0.00	16207.43
10/27	1054	950: Jim Campbel	0.00	905.50	37.50	0.00	905.50
			0.00	905.50	37.50	0.00	905.50
11/04	1055	954: Transtech I	0.00	5544.00	0.00	0.00	5544.00
			0.00	5544.00	0.00	0.00	5544.00
11/06	1056	120: Fred Garvin	21187.60	0.00	1587.60	0.00	21187.60
			21187.60	0.00	1587.60	0.00	21187.60
11/12	1057	930: Frank Zucca	0.00	7219.75	141.75	0.00	7219.75
			0.00	7219.75	141.75	0.00	7219.75
11/21	1058	953: Brian Burns	0.00	4245.63	318.13	0.00	4245.63
			0.00	4245.63	318.13	0.00	4245.63
			21187.60	34122.31	3299.41	0.00	55309.91

Comparative Period Sales Report

To execute, select *Comparative Period Sales Report* from the *Accounts Receivable Reports...* menu.

Comparative Period Sales report parameters screen

Data Fields on the Comparative Period Sales Report Screen

Starting Date #1
Enter the starting date of the first period whose invoices you want to include on the report.

Ending Date #1
Enter the ending date of the first period whose invoices you want to include on the report.

Period Size
If you use *Period Size*, *Starting Date #2* and *Ending Date #2* are ignored. The first date period may then be reported by **D**ay, **W**eek, **M**onth, **Q**uarter or **Y**ear.

Starting Date #2
Enter the starting date of the last period whose invoices you want to include on the report.

Ending Date #2
Enter the ending date of the last period whose invoices you want to include on the report.

Region
To include only invoices for customers within specific regions, enter one or more sales regions, separated by commas.

The region name must be spelled the same in the customer record, but case doesn't matter.

States
To include only invoices for customers within a specific ship-to state or regular address state, enter one or more 2 letter state postal abbreviations, separated by commas.

Zip Codes
To include only invoices for customers within a specific ship-to zip or regular address zip, enter one or more full or partial zip codes, separated by commas.

Salesman
To include only invoices sold by a specific salesman, enter the salesman's name ID number.

To display a directory of names, press *****.

Customer
To include only invoices for a specific customer, enter the customer's name ID number.

To display a directory of customers, press *****.

Inventory
To include only invoices which include a specific inventory item, enter the item number.

To display a directory of inventory items, press *****.

Item Description
To include only invoices containing part or all of a specific inventory description, enter part or all of the description. To look for any of several descriptions, enter the descriptions separated by commas.

Detail? (Y/N)
To include a line for each invoice, as well as a summary line for each customer and salesman, set this field to **Y**.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Comparative Period Sales Report – Sample Printout

Emerald Charter Sales & Service
Comparative Sales Report
for states: WA

Printed on: 12/12/1996   Page: 1

| | | -------------- 01/01/1996 to 01/31/1996 ------------- | | | -------------- 02/01/1996 to 02/28/1996 ------------- | |
Date	Invoice #	Quantity	Amount	Date	Invoice #	Quantity	Amount
Salesman: Unspecified							
Customer: Brian Burns							
Customer Total:		482.70	796.46	0.00%		0.00	0.00
Customer: Jim Campbell							
Customer Total:		39.00	75,236.00	0.00%		0.00	0.00
Customer: Marlene Gordon							
Customer Total:		0.00	0.00	0.00%		4.50	405.00
Customer: Dale Suko							
Customer Total:		0.00	0.00	0.00%		3.75	1,026.50
Customer: Frank Zuccarelli							
Customer Total:		19.50	2,617.50	0.00%		0.00	0.00
Salesman Total:		541.20	78,649.96	1.82%		8.25	1,431.50
Grand Total:		541.20	78,649.96	1.82%		8.25	1,431.50

Backorder Status Report

This report shows either sales orders or sales invoices which were not completely fulfilled, during a date period of your choosing.

To execute, select *Backorder Status Report* from the *Accounts Receivable Reports...* menu.
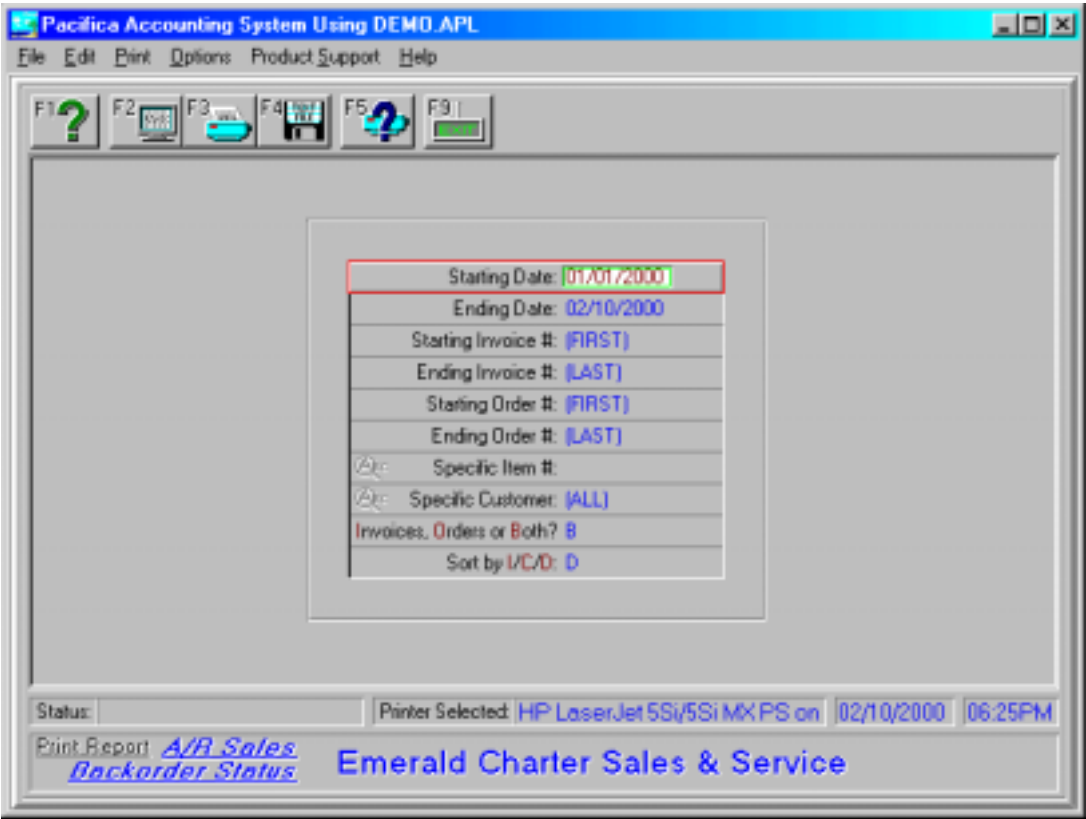
Backorder Status report parameters screen

Data Fields on the Backorder Status Report Parameters Screen

Starting Date
Enter the date of the first invoice you want to include on the report.

Ending Date
Enter the date of the last invoice you want to include on the report.

Starting Invoice
To include a specific range of invoices, enter the number of the first invoice to include.

Ending Invoice
To include a specific range of invoices, enter the number of the last invoice to include.

Starting Order
To include a specific range of orders, enter the number of the first order to include.

Ending Order
To include a specific range of orders, enter the number of the last order to include.

Specific Item
To include only invoices (or orders) which contain a specific inventory item that is backordered, enter the item's number.

To display an inventory directory, press *.

Specific Customer
To include only invoices (or orders) for a specific customer, enter the customer's ID number.

To display a customer directory, press *.

Invoices or Orders? (I/O)
You may search for backorders in either **I**nvoices or **O**rders.

Sort By? (I/C/D)

Choose a sort order from the following options:

    Inventory item
    Customer name
    Date

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Backorder Status Report – Sample Printout

Emerald Charter Sales & Service
Back Order Report for Sales Invoices
From: 01/01/1996 To: 12/12/1996

Printed on: 12/12/1996   Page: 1

Date	Document	Quantity	Item Number	Description	Name ID:	Search
Sales Invoices:						
06/22/96	1038	6.00	125	Jet-A fuel	954: TRANSTECH	

Sales Commission Report

This report prints a salesman commission report, showing the amount, profit and commission paid on each subject sales invoice. You may choose to include only paid invoices, and you may include or exclude any inventory items you wish.

To execute, select *Sales Commission Report* from the *Accounts Receivable Reports...* menu.

Sales Commissions report parameters screen

Data Fields on the Sales Commission Report Parameters Screen

Starting Inventory
To pay commissions on only inventory items within a specific range, enter the item number of the first inventory item.

Ending Inventory
To pay commissions on only inventory items within a specific range, enter the item number of the last inventory item.

Starting Date
Enter the date of the first invoice to include on this report.

Ending Date
Enter the date of the last invoice to include on this report.

Salesperson Name ID
To include only sales name by a particular salesman, enter that salesman's ID number.

To display a directory of employees, press *.

Vendor Name ID
To include only inventory items listing a particular vendor as the supplier, enter that vendor's ID number.

To display a directory of vendors, press *.

Customer Name ID
To include only sales to a particular customer, enter that customer's ID number.

To display a directory of customers, press *.

Default Profit Markup
If an invoice item has no cost, this default will be applied to compute the profit for that item

line.

Percentage Commission
This percentage will be applied to the subject amount (either the selling price of the item, or the gross profit (price less cost) of the item) to arrive at the salesman's commission.

Commission Basis
Select from these options:

> **1** - Commission computed from item selling price
> **2** - Commission computed from gross profit (selling price less cost)

Paid Only? (Y/N)
To consider only invoices which have already been paid by the customer, set this field to **Y**.

Paid On/After Date
If you are only considering paid invoices, will only include the invoice if it was paid on or after this date.

Paid On/Before Date
If you are only considering paid invoices, will only include the invoice if it was paid on or before this date.

Print Narrow or Wide?
The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Include
You may optionally enter a list of key words which will be matched against inventory items. If an item matches, it will be included for consideration. The key must match either the item number or the description exactly (except for case) for the number of characters within the key.

To match anywhere within the item number or description, precede the key word with a **$** (instring search symbol).

Exclude
You may optionally enter a list of key words which will be matched against inventory items. If an item matches, it will be excluded from consideration. The key must match either the item number or the description exactly (except for case) for the number of characters within the key.

To match anywhere within the item number or description, precede the key word with a **$** (instring search symbol).

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Sales Commission Report – Sample Printout

Emerald Charter Sales & Service
Sales Commission Report
From: 09/01/1996 To: 09/30/1996
Computed on selling price minus cost at a rate of 0.00%
For Salesman: Cindy Geske

Printed on: 12/12/1996   Page: 1

Inventory	Date	Part # / Invoice #	Quantity	Description / Price	Cost	Profit	Commission
120		120OCTANE		Airplane fuel - 120			
	09/04/96	1049	330.00	544.50	339.90	37.58%	0.00
	120		330.00	544.50	339.90	37.58%	0.00
125		JETAOCTANE		Jet-A fuel			
	09/15/96	1051	180.00	297.00	216.00	27.27%	0.00
	125		180.00	297.00	216.00	27.27%	0.00
127		22MINGRAD		Aviation mineral oil			
	09/04/96	1049	12.00	24.00	11.52	52.00%	0.00
	09/15/96	1051	4.00	8.00	3.84	52.00%	0.00
	127		16.00	32.00	15.36	52.00%	0.00
900		SERVICE		Full service certifi			
	09/04/96	1049	0.50	45.00	45.00	0.00%	0.00
	900		0.50	45.00	45.00	0.00%	0.00

	Total Price	Total Cost	Profit	Commission
	918.50	616.26	32.91%	0.00

This report does not include shipping, sales tax and non-commission items.

Sales Tax Quarterly Report

This report prints a state sales tax quarterly report, showing your sales tax liability for a variety of types of sales, for any state you choose.

To execute, select *Sales Tax Quarterly Report* from the *Accounts Receivable Reports...* menu.

Sales Tax Quarterly report parameters screen

Data Fields on the Sales Tax Quarterly Report Parameters Screen

Starting Date
Enter the date of the first invoice to include on this report.

Ending Date
Enter the date of the last invoice to include on this report.

Tax State
Enter the two letter code for the state to which you are paying tax.

Sold to State
To include sales to any state, leave this field blank, or else enter the two letter code for the state.

Include Detail? (Y/N)
To include one line of detail per included invoice, set this field to **Y**. If **N**, the report shows only one line per state, per tax category.

List States? (Y/N)
To show taxable and non-taxable sales by state, set this field to **Y**.

Which State? (Bill/Ship)
Set this field to **B** if invoices must have an out-of-state *Bill To* to qualify as out-of-state. Set this field to **S** if invoices must have an out-of-state *Ship To* to qualify as out-of-state.

O/S Taxable Only? (Y/N)
To show only out-of-state taxable sales, set this field to **Y**.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Sales Tax Quarterly Report – Sample Printout

Emerald Charter Sales & Service
Sales Tax Quarterly Report for WA
From: 10/01/1996 To: 12/31/1996

Printed on: 12/12/1996   Page: 1

	G/L Account	Sale Amount	Sales Tax
Taxable sales, in state	401	3,106.00	251.58
Taxable sales, in state	402	23,280.00	1,885.68
Taxable sales, in state	408	14,347.50	1,162.15
Non-tax sales, in state	403	11,277.00	0.00

Total Taxable Sales, In State		40,733.50	3,299.41
Total Non-Taxable Sales, In State		11,277.00	0.00
Total Sales, In State		52,010.50	3,299.41
Total Taxable Sales, Out of State		0.00	0.00
Total Non-Taxable Sales, Out of State		0.00	0.00
Total Sales, Out of State		0.00	0.00
Total Taxable Sales		40,733.50	3,299.41
Total Non-Taxable Sales		11,277.00	0.00
Grand Total Sales		52,010.50	3,299.41

Print Sales Orders

To execute, select *Print Sales Orders* from the *Accounts Receivable Reports...* menu, or use

HotPrint by clicking [Shift F10 icon] or pressing **[Shift-F10]** from the *Add/Change Sales Order* screen.
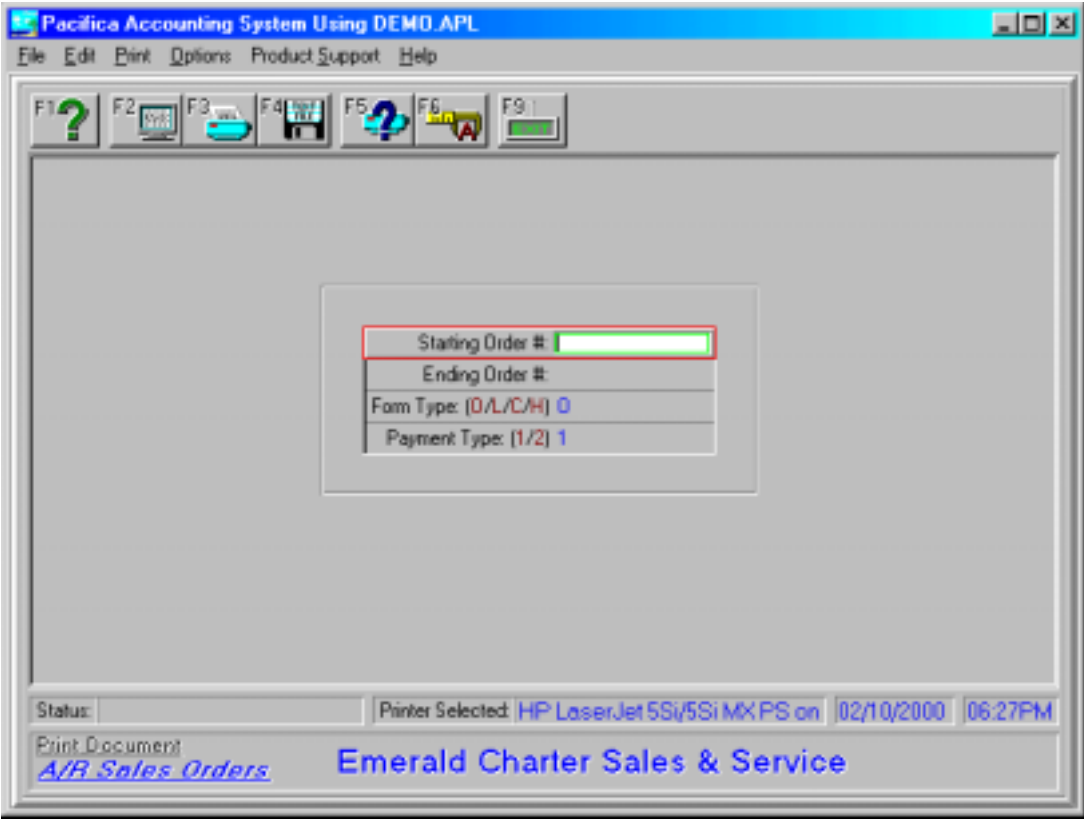
Print Sales Orders report parameters screen

Data Fields on the Print Sales Orders Report Parameters Screen

Starting Order
To include all orders within a number range, enter the number of the first order.

Ending Order #
To include all orders within a number range, enter the number of the last order.

Form Type? (O/L/C/H)
Select the type of form to print from these options:

Order
Label (3 inch mailing)
COD tag
Hand COD tag

Payment Type? (1/2)
Select the payment type from these options:

1 - Company check OK
2 - Cash or certified funds only

Number of Labels
If you are printing packaging labels, enter the quantity of labels for this customer address
you wish to print.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print
the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to
select a different printer.

Print Sales Orders – Sample Printout

Emerald Charter Sales & Service

102400 Annex Parkway
Tahoma, WA 98000
206-555-1212

SALES ORDER

ORDER: 1000

CUSTOMER: 1007

ORDER DATE 06/16/1996

BILL TO: Indian Ridge Country Club
101 Country Club Drive
Indian Ridge, WA 98606

SHIP TO: SAME

TELEPHONE: (509)555-6011

TELEPHONE: (509)555-6011

PAGE	SHIP VIA	FOB	TERMS
1	UPS	VENDOR	NET 30

PURCHASE ORDER NUMBER	SHIP DATE:	SALESPERSON	ORDERED BY
VERBAL	06/16/1992	Rhoda Worthington	Ike

ORDERED	ITEM	DESCRIPTION	UNIT PRICE	LINE PRICE
4	100	Airplane tires	112.0000	448.00
100	120	Airplane fuel - 120 octane	1.6500	165.00

SUBTOTAL:	613.00
SHIPPING:	
8.100 % SALES TAX:	49.65
TOTAL:	662.65

Sales Order Register

To execute, select *Sales Order Register* from the *Accounts Receivable Reports...* menu.

Sales Order Register report parameters screen

Data Fields on the Sales Order Register Report Parameters Screen

Starting Date
Enter the date of the first order you want to include on the report.

Ending Date
Enter the date of the last order you want to include on the report.

Starting Order #
To include all orders within an order number range, enter the number of the first order.

Ending Order #
To include all orders within an order number range, enter the number of the last order.

Specific Customer ID
To include only orders from a particular customer, enter the customer's ID number.

To display a directory of customers, press *****.

Specific Item #
To include only orders containing a particular inventory item number, enter that item number here.

Sort by O/C/D
The format sort order options are:

> **O**rder number
> **C**ustomer name
> **D**ate

Include Closed? (Y/N)
To include only unfilled (open) orders, set this field to **N**.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Sales Order Register – Sample Printout

Emerald Charter Sales & Service
Sales Order Register
From: 01/01/1996 To: 12/31/1996

Printed on: 12/12/1996   Page: 1

Order		Date	Status					
	Ordr	Ship	Due	Item #	Description	Invoice No.	Unit Price	Total Price

1007: Indian Ridge Country Club
1000   06/16/96 Altered
  Order detail...

					Description	Unit Price	Total Price
4	0	4	100		Airplane tires	112.0000	448.00
100	0	100	120		Airplane fuel - 120 octane	1.6500	165.00
							613.00

Grand Total Price: 613.00

Picking List Report

You may generate picking lists from either sales orders or sales invoices.

To execute, select *Print Picking List* from the *Accounts Receivable Reports...* menu.
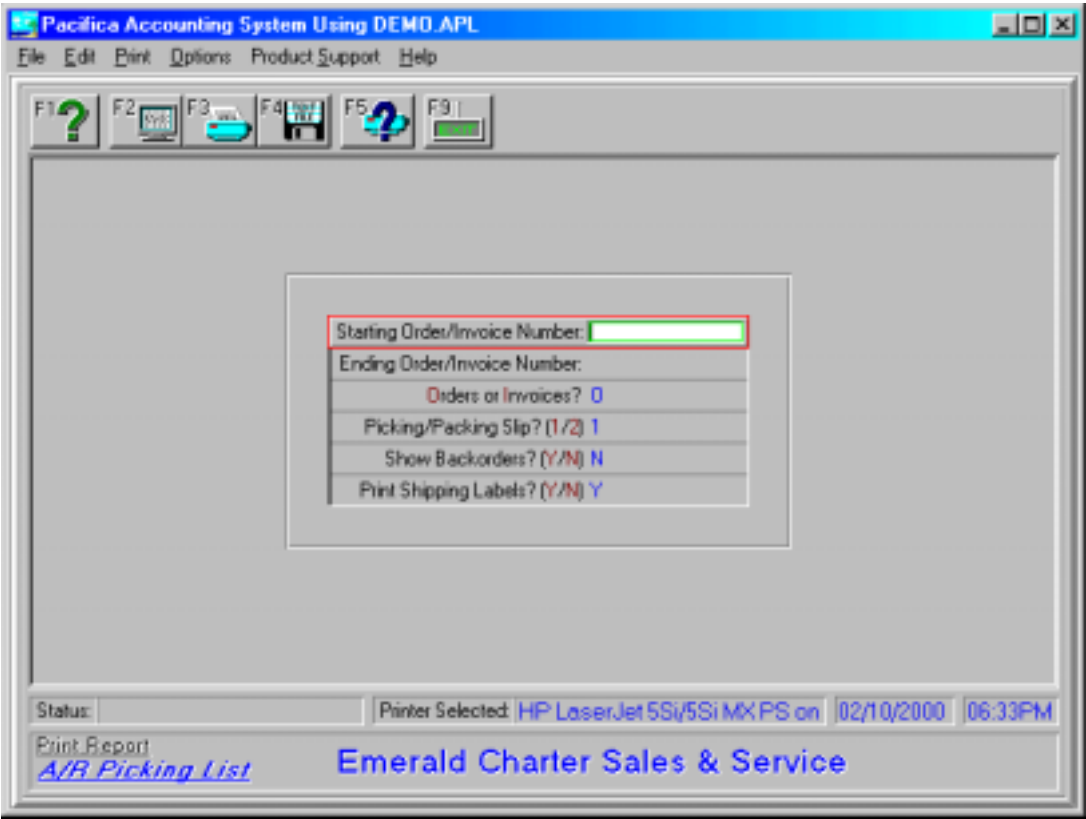
Picking List report parameters screen

Data Fields on the Print Picking List Report Parameters Screen

Starting Order/Invoice Number
To include all orders (or invoices) within a number range, enter the number of the first order (or invoice).

Ending Order/Invoice Number
To include all orders (or invoices) within a number range, enter the number of the last order (or invoice).

Orders or Invoices? (O/I)
To generate picking lists from sales orders, set this field to **O**. To use invoices instead, set this field to **I**.

Picking/Packing Slip? (1/2)
To generate picking lists, enter **1**. To generate packing slips, enter **2**.

Show Backorders? (Y/N)
Enter **Y** to include a column showing any backordered quantities.

Print Shipping Labels? (Y/N)
Enter **Y** to print two shipping labels at the bottom of each picking list/packing slip.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Print Picking List – Sample Printout (picking list)

Emerald Charter Sales & Service
102400 ANNEX PARKWAY
TAHOMA, WA 98000
206-555-1212

PICKING LIST
SALES ORDER: 1000
ORDER DATE: 06/16/96

CUSTOMER: 1007

BILL TO:

Indian Ridge Country Club
101 Country Club Drive
Indian Ridge, WA 98606

SHIP TO:

Indian Ridge Country Club
101 Country Club Drive
Indian Ridge, WA 98606

PAGE	SHIP VIA	TERMS	F.O.B
1	UPS	NET 30	ORIGIN
ORDERED BY	P.O. NUMBER	SALESPERSON	OUR ORDER NUMBER
Ike	VERBAL	Rhoda Worthington	1000

Ordered	Packed	Part Number	Description	Asl	Shl	Bin	OnHand
4	_____	100	Airplane tires				35
100	_____	120	Airplane fuel - 120 octane				-865.10

Picked By: _____   Date: ___/___/___   Boxes: _____

Emerald Charter Sales & Service	Emerald Charter Sales & Service
Indian Ridge Country Club 101 Country Club Drive Indian Ridge, WA 98606 Phone: (509)555-6011	Indian Ridge Country Club 101 Country Club Drive Indian Ridge, WA 98606 Phone: (509)555-6011

Print Picking List – Sample Printout (packing slip)

Emerald Charter Sales & Service
102400 ANNEX PARKWAY
TAHOMA, WA 98000
206-555-1212

PACKING LIST
SALES ORDER: 1000
ORDER DATE: 06/16/96

CUSTOMER: 1007

BILL TO: SHIP TO:
        Indian Ridge Country Club   Indian Ridge Country Club
        101 Country Club Drive   101 Country Club Drive
        Indian Ridge, WA 98606   Indian Ridge, WA 98606

PAGE	SHIP VIA	TERMS	F.O.B
1	UPS	NET 30	ORIGIN
ORDERED BY	P.O. NUMBER	SALESPERSON	OUR ORDER NUMBER
Ike	VERBAL	Rhoda Worthington	1000

Ordered	Packed	Part Number	Description	Asl	Shl	Bin	OnHand
4	_____	100	Airplane tires				35
100	_____	120	Airplane fuel - 120 octane				-865.10

Packed By: _____ Date: ___/___/___ Boxes: _____

Emerald Charter Sales & Service	Emerald Charter Sales & Service
Indian Ridge Country Club 101 Country Club Drive Indian Ridge, WA 98606 Phone: (509)555-6011	Indian Ridge Country Club 101 Country Club Drive Indian Ridge, WA 98606 Phone: (509)555-6011

Print Sales Invoices

To execute, select *Print Sales Invoices* from the *Accounts Receivable Reports...* menu, or

use **HotPrint** by clicking [Shift F10] or pressing **[Shift-F10]** from the *Add/Change Sales Invoice* screen.
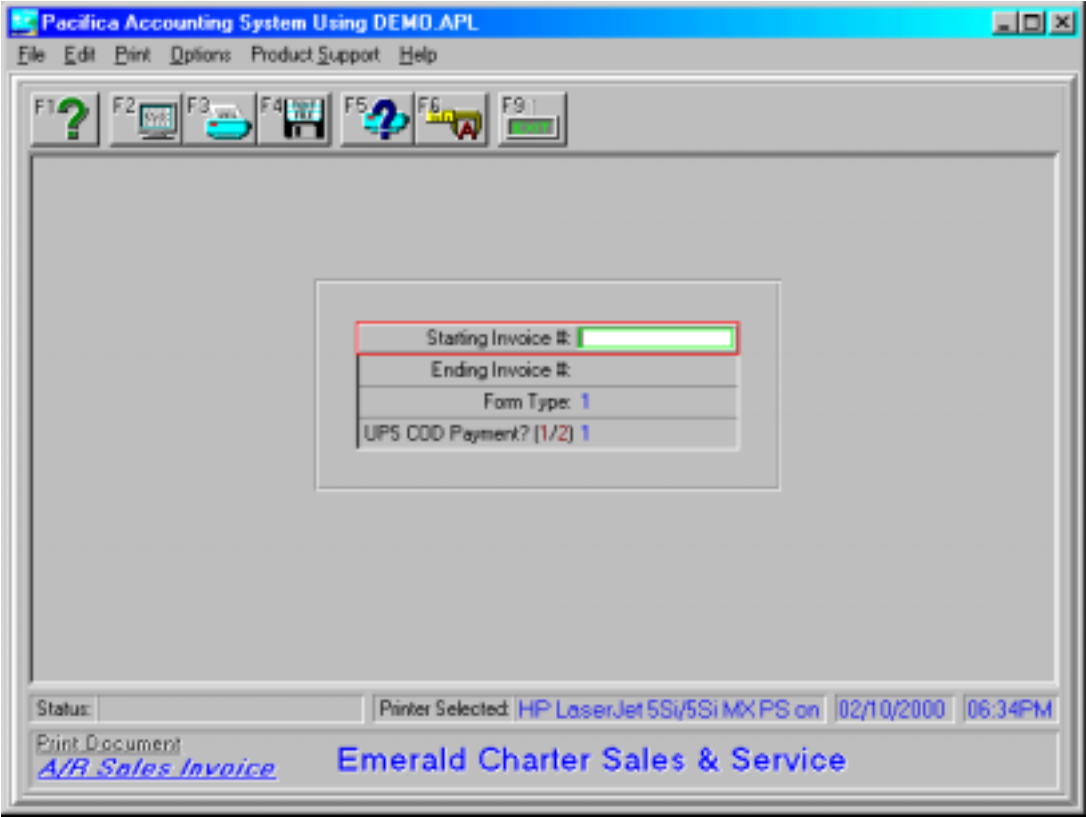
Print Sales Invoices report parameters screen

Data Fields on the Print Sales Invoices Report Parameters Screen

Starting Invoice
To include all invoices within a number range, enter the number of the first invoice.

Ending Invoice
To include all invoices within a number range, enter the number of the last invoice.

Form Type: (I,P,L,C,H)
Select the form type from the following options:

Invoice (pre-printed) form
Plain paper form
Label (3 inch mailing)
COD tag
Hand COD tag

UPS COD Payment? (1/2)
If this is a UPS COD shipment, select the payment type from the following options:

1 - Company check OK
2 - Cash or certified funds only

Number of Copies
To print more than 1 copy of the invoice (or labels) enter the number of copies you wish to print.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Print Sales Invoices – Sample Printout

Emerald Charter Sales & Service

102400 Annex Parkway
Tahoma, WA 98000
206-555-1212

SALES INVOICE

1026

NUMBER:
DATE: 03/05/1996

CUSTOMER: 1005

BILL TO: Jill's Temp Service
8374 Moton Lane
Bellevue, WA 98007

SHIP TO: SAME

TELEPHONE: (555)555-6789

TELEPHONE: (555)555-6789

PAGE	SHIP VIA		FOB		TERMS	
1	UPS		VENDOR		CASH	

PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	ORDERED BY	OUR ORDER NUMBER
	03/05/1996			

ORDERED	SHIPPED	B/O	DESCRIPTION	UNIT PRICE	LINE PRICE
43	43		Full service certification	72.0000	3096.00
2	2		Airplane tires	112.0000	224.00
20	20		Aviation mineral oil	2.0000	40.00
1	1		Altimeter	900.0000	900.00
1	1		Push to talk switch	50.0000	50.00
1	1		Pilot Headset	395.0000	395.00
15	15		Installation	46.0000	690.00
			Ck #843		

SUBTOTAL:		5,395.00
SHIPPING:		
8.100 % SALES TAX:		186.22
TOTAL:		5,581.22
PAYMENT:		5,581.22
BALANCE DUE:		0.00

Sales Invoice Register

To execute, select *Sales Invoice Register* from the *Accounts Receivable Reports...* menu.

Sales Invoice Register report parameters screen

Data Fields on the Sales Invoice Register Report Screen

Starting Date
Enter the date of the first invoice you want to include on the report.

Ending Date
Enter the date of the last invoice you want to include on the report.

Starting Invoice #
To include all invoices within a number range, enter the number of the first invoice.

Ending Invoice #
To include all invoices within a number range, enter the number of the last invoice.

State
To include only invoices from within a particular state, enter the state's two letter code.

Specific Customer ID
To include only invoices from a particular customer, enter the customer's ID number.

To display a directory of customers, press *.

Onetime Customer Name
To include only invoices with a specific *One-time Name*, enter the *One-time Name* for which to search.

Salesperson ID
To include only invoices sold by a particular salesperson, enter the salesperson's ID number.

To display a directory of employees, press *.

Starting Zipcode
To include invoices by a range of zip codes, type the zip code of the first customer to include.

Ending Zipcode
To include invoices by a range of zip codes, type the zip code of the last customer to include.

Default Markup

This report shows the gross profit of each item line included. If a line includes non-inventory items, the *Default Markup* is used to calculate the profit for this line.

Print Costs? (Y/N)

To include costs for each item line, set this field to **Y**. This will also cause the report to display the percent profit for each line and an average profit for the entire report.

Sort Order (I/C)

The options for ordering this report are:

Invoice
Customer name

Print Detail? (Y/N)

To include only a summary line for each invoice, set this field to **N**.

Narrow or Wide? (N/W)

The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Sales Invoice Register – Sample Printout

Emerald Charter Sales & Service
Sales Invoice Register
From: 11/01/1996 To: 12/31/1996

Printed on: 12/12/1996   Page: 1

Invoice	Date	Name ID, Name	Invoice Amt		Total Cost	Bal.Due
Quantity	Item #, Description		Line Price	Tx	Line Cost	Profit
1055	11/04/96	954: Transtech Inc.	5,544.00		0.00	5,544.00
Invoice detail...						
45.00	900 - Full service certification		3,240.00	N	0.00	100.00%
	Bell jet ranger		0.00	Y	0.00	100.00%
32.00	900 - Full service certification		2,304.00	N	0.00	100.00%
1056	11/06/96	120: Fred Garvin	21,187.60		812.00	0.00
Invoice detail...						
7.00	820 - Rental Cessna SkyTwin		19,600.00	Y	812.00	95.86%
	Ck #9002					
	8.100% sales tax		1,587.60			
1057	11/12/96	930: Frank Zuccarelli	7,219.75		0.00	7,219.75
Invoice detail...						
74.00	900 - Full service certification		5,328.00	N	0.00	100.00%
	5000 hour a & p rebuild		0.00	Y	0.00	100.00%
	Misc parts		1,750.00	Y	0.00	100.00%
	8.100% sales tax		141.75			
1058	11/21/96	953: Brian Burns	4,245.63		2,704.50	4,245.63
Invoice detail...						
30.00	810 - Rental Cessna 172		3,600.00	Y	2,550.00	29.17%
2.00	880 - Aircraft prep for rental		80.00	Y	0.00	100.00%
150.00	120 - Airplane fuel - 120 octane		247.50	Y	154.50	37.58%
	8.100% sales tax		318.13			

Total Sales	36,149.50
Total Shipping	0.00
Total Sales Tax	2,047.48
Total Cash	21,187.60
Total On Account	17,009.38
Total Cost	3,516.50
Average Profit %	90.27

Cash Receipts Register

To execute, select *Cash Receipts Register* from the *Accounts Receivable Reports...* menu.

Cash Receipts Register report parameters screen

Data Fields on the Cash Receipts Register Report Screen

Starting Date
Enter the date of the first receipt you want to include on the report.

Ending Date
Enter the date of the last receipt you want to include on the report.

Starting Receipt #
To include all receipts within a number range, enter the number of the first receipt.

Ending Receipt #
To include all receipts within a number range, enter the number of the last receipt.

Cash in Bank Account
To include only receipts to a particular CASH G/L account, enter the account number.

To display a directory of accounts, press *.

Specific Customer ID
To include only receipts from a particular customer, enter the customer's ID number.

To display a directory of customers, press *.

Narrow or Wide? (N/W)
The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Cash Receipts Register – Sample Printout

Emerald Charter Sales & Service
Cash Receipts Register
For Cash in Bank account: (ALL)
From: 01/01/1996 To: 12/31/1996

Printed on: 12/12/1996   Page: 1

Receipt	Date	Customer ID, Name	Gross Amount	Discount	Net Amount
R:1005	03/04/96	953: Brian Burns	500.00	0.00	500.00
R:1006	03/22/96	930: Frank Zuccarelli	2,829.52	56.59	2,772.93
R:1007	03/27/96	100: Emerald Charter Sales & S	9,300.00	0.00	9,300.00
R:1008	05/16/96	955: Jonson Corp.	5,099.62	0.00	5,099.62
R:1009	05/01/96	951: Dale Suko	425.00	0.00	425.00
R:1010	05/23/96	100: Emerald Charter Sales & S	19,000.00	0.00	19,000.00
R:1011	06/21/96	901: John D. Pilla	1,854.73	37.09	1,817.64
R:1012	06/29/96	100: Emerald Charter Sales & S	2,500.00	0.00	2,500.00
R:1013	07/17/96	930: Frank Zuccarelli	1,106.58	0.00	1,106.58
R:1014	07/28/96	954: Transtech Inc.	20,000.00	0.00	20,000.00
R:1015	08/19/96	901: John D. Pilla	270.25	5.41	264.84
R:1016	08/19/96	950: Jim Campbell	813.99	0.00	813.99
R:1017	08/14/96	100: Emerald Charter Sales & S	42,019.00	0.00	42,019.00
R:1018	09/20/96	100: Emerald Charter Sales & S	8,750.00	0.00	8,750.00
R:1019	10/15/96	953: Brian Burns	2,500.00	0.00	2,500.00
			116,968.69	99.09	116,869.60

Calculate Service Charges Report

This report prints a customer service charges report for past due balances, showing the customer balance, past due amount, and service charge applied. You may choose to either bill service charges to the customer's account, or just preview what the charges should be without billing them.

To execute, select *Calculate Service Charges* from the *Accounts Receivable Reports...* menu.
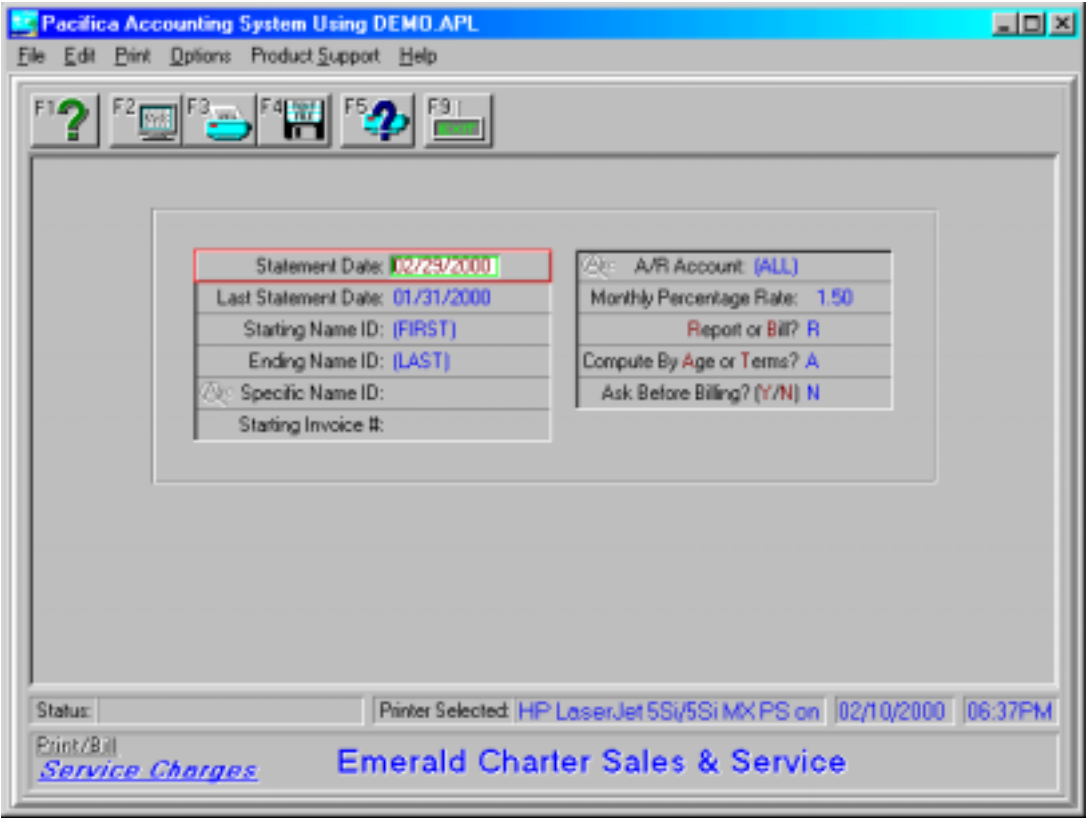
Calculate Service Charges report parameters screen

Data Fields on the Calculate Service Charges Report Parameters Screen

Statement Date
Invoices dated after this date will not be considered for late charges.

Last Statement Date
Enter the ending date of the previous billing period.

Starting Name ID
To compute service charges for a specific range of customers, enter the ID number of the first customer to include.

Ending Name ID
To compute service charges for a specific range of customers, enter the ID number of the last customer to include.

Specific Name ID
To compute service charges for a particular customer, enter that customer's ID number.

To display a directory of customers, press *.

Starting Invoice
This field is filled from the *System Defaults* record. You may change the value to any number which hasn't already been used as an invoice number.

A/R Account
This field is filled from the *System Defaults* record. You may enter any accounts receivable account.

To display a directory of accounts, press *.

Monthly Percentage Rate
Enter the monthly service charge you wish to apply to the overdue balance.

Example: For 18% APR, enter **1.5**.

Report or Bill?
To preview the service charges without actually billing the customer, select **R**eport.

Compute by Age or Terms?
Select **A**ge to use the invoice's date to determine its past due status.

Ask Before Billing? (Y/N)
If you set this field to **Y**, *Pacifica* will prompt you before computing service charges for any past due customer.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Calculate Service Charges – Sample Printout

Emerald Charter Sales & Service
A/R Service Charges
For Period Ending: 11/30/1996
Last Statement Date: 10/31/1996

Printed on: 12/12/1996   Page: 1

Name	ID No.	Telephone	Total	Current	Past Due	S/C
Brian Burns	953	(206)555-9876	4,954.14	4,245.63	708.51	10.63
Jim Campbell	950	(206)555-5876	82,014.00	0.00	82,014.00	1230.21
Marlene Gordon	910	(206)555-7176	714.17	0.00	714.17	10.71
Indian Ridge Country C	1007	(509)555-6011	8,360.00	0.00	8,360.00	125.40
Jonson Corp.	955	(206)555-8960	3,196.56	0.00	3,196.56	47.95
John D. Pilla	901	(206)555-3422	659.55	0.00	659.55	9.89
Maurice Powell	952	(206)555-1234	422.18	0.00	422.18	6.33
Joel Simpson	920	(206)555-9876	16,207.43	0.00	16,207.43	243.11
Transtech Inc.	954	(206)555-2395	11,852.41	5,544.00	6,308.41	94.63
			128,380.44	9,789.63	118,590.81	1778.86

Customer Statements

To execute, select *Print Customer Statements* from the *Accounts Receivable Reports*... menu.
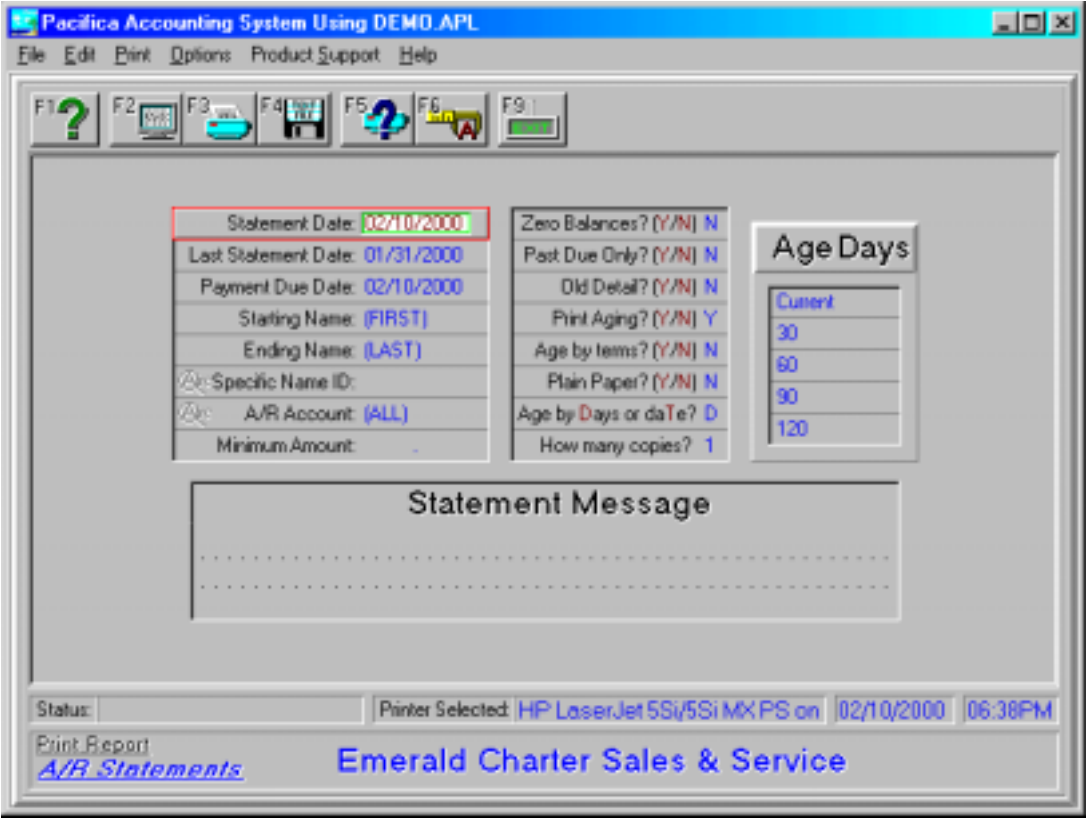
Customer Statements report parameters screen

Data Fields on the Print Customer Statements Report Parameters Screen

Statement Date
Enter the date on which you wish to compute this A/R statement. All transaction activity

occurring after this date will be omitted from the statement.

Last Statement Date
Enter the date of the last statement computed for this customer. transaction activity occurring after this date will be included in the current section of this statement.

Payment Due Date
Enter the date on which the balance of this statement is due.

Starting Name
To generate statements for a range of customers, type the search name of the first customer to include.

Ending Name
To generate statements for a range of customers, type the search name of the last customer to include.

Specific Name ID
To generate statements for a particular customer, type that customer's ID number.

To display a directory of customers, press *.

A/R Account
To generate statements which include transaction activity from only a particular A/R account, enter that account number.

To display a directory of accounts, press *.

Minimum Amount
If you put a dollar amount into this field, *Pacifica* will skip any customer who owes you this amount or less, and will not generate a statement for that customer.

Zero Balances? (Y/N)

To include customers with a balance of $0.00, set this field to **Y**.

Past Due Only? (Y/N)

To generate statements for only those customers with a past due balance, set this field to **Y**.

Old Detail? (Y/N)

To show an item line for all non-current unpaid invoices, even though they have already appeared on previous statements, set this field to **Y**. This old detail then appears at the top of the statement, before the current activity.

Print Aging? (Y/N)

To include an aging line at the bottom of each statement, set this field to **Y**.

Age by Terms? (Y/N)

To consider the actual sales terms of each invoice when aging, set this field to **Y**. If you set this field to **N**, the invoice date will be used for aging.

Plain Paper? (Y/N)

To print the statements on plain paper instead of pre-printed forms, set this field to **Y**.

Age by Days or Date?

If you choose to age by **D**ays, each invoice will be aged according to the day ranges displayed to the right. (Default: 30, 60, 90, 120 days. You may change these values.) If you choose to age by Da**t**e, the default day ranges are replaced by date ranges, which you may change.

How Many Copies?

To print more than one copy of each statement, type the number of copies you want.

Age Days / Age Date

Certain values representing aging brackets will be displayed here, depending on what you selected in the *Age by Days or Date* field. You may change these values.

Statement Message

If you want a message on each statement, enter up to 3 lines of up to 60 characters per line.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Print Customer Statements – Sample Printout

Emerald Charter Sales & Service

102400 Annex Parkway
Tahoma, WA 98000
206-555-1212

STATEMENT

STATEMENT DATE: 11/30/1996
DUE DATE: 12/10/1996
CUSTOMER TELEPHONE: (206)555-2395
PAGE: 1

CUSTOMER: 954

Transtech Inc.
720 Olive Way Suite 3900
Seattle, WA 98101

$_____

PLEASE RETURN TOP PART WITH REMITTANCE   AMOUNT REMITTED

- -

Emerald Charter Sales & Service

STATEMENT

REFERENCE	DATE	CODE	DESCRIPTION	PAID	AMOUNT	BALANCE
			Invoices from Last Statement			
1032	05/11/96	I	LearJet Charter Service	Unpaid	5,589.43	5,589.43
DM1000	05/13/96	D	Debit memo	Unpaid	27.03	5,616.46
CR1000	05/24/96	C	Credit memo	Unpaid	-1,081.00	4,535.46
1038	06/22/96	I	Jet-A fuel	Unpaid	1,772.95	6,308.41
	11/01/96		*>>>Beginning Balance>>>>>>>>>>>>>>>>>>*			6,308.41
1055	11/04/96	I	Full service certification		5,544.00	11,852.41

CODES: I-INVOICE
P-PAYMENT
S-SVC CHG
C-CR MEMO   **BALANCE DUE >** $11,852.41
D-DR MEMO
R-REFUND

CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	OVER 120 DAYS
5,544.00	0.00	0.00	0.00	6,308.41

Past Due Notices

This report prints past due notices in several pre-defined formats (increasing in urgency depending on the age of the unpaid invoices), or you may enter your own message.

To execute, select *Print Past Due Notices* from the *Accounts Receivable Reports...* menu.

Past Due Notices report parameters screen

Data Fields on the Print Past Due Report Parameters Screen

Past Due Date
Invoices dated after this date will not be considered.

Starting Name ID
To include a specific range of customers, enter the ID number of the first customer.

Ending Name ID
To include a specific range of customers, enter the ID number of the last customer.

Specific Name ID
To include a particular customer, enter that customer's ID number.

To display a directory of customers, press *****.

A/R Account
This field is filled from the *System Defaults* record. You may enter any accounts receivable account.

Minimum Amount
If the customer's past due amount is less than this amount, no past due notice will be generated for him.

Print Aging? (Y/N)
To print an aging line at the bottom of the notice, set this field to **Y**.

Dunning notes
These fields contain the messages which will be printed on the notice, depending on the age of the oldest past due invoice. They represent *Over 30 days*, *Over 60 days*, *Over 90 days*, and *Over 120 days*, and increase in severity with age. You may modify any of the lines.

Statement Message
You may add a message of up to 3 lines to all notices.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Print Past Due Notices – Sample Printout

Emerald Charter Sales & Service
102400 ANNEX PARKWAY
TAHOMA, WA 98000
206-555-1212

PAST DUE NOTICE

DATE: 12/25/1996

PAGE: 1

ACCOUNT: 950

Jim Campbell
3432 Welsh Blvd
Bellevue, WA 98007

SALESMAN:

Document	Date	Reference	Terms	Due Date	Amount Due
1021	01/07/96	Invoice	NET 30	02/06/96	81,108.50
1054	10/27/96	Invoice	NET 30	11/26/96	905.50

CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	OVER 120 DAYS
0.00	905.50	0.00	0.00	81,108.50

PLEASE NOTE:
Your account has been turned over for collections. We are
sorry for this action, but your delinquency has left us no
alternative.

Total Past Due > $82,014.00

Customer Name List / Labels

This report prints a customer listing in two formats, and customer mailing labels. To execute, select *Customer Name List / Labels* from the *Accounts Receivable Reports*... menu.

Customer Name List/Labels report parameters screen

Data Fields on the Customer Name List / Labels Report Screen

Report Format (N/W/L)
The format choices are:

> **N**arrow
> **W**ide
> **L**abels

The wide version of the list provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

The labels version allows you to print mailing labels instead of a list. When you choose labels, you may adjust the label parameters in the *Label Format* area of the screen.

Comments? (Y/N)
If you set this field to **Y**, any customer comments will print on the list report. This selection has no effect on labels.

Comment Key
You may filter customers according to a word or phrase in their customer comments. Only customers whose comments contain a match for this key will be included. The search is case-insensitive.

Include City
To include only customers from a specific city, type the city here.

Exclude City
To exclude customers from a specific city, type the city here.

Include State
To include only customers from a specific state, type the state here.

Exclude State
To exclude customers from a specific state, type the state here.

Specific Name ID
To include only a specific customer, type his name ID number here. This is especially use-

ful for printing a mailing label.

Starting Name
To include customers by a range of names, type the search name of the first customer to include.

Ending Name
To include customers by a range of names, type the search name of the last customer to include.

Starting Name ID
To include customers by a range of ID numbers, type the ID number of the first customer to include.

Ending Name ID
To include customers by a range of ID numbers, type the ID number of the last customer to include.

Starting Zip-Code
To include customers by a range of zip codes, type the zip code of the first customer to include.

Ending Zip-Code
To include customers by a range of zip codes, type the zip code of the last customer to include.

Sort 1 / Sort 2 / Sort 3 / Sort 4
To include only customers whose *Sort* fields match a specific word or phrase, type that key word or phrase here.

Label Format

The following fields allow you to control the formatting of mailing labels.

of Lines per Label
This field represents the number of lines from the top of one label to the top of the next label. In other words, the height of one label PLUS the space between this label and the next. Assuming 6 horizontal lines per inch (standard for most printers), if this height is 3 inches (common for mailing labels) type **18** into this field.

of Labels Across
This field represents the number of labels horizontally across the form.

of Spaces per Label
This field represents the number of characters from the left edge of one label to the left edge of the next label. In other words, the width of one label PLUS the space between this label and the next. If the labels are only one wide, this is the width of the one label. Assuming 10 characters per inch (standard for most printers), if this width is 4 1/2 inches (common for mailing labels) type **4.5** into this field.

Size of Top Margin
This field represents the number of horizontal lines down from the top of each label where you want the printing to begin.

Size of Left Margin
This field represents the number of characters in from the left edge of each label where you want the printing to begin.

Pause Between Labels? (Y/N)
If you're printing individual labels, or you need to adjust the printer between printing each label, set this field to **Y**.

of Labels per ID
If you set this field to a value greater than 1, the specified number of labels will print for that name before continuing to the next name.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Customer Name List/Labels – Sample Printout (name list)

Emerald Charter Sales & Service
Customer Name List

Printed on: 12/12/1996   Page: 1

Name ID	Customer Name	Address	City	State	Zip
953	Brian Burns	10493 10th Ave. So.	Seattle	WA	98166
950	Jim Campbell	3432 Welsh Blvd	Bellevue	WA	98007
100	Emerald Charter Sales & Service	104200 Annex Parkway	Tacoma	WA	98401
910	Marlene Gordon	67655 11th Ave. So.	Seattle	WA	98168
1007	Indian Ridge Country Club	101 Country Club Drive	Indian Ridge	WA	98606
955	Jonson Corp.	5600 East Pine	Seattle	WA	98101
901	John D. Pilla	49894 174th St. South	Seattle	WA	98397
952	Maurice Powell	3500 Lakefront Road	Kirkland	WA	98004
920	Joel Simpson	568 Lincoln Drive	Bellevue	WA	98007
951	Dale Suko	3200 Woodside Lane	Seattle	WA	98111
954	Transtech Inc.	720 Olive Way Suite 39	Seattle	WA	98101
930	Frank Zuccarelli	1901 Aloha Street	Seattle	WA	98101

Customer Name List/Labels – Sample Printout (labels)

Brian Burns   953
10493 10th Ave. So.
Seattle, WA 98166

Jim Campbell   950
3432 Welsh Blvd
Bellevue, WA 98007

Emerald Charter Sales & Service   100
104200 Annex Parkway
Tacoma, WA 98401

Marlene Gordon   910
67655 11th Ave. So.
Seattle, WA 98168

Indian Ridge Country Club   1007
101 Country Club Drive
Indian Ridge, WA 98606

Jonson Corp.   955
5600 East Pine
Seattle, WA 98101

John D. Pilla   901
49894 174th St. South
Seattle, WA 98397

Maurice Powell   952
3500 Lakefront Road
Kirkland, WA 98004

Joel Simpson   920
568 Lincoln Drive
Bellevue, WA 98007

Dale Suko   951
3200 Woodside Lane
Seattle, WA 98111

Transtech Inc.   954
720 Olive Way Suite 3900
Seattle, WA 98101

Frank Zuccarelli   930
1901 Aloha Street
Seattle, WA 98101

Effects on the Company Database

Using the *Accounts Receivable Reports...* menu selection may affect records from these files:

- Sales Orders
- Sales Invoices

Note: Printing orders and invoices causes them to be flagged as PRINTED.

Effects on General Ledger Account Balances

- Has no affect on any GL account balances.

7

CHAPTER SEVEN

Inventory Management Module

<u>Overview of the Inventory Management Module</u>

*P*acifica's <u>Inventory Management</u> module helps you manage the stocking and tracking of your company's inventory items, billable service matters, or consignment items. Retail, wholesale and manufacturing businesses maintain an inventory of either finished goods (in the case of the retailer), or a combination of raw materials, work in process, and finished goods. For service businesses, inventory items can be used to describe and quantify the different types of services and uses of time your company provides to customers. Although time is not a physical object and cannot be depleted, it still has value that can be managed and tracked.

The <u>Accounts Payable</u> module and the <u>Accounts Receivable</u> module adjust the quantity on hand and the cost of inventory items as items are purchased from vendors, received into inventory, sold to customers, and shipped. From this information, you can measure and anticipate product turnover rates, reorder points, and trends.

The *Reconcile Physical Inventory* menu selection provides you with a means of recording your actual count of quantities on hand for inventory items at a particular point in time. This function also allows you to correct the quantities on hand shown to be available for sale in the Inventory file for any item.

Add/Change Inventory Item
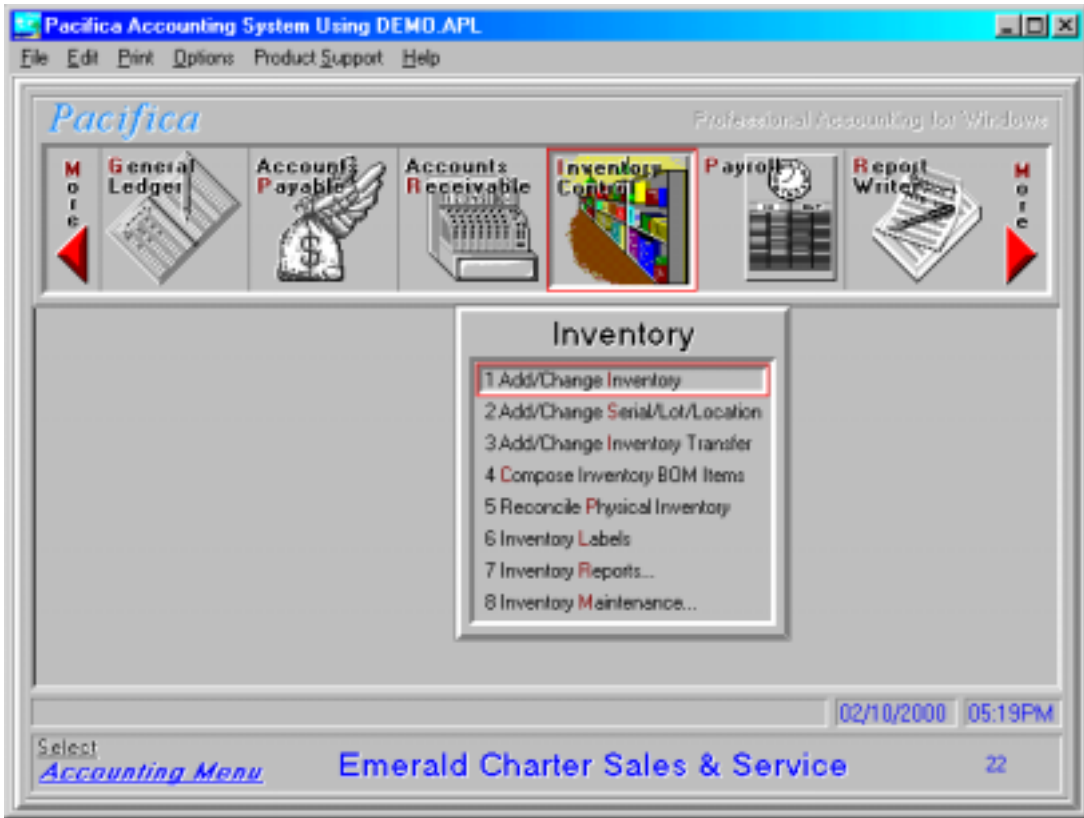
Inventory Main Menu – Add/Change Inventory Item

U se this menu selection to:

- Add a new inventory item to the file.
- Display or change information associated with an inventory item such as photographs, description or price.
- Display the quantity on hand of an item quickly.

Inventory information relates to the cost, price, quantities on hand, packaging, and location of the goods and services your company sells. *Add/Change Inventory Item* displays the basic identifying

information about items in inventory. It also saves you time later by providing inventory information that will be displayed on the *Add/Change Purchase Invoice* screen and on the *Add/Change Sales Invoice* screen to help you enter invoices.

The Accounts Payable and Accounts Receivable modules adjust the quantity on hand and unit cost of items automatically when you enter purchase invoices and sales invoices. If there is any conversion required between the quantity in which an item is bought and the quantity in which it is sold, this also occurs automatically when you enter invoices.

Add/Change Inventory Item is divided into four screens. The first screen displays the fields that are changed most frequently. (See previous page.) The second screen displays other identifying information about the item. The third screen tracks the bill of materials list for this inventory item. The fourth screen contains a list of photographs or other graphical representation of this item. To switch from one screen to another, press **[Shift-PgDn]** to go the next screen or **[Shift-PgUp]** to return to the previous screen.

To enter, change or display inventory information, select *Add/Change Inventory Item* from the *Inventory* menu.

To **HotPrint** the Inventory Activity Report, click or press **[Shift-F10]**.

Add/Change Inventory Item screen, page 1

Data Fields on the Add/Change Inventory Item Screen (Page 1 of 4)

Item

The inventory item's ID number. If you enter an ID number that identifies an item already on file, that inventory record will be displayed for editing. Select an alphanumeric code for the ID number that will be easy to remember in association with the item. To display a list of inventory items already on file, press ∗. This field is the identification number for the inventory item record and requires a non-blank value. Up to 20 characters are indexed and used in directory searches. If you do not enter a

value, the message "?Inventory number error" will be displayed and you will not be able to file the record.

Description
Enter the description of the item as you want it to be printed on invoices and reports. You can enter any textual information you want to display regarding this inventory item; however only the first ten characters entered will be used for finding this record in directory searches.

Part
This field can contain an unlimited number of reference numbers, including the manufacturer's part numbers or names, functionally equivalent or obsolete part numbers, standard vendors, internal control numbers, or any other alias identifiers for referencing this inventory item. Searches that key on these aliases can be used to find this part with the same search speed as keying on the ID number or description. Each can contain any textual information you want to display regarding this inventory item; however, only the first ten characters of each line will be used for finding this record in directory searches.

To enter an additional alias part number, press **[Enter]** following one of the other part numbers and enter the additional identifier.

Press ***** to display an item directory.

Vendor
If this inventory item is normally purchased from a specific vendor, enter the vendor's ID number here.

If you purchase the same item from more than one vendor, enter the vendor's part number for this item on the corresponding Part # line.

To display a directory of vendors already on file, press *****. If the vendor you want to enter is not already on file, you will be offered the opportunity to add it.

List Price

This field contains the manufacturer's suggested list price for this item. To calculate a selling price based on a percentage of list, include a **J** in the status field, and put a value into the *%MU* field.

Current Cost

If the costing method specified is **Standard Costing**, *Current Cost* contains the fixed amount you enter and will not change as new units are purchased. You can enter any value you want. If any other costing method is specified, *Current Cost* will contain the amount paid per unit for this item on the most recent purchase invoice, and each new purchase invoice will replace this amount with the most recent cost.

Margin Cost

If you want one or more of the selling price(s) for this item to be calculated automatically, enter the cost here on which the markup is to be based. If there is a value in the *%MU* (percent markup) field, each occurrence of this item on a sales invoice will show a price which is calculated as Markup Cost times $(1 + \%MU/100)$.

Sale Price

A sale price is a special price offered to customers for sales made during a specified time period.

If the *Date* field on the sales invoice falls within the range specified by the *From* and *To* date fields and the *Sale Price* is lower than the otherwise-eligible price, the *Sale Price* will be used for that line item on the sales invoice. You can change the *Sale Price* value as often as you wish.

Sale Start

Enter the beginning date on which the *Sale Price* is offered.

Sale End

Enter the final date on which the *Sale Price* is offered.

Product Line

If this inventory item is part of a product line or brand sold by your company, enter the name or description of the product line. This field can contain any text you want to display regarding this

inventory item; however, only the first ten characters will be used for finding this record in directory searches.

Category

If this inventory item belongs to a particular category or type of products, enter the name or description of the category. This field can contain any text you want to display regarding this inventory item; however, only the first ten characters will be used for finding this record in directory searches.

Location

Aisle / Shelf / Bin

Use the *Aisle*, *Shelf* and *Bin* fields to specify the location in the warehouse where this item is stored.

The *Aisle*, *Shelf* and *Bin* fields can include any alphanumeric characters. These fields appear on the *Reconcile Physical Inventory* screen so you can sort your Physical Inventory Worksheet Report by location.

Fields on the Pricing Line

Pacifica enables you to use a flexible price structure. In general, if a customer is eligible for more than one price, they will receive the lowest of these prices on the sales invoice. The price charged to a customer on each sales invoice is determined as follows:

- If the quantity shipped on the sales invoice exceeds any value in the *Qty Break* field, then the price to charge is taken from the indicated *Price* field in the inventory price table.
- If a price code is specified in that customer's record and the customer's price code matches one of the price code (*Cd*) fields in the inventory price table, or if a price code is specified on a sales invoice line for this item and that price code matches one of the inventory price code (*Cd*) fields, then the price to charge is taken from the indicated *Price* field in the inventory price table.
- If the *Sale Price* field contains a non-zero value and the sales invoice date falls within the specified sale period, the sale price will be used.
- If more than one of the three conditions described above are met, then the lowest of the applicable prices is used.

- If there is no match in the inventory price table for price code, and the quantity shipped is less than every specified quantity break, and no sale price is applicable for this sale, the *Price* field on the first line in the inventory price table will be used to specify the price on the sales invoice.
- If there are no prices for this item on the *Add/Change Inventory Item* screen, the cursor will stop automatically on the *Price* field each time this item is used on a sales invoice.

The inventory price table on the *Add/Change Inventory Item* screen also indicates by price code the General Ledger income account and whether to charge sales tax on this item. If the *Tx* field from the price table equals **N** or the *Resale Permit* field in the customer record contains a non-blank value indicating a nontaxable sale, no sales tax will be charged for that line item on the sales invoice. If the *Tx* field equals **Y** and the customer's *Resale Permit* field is blank indicating a taxable sale and there is a non-zero value in the *Sales Tax Rate* field on screen page 2 of the *Add/Change Customer* screen, then sales tax will be charged at this non-zero rate for that line item.

%MU
If you want to calculate the selling price for this line in the inventory price table as a percentage markup times the value in the *Markup Cost* field, enter the markup percentage here. The price on this line of the price table is immediately calculated. To create a markup of 15.5%, type **15.5 [Enter]**. In this example, the resulting calculated price would be the value in the *Markup Cost* field times 1.155.

Price
This is the price to charge per unit for this item if there is a match between the price code from the sales invoice or the customer record and the price code for this line in the inventory price table or if the quantity shipped exceeds the value in the *Qty Break* field on this line in the table. If a value is specified in *%MU* field for a particular line, then the value in this field will be calculated automatically using the *Markup Cost* and *MU%* fields.

Qty Break
If the quantity shipped on the sales invoice exceeds the quantity specified here on this line of the table, then the price on this line will be charged unless a lower price is applicable as a result of one of the other pricing methods.

Cd

This price code is comprised of any single alphanumeric character you choose (e.g. A, B, C, 1, 2, or 3, etc.). When a *Cd* value is specified on a sales invoice or in the customer record for the customer making a purchase, and that price code matches this price code, that line on the sales invoice will use the price for this line in the price table as specified in the section titled <u>Unit-Pricing Structure</u> above.

This field is optional, but it is strongly recommended that you enter price codes if more than one price level is used for a single item.

Income GL

If a General Ledger income account is specified for this price line for this item, it will be displayed on sales invoices using this price line.

> Note: If you choose an alphabetic character as a code, it is forced to upper case.
>
> Also: The General Ledger income account and the sales tax status to be displayed on a sales invoice are also selected by the qualifying price code.

Enter the account number you want, or, to display a directory of General Ledger accounts, type a few characters of the account name or account number followed by <u>*</u> .

If the number you type is not found, you will be asked if you want to add it now. Answering **Y** to the question will take you to the *Add/Change General Ledger* screen.

Tx

If sales that qualify for this price code line in the inventory price table are exempt from sales tax, type **N**. If this field is left blank, the item is considered to be taxable.

Fields on the Purchase Line

On Hand

This field displays the quantity currently in stock for each group of units purchased together, one purchase group per line in chronological order with the oldest units at the top of the list. If *Convert* is

specified as one of the product descriptors in the *Costing Method* field (**2** - Convert), the *On Hand* field will always indicate the quantity according to the unit of measure by which units are sold. *Total On Hand* at the bottom of this column displays the total number of units presently available for sale.

When units are purchased (added to inventory), they are always added at the bottom of the *On Hand* list. When units are sold (removed from inventory), *On Hand* is reduced beginning at the bottom of the list for **FIFO** (First In, First Out) or at the top of the list for **LIFO** (Last In, First Out).

Unit Cost
This is the cost per unit according to the purchase invoice with which those particular units were purchased. If units are returned to inventory via a credit memo, the amount in the *Current Cost* field will be used as the unit cost for that transaction. The *Average Cost* field at the bottom of this column contains the calculated average cost for all units presently in inventory.

Serial/Lot #/Location
If a serial, lot or location number was specified on the purchase invoice for this group, that number will display in the appropriate field.

Press ***** to display a list of items from the serial/lot number file.

Invoice
If any of these purchase groups were created by the purchase of inventory items from a vendor, the vendor's purchase invoice number will be displayed on the same line as the *On Hand* quantity and the *Unit Cost* of each item purchased.

Quantity on Order

Purchase Orders
This field contains the number of units of this inventory item currently on unfulfilled purchase orders. This field is updated when purchase orders are created and/or satisfied.

Sales Orders
This field contains the number of units of this inventory item currently on unfulfilled sales orders. This field is updated when sales orders are created and/or satisfied.

Costing/Attributes

The costing method you specify is used in calculating the cost and profit of each item sold. When several units of an inventory item are purchased at a particular cost and more units are purchased later at a different cost, several questions arise:

- Which units were sold first?
- What was the cost of the units sold for the purpose of calculating profits for this sale?
- What can I expect to pay for this item in the future?

Select one costing method from the list below and as many of the product descriptors as apply to this item. This is an optional field. If you leave it blank, **FIFO** is assumed.

How Costed

0 - FIFO (First In, First Out)
The oldest units on hand are sold first, and their cost is taken from the purchase invoice associated with their purchase. Examples of **FIFO** inventory include perishable produce or dairy products.

1 - LIFO (Last In, First Out)
The most recently purchased units on hand are sold first, and their cost is taken from the most recent purchase invoice. Examples of **LIFO** inventory include bulk hard goods such as nails, which are stocked, stored, and sold so that the newest items are sold first.

LIFO and **FIFO** are the most literally accurate costing methods, since these methods insure that the unit cost associated with each sale is the price actually paid for the item that was sold.

5 - Standard Cost
All units in stock of a particular item are considered to have the same arbitrary cost. The cost for each unit sold is taken from the value in the *Current Cost* field found on the first page of the *Add/Change Inventory Item* screen.

Examples of **Standard Cost** items include commodity products whose cost fluctuates wildly from purchase to purchase but which are sold at a stable, published price. Use of **Standard Costing**

smooths out the sale-to-sale profits for such items and simplifies commissions and other profit-related calculations.

6 - Average Cost

All units in stock of a particular item are considered to have the same non-arbitrary cost.

Examples of **Average Cost** items include frequently sold items that are purchased from several sources at different but similar costs. Average-costed items will then reflect cost changes, but won't fluctuate capriciously with the market as **FIFO** or **LIFO** items might.

> **Note:** If you choose **Standard Costing**, the *Current Cost* field will not be updated by each new purchase invoice for this item and must be maintained manually instead.

> **Note:** If you choose **Average Costing**, the cost for each sale is the calculated average cost of all in-stock units of that item in inventory at the time of the sale.

7 - Current Cost

All units in stock of a particular item are considered to have the same replacement cost. The cost for each sale is taken from the value in the *Current Cost* field found on the first page of the *Add/Change Inventory Item* screen.

Examples of **Current Cost** items are perpetually stocked, inflationary (or deflationary) items, such as spare parts. The current cost factors the replacement value for your inventory into each sale.

> **Note:** If you choose **Current Costing**, the *Current Cost* field will be updated by each new purchase invoice for this item with the actual cost for this item.

Status

2 - Convert

Indicates that this item is purchased in different units of measure than it is sold. Items are always stocked in inventory as selling units, so this flag will insure that the unit of measure for the quantity received on purchase invoices is converted to the unit of measure for the quantity on hand in inventory using the *Convert Formula* specified on screen page two. For example, a liquid is purchased by the gallon from your vendor for $16 and is sold to your customers by the fluid ounce. In this example, the purchase quantity of 1 is converted to 128 units available for sale.

If you use this descriptor, you must also provide a *Convert Formula* on screen page two.

3 - Non-taxed

When you enter a sales invoice for this item, sales tax will never be charged on this item, even if the customer is normally charged sales tax.

4 - Non-depleted

As units of this item are sold, the quantity on hand does not decrease. For example, if one hour of time is sold, it does not decrease the total number of hours available for sale.

8 - Labor

This flag, when used in conjunction with number **4** (Non-depleted), is used to describe this inventory item as a type of hourly wage. When entered on a time ticket, the *Unit Cost* and the *Description* are automatically displayed using the price as the wage rate and the description as the labor description.

9 - Dormant

Set this flag if you don't intend to sell this item in the future. The item will no longer appear on directories, but will remain in the database for inclusion on reports. If you begin selling this item at a later date, just remove this flag to reinstate the item.

A - Lot/Serial # required

When you enter a purchase invoice or sales invoice for this item, you will be prompted to enter the lot or serial number. You will not be able to file sales or purchase invoice records without including the lot or serial number. The sales invoice program automatically pops up a list of the available serial numbers for the chosen inventory item.

B - Bill of Materials Represents a kit

If this inventory item represents a collection of components or finished goods that are sold as a unit, use this flag to tell the sales invoice program to include the complete Bill of Materials list and quantities under the inventory item description.

C - Price Varies

When you enter a sales invoice for this item, the cursor will stop automatically on the *Price* field.

D - Cost Varies

When you enter a purchase invoice for this item, the cursor will stop automatically on the *Cost* field.

E - Raw Material
Since raw materials are usually not sold directly, setting this flag causes this item to appear only on purchase order and purchase invoice directories.

F - Finished Good
Setting this flag causes this item to appear only on sales order and sales invoice directories.

G - Item is never discounted
A/R exception discount and blanket discount do not apply.

H - Commission
...is in dollars, not percent

I - Description varies
Cursor always stops on the description field.

J - Selling price
...is based on List Price times Percent Markup (%MU).

K - Selling price
...is taken from Category record. Selling prices maintained in category record, which must match category field in this item. Cost is maintained in this item record.

The Photograph Frame
At the bottom right corner of the *Add/Change Inventory Item* screen is a square panel which may optionally contain a photograph or other graphic. This photograph (and up to 13 more per each item) may be printed full-size, or included on labels or in other reports. See the explanation for the *Photos* field, later in this chapter, for more information.

Add/Change Inventory Item screen, page 2

Data Fields on the Add/Change Inventory Item Screen (Page 2 of 4)

Unit Measurement

Enter the unit of measure used to sell one unit of this inventory item. You can also use the *Description* field to describe what one unit means. The unit of measure could indicate a kind of packaging (box, bag, bottle, hour), a unit quantity (pair, dozen, gross, hundred), a dimension (square, fluid), or a size or weight (pint, yard, kilogram).

The data you enter will be checked against an internal table to standardize all entries. Your response might be changed somewhat to standardize it.

If there is a number of pieces within the unit of measure for which you want to account, enter that number in the *Units Per Pkg* field.

Convert Factor

If this item is purchased in one unit of measure and sold in another, enter the decimal conversion factor. For example, if an item is bought by the pound and sold by the ounce, enter **16.** (16 ounces [the unit of sale] per pound [the unit of purchase]).

The conversion occurs when you file a purchase invoice so the quantity on hand is an accurate reflection of the goods available for sale.

> **Note:** The *Costing Method* field on screen page 1 must also contain the value **2** or no conversion will take place.

Reorder Point

If the value in the *On Hand* field is less than or equal to the value in this field, this item will appear on the Inventory List when items that are below Reorder Point are selected.

Maximum On Hand

Enter the maximum number of units of this item you plan to stock in inventory. The Order-Point Calculation Report shows the number of units that you would have to purchase to bring the quantity on hand to this value. You can also use this field to select overstocked items on reports.

% Commission

If salesmen are paid a fixed commission in percent on this item, enter the commission rate here.

Unit Net Weight

Enter the raw weight in pounds or fractions of pounds of each item, not including shipping and packing material. This field can be used in custom reports to assist you in estimating shipping charges.

Packaging Weight
Enter the raw weight in pounds or fractions of pounds of the packaging material. This field can be used in custom reports to assist you in estimating shipping charges.

Units Per Package
Enter the maximum number of pieces that can be packaged together in one shipping carton. This field can be used in custom reports to assist you in estimating shipping charges.

This field is optional and may be left blank.

Sort 1, Sort 2, Sort 3, Sort 4
The Sort fields are fields that you can define for your own use. You can assign them more descriptive field headings on the second page of the *System Defaults* screen. The *Sort* fields are designed to be used in combination with search templates to assist in locating this item later. For example, these fields can be used to track size (Size: S, M, L); color (Color: Red, Green, Blue); graded quality (Quality: 1, 2, 3); date first introduced (Date: 08/23/91); etc.

Photos
You may optionally include a list of up to 14 photographs or other graphics per inventory item record. These photographs are in the form of a disk file, located on any accessible drive, and in any common graphical format. Some of the common formats supported include:

>   .BMP (bitmap)
>   .JPG (Joint Photographics Experts Group)
>   .TIF (tagged image file format)
>   .EPS (encapsulated Postscript)
>   .GIF (GIF)
>   .PSD (Adobe Photoshop)
>   .PCD (Kodak photo CD)

Enter the full pathname to the photograph file, or use the button to browse your hard

drives to find the files. The first photograph you list will display in the panel at the bottom right of this screen.

Displaying and Printing the Photographs

If this item contains photographs, you may display (or print) them all by clicking on the photo panel on the bottom right of this screen. A photograph screen appears:
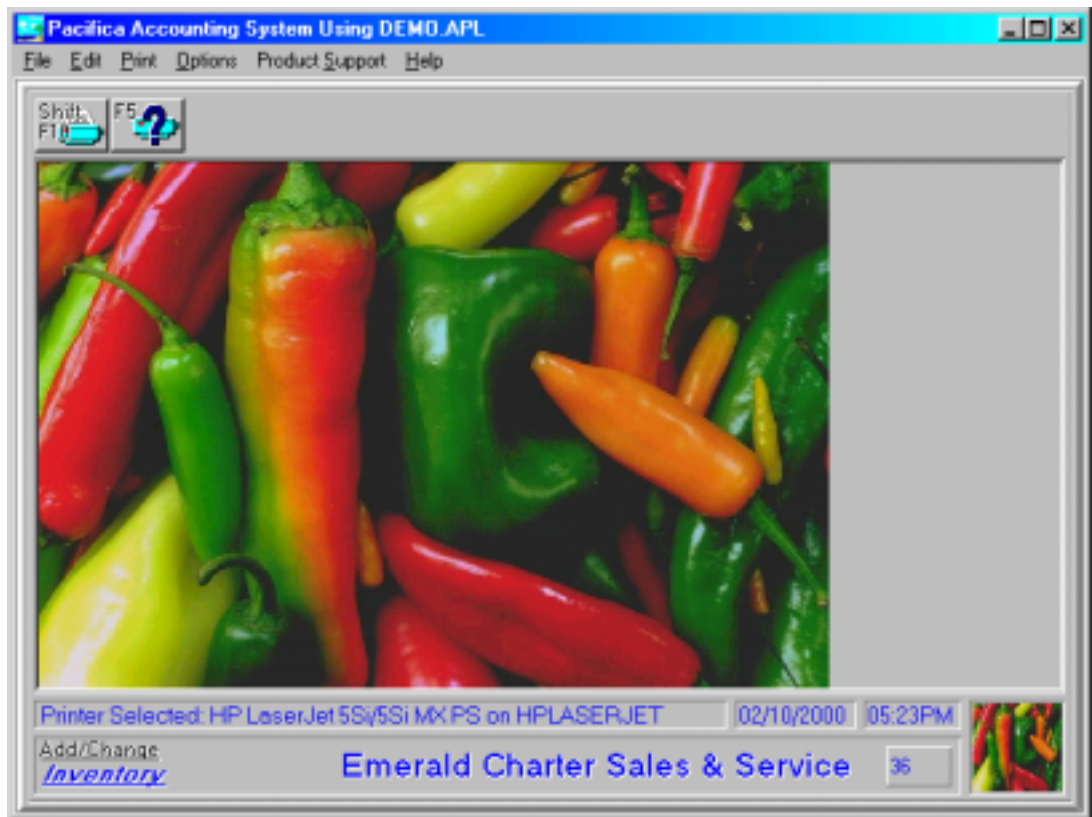
Add/Change Inventory Item screen, Photographs

In addition to the first photograph at the bottom right of the screen, up to 13 more photographs can display as thumbnails across the top of the screen. The currently selected photograph displays full-size

in the center of the screen. To select another photograph to display full-size, just click on its thumb-nail.

The currently selected printer is displayed in the *Printer Selected:* box at the bottom of the screen. You may print the photograph to that printer by clicking [Shift F10] or you may select a different printer by clicking [F5].

Misc G/Ls

These five fields contain the General Ledger Inventory (asset) account number, the Cost of Sales (contra-revenue or expense) account number, the Revenue from Sales (income) account number, the Labor (expense) account number and the Burden (expense) account number. The values for these accounts stored in the *System Defaults* record are displayed automatically.

Enter a General Ledger account number or a few characters of the account name. If the account number is typed incorrectly or that account is not on file, a message is displayed and you are offered an opportunity to add it to the chart of accounts. To see a directory of General Ledger accounts already on file, type part of the account name or account description, then press *.

Entering account numbers in these fields is optional but strongly recommended to insure correct accounting on sales and purchase transactions involving this item.

Comments

Use this field to store notes, observations or any other textual information about this inventory item. You can enter as many lines of information as you want in this field.

The first line of the *Comments* field is included on any pop-up box relating to this item such as when you enter sales invoices or purchase invoices.
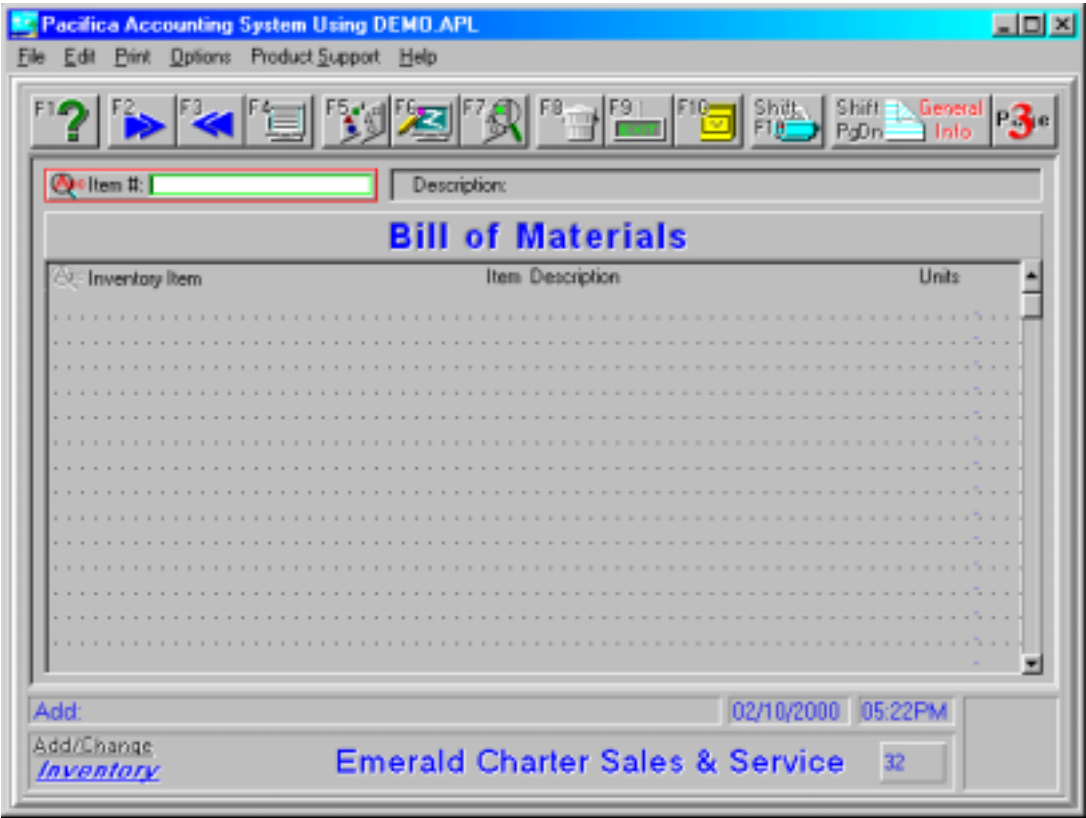
Add/Change Inventory Item screen, page 3

Data Fields on the Add/Change Inventory Item Screen (Page 3 of 4)

Inventory Item

This field lists the inventory items that, together as a kit, make up the current inventory item. If you enter an ID number that does not identify an item already on file, you will be offered the opportunity to add it. To display a list of existing inventory items, press *****.

This field can be used to describe either a kit (one inventory item composed of multiple finished goods) or a single finished good (one inventory item composed of multiple unfinished parts). Enter the inventory ID number of each item required to create the inventory item. If you want to treat this inventory item as a kit, make certain that **B** is specified in the *Costing/Attributes* field.

Item Description

This field displays the description of the inventory item you selected. You may not change this field.

Units

This field lists the number of units of the component inventory item on this line that are required to complete one unit of the kit

> **Note:** If your *On Hand* quantity becomes low, use the menu selection *Compose Inventory Kits* to create additional On Hand quantities of this item from its component parts.

Filing the Inventory Record

When you've entered data into all the fields that you want, click or press **[F10]** to file

the inventory record into the database. After the record has filed, the screen fields will clear so you may enter another inventory item.

To exit this screen, click or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the Add/Change Inventory menu selection may affect records of the following files:

- Inventory Records
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

- Has no affect on any GL account balances.

Add/Change Serial/Lot/Location
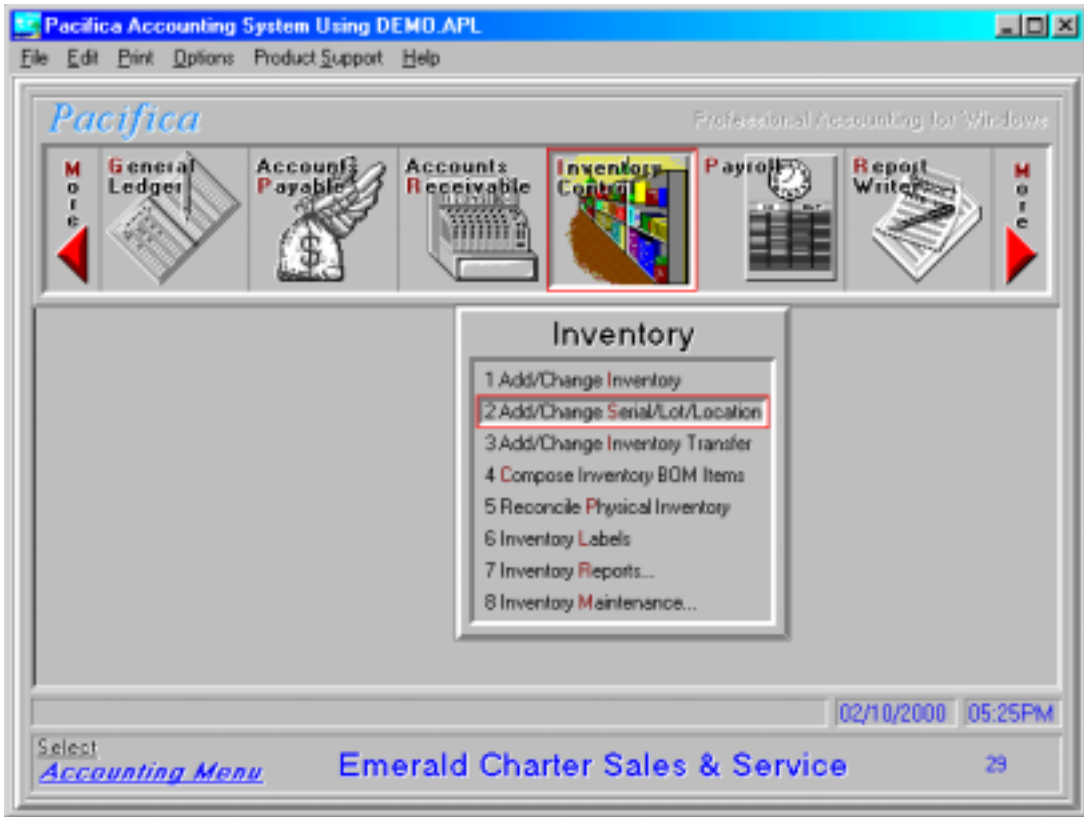
Inventory Main Menu – Add/Change Lot/Serial Number

U se this menu selection to:

- Add a serial number or a lot number or a location to the file.
- Display and change information associated with a serial, lot or location number.
- Display the quantity on hand of a lot or location number quickly.

Serial/Lot/Location information relates to the description, quantities on hand, characteristics, and location of either the general groupings of the similar goods (lots) or the specific serialized inventory

items (serial numbers). *Add/Change Serial/Lot/Location* displays the basic identifying information about serialized items, lots and locations in inventory. It also saves you time later by providing information that will be displayed on the *Add/Change Purchase Invoice* screen and on the *Add/Change Sales Invoice* screen to help you enter invoices.

The Accounts Payable and Accounts Receivable modules adjust the quantity on hand automatically when you enter purchase invoices and sales invoices that select a particular lot or serialized inventory item. When you enter an inventory item that requires a serial number record, a window pop ups showing the serial numbers that are available for sale.

Note: When entering an inventory item which has a serial number, lot or location associated with it, you must enter the inventory item number followed (without a space) by a decimal point, followed (without a space) by the lot/serial number.

To enter, change or display lot and serial number information, select *Add/Change Serial/Lot/Location* from the *Inventory* menu.

To **HotPrint** the Inventory Activity Report, click or press **[Shift-F10]**.

Add/Change Lot/Serial Number screen

Data Fields on the Add/Change Lot/Serial Number Screen

Serial #/Lot #/Location

The ID number identifying a specific serial, lot or location number. If you enter an ID number that identifies a serial/lot/location number already on file, that record will be displayed for editing. Select an alphanumeric code for the ID number that either corresponds with the manufacturer's assigned serial number or will be easy to remember in association with the item. To display a list of serial/lot/location numbers already on file, press .* (dot asterisk). This field is the identification number for the inventory item record and requires a non-blank value. Up to 20 characters are indexed and used in directory searches. If you do not enter a value, the message "?Number error" will be displayed and you will not be able to file the record.

Item
Enter the inventory item number of the inventory item associated with this serial/lot/location number record. To display a list of item numbers already on file, press *.

Description
Enter the description of the item. You can enter any number of characters, and it can contain any textual information you want to display regarding this inventory item; however, only the first ten characters entered will be used for finding this record in directory searches.

Quantity On Hand
This field displays the quantity currently in stock. If this record represents a serialized inventory item, this number must never exceed 1.

When units are purchased (added to inventory), the quantity of on hand is increased by the same number of units. When units are sold (removed from inventory), the quantity is reduced by the same number of units.

Warehouse
Use the *Warehouse* field to track the warehouse name or ID for this lot or serial number grouping. You can enter an alphanumeric description, or you can enter the ID number of a name record. To select from a list of names already in the system, press *.

Lot Size
If you are using this record to represent groupings of items with multiple sizes, enter the size number or description. Each size-color combination must have its own record and on hand count.

Lot Color
If you are using this record to represent groupings of items with colors, enter the color identifier or description. Each color-size combination must have its own record and on hand count.

Location
Use the *Aisle*, *Shelf* and *Bin* fields to specify the location in the warehouse where this item is stored. The *Aisle*, *Shelf* and *Bin* fields can include any alphanumeric characters.

Quantity on Order

Purchase Orders
This field contains the number of units of this inventory item currently on unfulfilled purchase orders. This field is updated when purchase orders are created and/or satisfied.

Sales Orders
This field contains the number of units of this inventory item currently on unfulfilled sales orders. This field is updated when sales orders are created and/or satisfied.

Comments
Use this field to store notes, observations or any other textual information about this item. You can enter as many lines as you want in this field.

Status
This field can be used to flag a record for deletion when the quantity becomes zero.

    0 - Dormant

      Item is omitted from most directories.

    1 - This item is a serial number

      When its quantity reaches zero, it's automatically flagged **Dormant**.

    2 - Item is a lot number

    3 - Item is a location

Filing the Serial/Lot/Location Record

When you've entered data into all the fields that you want, click   or press **[F10]** to file

the serial/lot/location record into the database. After the record has filed, the screen fields will clear so you may enter another item.

To exit this screen, click   or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the *Add/Change Lot/Serial Number* menu selection may affect records from the following files:

- Lot and Serial Number Records
- Exceptional Events Log Entries

Effects on General Ledger Accounts

- Has no affect on any GL account balances.

Add/Change Inventory Transfer
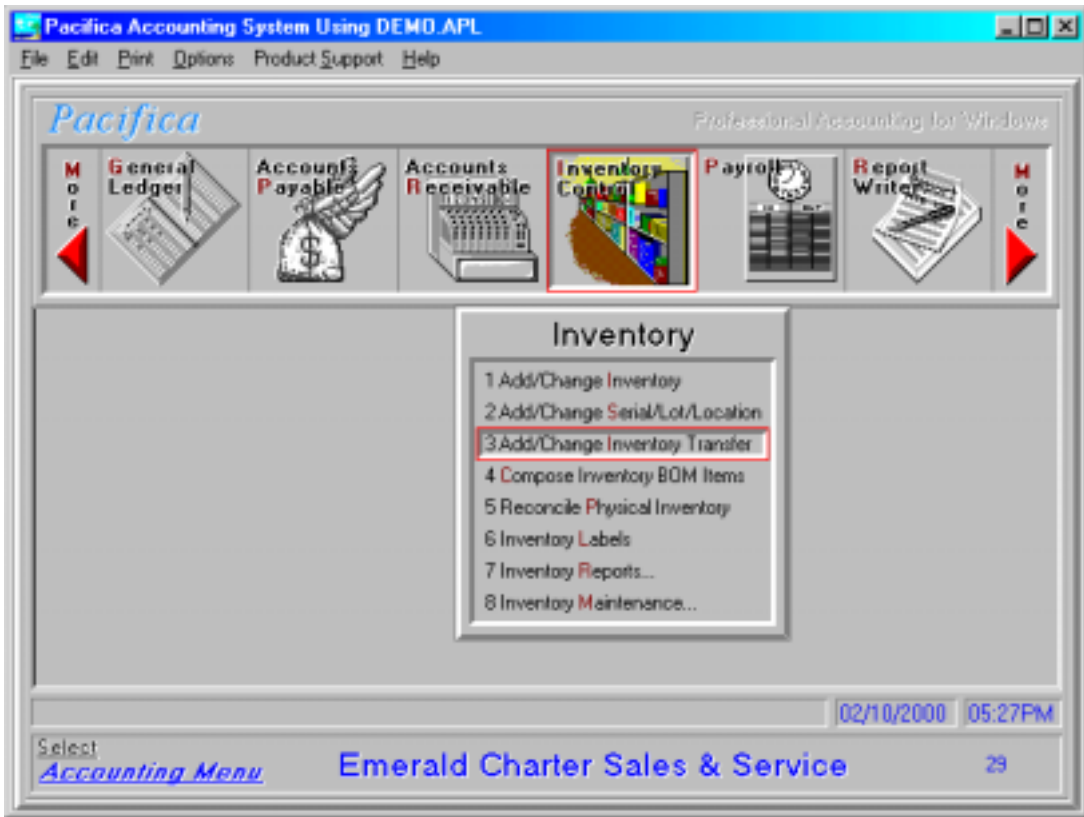
Inventory Management Main Menu – Add/Change Inventory Transfer

Use this menu selection to:

- Adjust inventory and/or lot/serial number quantities with or without adjustment to the G/L inventory value.
- Move inventory items from one location to another.
- Make computer-to-actual (physical) inventory adjustments.

Any type of inventory adjustment except purchasing and selling can be accomplished with the *Add/Change Inventory Transfer* screen. At the time of the adjustment, you may optionally adjust the General Ledger accounts associated with inventory.

Since this is a multiple-line screen, you may affect many inventory items at once. Such would be the case if you were transferring a number of items from one warehouse location to another.

The *Reconcile Physical Inventory* screen, discussed later in this chapter, creates and uses transfer records to make its adjustments.

To enter, change or display inventory transfer records, select *Add/Change Inventory Transfer* from the *Inventory* menu.

To **HotPrint** inventory transfer records, click or press **[Shift-F10]**.

Add/Change Inventory Transfer screen

Data Fields on the Add/Change Inventory Transfer Screen

Control Number

This number is provided by *Pacifica* and must be unique. It may optionally contain alpha characters. You may change this number as long as the number you supply has not been used for another transfer record.

If you want to examine or edit an existing transfer record and you know its number, you can retrieve it by typing its number here and pressing **[Enter]**.

Name ID No
You may optionally associate this transfer with a vendor or customer, by typing that vendor's or customer's ID number here. This is especially important if you are transacting to either the Accounts Payable or Accounts Receivable G/L account.

To display a directory of names, press *****.

Entry Date
This is the date which will be used on reports for the inventory adjustment, and will be used as the transaction date if the G/L is affected.

Status
This field is maintained by *Pacifica*. The switches have the following meanings:

    0 – Voided
    1 – Reconciled
    2 – Altered
    3 – Closing Entry
    4 – Inventory Transfer
    5 – COS Correction
    6 – Printed
    7 – BoM Compose

Update Cost? (Y/N)
If you set this field to **Y** and any transfer line increases the item's quantity, that item's unit cost will be adjusted.

Item Lines

Up to 100 item lines may be entered on a transfer record. Each item line is comprised of the following fields:

Quantity
Enter the quantity adjustment, with an optional decimal fraction. To reduce the quantity on hand, precede the number with a minus sign.

Inventory
Enter the item number of the inventory you are adjusting. To adjust a lot/serial number, enter the inventory item number, a plus sign, and the lot/serial number, without any spaces.

To display a directory of inventory items, press *.

Description
Enter a description of any length, such as "Stock transfer to Cloverdale".

Debit Account
If you are adjusting the General Ledger for the item on this line (the *Cost Adjustment* field has a value), enter the G/L account number you want to debit here.

You may display a G/L directory by pressing *.

Credit Account
If you are adjusting the General Ledger for the item on this line (the *Cost Adjustment* field has a value), enter the G/L account number you want to credit here.

You may display a G/L directory by pressing *.

TJ
To examine or edit the transaction associated with a transfer, first select the transfer (screen

activity window shows "Select:" or "Changed:"), then click on the button.

Note: If this transfer only adjusted quantities without adjusting the G/L, there will be no transaction.

Filing the Inventory Transfer Record

When you've properly filled all required fields on the screen, or made any changes you want, file

the transfer record into the database by clicking on the [F10] button or by pressing **[F10]**.

To exit this screen, click [F9 EXIT] or press **[F9]**.

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Inventory Transfer* menu selection, conforming with generally accepted accounting principles (GAAP).

Inventory Items used	Debit	Credit
always has...	**Inventory** (asset)	**Inventory** (asset)

Compose Inventory Kits
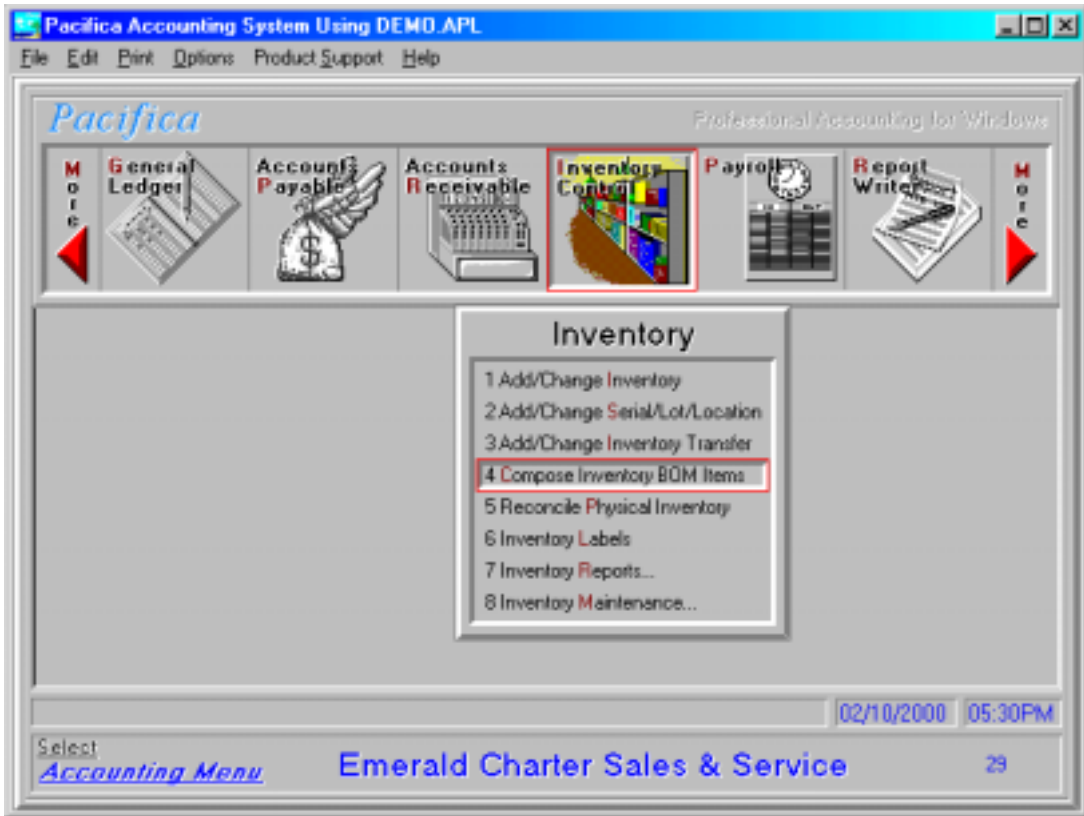
Bill of Materials Main Menu – Compose Inventory BOM Items

U se this menu selection to:

• Increase the on-hand quantity of an inventory kit using the inventory items on the bill of materials.

Pacifica supports multi-level bill of materials for inventory items. An item record that contains a bill of materials list is called a kit. A kit consists of one or more inventory items, and must be composed

(created) from on hand quantities of existing inventory items using the menu selection *Compose Inventory Kits*.

For each inventory kit selected, a specified number of complete units will be created from the available inventory items. A general journal record is created to reflect the composition of the inventory kits. The cost-of-goods sold account is credited, and the inventory account is debited for the inventory kit. The reverse is true for the inventory items used to compose the kit.

To enter, change or display inventory information, select *Compose Inventory Kits* from the *Inventory* menu.
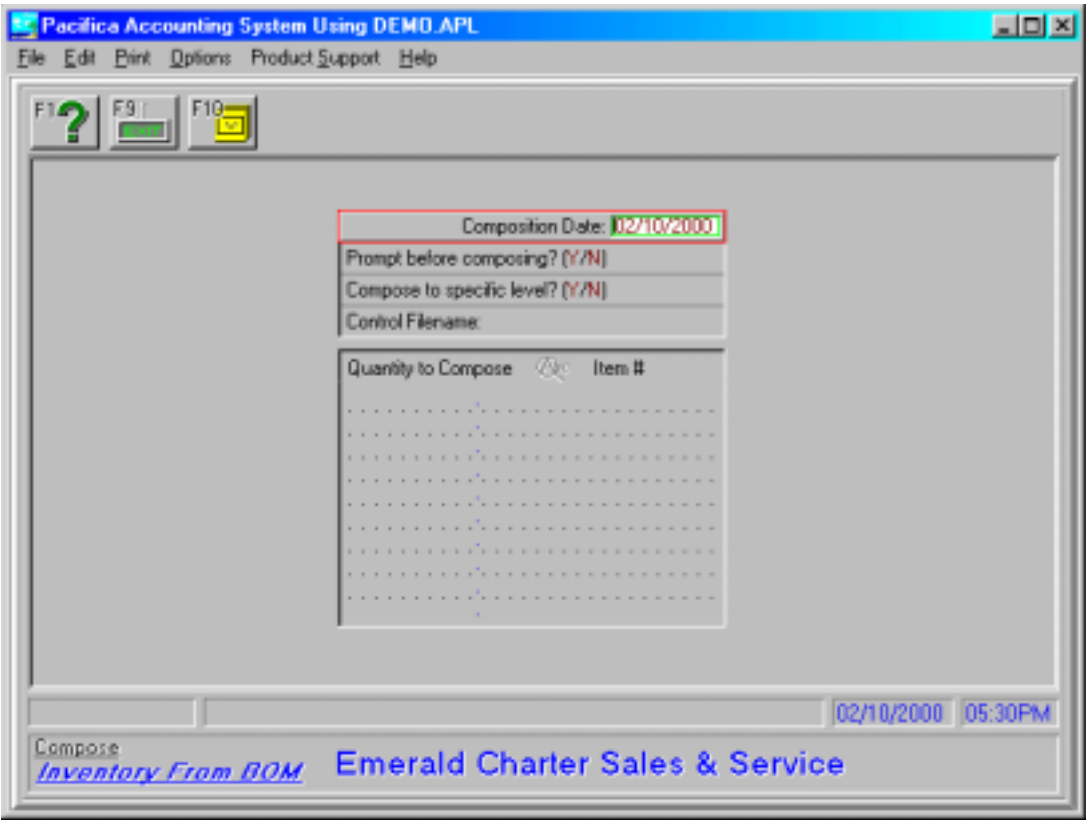
Compose Inventory Kits screen

Data Fields on the Compose Inventory Kits Screen

Composition Date
If the date is different from the current system date, enter the invoice date.

Control Filename
If you want to compose certain inventory items frequently, you can create a text file with a list of the quantities to compose and the inventory kits' component item numbers. Each line in the file must have a number representing the quantity to compose, one or more spaces, and the inventory item number of the kit to compose, followed by a carriage return (press **[Enter]**).

Quantity to Compose
The quantity to compose is the number of inventory kits that will be created. Enter the number of inventory kits you want to create. If the quantity is a decimal fraction, type the decimal point. For example, enter three and one quarter by typing **3.25 [Enter]**.

Item
Enter the inventory item number of the inventory kit to compose. To display a directory of all inventory items on file, press *** [TAB]**.

Prompt before composing? (**Y/N**)
If you want to be prompted for confirmation before an inventory kit is actually composed, press **Y**.

Compose to specific level? (**Y/N**)
If you set this field to **Y**, the quantity composed will be sufficient to bring the onhand quantity of the item to the amount in the Quantity to Compose field..

Filing the Compose Inventory Kits

When you've properly filled all required fields on the screen, or made any changes you want, file

the inventory compose into the database by clicking on the button or by pressing **[F10]**.

To exit this screen, click [F9 EXIT] or press **[F9]**.

Effects on the Company Database

Using the *Compose Inventory Kits* menu selection may affect records from the following files:
- General Ledger Accounts
- Inventory Records
- System Defaults Record
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Compose Inventory Kits* menu selection, conforming with generally accepted accounting principles (GAAP).

Inventory Items used	Debit	Credit
always has...	**Cost of Goods** (expense)	**Inventory** (asset)

Inventory Kit created	Debit	Credit
always has...	**Inventory** (asset)	**Cost of Goods** (expense)

Reconcile Physical Inventory
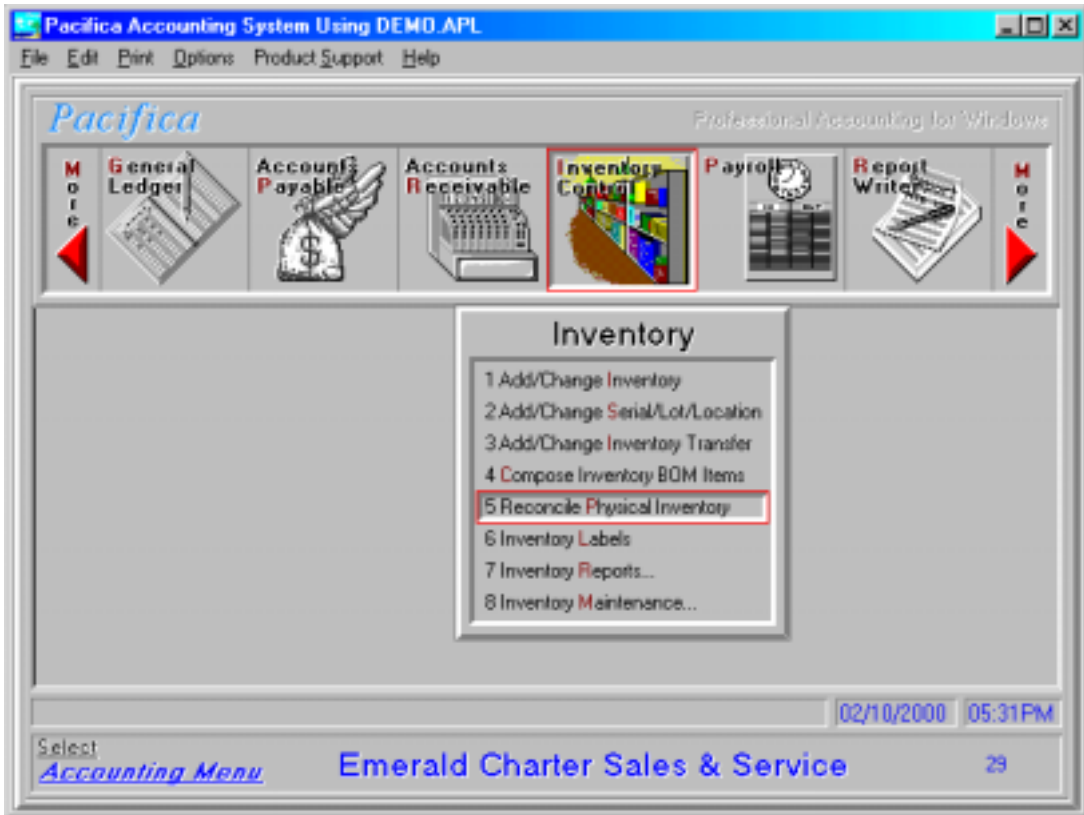
Inventory Management Main Menu – Reconcile Physical Inventory

Use this menu selection to:

- Adjust the quantity on hand recorded in the Inventory file to reflect the actual quantity known to be on hand as a result of a physical count.
- Print a worksheet for the people physically counting inventory which shows the items you select for counting.

The purpose of *Reconcile Physical Inventory* is to reconcile the *On Hand* field in the Inventory record for each inventory item with the quantity that is actually found to be available for sale. While the physical inventory count is taking place, a specified range of inventory numbers must be frozen (that is, the quantities on hand and today's date are saved elsewhere in the record) so accounting activities such as *Add/Change Sales Invoices* or *Add/Change Purchase Invoices* do not affect the frozen quantities on hand. This allows you to continue working normally while a physical inventory count is taking place.

The general process for completing a physical inventory is as follows:

1. **Select the range of inventory items you want to count.** Enter the starting and ending inventory numbers to define the range of items you want to work on.
2. **Set other parameters to select only the items you want to count** (*Item Location*, *Include ONLY Aisle*, *Include ONLY Shelf*).
3. **Print the *Physical Inventory Worksheet*.** Press **[F3]**.
4. **Count the actual number of items** available for sale in the warehouse or wherever these items are stored and write the actual count on the *Physical Inventory Worksheet*.
5. **Adjust the on-hand quantities for the selected inventory items.** Press **[F10]**.
6. **Enter the actual count for each inventory item** where it is different from the on-hand quantity on file. When you have entered the correct count for all items displayed, press **[F10]**. The *On Hand* field will now be adjusted to match the count you entered. An inventory transfer will be created to accomplish the inventory adjustments.

To handle matters related to adjusting the on-hand quantity of items in inventory, select *Physical Inventory* from the *Inventory* menu.

Reconcile Physical Inventory screen

Data Fields on the Physical Inventory Screen

Inventory Count Date
This is the date on which you are actually counting the inventory items. This date defaults to today's date.

Starting Item
If you want to count only a specified range of inventory items, enter the inventory number for the first item in the range.

If you enter a *Starting Item #* that is not on file, the next item on file will be displayed. Select an existing inventory number, or enter a few characters of the inventory item number or description followed by ***** to select from a list of items on file.

Ending Item
If you want to count only a specified range of inventory items, enter the inventory number for the last item in the range.

If you enter an *Ending Item #* that is not on file, the next item on file will be displayed. Select an existing inventory number, or enter a few characters of the inventory item number or description followed by ***** to select from a list of items on file.

Item Location
To select only items at a specific location, enter that location ID, beginning with a dot.

Sort Order (**A**isle/**N**umber)
The specified inventory items can be sorted by location (**A**isle, shelf and bin) or by item **N**umber.

Print On Hand Quantities? (**Y/N**)
To print the quantity on hand for each inventory item included on the <u>Physical Inventory Worksheet</u>, enter **Y**.

Include Dormant Items? (**Y/N**)
Any inventory items flagged as **DORMANT** can be included in the count by entering **Y**.

Print Width? (**W/N**)
To print the the <u>Physical Inventory Worksheet</u> on wide paper, enter **W**.

Include ONLY Aisle
To include only inventory items located on a specific aisle, enter that aisle here.

Include ONLY Shelf
To include only inventory items located on a specific shelf, enter that shelf here.

Include ONLY Vendor ID
To include only inventory items purchased from a specific vendor, enter that vendor's name ID number here.

Include ONLY Category
To include only inventory items matching a specific category, enter that category here.

Include ONLY Product Line
To include only inventory items matching a specific product line, enter that product line here.

Journal Description
The text from this field will be used to describe the general ledger journal transaction (if any) created by this physical inventory count. "Physical Inventory Adjustment" is automatically displayed, but you can enter a description of any length.

Adjusting Entry Date
Enter the date you want to assign to the inventory transfer record that is created to adjust quantities on hand. The current system date is displayed automatically.

Inventory Transfer Entry
The Transfer number is automatically created by the program. Every physical inventory-count invoice begins with "PHYS" plus today's date plus a value from the *System Defaults* record.

Example: A physical inventory count from June 15, 1993 might look like this:
PHYS_06/15/93_101105987435

Inventory G/L
Enter the General Ledger account number of the inventory asset account you want to affect with the purchase invoice that is created to adjust quantities on hand. The Inventory asset account number from the *System Defaults* record is displayed automatically.

Shrinkage G/L
Enter the General Ledger account number of the shrinkage expense account you want to affect with the purchase invoice that is created to adjust quantities on hand. The Adjustments expense account number from the *System Defaults* record is displayed automatically.

Company Name ID
Your company name ID is provided by default from the *System Defaults* record, and will be put into the transfer record for these adjustments.

Effects on the Company Database

Using the *Reconcile Physical Inventory* menu selection may affect records from the following files:

- General Ledger Accounts
- Inventory Records
- System Defaults Record
- Purchase Invoices
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Reconcile Physical Inventory* menu selection, conforming with generally accepted accounting principles (GAAP).

Physical count more than expected	Debit	Credit
always has...	**Inventory** (asset)	**Shrinkage, Breakage or Spoilage** (expense)

Physical count less than expected	Debit	Credit
always has...	**Shrinkage, Breakage or Spoilage** (expense)	**Inventory** (asset)

Inventory Barcode Labels
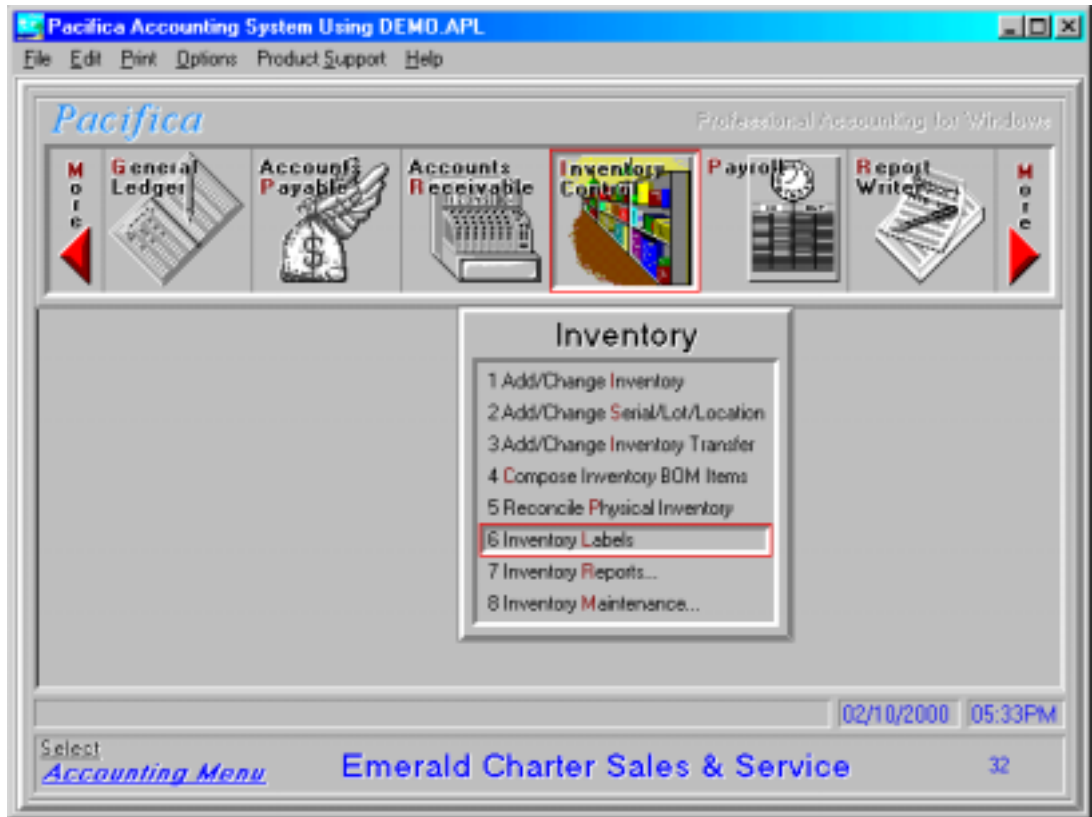
Inventory Main Menu – Inventory Labels

Pacifica contains a label printing system which allows the operator to design labels in any format and include inventory and lot data, text, photographs, graphic elements and barcodes.

Labels derive their information from inventory, purchase orders or invoices and sales orders or invoices. They can be printed on most printers, including laser and color laser, inkjet, dot matrix and specialized label printers, as long as a windows printer driver is available.

The label screen is used to both design labels and to print them. When you have designed a label layout, you may name and save it. The label layouts that you have saved appear in the label style listbox.

Labels are usually designed to fit on label stock of a particular size and configuration. Many Avery standard label part numbers and dimensions are included as pre-defined label stock types. All of the Avery labels print on 8 1/2 X 11 inch sheets, for laser or inkjet printers. If you are using pinfeed or rollfeed labels, you will define your own label dimensions and spacing. All dimensions are in inches and decimal fractions.

As mentioned previously, the label screen permits you to design or modify a label layout and print labels. In most cases, you will print labels based on an existing layout, without redesigning the layout. We will discuss this operation first.

The *Print Inventory Labels* report launch screen looks like this:
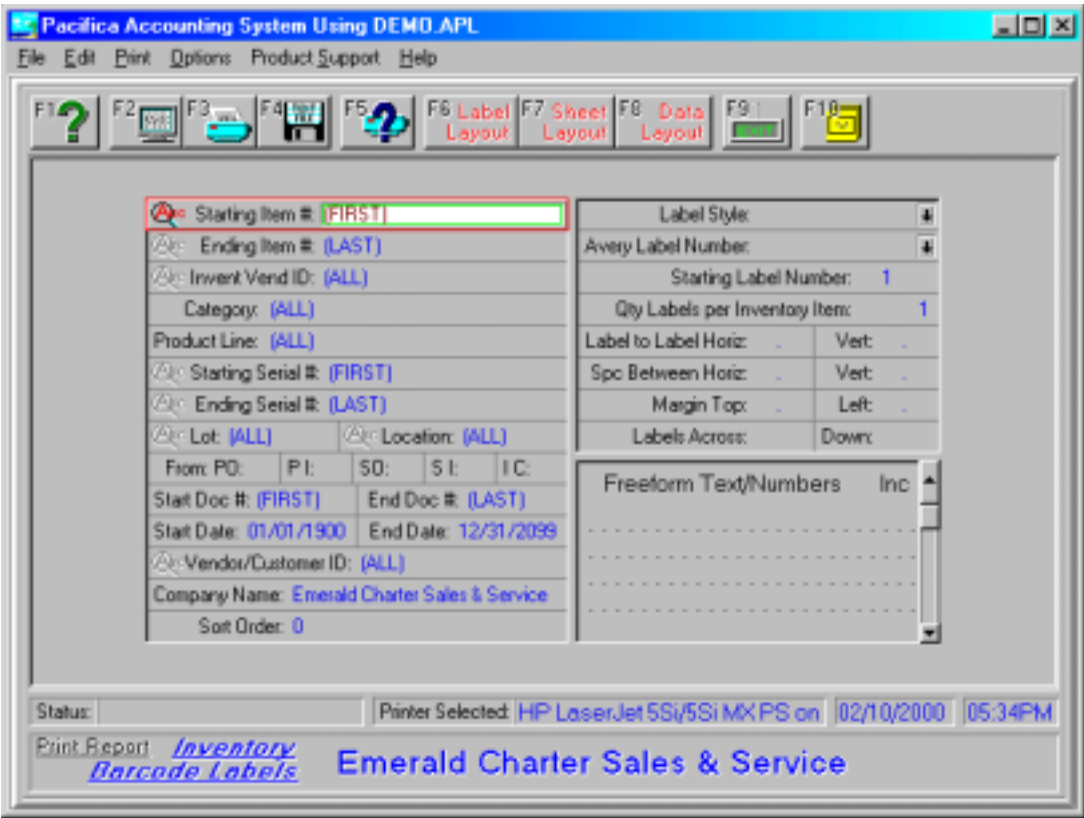
Print Inventory Barcode Labels report launch screen

Printing Labels Using an Existing Layout

First, you must select a label style at the *Label Style* field. Do this by clicking on the listbox button in the field and selecting a style name. The style defines everything about the label except the specific data which will print and the inventory records or other documents which will be used to create the labels.

Next, input the inventory and other document ranges in the *Starting Item #*, *Ending Item #*, *Vendor ID*, *Category*, *Product Line*, *Starting Serial #*, *Ending Serial #*, *Lot*, *Location*, *Start Doc #* and *End Doc #* fields.

You can input more detailed data selection criteria by clicking the **[F8-Data Layout]** button and defining the print run label by label. The *Data Layout* screen looks like this:

Print Inventory Barcode Labels — Data Layout screen

If you select starting and ending document numbers before displaying the *Data Layout* screen, the columns of the *Data Layout* screen will be filled with quantities, varieties and lots sufficient to print one label per invoice item. By default, there will be a green dot on each line in the *OK* column, indicating that labels will print for that line. To skip printing a line, click the *OK*, or press the spacebar at the *OK* field on the line to skip, and the dot will turn from green to red.

Each line on the *Data Layout* screen can have its own style and Avery part number. If the Avery part number changes, printing will stop and you will be asked to change labels in the printer and select the starting label for the new sheet.

If you are using label sheets in a laser or inkjet printer and some labels have been used from the first sheet, you must select the position of the first printable label. The top-left position on the sheet is **1**. Click on the **[F7-Sheet Layout]** button (after you select a label style) for a visual representation of the label positions on the sheet.
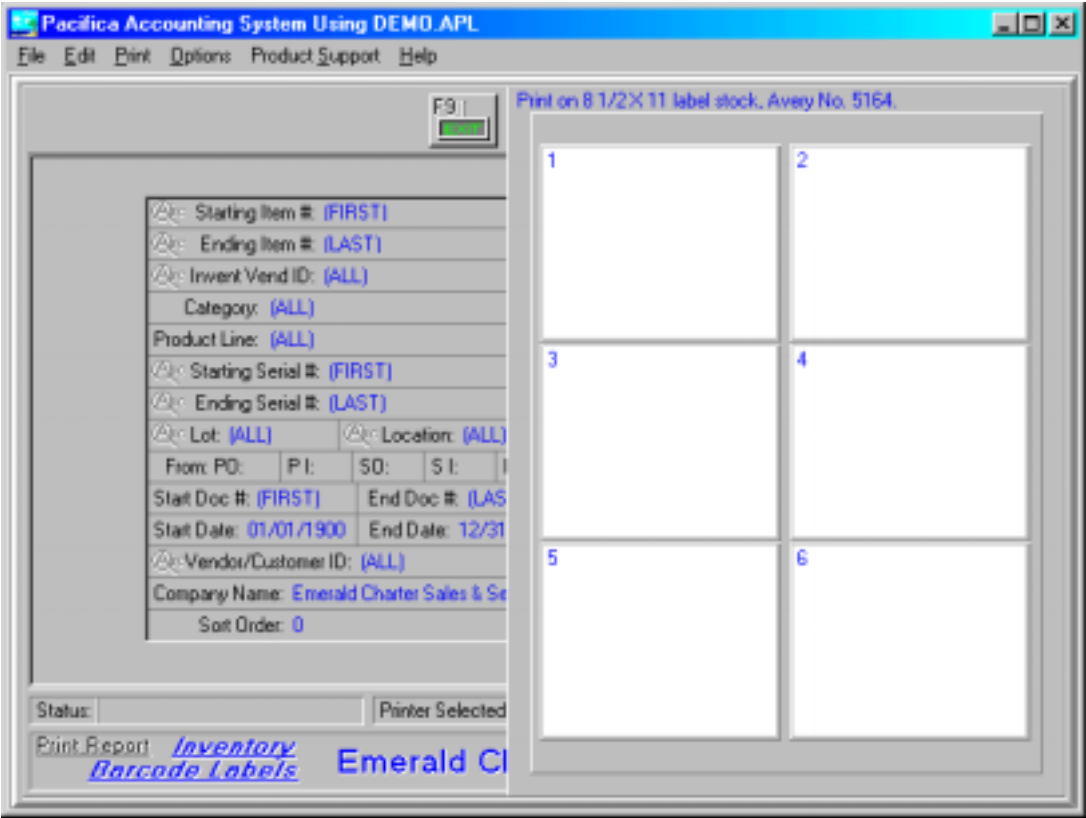
Print Inventory Barcode Labels — Sheet Layout screen

Then click the label on which you want to begin printing. Each additional sheet in the print run will automatically begin printing on label #1. Be sure to load partly-used label sheets into your printer with the used portion at the top.

Besides taking data from inventory records, orders and invoices, labels may include freeform text and incrementing numbers which you type in the Freeform Text/Numbers field. If a number should increment for each label printed, type a **1** in the Inc field. If several labels should print before the number is incremented, type the number of duplicate labels into the Inc field.

When you have filled the appropriate fields and selected the label printer, you are ready to print

the labels. You can preview the labels on the screen by clicking or pressing **[F2]**, or

print the labels by clicking or pressing **[F3]**. Do not redirect labels from the preview

screen directly to the printer, as the screen representation of the label is not accurate enough to print satisfactorily.

Designing a Label Layout

You can design label layouts to suit your needs, modify existing layouts and save them, or print labels and discard the changes without saving. You can start with an existing layout and save it with a new name. You can retrieve and delete label layouts.

When you create and save a label layout, you can specify and store instructions for text position, size, font, orientation, color, borders, graphics, photographs, barcode symbology, label dimension and spacing, Avery part number and freeform text. At time of printing, the operator can change any of these values and save or discard the changes.

To design a label layout from scratch, start with a blank label screen. To base your new label layout on an existing layout, select a label style, then type a unique *Label Style* name. To modify an

existing label layout, select a label style, but don't change the name. Click the or press **[F10]** to save your changes.

Choose a size in inches for label width and depth. If you are using an Avery or similar label sheet, click the listbox button in the *Avery Label Number* field for a list of supported Avery catalog numbers and dimensions. If your label is not among those listed, type the dimensions manually into the *Label to Label*, *Spc* (Space) *Between*, *Margin* and *Labels* fields.

If freeform text or numbers will print on your label, you can enter it now and it will be stored with the layout. Freeform text is intended to be changed with each label print run. You will also type literal text as part of the layout on the *Label Layout* screen, but that text does not change from one printing to the next.

To begin designing the label itself, click on the **[F6-Label Layout]** button. The *Label Layout* screen looks like this:
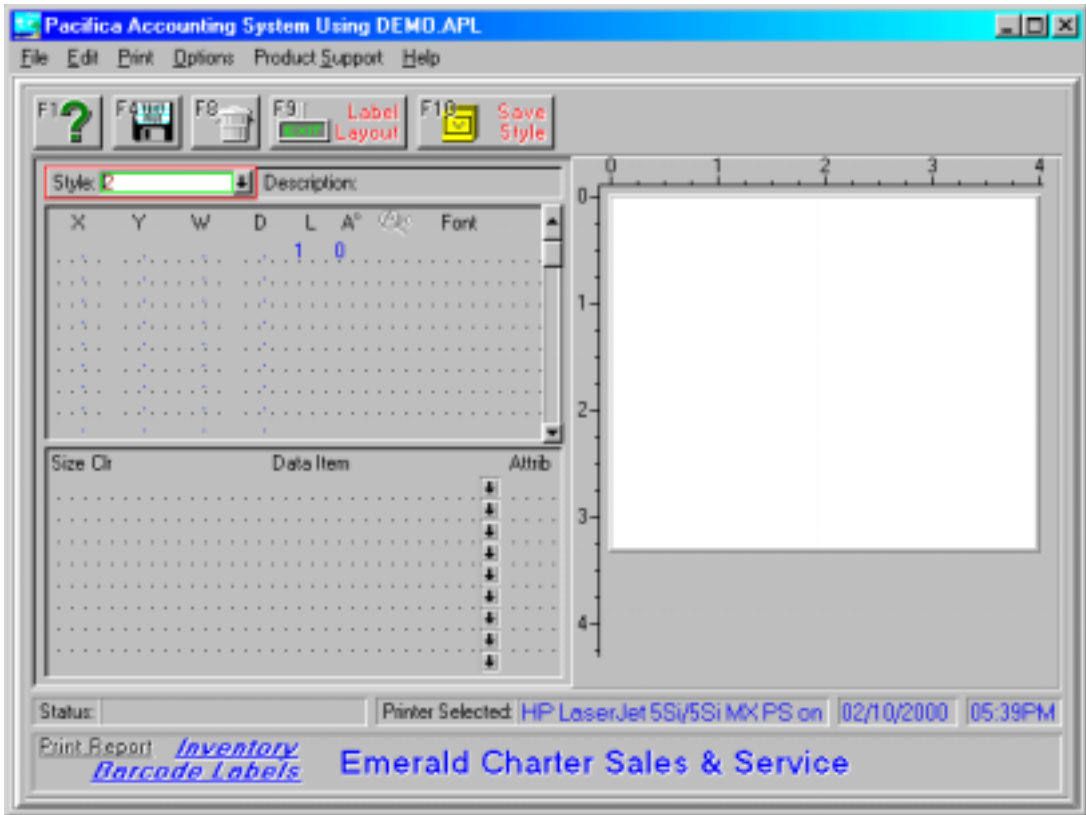
Print Inventory Barcode Labels — Label Layout screen

You will design the label visually, by selecting elements to build the label and seeing the elements on the screen as you adjust them. Each text item, photograph, barcode or border is a separate element with its own characteristics, and your label can have as many elements as necessary to construct the label.

It should be noted that only one label layout is used to print a label sheet, even if the sheet has many rows and columns of labels; you won't design a label layout for each position on the sheet.

On the left side of the *Label Layout* screen is a scrolling data area. Each line of this area defines one data element of the label. On the right side of the screen is a pictorial representation of the label as you design it.

Generally, each data element has its own dimensions and is displayed independently of the other elements. When the cursor is positioned on an element line (on the left side of the screen), the corresponding element on the label will blink. You can place the cursor on any of the dimension or coordinate fields (X, Y, W, D, L, A) and press the + (plus) or - (minus) keys to increment or decrement the value in the field. The label display will change as you change the data element fields.

If a block of several lines of text should print, enter the number of lines in the *L* field. In this case, the *W* (width) and *D* (depth) fields define the dimensions of the entire block. The text will be word-wrapped to fit the block.

You may use any combination of fonts on your label. Truetype fonts are the most flexible (they are indicated with a TT symbol in the font directory). They may be scaled to any point size, and most can be rotated to any angle.

The Size field sets the point size of the font for this line. A 72 point font is about 1 inch high. The on-screen representation of font point size is not as accurate as the printed size, in both height and width.

The *Data Item* field determines what will print, for most data elements. The *Data Item* may specify a field from a record, such as **[INVENTORYNUMBER]**, a graphic item, such as **[PHOTO(1)]**, literal text, such as Description:, or a combination.

The *Attribute* field applies a modification or visual treatment to the element. For instance, text or numeric data will be printed as a barcode when the correct attribute is applied. The border attributes require only dimensions and no data.

Printing Photographs and Graphics

Bitmap or photo files can be used on your labels in one of two ways. You can store them in your inventory records (up to 14 photos per inventory variety) and use the *Data Item* keyword **[PHOTO]** or **[PHOTO(n)]**. When you use the form **[PHOTO]**, the first photograph in that inventory record is

printed. When you use the form **[PHOTO(n)]**, the nth photograph is printed. Replace the n with a number, such as **[PHOTO(2)]** (the second photo).

Or, you can type the name (the full pathname, if necessary) of the bitmap file in the *Data Item* field and specify an attribute of **Bitmap** in the *Attribute* field. This will cause the same graphic to print on every label. This is the recommended method for printing a company logo.

In either case, the file format of the graphic may be any of the common types, such as BMP, JPEG, TIF, PCX, etc., with the exception of GIF, which must be licensed through Unisys®. Photos may be scanned, and most scanner software can store images in any desired format. JPEG is recommended as the most efficient compressed format. Scan fairly large pictures at about 100 to 150 pixels per inch for the best resolution and reasonable file size.

The *W* (width) and *D* (depth) fields on the line determine the printed size of the graphic. If you specify both the width and depth, the aspect ratio, or proportions of the graphic may be distorted, while the dimensions will be exactly as you set them. To maintain the aspect ratio, leave one of the dimensions blank.

Printing Barcodes

Any text or numerals can be printed as barcodes. Select one of the barcode symbologies from the Attributes field. There are limitations on the character sets of each barcode symbology. Code 39 is the only symbology that can represent both letters and numbers, but each character is much longer. For international commerce, the EAN symbologies are preferred. The Postnet barcode is for postal zip codes only.

When an attribute of **Barcode** is selected, the entire data element is printed as a barcode. This means that text, graphics and barcodes can't be mixed on one element line.

Photo Labels — Sample Printout

Lot #: **TOMBBE.ST360A-1MB**
Variety: **TOMATO, BIG BEEF**
Germ: **82.00%**
Purity: **97.00%**

Lot #: **TOMBBE.ST360A-1MB**
Variety: **TOMATO, BIG BEEF**
Germ: **82.00%**
Purity: **97.00%**

Sunborne Seeds, Inc

Lot #: **TOMBBE.ST360A-1MB**
Variety: **TOMATO, BIG BEEF**
Germ: **82.00%**
Purity: **97.00%**

Sunborne Seeds, Inc

Lot #: **TOMBBE.ST360A-1MB**
Variety: **TOMATO, BIG BEEF**
Germ: **82.00%**
Purity: **97.00%**

Inventory Management Reports
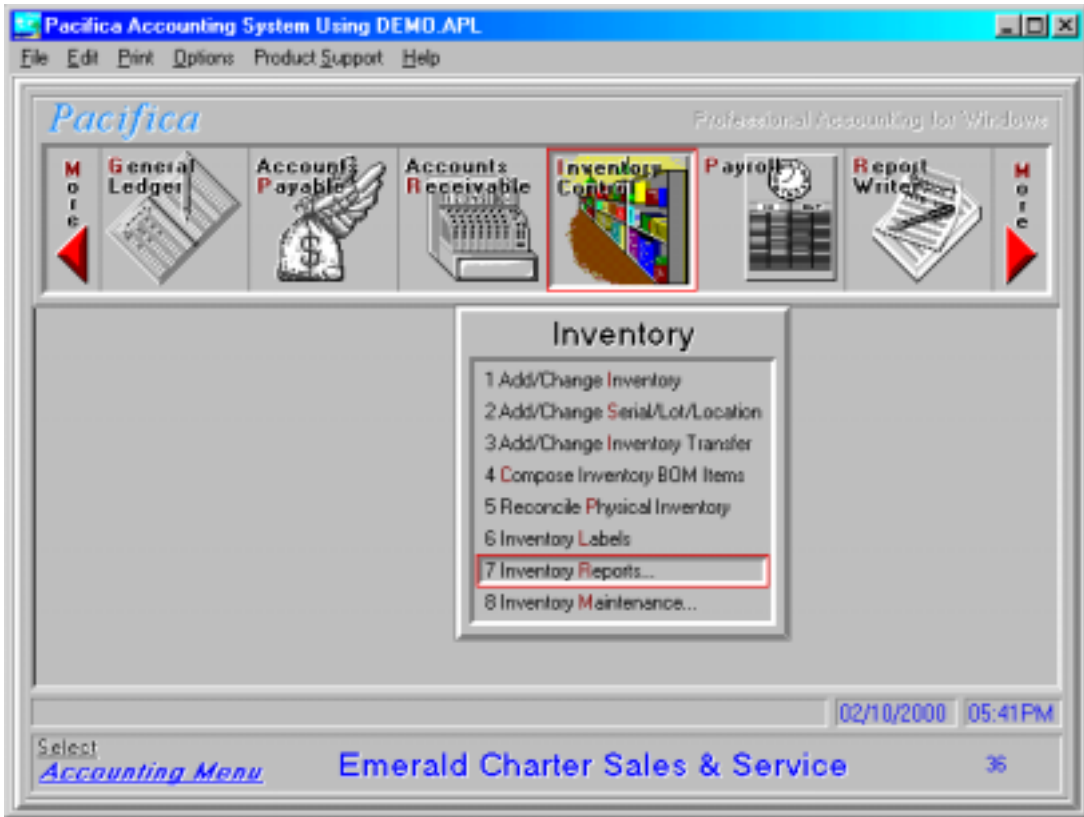
Inventory Main Menu – Inventory Reports

U se this menu selection to:

- Print or display information about a particular group of inventory items.
- See what purchase and sales activity has occurred to affect the quantities on hand of a particular group of inventory items.
- Print or display information to help you reorder inventory items that are below their reorder points.
- Print or display information about your best-selling inventory items.

The *Inventory Reports* menu enables you to print or display information about your company's inventory items.

To print inventory management reports, select *Inventory Reports...* from the *Inventory* menu.
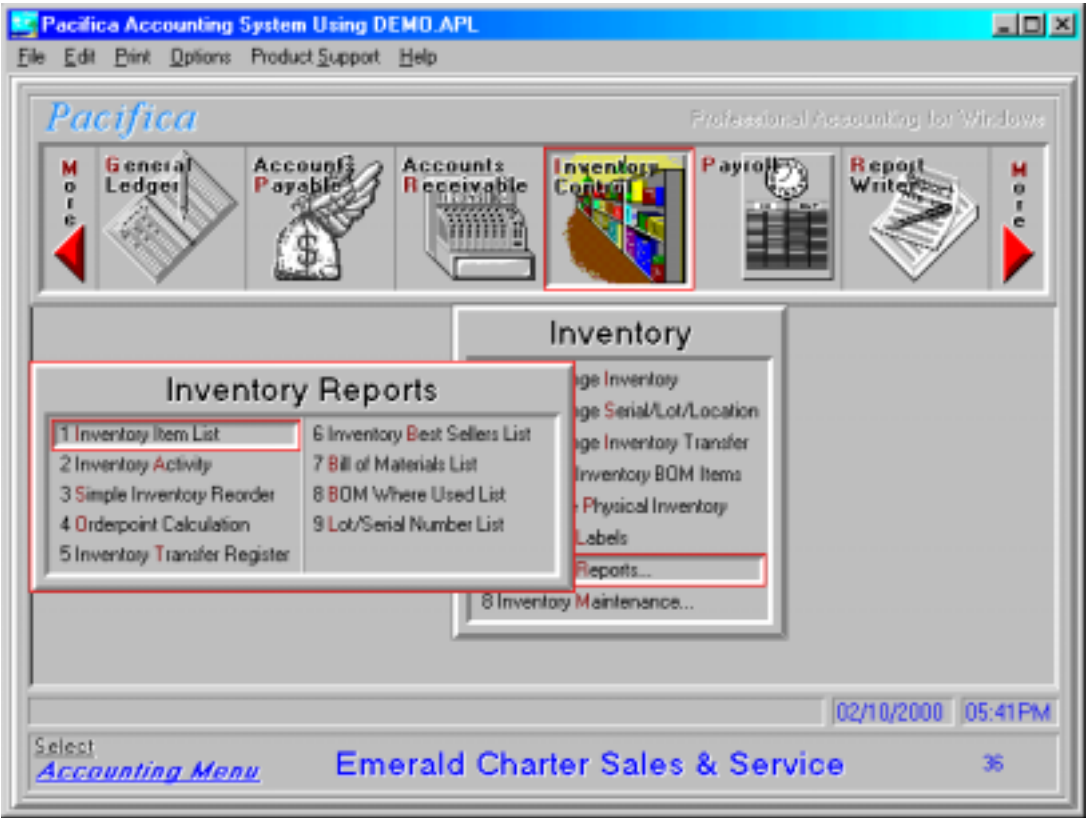
Inventory Reports Menu

Inventory List

This report prints an inventory item listing, sorted by either item number or item description, optionally including costs and prices.

To execute, select *Inventory Item List* from the *Inventory Reports...* menu.

Inventory Item List report parameters screen

Data Fields on the Inventory Item List Report Parameters Screen

Starting Inventory
To include a particular range of items on the report, type the number of the first item.

Ending Inventory
To include a particular range of items on the report, type the number of the last item.

Vendor Name ID
To include only items supplied by a specific vendor (must have that vendor's ID number in supplier field), enter that vendor's ID number. To display a directory of vendors, press *****.

Aisle Location
To include only items which are on a particular warehouse aisle, type the name or number of that aisle.

Warehouse Location
To include only items which are in a particular warehouse, type the name or ID number of that warehouse. To display a directory of locations, press *****.

Category
To include only items belonging to a particular category, type that category.

Product Line
To include only items within a particular product line, type that product line.

Print Costs? (Y/N)
If you want the report to include the current cost for each item line, set this field to **Y**.

Print All Prices? (Y/N)
If you want the report to include up to 4 price levels for each item line, set this field to **Y**. Otherwise only the first price prints.

Print Locations? (<u>Y</u>/<u>N</u>)
If you want the report to include the aisle, shelf and bin location for each item, set this field to **<u>Y</u>**.

Include? (<u>A</u>/<u>L</u>/<u>O</u>/<u>Z</u>)
Select items to include on the report from the following options:

<u>A</u>ll items
<u>L</u>ow quantities (below reorder level)
<u>O</u>nhand not zero items
<u>Z</u>ero onhand items
<u>D</u>ormant items

Sort By: (<u>N</u>/<u>D</u>/<u>C</u>/<u>P</u>)
Select a report sorting order from the following options:

<u>N</u>umber
<u>D</u>escription
<u>C</u>ategory
<u>P</u>roduct line

Subsort Order: (<u>N</u>/<u>D</u>)
If you selected Category or Product line above, Select a report subsorting order from the following options:

<u>N</u>umber
<u>D</u>escription

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Inventory Item List – Sample Printout

Emerald Charter Sales & Service
Inventory Item List

Printed on: 12/12/1996   Page: 1

Inventory	Description	Part	On Hand	Min	Max	Unit Price
100	Airplane tires	45451	35.00			112.00
120	Airplane fuel - 120 octane	120OCTANE	-865.10			1.65
125	Jet-A fuel	JETAOCTAN	3,448.00			1.65
127	Aviation mineral oil	22MINGRAD	132.00			2.00
130	Altimeter	1556	5.00			900.00
140	Flight jacket, leather bomber	B10987	-9.00			250.00
200	Sectional chart	SEC3847636	422.00			1.50
300	Aviation Books	BOOKS	112.00			7.00
400	Pilot Headset	JAV933772	19.00			395.00
500	Push to talk switch	PTTS6000	15.00			50.00
600	Aviation Sweatshirt	3447HV945N	41.00			18.00
700	NavCom Radio	NR7243626	3.00			1,300.00
810	Rental Cessna 172	RENT-172	0.00			145.00
820	Rental Cessna SkyTwin	RENT-SKY	0.00			179.00
880	Aircraft prep for rental	PREP	0.00			40.00
900	Full service certification	SERVICE	0.00			90.00
BB101	Beech Bonanza 1966	BONANZA	0.00			0.00
BOM	Bill of materials		16.00			0.00

Grand Totals   3,373.90

Inventory Activity Report

This report prints an inventory activity listing showing purchases and sales (ins and outs), sorted by either item number or category.

To execute, select *Inventory Activity* from the *Inventory Reports*... menu.

Inventory Activity report parameters screen

Data Fields on the Inventory Activity Report Screen

Starting Item
To include a particular range of items on the report, type the number of the first item.

Ending Item
To include a particular range of items on the report, type the number of the last item.

Starting Date
To include activity for a specific range of dates, type the date of the first activity.

Ending Date
To include activity for a specific range of dates, type the date of the last activity.

Purchase Vendor ID
To include only items purchased from a specific vendor, enter that vendor's ID number.

To display a directory of vendors, press *.

Inventory Vendor ID
To include only items which have a specific vendor's ID number in the supplier field, enter that vendor's ID number.

To display a directory of vendors, press *.

Customer ID
To include only items sold to a specific customer, enter that customer's ID number.

To display a directory of customers, press *.

Category
To include only items from a specific category, enter that category.

Product Line
To include only items from a specific product line, enter that product line.

Location
To include only items in a specific location, enter that location's ID number.

To display a directory of locations, press *****.

Lot
To include only activity from a specific lot, enter that lot number.

To display a directory of lots, press *****.

Serial #
To include only activity from a specific serial number, enter that serial number.

To display a directory of serial numbers, press *****.

Include Activity: (A/S/P/T/B)
Select the document types to include on this report:
   All documents
   Sales invoices only
   Purchase invoices only
   Inventory **T**ransfers only
   Bill of Materials compositions only

Sort By Inventory/Category
Select a report sort order.

What Items to Include: (1-8)
Select which inventory items are included according to the following criteria:

1 - Include only if item has activity between report dates, even if ending balance is zero. *(Normal activity report)*

2 - Include only if item has activity and ending balance is below reorder level or is zero. *(Reorder report for active items)*

3 - Include only if item has ending balance regardless of activity. *(Inventory valuation report)*

4 - Include only if item has no activity between report dates, regardless of ending balance. *(Slow-movers report)*

5 - Include only if item has no activity between report dates, and has non-zero ending balance. *(Excess inventory report)*

6 - Include only if item has no activity between report dates, and has zero ending balance. *(Obsolete inventory report)*

7 - Include only if item has a beginning balance.

8 - Include all items.

Print On-Hand Values? (Y/N)
To see the value of the ending balance quantity of each item, set this field to **Y**. The value is computed according to the costing method listed in the inventory record. If you choose **Y** for this field, you should set the What to Include field to **3**.

Print Invoice Detail? (Y/N)
To include a report line for each purchase invoice and sales invoice selected, set this field to **Y**.

Print Narrow or Wide Report
The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Inventory Activity Report – Sample Printout

Emerald Charter Sales & Service
Inventory Activity
From: 10/01/1996 To: 10/31/1996
For items with activity during period.

Printed on: 12/12/1996 Page: 1

Date	Journal Document	Unit Purch/Sale	Percent Profit	Qty In	Qty Out	OnHand Bal
100	Airplane tires					15
10/01/96	S:1053	112.00	39.29%		4	11
	Item # 100		39.29%	0	4	11
120	Airplane fuel - 120 octane					172.90
10/01/96	S:1053	1.65	37.58%		8400	-8227.10
10/06/96	P:1882	1.03		4092		-4135.10
	Item # 120		37.58%	4092	8400	-4135.10
127	Aviation mineral oil					252
10/01/96	S:1053	2.00	52.00%		120	132
	Item # 127		52.00%	0	120	132
200	Sectional chart					482
10/27/96	S:1054	1.50	50.00%		12	470
	Item # 200		50.00%	0	12	470
400	Pilot Headset					21
10/01/96	S:1053	395.00	49.37%		1	20
10/27/96	S:1054	395.00	49.37%		1	19
	Item # 400		49.37%	0	2	19
500	Push to talk switch					17
10/01/96	S:1053	50.00	40.00%		1	16
10/27/96	S:1054	50.00	40.00%		1	15
	Item # 500		40.00%	0	2	15
900	Full service certification (Non-depleting item)					0
10/27/96	S:1054	90.00	0.00%		4.50	0
	Item # 900		0.00%	0	4.50	0

Grand Totals

Purchases $	Sales $	Profit	Total In	Total Out	On Hand	Total Value
$4,214.76	$15,861.00	40%	4,092	8,544.50	-3,488.10	$5,477.22

Simple Inventory Reorder Report

This report shows what inventory items you need to reorder to bring quantities up to either the minimum or to the maximum stocking levels. The report will optionally ignore or consider what is already on backorder.

To execute, select *Simple Inventory Reorder* from the *Inventory Reports*... menu.
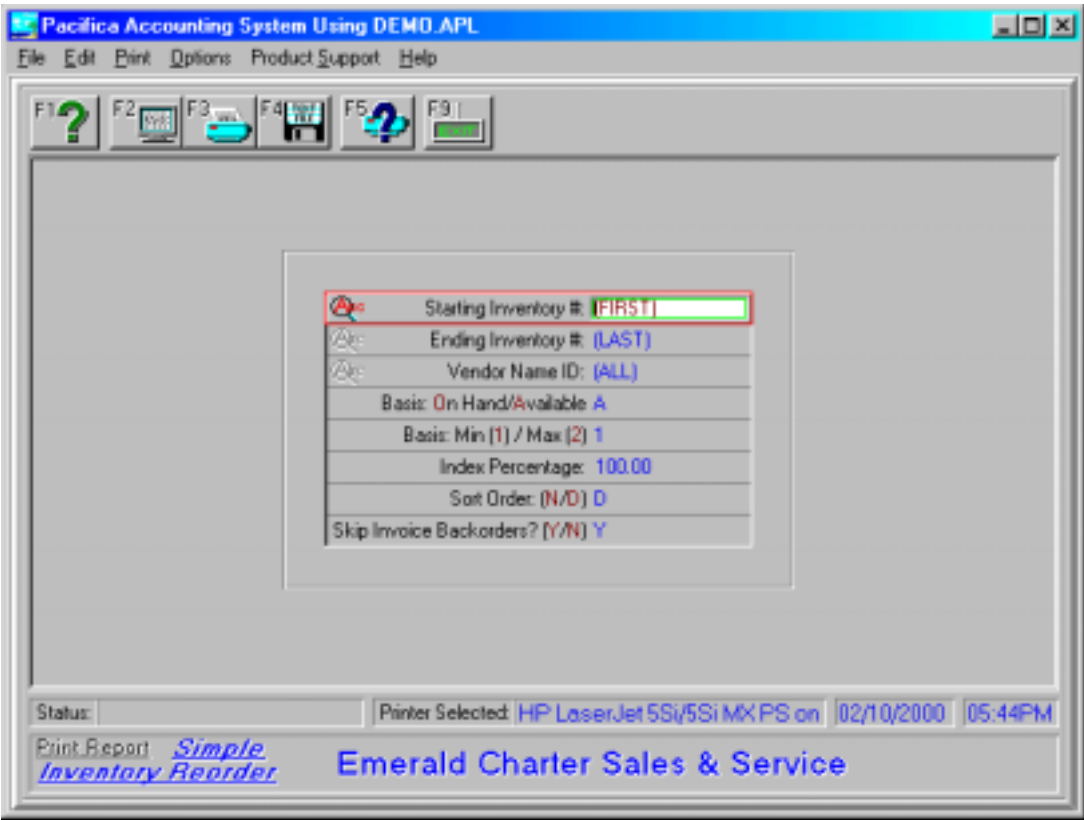
Simple Inventory Reorder List parameters screen

Data Fields on the Simple Inventory Reorder Report Parameters Screen

Starting Inventory
To limit the report to an inventory range, enter the number of the first item.

You can display an inventory directory by pressing *.

Ending Inventory
If you are reporting on an inventory range, enter the number of the last item to include.

You can display an inventory directory by pressing *.

Vendor Name ID
To limit this report to items supplied by a specific vendor, enter that vendor's ID number here.

You can display a directory of vendors by pressing *.

Basis: On Hand/Available
If you select **On Hand**, the amount ordered will not consider any quantities already on order or on backorder.

Basis: Min(1)/Max(2)
If you select **1** (for Min), enough items will be reordered to bring the quantity on hand up to the minimum stocking level. If you select **2**, enough will be reordered to bring the quantity up to the maximum stocking level.

Index Percentage
This percentage represents the percentage of the maximum stocking level to reorder. At 100%, the amount reordered plus the amount already on hand will equal the maximum stocking level.

Sort Order (N/D)
Sort the report either by item **N**umber or by item **D**escription.

Skip Invoice Backorders? (<u>Y</u>/<u>N</u>)

To ignore invoice backorders, enter <u>**Y**</u>. This will allow the report to compile faster.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Simple Inventory Reorder Report – Sample Printout

Emerald Charter Sales & Service
Inventory Reorder List
Based on Available Quantities
Bring stock levels to 100.00% of maximum
Vendor: ALL   Our ID: NONE   Contact: NONE   Phone:

Printed on: 12/12/1996   Page: 1

Item Number	Part Number	Description	On Hand	Avail	Min	Max	Order Qty	Current Unit Cost	Extended Line Cost
Vendor: 140 - Gordy's Pilot Shop Phone: (800)555-9875									
140	B10987	Flight jacket, leather bomber	-9	-9			9*	150.00	1,350.00
						Estimated Cost from Gordy's Pilot Shope:			1,350.00
Vendor: 125 - Grandview Oil Phone: (213)555-5105									
120	120OCTANE	Airplane fuel - 120 octane	-865	-865			865*	1.03	890.95
						Estimated Cost from Grandview Oil:			890.95
						Estimated Total Cost:			2,240.95

* Negative on hand quantity brought to zero.

Orderpoint Calculation Report

This report analyzes prior activity for subject inventory and tells you, based on past history and delivery lead times, when and how much of each item you need to order.

To execute, select *Orderpoint Calculation* from the *Inventory Reports*... menu.

Orderpoint Calculation report parameters screen

Data Fields on the Orderpoint Calculation Report Parameters Screen

Calculation Date
All historical analysis (used to establish selling trends for each item) will begin at and progress back from this date.

Starting Inventory
To include a particular range of inventory items on the report, type the number of the first item.

Ending Inventory
To include a particular range of inventory items on the report, type the number of the last item.

Vendor Name ID
To include only items supplied by a particular vendor, type that vendor's ID number.

To display a directory of vendors, press *.

Lead Time in Days
This is the average number of days after you place an order for merchandise until the merchandise is actually delivered to you.

Weeks Supply
This is the number of weeks' supply of each item you order at a time.

Months to Evaluate
This is the number of months of sales history to evaluate going backwards from the calculation date.

Years to Evaluate
This is the number of years of sales history to evaluate going backwards from the calculation date.

Basis: <u>O</u>n Hand or <u>A</u>vailable

Base the reorder quantity on either <u>**O**</u>n hand (ignores quantities on order and on back order) or <u>**A**</u>vailable (considers quantities on order and on backorder).

Apply Bias? (<u>Y/N</u>)

If current sales should receive more consideration in the reorder calculation, enter <u>**Y**</u>. This weights newest sales at 125% and oldest sales at 80%.

Sort Order: (<u>N/D</u>)

Select the report sort order from the following options:

- Inventory <u>**N**</u>umber
- Inventory <u>**D**</u>escription

Show Overstock As: (<u>Y/N/Z</u>)

If a particular inventory item is overstocked, there are three ways this may be indicated:

<u>**Y**</u> - Show overstock as negative quantity with negative cost
<u>**N**</u> - Omit overstock from the report
<u>**Z**</u> - Show overstock as **0*** with no cost

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.
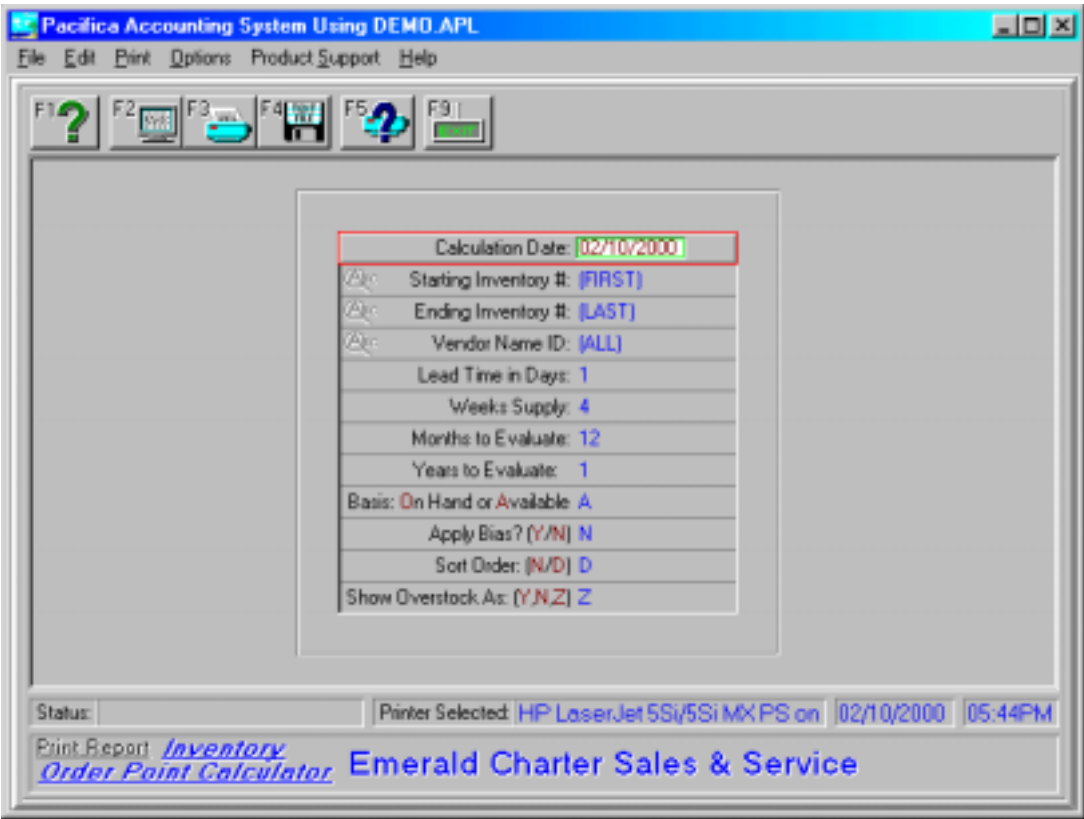
Orderpoint Calculation Report – Sample Printout

Emerald Charter Sales & Service
Inventory Order-Point Calculation
Weeks Supply: 4   Days Lead Time: 1   Based on Available Quantities
Vendor: ALL   Our ID: NONE   Contact: NONE   Phone:
Sales Evaluated For 12 Months From: 01/01/1996 To: 12/31/1996
Sale Dates Shown From: 07/01/1996 To: 12/31/1996

Printed on: 12/12/1996   Page: 1

Item #	Description	Qty Avail	On Hand	On PO	On SO	JUN	JUL	AUG	SEP	OCT	NOV	Order Point	Order Qty	Current Cost	Total Cost
Vendor: None															
BB101	Beech Bonanza 1966	0	0	0	0							0	0	55000.00	0.00
BOM	Bill of materials	16	16	0	0							0	0*	162.25	0.00
											Estimated Cost from Vendor: None:				0.00
Vendor: 140 - Gordy's Pilot Shop Phone: (800)555-9875															
300	Aviation Books	112	112	0	0	1						1	0*	5.00	0.00
600	Aviation Sweatshirt	41	41	0	0	1		22				3	0*	10.00	0.00
140	Flight jacket, leather bomber	-9	-9	0	0	1		21				3	12	150.00	1,800.00
400	Pilot Headset	19	19	0	0	1				2		1	0*	200.00	0.00
500	Push to talk switch	19	15	4	0	1				2		1	0*	30.00	0.00
200	Sectional chart	422	422	0	0	1			12			4	0*	0.75	0.00
								Estimated Cost from Gordy's Pilot Shop:						1,800.00
Vendor: 125 - Grandview Oil Phone: (213)555-5105															
120	Airplane fuel - 120 octane	-511	-865	354	0	40		330	8400	150		835	1346	1.03	1,386.38
127	Aviation mineral oil	132	132	0	0	12		16	120			17	0*	0.96	0.00
125	Jet-A fuel	3442	3448	0	6		280	180				596	0*	1.20	0.00
								Estimated Cost from Grandview Oil:						1,386.38
Vendor: 151 - Griffin Tire Corporation Phone: (214)444-9087															
100	Airplane tires	35	35	0	0	3			4			1	0*	68.00	0.00
								Estimated Cost from Griffin Tire Corporation:						0.00
Vendor: 110 - Nalco Airplane Parts Phone: (206)555-1010															
130	Altimeter	5	5	0	0							0	0*	365.00	0.00
700	NavCom Radio	3	3	0	0	1						0	0*	900.00	0.00
								Estimated Cost from Nalco Airplane Parts:						0.00

* Indicates satisfactory On Hand quantities - do not reorder   Estimated Total Cost: 3,186.38

Best Sellers List

This report analyzes inventory activity and shows you what items are selling the best (or worst).

To execute, select *Best Sellers List* from the *Inventory Reports*... menu.
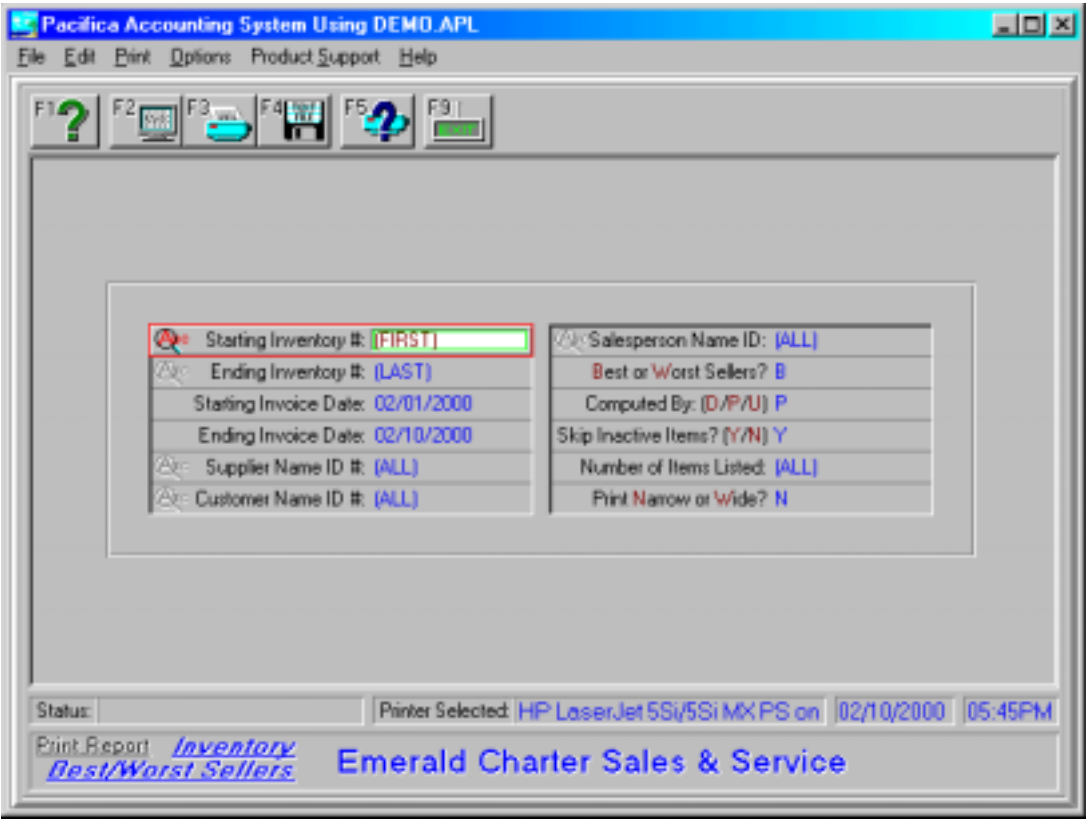
Inventory Best Sellers report parameters screen

Data Fields on the Best Sellers List Parameters Screen

Starting Inventory
To include a particular range of inventory items on the report, type the number of the first item.

Ending Inventory

To include a particular range of inventory items on the report, type the number of the last item.

Starting Invoice Date

All historical analysis (used to establish selling trends for each item) will begin at and progress forward from this date.

Ending Invoice Date

Only invoice activity on or before this date will be considered.

Supplier Name ID

To include only items supplied by a particular vendor, type that vendor's ID number.

To display a directory of vendors, press *.

Customer Name ID

To include only sales to a particular customer, type that customer's ID number.

To display a directory of customers, press *.

Salesperson Name ID

To include only sales by a particular salesman, type that employee's ID number.

To display a directory of employees, press *.

Best or Worst Sellers

To see your best performing inventory items, with the very best displayed at the top of the report, select **B**est.

To see your worst performing inventory items, with the very worst displayed at the top of the report, select **W**orst.

Computed By: (D/P/U)
Select the method by which you wish to judge the performance:

Dollar sales volume (doesn't consider profit)
Profit (gross sale less cost)
Units of inventory sold

Skip Inactive Items? (Y/N)
To omit any items with no activity between the dates, set this field to **Y**.

Number of Items Listed
This is the total number of items which will appear on the report. To print the top 10 items, for example, enter **10**.

Print Narrow or Wide
The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Execute the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Inventory Best Sellers List – Sample Printout

Emerald Charter Sales & Service
Inventory Best Sellers
From 01/01/1996 To 12/31/1996
Computed on Basis of Profit of Sales

Printed on: 12/12/1996   Page: 1

Item #	Description	Units Sold	Total Cost	Total Price	Total Profit	Pct Prf
900	Full service certification	364	0.00	26,542.50	26,542.50	100.00
820	Rental Cessna SkyTwin	106	12,296.00	36,371.25	24,075.25	66.19
BB101	Beech Bonanza 1966	1	55,000.00	72,500.00	17,500.00	24.14
120	Airplane fuel - 120 octane	10,023	10,323.79	16,538.12	6,214.33	37.58
125	Jet-A fuel	6,552	7,862.40	10,810.80	2,948.40	27.27
810	Rental Cessna 172	52	4,377.50	6,717.50	2,340.00	34.83
140	Flight jacket, leather bomb	23	3,450.00	5,750.00	2,300.00	40.00
130	Altimeter	3	1,095.00	2,700.00	1,605.00	59.44
700	NavCom Radio	3	2,700.00	3,900.00	1,200.00	30.77
400	Pilot Headset	6	1,200.00	2,370.00	1,170.00	49.37
880	Aircraft prep for rental	15	0.00	600.00	600.00	100.00
100	Airplane tires	9	612.00	1,008.00	396.00	39.29
600	Aviation Sweatshirt	31	310.00	558.00	248.00	44.44
127	Aviation mineral oil	168	161.28	336.00	174.72	52.00
500	Push to talk switch	5	150.00	250.00	100.00	40.00
300	Aviation Books	6	30.00	122.00	92.00	75.41
200	Sectional chart	30	22.50	45.00	22.50	50.00
			99,590.47	187,119.17	87,528.70	46.77

Bill of Materials List

This report prints a listing showing the raw materials or component parts required to build selected inventory items which are composed of a bill of materials (either sub-assemblies or finished goods).

To execute, select *Bill of Materials List* from the *Inventory Reports...* menu.
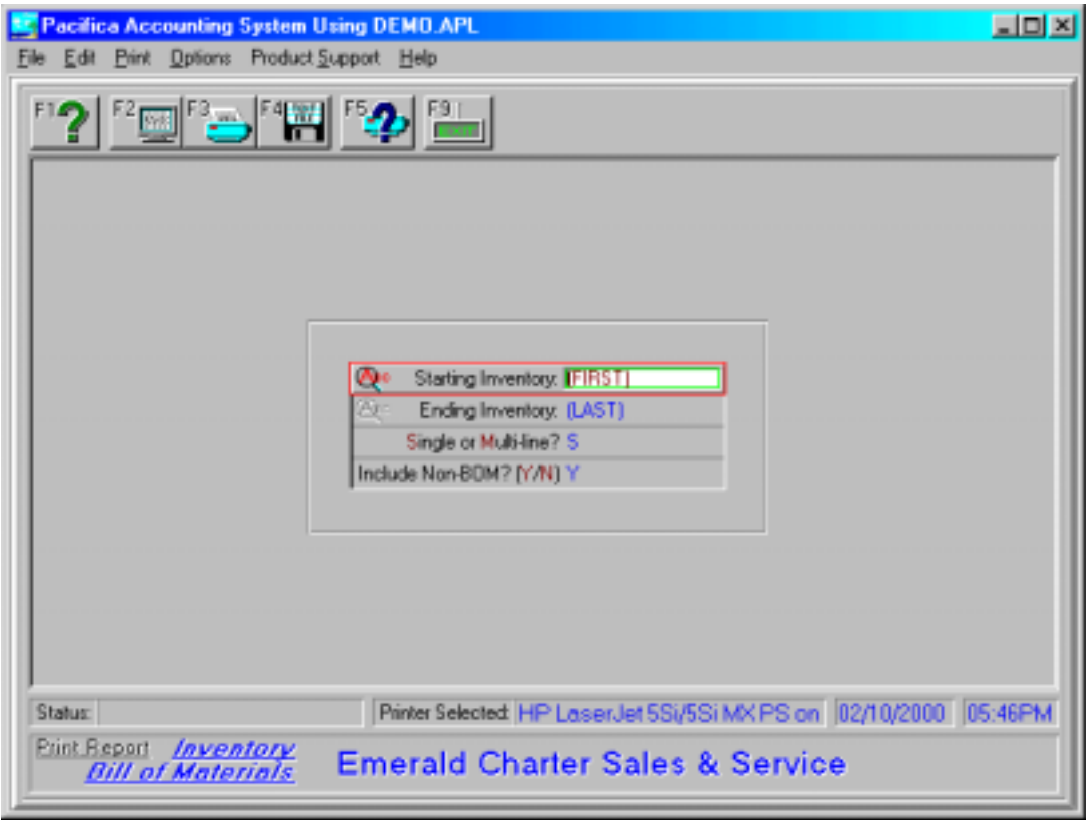
Inventory Bill of Materials report parameters screen

Data Fields on the Bill of Materials List Parameters Screen

Starting Inventory
To include a particular range of items on the report, type the number of the first item.

Ending Inventory
To include a particular range of items on the report, type the number of the last item.

<u>S</u>ingle or <u>M</u>ulti-line
If you select <u>S</u>ingle, the BOM items are listed in summary format, without costing information, as many items as will fit on each line.

Include Non-BOM? (<u>Y</u>/<u>N</u>)
To omit items which have no bill of materials, set this field to <u>N</u>.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Bill of Materials List – Sample Printout

Bill of Materials List

Printed on: 12/12/1996   Page: 1

Req'd Inventory		Description	On Hand	Unit Cost	Extnd Cost
126		Student Starter Kit	0.00	225.00	0.00
(3)	300	Aviation Books	112.00	5.00	560.00
(1)	400	Pilot Headset	19.00	200.00	3,800.00
(1)	600	Aviation Sweatshirt	41.00	10.00	410.00
BOM		Bill of materials	16.00	162.25	2,596.00
(1)	140	Flight jacket, leather bomber	-9.00	150.00	-1,350.00
(3)	200	Sectional chart	422.00	0.75	316.50
(2)	300	Aviation Books	112.00	5.00	560.00

Lot/Serial Number List

This report prints a listing of all lot or serial number records associated with an inventory item.

To execute, select *Lot/Serial Number List* from the *Inventory Reports...* menu.

Lot/Serial Number List parameters screen

Data Fields on the Lot/Serial Number List Screen

Starting Lot/Serial
To include a particular range of lot records or serial numbers on the report, type the number of the first record.

Ending Lot/Serial
To include a particular range of lot records or serial numbers on the report, type the number of the last record.

Starting Inventory
To include a particular range of items on the report, type the number of the first item.

Ending Inventory
To include a particular range of items on the report, type the number of the last item.

Warehouse
To include only inventory items stored at a particular warehouse, enter the name ID number of that warehouse.

To display a directory of locations, press *****.

Sort By: (**I**/**S**)
    Inventory number
    Serial number

On-Hand Only? (**Y**/**N**)
Enter **Y** to include only lot/serial numbers with a quantity on hand.

Print Costs/Prices? (**Y**/**N**)
Enter **Y** to include costs and prices on the report.

Print Width? (<u>N</u>/<u>W</u>)
The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Lot/Serial Number List – Sample Printout

Emerald Charter Sales & Service
Lot/Serial Number List

Printed on: 12/12/1996   Page: 1

Lot/Serial Number	Inventory	Description	Purch Ivc.	Sales Ivc.
1064-F71	130	Altimeter		
1064-F72	130	Altimeter		
1074-F73	130	Altimeter		

Effects on the Company Database

• Has no effect on the company database.

Effects on General Ledger Account Balances

• Has no effect on any G/L account balances.

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Payroll Module

Overview of the Payroll Module

***P**acifica*'s Payroll module helps you manage payments to employees, payroll taxes withheld and paid, and other deductions from wages. You manage your company's payroll by creating employee time tickets and paychecks and by maintaining information about your company's employees. Each employee's time ticket tracks their time and gross wages for the pay period. The employer and employee payroll-tax liabilities and General Ledger expense accounts are updated, when a payroll check is generated from a time ticket or entered manually.

Add/Change Employee
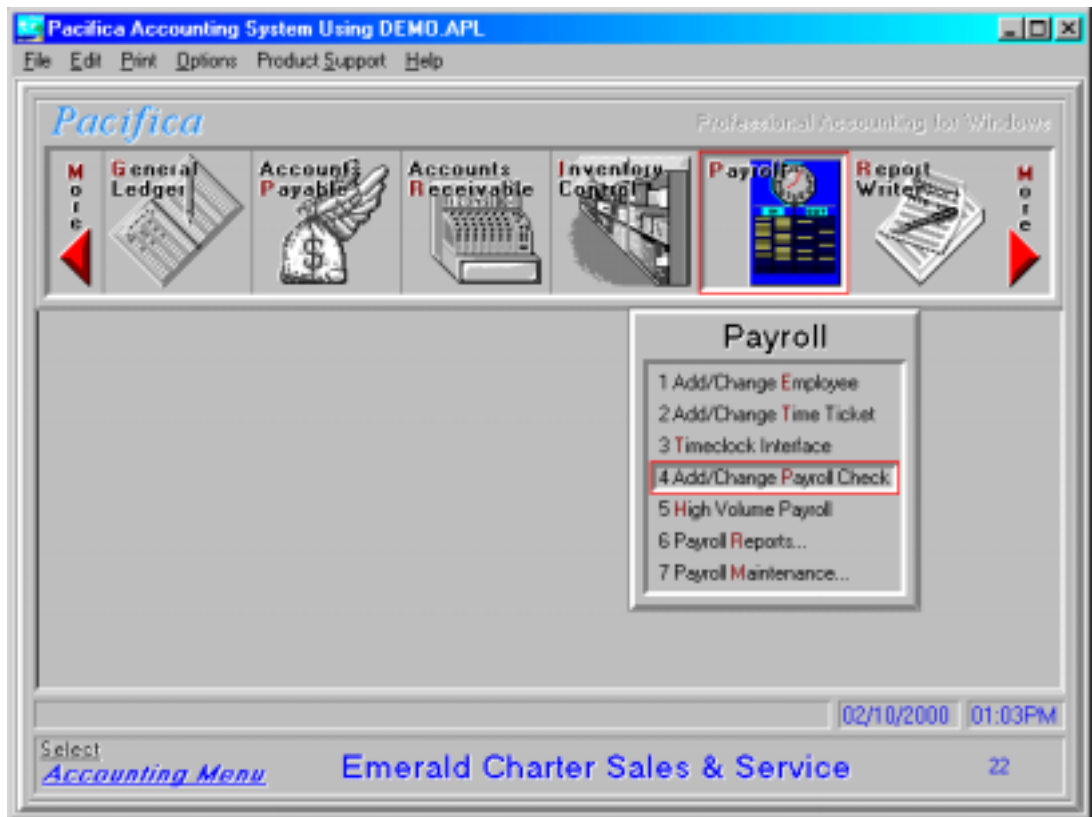
Payroll Main Menu – Add/Change Payroll Check

Use this menu selection to:

- Add a new employee to the file.
- Display or change the identifying information associated with an employee.
- Display an employee's earnings and deductions quickly.

The Payroll module helps you keep track of wage information, payroll checks, year-to-date federal and state withholding totals, other deductions, and miscellaneous information about each employee.

Payroll Main Menu – Add/Change Employee

Add/Change Employee displays useful information about your company's business relationship with its employees. It also saves you time later by providing employee information that will be displayed on the Add/Change Payroll Check screen to help you enter paychecks.

To enter, change or display employee information, select Add/Change Employee from the Payroll menu.

Add/Change Employee is divided into four screens. The first screen page displays identifying information about the employee. The second screen page displays pay characteristics. (See next page.) The third screen page displays payroll G/L accounts and year to date totals. (See next page.) The fourth screen displays miscellaneous deductions and other wages. (See next page.) To

switch from one screen to the next, click **Page** or press **[Shift-PgDn]** or **[Shift-PgUp]**.

To **HotPrint** the Employee Name List/Labels, click or press **[Shift-F10]**.

Add/Change Employee screen, page 1

Data Fields on the Add/Change Employee Screen (Page 1 of 4)

ID Number
The employee's ID number. If you enter an ID number that identifies an employee already on file, that employee record will be displayed for editing. You can select an alphanumeric code for the ID number that will be easy to remember in association with the employee's name or accept the next available number provided from the System Defaults record.

To display a list of employees already on file, type some or all of the employee's name or ID number, then press *.

This field is the identification number for the employee record and requires a non-blank value. Up to 20 characters are indexed and used in directory searches. If you do not enter a value, the message "?Name ID error" will be displayed and you will not be able to file the record.

You may change the ID Number starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the ID Number field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

Note: You must have SYSOP privileges for this module to do this.

Also Note: This starting value pertains to the employee record only. The ID Number for the vendor and customer records must be initialized on their respective screens. To lock vendors, customers and employees to the same ID number, set the starting value in Add/Change Name (**[Shift-F3]**) and leave it blank here.

Name
Enter the employee's full name as you want it to be printed on checks, labels, and federal and state reports. A search name will be created automatically using the first name first or the last name first, depending on the preference you specified in the User Preferences record. Only the first ten characters will be used for finding this record in directory searches. This field is used to generate the Search Name and requires a non-blank value. If you do not enter a value, the message "?Search Name error" will be displayed and you will not be able to file the record.

Address
Enter the street address of the employee's residence as you want it to be printed on checks, labels and reports. You can enter as many lines of information as you want in this field. The first 35 characters of each of the first two (2) lines will be printed on checks, labels, and reports (where requested).

City
Enter the city in which this employee resides. This field is normally skipped and will be displayed automatically if the ZIP code you entered is already on file. If the ZIP code entered has never been

used before, you will be asked to provide a city name. This name will be used for this employee and will become the default city name for future name records in the same ZIP code.

State

Enter the state in which this employee resides. This field is normally skipped and will default automatically based on the Zip code. If the Zip code entered has never been used before, you will be asked to provide a two character state postal code. This code will become the default for future name records in the same Zip code.

Zip Code

Enter the postal Zip code as you want it to be printed on checks, labels and reports. The cursor will stop here before proceeding to the City and State fields because the city and state for each Zip code are stored as you enter them. If the Zip code is found on file, the city and state will be displayed automatically.

Search Name

The Search Name field requires at least one non-blank value and is automatically generated using the data in the Name field. If a value is not created , the message "?Search Name error" will be displayed and you will not be able to file the record.

A Search Name will either use the first name first or the last name first, depending on which method is specified on the User Preferences under the System Maintenance menu. The Search Name is used for finding this record in directory searches and for alphabetizing reports. Only the first ten characters of any Search Name will be used for finding this record in directory searches, but an unlimited number of search names can be entered for this employee, each of which can be used to find this employee with the same search speed as keying on the ID number or name.

For example, the second line of the search name could be a nickname. If you request a directory search on "Pat" by typing **PAT*** in an employee name field, a directory will be displayed showing every employee who has any Search Name beginning with the letters "PAT". You might also add sub-department, territory, product specialties, job category, project ID or other useful information to be used to locate this employee later.

To enter an additional search name, press **[Enter]** following one of the other search names and enter the additional identifier.

Telephone

Enter the employee's home telephone number including the area code. The numbers move from right to left as you type. Parentheses and a dash are inserted automatically. To enter a note of up to six characters, precede the telephone number with the note. You can add unlimited additional phone numbers, such as cellular, pager, or FAX numbers, as required. For example: **Home: 2065551212**.

SS Number

Enter this employee's nine-digit social-security number. Don't enter hyphens, spaces, or other characters. The hyphens will be inserted in the correct places as you type.

Job Title

Enter a short description or job title for this employee. This field can be used for reporting purposes. Be as consistent as you can, and use the same title for the same job. For example: use "CLERK" or "CLERICAL" but not both.

Department

If employees are categorized by department, enter the department here. Several payroll reports can be set to calculate and print only specified departments.

Comments

Use this field to record conversations, notes, observations or any other textual information concerning this person. For example, you might use this field to hold results of this employee's performance reviews. You can enter any number of lines of information in this field.

The first line of the Comment field is included on any pop-up box relating to this employee such as when you enter paychecks.

Record Type
This field will always contain "Employee" for every employee in the file. However, if a person is also entered in **Pacifica** simultaneously as a vendor or customer, there may be "Vendor" or "Customer" here also.

The Photograph Frame
At the bottom right corner of the employee screen is a square panel which may optionally contain a photograph or other graphic. This photograph (and up to 13 more per each employee) may be printed full-size, or included on labels and other reports. See the explanation for the Photos field, later in this chapter, for more information.

Add/Change Employee screen, page 2

Data Fields on the Add/Change Employee Screen (Page 2 of 4)

Driver's License
Enter this employee's driver's license number. This might be useful if the employee drives a company vehicle.

Workers Comp
If this employee has a state-assigned Worker's Compensation number, enter it here.

Since there is no state to state standards for Workers Compensation number format, you must enter any spaces, hyphens, or other special characters that you wish to have print on reports later.

Marital Status
Enter **S**ingle or **M**arried.

Withholding Allowances
Enter the total number of personal and dependent allowances which this employee claims on his form W4.

Deductions
If the state withholding table allows for a different number of deductions than the number specified in Withholding Allowances, enter the number here.

Tax Exemptions

If an employee is exempt from a particular tax, enter the number representing that tax.

    0 - exempt from federal income tax
    1 - exempt from state income tax
    2 - exempt from local income tax
    3 - exempt from FICA
    4 - exempt from federal unemployment insurance
    5 - exempt from state unemployment insurance
    6 - exempt from state disability insurance

Caution: Employees are seldom exempt from ANY type of payroll taxes. Before you flag an employee as exempt, check with your accountant.

941/943 Employee
Enter **3** if this is an agricultural employee whose wages are reported on federal form 943, or else enter **1**.

Prepaid EIC

If this employee is eligible for advance payment of Earned Income Credit, choose one of these:

    1 - single or married, without spouse filing certificate

    2 - married, with spouse filing certificate

Hire Date

Enter the date the employee began working for your company using the format MMDDYYYY.

> **Hint:** If the month and year of a date are already correct, just type the day and press **[Enter]**. If the year is correct, just type the month (include 2 digits) and the day.

Birth Date

Enter the employee's date of birth using the format MMDDYYYY.

Terminated Date

The Terminated date field is empty unless this employee is no longer employed by the company. Once a termination date is entered, paychecks can no longer be issued to this employee; however, the employee record remains on file so you can print forms W-2 and other reports.

> **Hint:** A terminated employee may be reinstated (rehired) by removing the Terminated Date.

Last Paid Date

This is the date the most recent payroll check was issued to this employee.

This field is automatically maintained by **Pacifica**.

Pay Rate

If this employee is paid hourly or by the piece, enter the amount paid per hour or unit. This amount automatically appears on the payroll check.

Salary

If this employee is salaried, enter the standard amount paid to them per pay period.

> **Note:** If the employee earns a monthly total of $4,000 and is paid a semi-monthly salary, the correct salary per pay period is $2,000.

FIT Adjust

If the federal income tax withholding which is calculated by Add/Change Payroll Check is consistently lower or higher than the employee wishes, the calculated amount can be modified by entering a plus sign (+), a minus sign (-), a multiplication sign (*), or a division sign (/) followed by an amount or by entering a fixed amount.

> **Note:** To change an employee's federal income tax withheld from $175 to $200 per check, add $25.00 to the calculated amount by typing **+25.00**. To withhold exactly $200 from each check regardless of the tax table amount, enter **200.00**.

SIT Adjust

If the state income tax withholding which is calculated by Add/Change Payroll Check is consistently lower or higher than the employee wishes, the calculated amount can be modified by entering a plus sign (+), a minus sign (-), a multiplication sign (*), or a division sign (/) followed by an amount, or by entering a fixed amount.

Lcl Adjust

If the local income tax withholding which is calculated by Add/Change Payroll Check is consistently lower or higher than the employee wishes, the calculated amount can be modified by entering a plus sign (+), a minus sign (-), a multiplication sign (*), or a division sign (/) followed by an amount, or by entering a fixed amount.

Units/Period
If this employee is paid hourly or by the piece, enter the typical number of hours (or units) earned during each pay period. This number is displayed automatically during check processing to help with entering payroll data.

Pay Period
Enter the first character of one of the following periods to represent how often this employee is paid: **D**aily, **W**eekly, **B**iweekly (same day of the week, every other week), **S**emi-monthly (twice per month such as on the first and the fifteenth), **M**onthly, **Q**uarterly, or **A**nnually.

Pay State
Enter the two digit postal code to represent the state in which this employee pays state income tax and state disability insurance. When you enter a payroll check for this employee, the matching state tax table in Edit Tax Tables will be used to calculate state tax withholding.

Pay Locality
If local payroll taxes are withheld from this employee's wages, enter the name of the locality here.

Vacation Time
Enter the accrued vacation leave available to the employee, in hours. As hours are used, subtract the amount used from the total.

Pacifica can also accrue and distribute vacation hours for you automatically. To accrue vacations hours automatically, set up an employee formula of type **V**. The vacation hours will accumulate on each paycheck according to the formula.

Distribute the vacation hours on the paycheck with a pay type of **5** (vacation pay).

Note: As the hours are accumulated, they are displayed as negative numbers.

Sick Time

Enter the accrued sick leave available to the employee, in hours. As hours are used, subtract the amount used from the total.

Pacifica can also accrue and distribute sick hours for you automatically. To accrue sick hours automatically, set up an employee formula of type **S**. The sick hours will accumulate on each paycheck according to the formula.

Distribute the sick hours on the paycheck with a pay type of **4** (sick pay).

Note: As the hours are accumulated, they are displayed as negative numbers.

EPA Number

Employers whose employees must work in dangerous environments or handle toxic materials must maintain proof that each such employee has been trained in accordance with EPA guidelines. Enter the EPA certificate number in this field.

EPA Date

Enter the date of the safety training certificate for this employee.

I9 Title

Resident alien (non-U.S.-citizen) employees must provide documentation in order to be legally employed. Enter the kind of document the employee has provided.

I9 Issued By

Enter the name of the government agency which issued the document described above.

I9 Doc

Enter the ID number of the document described above.

I9 Exp Date

Enter the expiration date, if any, of the document described above.

Employee Comments

Enter any additional information about this employee. This could include evaluation results, commendations, reprimands.

This is a second and separate comment field than is displayed on the first screen page.

Add/Change Employee screen, page 3

Data Fields on the Add/Change Employee Screen (Page 3 of 4)

Photos
You may optionally include a list of up to 14 photographs or other graphics per each employee record. These photographs are in the form of a disk file, located on any accessible drive, and in any common graphical format. Some of the common formats supported include:

.BMP (bitmap)
.JPG (Joint Photographics Experts Group)
.TIF (tagged image file format)

.EPS (encapsulated Postscript)
.GIF (GIF)
.PSD (Adobe Photoshop)
.PCD (Kodak photo CD)

Enter the full pathname to the photograph file, or use the button to browse your hard

drives to find the files. The first photograph you list will display in the panel at the bottom right of this screen.

Displaying and Printing the Photographs

If this variety record contains photographs, you may display (or print) them all by clicking on the photo panel on the bottom right of this screen. A photographs screen appears:
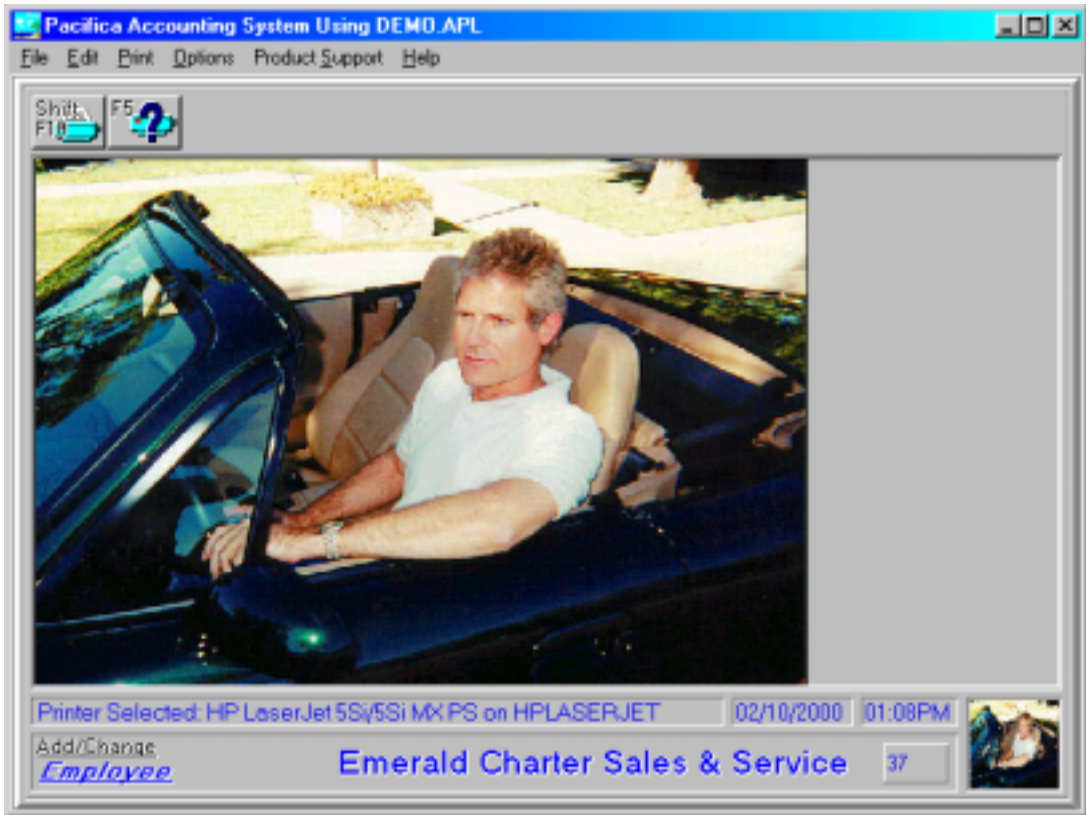
Add/Change Employee screen, Photographs

In addition to the first photograph at the bottom right of the screen, up to 13 additional photographs can display as thumbnails across the top of the screen. The currently selected photograph displays full-size in the center of the screen. To select another photograph to display full-size, just click on its thumbnail.

The currently selected printer is displayed in the Printer Selected: box at the bottom of the screen. You may print the photograph to that printer by clicking ▣ or you may select a different printer by clicking ▣ .

Year-to-Date Totals

These fields contain the accumulated wages (Gross, Prepaid, Nontaxed), pretax deductions (Pretax Ded) withheld taxes (Fed IT, State IT, Local IT, Social Sec, Medicare, St Disabil), other deductions (Other Deds) and net pay (Net). These fields cannot be edited. To put initial values in these fields, create a payroll check for this employee with the appropriate amounts. This provides an audit trail between the old system and the new one.

Payroll Tax G/L Accounts

These account-number fields contain the liability and expense account numbers for the accrued payroll taxes withheld. They are automatically displayed from the System Defaults record. These accounts are posted to when a payroll check is filed. At each field, enter the General Ledger account number or a few characters of the account name. The abbreviations are as follows:

- **FICA Emplr** -   Employer's share of FICA
- **FICA Emple** -   Employee's share of FICA
- **SDI** -   State Disability Insurance
- **FIT** -   Federal Income Tax
- **SIT** -   State Income Tax
- **Local IT**   -   Local Income Tax
- **FUI** -   Federal Unemployment Insurance
- **SUI** -   State Unemployment Insurance
- **FICA Expns** -   Social Security Expense
- **FUI Expns** -   FUI Expense
- **SUI Expns** -   SUI Expense
- **SDI Expns** -   SDI Expense

Add/Change Employee screen, page 4

Data Fields on the Add/Change Employee Screen (Page 4 of 4)

Wage/Deduction Formula

Enter any number of fixed amounts or formulas to calculate miscellaneous wages and deductions that you want to add or withhold from this employee's paychecks. This can also be used to calculate and withhold employer - only deductions.

This is a unique and powerful feature that gives **Pacifica** the ability to support virtually any payroll situation. You'll probably need to experiment awhile to create just the right combination of formulas

to achieve the results you want, but once you've done the first employee, you'll be able to use **Pacifica**'s template feature to create your other employees.

There are several variables you can use in your formula:

Deduction Formula Variables

    R - regular wages
    O - overtime wages
    S - salary
    G - gross wages
    N - net pay
    H - hours
    Y - year-to-date gross wages

The formula can also include the following operators:

+	add
-	subtract
*	multiply
/	divide
MAX	maximum
MIN	minimum

Note: The use of parentheses alters the precedence of the operators and may be necessary for complex formulas.

For example:

Simple: To specify a flat $25.15 deduction, enter **<u>25.15</u>**.

Medium: To specify a deduction of $3.81 for each hour worked, enter **<u>H * 3.81</u>**.

Complex: To deduct 5% of regular wages or $40, whichever is greater, enter **.05 * R MAX 40**.

Freq

This field specifies the frequency of the deduction – that is, how often the deduction is withheld. If this field is left blank, the deduction will be withheld from every payroll check. To withhold from only specific checks during the month, enter one or more numbers separated by commas or spaces indicating which pay period(s) during the month. For example, if an employee is paid weekly and you want to make this deduction from only the first and third check of each month, enter **1,3**.

Type

This field indicates to **Pacifica** how to use the Wage/Deduction formula on this line. If this line describes a miscellaneous pay or wage, enter **W**. If it is an employee deduction that occurs before income tax is withheld, enter **B**. If it happens after income tax is withheld, enter **A**. If this is an

> **Note:** A before-tax deduction will reduce the total taxable wages.

employer - only deduction you want to track, enter **E**. To use a formula to accumulate vacation hours, enter **V**, or for sick hours, enter **S**.

Tax?

If this is a before tax deduction (the type must be a **B**), you can specify any combination of tax exemptions on this deduction. If a deduction is tax exempt, tax will not be calculated and withheld for the amount of the deduction.

- **0** - Exempt from all taxes
- **1** - Federal income tax exempt
- **2** - FICA exempt
- **3** - Medicare exempt
- **4** - FUI exempt
- **5** - State income tax exempt
- **6** - State disability tax exempt

<u>7</u> - Local income tax exempt

<u>8</u> - State unemployment insurance exempt

Max Amt
To place an upper limit on the total amount that can be withheld for this deduction, enter the maximum amount that can be withheld.

Accrued
This field tracks the total amount that has been withheld for this deduction. If an amount was entered in the Cutoff field, this deduction will no longer be made once the Accrued amount equals the Max Amount applied.

DR G/L
This is the General Ledger account debited by this employer-only deduction. This field will be ignored, if this wage/deduction line does not contain an **<u>E</u>** in the type field. Enter a General Ledger account number or a few characters of the account name. Press **<u>*</u>** for a directory listing of existing accounts.

CR G/L
This is the General Ledger account credited by this particular age/deduction. If this line represents an employee deduction, you can choose either an expense account (e.g., uniforms), an asset account (e.g., payroll advance), or a liability account (e.g., union dues). If this is a miscellaneous employee wage you probably want to choose a wage expense account. Whatever type the account is, the deduction amount will be credited to the account. Enter a General Ledger account number or a few characters of the account name. Press **<u>*</u>** for a directory listing of existing accounts.

Tax Table Override
If this employee requires a special withholding or tax adjustment that is different from other employees and can't be accomodated in a tax table, enter a list of formulas here. These formulas are computed after all tax table computations. A formula in this field can be used to compute any tax or withholding. The formulas used in this field are structured the same as tax table formulas in a #DO 9 statement. Refer to <u>Chapter 9 - Accounting Maintenance, Formulas for Optional Function 9</u> for details on using these formulas.

Filing the Employee Record

When you've properly filled all required fields on the screen, or made any changes you want, file

the employee record into the database by clicking [F10] or pressing **[F10]**.

To exit the screen, click [F9] or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the Add/Change Employee menu selection may alter records from the following files:
   • Name Records
   • Employee Records
   • System Defaults Record
   • Exceptional Events Log Entries

Effects on General Ledger Account Balances

   • Has no affect on any GL account balances.

Add/Change Time Ticket

Payroll Main Menu – Add/Change Timeticket

Use this menu selection to:

- Add a new employee time ticket to the file.
- Display or change the identifying information associated with an employee's time ticket.
- Display an employee's period-to-date hours and gross earnings quickly.

Add/Change Time Ticket provides a simple method for creating and tracking the total hours and the general ledger labor disbursement used to generate paychecks to employees. This feature will be most

useful for those employees who are paid by the hour or by the piece. Hours and/or units are accumulated for each employee until the time ticket record is closed or paid off by a payroll check for the designated pay period.

To enter, change or display time ticket information, select Add/Change Time Ticket from the Payroll menu.

To **HotPrint** Time Ticket Register, click [Shift-F10] or press **[Shift-F10]**.

Add/Change Timeticket screen

Data Fields on the Add/Change Time Ticket Screen

Employee Name ID
Enter the ID number of the employee to bring up the time ticket record associated with that employee, or enter a few characters of their search name. Press ***** to display a directory listing of existing employees. To view a closed or paid time ticket record, set a search template on the Employee Name ID (press **[F5]**, enter the ID number of the employee), press the group key (**[F4]**), and select the desired record.

Period Start
This field specifies the beginning date of the displayed employee's time ticket. Enter a Starting Date equal to the first day of the pay period.

Period End
This field specifies the last day of the pay period for this employee. This date should reflect how often this employee is paid. If the employee is paid monthly, this date should be one month after the Starting Date.

Date
Enter the date that the time or units were accrued for this employee.

Category
If you specified any inventory items in the Inventory Management module as "Non-depleted" and "Labor" (The Costing/Attribute field of the inventory item record should have both a **4** and an **8**), you can use those inventory items to describe the type of hourly wage or piece rate. The item's description and unit cost amount will be displayed automatically as the wage or piece description and rate.

From, To

If you want to track the time period that an employee worked, enter the time this employee started and stopped working for this labor category.

> **Note:** The number can be entered in either conventional or military format.

Time	Conventional	Military
7:30 a.m.	730	730
7:30 p.m.	P730	1930

> **Hint:** You may force the time to P.M. by exiting the field with the plus (+) key instead of **[Enter]**. Thus **730 [+]** would be the same as **P730 [Enter]**.

Units

Enter the number of units that the employee worked for this labor category. This can either represent hours or piece units. If the quantity is a decimal fraction, the decimal point must be typed. For example, enter ten and three quarters by typing **10.75**.

> **Note:** If you entered a To and From time, this number automatically calculates.

Rate

The rate field specifies the amount of money earned for each unit of work performed. If you entered an inventory item number in the Labor field, the unit cost from the inventory item record is displayed automatically as the rate. Otherwise, enter the desired rate. If the quantity is a decimal fraction, you must type the decimal point. For example, enter seven and one quarter by typing **7.25**.

Cd

If the data on this particular line is not regular pay, this field instructs the program on how to handle the following special circumstances.

0 - Don't include in overtime calculation
1 - Overtime (Time and a half)
2 - Doubletime (Time doubled)
3 - Tripletime (Time tripled)
4 - Benefits
5 - Sick pay
6 - Vacation pay
7 - Holiday pay

Description

This field describes the type of work performed. If you entered an inventory item number in the Labor field, the description from the inventory record is displayed automatically. Otherwise, enter the description you want.

Expense G/L

The general ledger payroll expense account specified in the System Defaults record is automatically displayed. To change the account, enter the account number you want, or enter a few characters of the account name. Press ***** for a directory listing of the existing accounts.

Paid by Check

If a time ticket has been closed or paid by the creation of a payroll check through Add/Change Payroll Check, this field will display the check number of the payroll check that closed it.

Status

The Status field represents the current condition of this transaction. This field is maintained automatically and cannot be edited.

0 - Closed or paid

Filing the Time Ticket Record

When you've properly filled all required fields on the screen, or made any changes you want, file

the timeticket record into the database by clicking [F10 icon] or by pressing **[F10]**.

To exit the screen, click [F9 EXIT icon] or press **[F9]** or **[Esc]**.

Effects on the Company Database

Using the Add/Change Time Ticket menu selection may affect records from the following files:

- • Timeticket Records
- • Exceptional Event Log Entries

Effects on General Ledger Account Balances

- • Has no affect on any GL account balances

Electronic Timeclock Interface

Payroll Main Menu – Electronic Timeclock Interface

Pacifica is capable of using the output files from selected electronic timeclocks to generate time-tickets which are then paid through either Add/Change Payroll Check or High Volume Payroll.

Not all electronic timeclocks output a compatible file, so call Pacifica Research for more information about specific timeclock hardware and software.
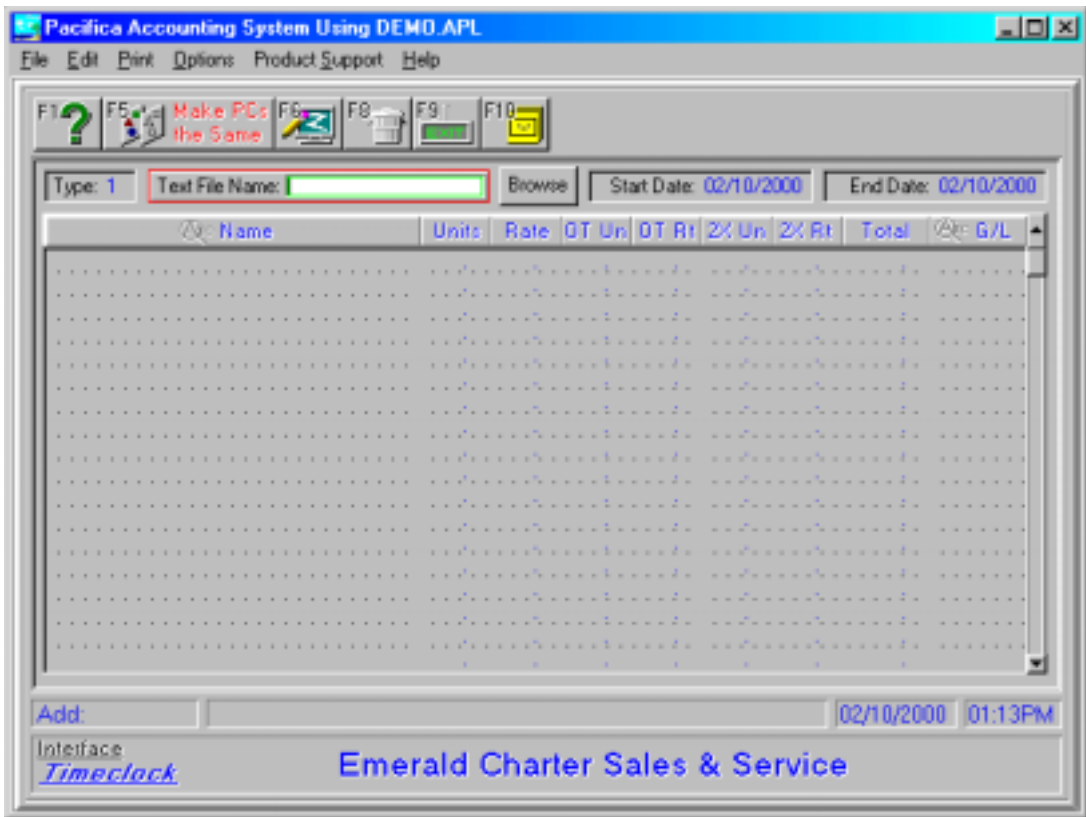
Electronic Timeclock Interface screen

Data Fields on the Electronic Timeclock Interface Screen

Text File Name
Enter the full path name of the timeclock output file.

Start Date
Enter the date of the first day of this payroll period.

End Date
Enter the date of the last day of the payroll period.

Name
You may enter an employee here or change an employee who is already displayed by typing a few characters of the employee name or ID number.

A directory of employees is available by pressing *****.

You may delete an employee from this screen by hiliting the employee line and pressing

 .

Units/Rate/OT Units/OT Rate
You may adjust these fields as necessary.

G/L Account
Enter the account number to which to expense this employee's wages. You may also optionally apply a profit center.

A directory of accounts is available by pressing *****.

To make all profit centers on the item lines alike, press **[F5]**.

When all lines are correct, create time tickets (one per line) by clicking or pressing **[F10]**.

Add/Change Payroll Check

Payroll Main Menu – Add/Change Payroll Check

Use this menu selection to:

• Issue a payroll check to an employee or to change a payroll check that has not been printed yet.

Add/Change Payroll Check provides a simple method of entering the information required to issue paychecks to employees whether they are salaries or paid by the hour or by the piece. Before-tax and after-tax deductions specified in the employee's record will be calculated and displayed automatically, so issuing paychecks is not a complicated task.

If you have modified the federal and state tax tables for your use, taxes will be withheld automatically. The Modify Tax Tables menu selection can be found on the Payroll Maintenance menu.

To enter, change or display payroll check information, select Add/Change Payroll Check from the Payroll menu.

To **HotPrint** Paychecks, click ![Shift-F10 button] or press **[Shift-F10]**.

Add/Change Payroll Check screen

Data Fields on the Add/Change Payroll Check Screen

Period End
Enter the date the payroll period ended for this employee.

Check Date
Enter the date to print on the check. The current system date automatically displays.

Check
The payroll check number from the System Defaults record is automatically incremented by one and displayed. If you are entering a manual check "after-the-fact", type over this number with the actual number of the check. If you enter a check number that identifies a payroll check already on file, that payroll check record will be displayed for editing. To display the previous payroll check number, press **[F2]**. To display the next payroll check number, press **[F3]**. This field is the identification number for the payroll record and requires a non-blank value. Up to 10 characters are indexed and used in directory searches. If you do not enter a value, the record will file, but you will not be able to access the record.

You may change the Check # starting value to any number (may also include alpha characters) you want, by pressing **[Ctrl-F1]** from the Check # field, and setting the default value to "[#]" plus your starting value. For example, if your starting value is **1000**, enter **[#]1000**.

> **Note:** You must have SYSOP privileges for this module to do this.

Pay to the order of
Enter the ID number of the employee who will receive this payroll check, or enter a few characters of their search name. Once the ID is entered, many fields on the screen will be displayed automatically with information from their employee record. Press ***** to display a directory listing of existing employees.

Period
Enter the first letter representing the pay period: **D**aily, **W**eekly, **B**iweekly, **S**emi-monthly, **M**onthly, **Q**uarterly, or **A**nnually.

State

The pay state from the employee record is automatically displayed.

Payroll GL

This field is the Cash-in-Bank General Ledger account defined in the System Defaults record. Enter the account number or a few characters of the account name to change it to another cash-in-bank account.

Department

The department from the employee record is automatically displayed. You can enter any other information you would prefer to print on the payroll check.

Job

The job from the employee record is automatically displayed.

Status

This field is maintained by **Pacifica**. The status values have the following meanings:

> **0** - Void
> **2** - Altered
> **3** - Reconciled
> **6** - Printed

Wages and Salaries

Units

The value in the Units/Pay Period field from the employee's record is automatically displayed. You can enter any number you want. If the employee is salaried, leave this field blank.

Rate

The value in the Pay Rate field from the employee's record is automatically displayed. You can enter any number you want. If the employee is salaried, leave this field blank.

Type

The information in this field is automatically displayed from both the employee and time ticket record. If this wage & salary line is not regular pay, this field tracks the following special circumstances.

0 - Salary
1 - Overtime (Time and a half)
2 - Doubletime (Time doubled)
3 - Tripletime (Time tripled)
4 - Sick pay
5 - Vacation pay
6 - Holiday pay
7 - Bonus
8 - Expense Reimbursement
9 - Other
A - Units are piecerate, not hours
B - Prepaid wages (not included in gross pay)

Tax Exempt Status

C - Tax exempt wages
D - Federal income tax exempt wages
E - FICA exempt wages
F - Medicare exempt wages
G - FUI exempt wages
H - State income tax exempt wages
I - State disability exempt wages
J - Local income tax exempt wages
K - State unemployment tax exempt wages

> **Caution:** Employees are seldom exempt from ANY type of payroll taxes. Before you flag an employee's wages as exempt, check with your accountant.

Comp
The Worker's Comp number from the employee record is automatically displayed.

Description
This description is automatically displayed when a wage & salary type is entered in the Type field.

Disbursements

Amount
The portion of total gross pay allocated to the wages General Ledger account is displayed on this line. You can distribute the amount to any number of different General Ledger accounts; however, the sum of all of the lines must be equal to the Gross Pay amount. The first line cannot be edited.

Acct
The General Ledger expense account specified in the System Defaults record is automatically displayed for the first line. To change the specified account, enter the account number you want, or enter a few characters of the account name. To display a G/L account directory, press *.

If you enter an account number on a line with no gross pay amount, this line's contribution to gross pay will be calculated as the product of multiplying the units and rate from the corresponding line.

Withholdings

Fed IT
The federal income tax for this employee's paycheck is calculated and displayed based on the earnings and deductions information you have entered and the values in the tax tables.

SocSec
The FICA tax for this employee's paycheck is calculated and displayed based on the earnings and deductions information you have entered and the values in the tax tables.

Medi

The Medicare deduction for this employee's paycheck is calculated and displayed based on the earnings and deductions information you have entered and the values in the tax tables.

EIC Pd

If this employee qualifies for federal earned income credit, the advance payment amount will be calculated and displayed here.

State IT

The state income tax for this employee's paycheck is calculated and displayed based on the earnings and deductions information you have entered and the values in the tax tables.

> **Note:** The *Filing Status* flag in this employee's record must have either the **C** or **D** flag set to allow EIC to calculate. See the *Add/Change Employee* section of the <u>User's Guide</u> for more information.

St Disab

The state disability insurance deduction for this employee's paycheck is calculated and displayed based on the earnings and deductions information you have entered and the values in the tax tables.

Local IT

The local income tax for this employee's paycheck is calculated and displayed based on the earnings and deductions information you have entered and the values in the tax tables.

Pretax Deductions

Amount

Enter any other pretax withholding that you want to deduct from this payroll check. For each wage/deduction formula in the employee's record with a Type of **B** (that is, before taxes) , a line is calculated and displayed here.

Account

Enter the General Ledger account number for this deduction, or enter a few characters of the account name.

Type

Enter the appropriate code(s) to indicate from which taxes these deduction are exempt:

0 - Exempt from all taxes
1 - exempt from federal income tax
2 - exempt from FICA
3 - exempt from medicare
4 - exempt from federal unemployment insurance
5 - exempt from state income tax
6 - exempt from state disability insurance
7 - exempt from local income tax
8 - exempt from state unemployment insurance
9 - exempt from worker's compensation insurance
A - 401K plan (exempt from federal, state and local income tax)

Caution: Employees are seldom exempt from ANY type of payroll taxes. Before you flag an employee's wages as exempt, check with your accountant.

Employer-only Deductions

These are any deductions which are paid entirely by the employer, and which have no effect on the payroll check, but are included here to tie a transactional event to this specific payroll check.

Amount
Enter the amount of the deduction.

Description
Use as much space as you need to describe this transaction.

DR G/L
If there is a dollar amount for this deduction, you must include a G/L account to debit here. To display an account directory, press *.

CR G/L
If there is a dollar amount for this deduction, you must include a G/L account to credit here. To display an account directory, press *.

Post-tax Deductions

Amount
Enter any other after-tax withholding such as insurance, uniforms, union dues, payroll advances, etc. that you want to deduct from this payroll check. For each deduction formula in the employee's record with a Type of **A** (that is, after taxes), a line is calculated and displayed here.

Account
Enter the General Ledger account number for this deduction, or enter a few characters of the account name.

Paycheck Totals

Timeticket Pay
This field displays the total amount of earnings calculated from the information on the employee's time ticket.

Gross Pay
This field displays the total compensation earned by the employee including the Units times Rate or Salary amount, the Prepaid amount, and the Nontaxed amount.

Net Pay
This field displays the net amount to appear on the payroll check after all taxes and other withholdings have been deducted.

TJ
To examine or edit the transaction associated with a paycheck, first select the check (screen

activity window shows "Select:" or "Changed:"), then click .

Filing the Payroll Check

When you've properly filled all required fields on the screen, or made any changes you want, file

the payroll check into the database by clicking or by pressing **[F10]**.

Exit the screen by clicking or pressing **[F9]** or **[Esc]**.

Effects on the Company Database

Using the Add/Change Payroll Check menu selection may affect records from the following files:

- General Ledger Accounts
- Employee Records
- System Defaults Record
- Time Ticket Records

- Payroll Journal Records
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the Add/Change Payroll Check menu selection, conforming with generally accepted accounting principles (GAAP).

Payroll Disbursement	Debit	Credit
always has...	**Payroll and/or Contract Expense** (expense)	**Cash** (asset)
may also have...	**Bonus or Other Compensation** (expense)	**Inventory** (asset)
may also have...	**Payroll Taxes** (expense)	

High Volume Payroll
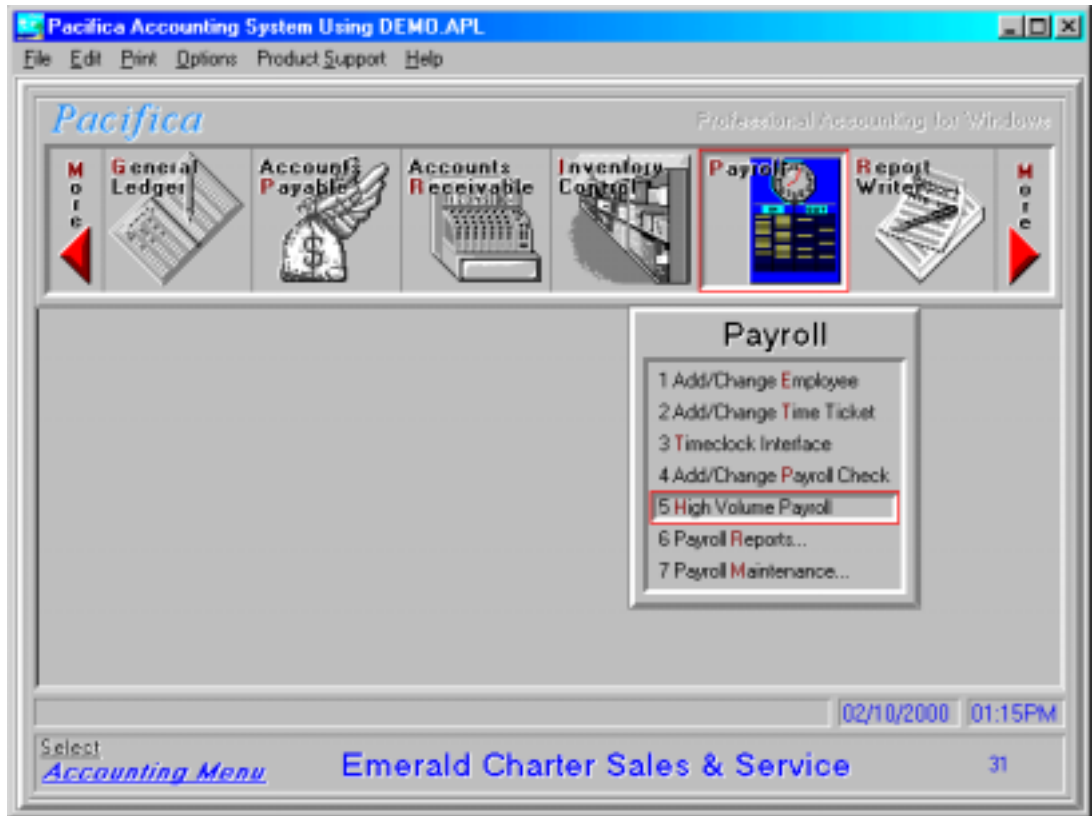
Payroll Main Menu – High Volume Payroll

Use this menu selection to:

• Issue a large volume of payroll checks to employees.

High Volume Payroll offers you a method of quickly paying all employees in a group, i.e. all employees in a department or all employees within a state.

The employees may either have timetickets, or their hours/units may be placed directly on the payroll checks, or they may be paid in combination.

In all cases, however, all wages, withholdings, deductions, and net pay information is displayed for verification before the checks are actually filed, and each check may be edited before filing.

To execute high speed payroll, select High Volume Payroll from the Payroll menu.

High Volume Payroll screen

Using the High Volume Payroll Checks Screen

The screen is divided into three parts: The select parameters (top part), the editing area (center part), and the paycheck list.

Begin by verifying that the select parameters are set correctly. Compare the value in Check # with the number of the check in your printer.

Next, set any (or all) of the employee select filters you want. For example, to pay only weekly employees, put **W** in Pay Period.

When all select parameters are correctly set, press **[F4]** to select eligible employees for payment. To be eligible, the employee must be currently active (non-terminated), can't have already been paid today, and must match all employee select filters you have set.

As each employee is selected, his name will briefly display in the Name field. If the employee has a timeticket, it will be retrieved and paid. All taxes will be calculated according to the proper tax table.

When all eligible employees have been selected, they will be displayed on the list at the bottom of the screen. If many employees were selected, they may not all be visible without scrolling down.

The first employee on the list is hilited, and his wage and tax information is displayed in the editing area. The cursor begins in the list, and may be arrowed down and up through the employees. You may also use **[PgDn]** or **[PgUp]**.

If any of this employee's information is incorrect, edit it by pressing **[F2]**, which moves the cursor into the editing area. From here, you may make any changes to this employee's information that you wish, including changes to hours or rates, and taxes and other deductions. As you make the changes, any effects are immediately displayed on that employee's line below. However, the changes won't become permanent until the paychecks are filed. Press **[F2]** again to move the cursor back to the employee list.

Other useful function keys are:
  [F5] within the list swaps the position in the list of the hilited name and the one just below it.

[**F7**] within the list opens a blank line into which you may enter another employee.

[**F8**] within the list deletes the currently hilited employee from the list. This does not delete
the employee from the database, or in any way affect the employee record or information.

When all employees have been checked for the correct information, file all the checks at one time by
pressing [**F10**]. Since you are about to file a large amount of data, **Pacifica** asks you to verify your
intention by typing **YES**.

As each payroll check is being filed, the hilite bar moves to that check in the list. When all checks
have been filed, the screen clears in preparation for another batch of checks.

Data Fields on the High Speed Payroll Checks Screen

Pay Date
This is the date which will be applied to each transaction created as the payroll checks are filed. Any
employee who has already been paid on this date can't be paid again from this screen.

> **Hint:** If you need to pay an employee more than once on this date (a bonus check, for exam-
> ple), use the *Add/Change Payroll Check* screen for the second check.

End Date
This is the date which will be saved as the payroll end date in each payroll check as it is filed. This is
the date on which the last wages of this pay period were paid.

Check
Enter the first check number in this batch. Each successive payroll check will be assigned the next
number in sequence.

> **Note:** Before you file the checks on this screen, verify that the number of the first check in
> your printer matches this number.

Employee Select Filters

Department
To select only employees from a specific department in this batch, enter the department name here. The search is case-insensitive, but the spelling must match exactly.

Pay Period
To select only employees from a specific pay period, enter the letter of the period here: **D**aily, **W**eekly, **B**i-weekly, **S**emi-monthly, **M**onthly, **Q**uarterly, **A**nnually.

Pay State
To select only employees from a specific state, enter the two letter abbreviation here.

Payroll GL
Enter the Payroll Cash in Bank G/L account number here. To display a directory of accounts, press *.

Editing Area

Name
This field displays each employee name as the employees are selected. You may also use this field to select a different employee before filing. If you add a new employee line (either by moving to the end of the list or by pressing **[F7]**, enter that employee's ID number here.

Social Security No
This employee's social security number is displayed here. You can't change this field.

Wages Line

Units
Enter the number of hours (or units, if piecerate) for this line. If this line represents a salary or a reimbursement, the units are not required. You may enter several lines for each employee.

Rate
Enter the rate per hour or unit for the units on this line.

Cde

Enter numbers representing the type of wages and the tax exempt status of the wages on this line. Use these codes in any combination:

0 - Salary
1 - Overtime (Time and a half)
2 - Doubletime (Time doubled)
3 - Tripletime (Time tripled)
4 - Sick pay
5 - Vacation pay
6 - Holiday pay
7 - Bonus
8 - Expense Reimbursement
9 - Other
A - Units are piecerate, not hours
B - Prepaid wages (not included in gross pay)

Tax Exempt Status

C - Tax exempt wages
D - Federal income tax exempt wages
E - FICA exempt wages
F - Medicare exempt wages
G - FUI exempt wages
H - State income tax exempt wages
I - State disability exempt wages
J - Local income tax exempt wages
K - State unemployment tax exempt wages

> **Caution:** Employees are seldom exempt from ANY type of payroll taxes. Before you flag an employee's wages as exempt, check with your accountant.

Comp
If the wages on this line are subject to worker's compensation insurance, enter the code here. This code is usually a number, but you may also use a key word which describes the type of labor performed, if you wish.

Descrip
Enter a description for the labor on this line.

Gross
This field represents the gross wages for this check. In most cases (except perhaps salary or reimbursement), this value should be Units times Rate. The gross wages may be divided onto several lines (to be applied to several different G/L accounts).

G/L
Enter the G/L account number for salary and wages. If you enter an account on a line which has no gross wages, the wages from the corresponding wage line (to the left) will be placed into the Gross field.

Withholdings

You may edit any of the following fields.

FIT
Federal income tax withheld.

FICA
Social security withheld.

MED
Medicare withheld.

EIC
Earned income credit advance payment.

SIT
State income tax withheld.

SDI
State disability insurance withheld.

LIT
Local income tax withheld.

Deduction Lines

Deduct
Enter any after-tax deductions here.

G/L
Enter the G/L account number for this deduction. You may display a directory of accounts by pressing
*.

Total Wages

Timeticket
This field displays the wages from an open timeticket for this employee, if there is one. When the
payroll checks are filed, any open timeticket will be paid. This field can't be changed.

Total Wages
This field displays the total gross wages from any timeticket, as well as any hours or units above. You
can't change this field. If you need to adjust the gross wages, change the Units and Rate fields.

Employee Item Lines

None of the fields in this area of the screen may be changed directly, except by adding or deleting employees. The values here may be changed by editing the check (using the editing area) which corresponds to this line.

Total of Paychecks
This field represents the total of all payroll check net amounts in this batch. This field can't be changed directly, but its value will change when you edit, delete or add checks.

Filing the High Volume Payroll Checks

When you've properly filled all required fields on the screen, file the payroll checks into the

database by clicking on the   button or by pressing **[F10]**. **Pacifica** will ask you to verify

before filing by typing **YES**.

Exit this screen by clicking   or pressing **[F9]** or **[Esc]**.

Hint: To easily print the payroll checks after filing, remain in the *High Volume Payroll* screen

and click   or press **[Shift-F10]** (**HotPrint**) to task to the payroll check printer.

Effects on the Company Database

Using the Add/Change Payroll   Check menu selection may affect records from the following files:

- General Ledger Accounts
- Employee Records
- System Defaults Record
- Time Ticket Records

- Payroll Journal Records
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the High Volume Payroll menu selection, conforming with generally accepted accounting principles (GAAP).

Payroll Disbursement	Debit	Credit
always has...	Payroll and/or Contract Expense (expense)	Cash (asset)
may also have...	Bonus or Other Compensation (expense)	Inventory (asset)
may also have...	Payroll Taxes (expense)	

Payroll Reports
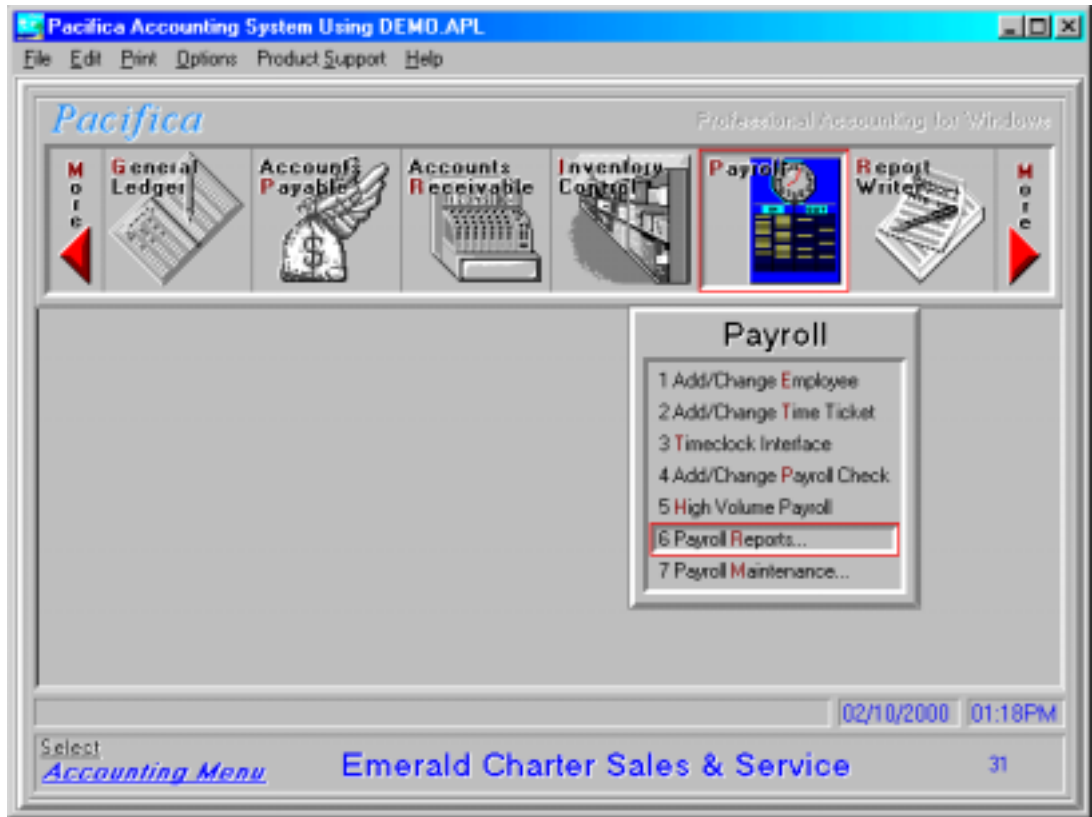
Payroll Main Menu – Payroll Reports

U se this menu selection to:

- Print or display information about your company's employees, their earnings, their withholdings, and their pay.
- Print periodic state and federal tax reports and forms.

The Payroll Reports menu enables you to print or display information about what you owe and what you've paid to employees.

To print Payroll reports, select Payroll Reports... from the Payroll menu.
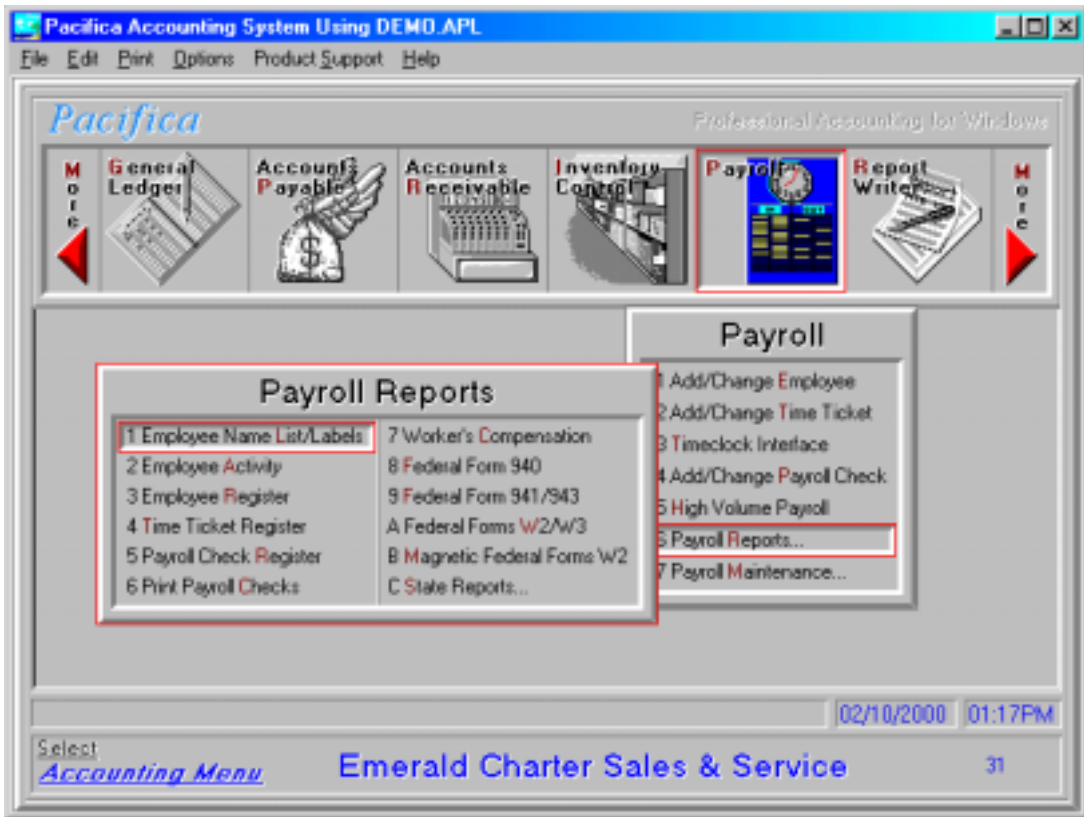
Payroll Reports menu screen

Employee Name List / Labels

This report prints an employee listing in two formats, as well as employee mailing labels.

To execute, select Employee Name List / Labels from the Payroll Reports... menu.
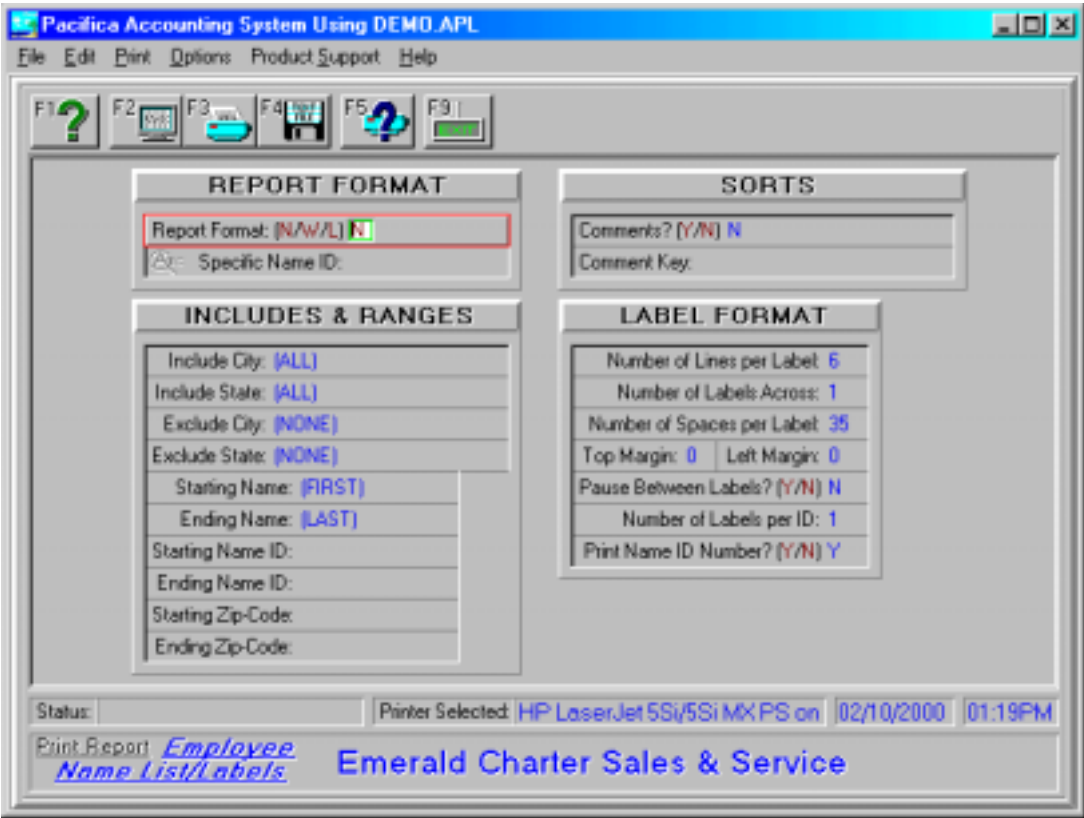
Employee Name List/Labels report parameters screen

Data Fields on the Employee Name List / Labels Report Parameters Screen

Report Format (N/W/L)

The format choices are:

> **N**arrow
> **W**ide
> **L**abels

The wide version of the list provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

The labels version allows you to print mailing labels instead of a list. When you choose labels, you may adjust the label parameters in the Label Format area of the screen.

Comments? (Y/N)

If you set this field to **Y**, any employee comments will print on the list report. This selection has no effect on labels.

Comment Key

You may filter employees according to a word or phrase in their employee comments. Only employees whose comments contain a match for this key will be included. The search is case-insensitive.

Include City

To include only employees from a specific city, type the city here.

Include State

To include only employees from a specific state, type the state here.

Exclude City

To exclude employees from a specific city, type the city here.

Exclude State
To exclude employees from a specific state, type the state here.

Specific Name ID
To include only a specific employee, type his name ID number here. This is especially useful for printing a mailing label.

Starting Name
To include employees by a range of names, type the search name of the first employee to include.

Ending Name
To include employees by a range of names, type the search name of the last employee to include.

Starting Name ID
To include employees by a range of ID numbers, type the ID number of the first employee to include.

Ending Name ID
To include employees by a range of ID numbers, type the ID number of the last employee to include.

Starting Zip-Code
To include employees by a range of zip codes, type the zip code of the first employee to include.

Ending Zip-Code
To include employees by a range of zip codes, type the zip code of the last employee to include.

Label Format

The following fields allow you to control the formatting of mailing labels.

of Lines per Label
This field represents the number of lines from the top of one label to the top of the next label. In other words, the height of one label PLUS the space between this label and the next. Assuming 6 horizontal lines per inch (standard for most printers), if this height is 3 inches (common for mailing labels) type **18** into this field.

of Labels Across
This field represents the number of labels horizontally across the form.

of Spaces per Label
This field represents the number of characters from the left edge of one label to the left edge of the next label. In other words, the width of one label PLUS the space between this label and the next. If the labels are only one wide, this is the width of the one label. Assuming 10 characters per inch (standard for most printers), if this width is 4 1/2 inches (common for mailing labels) type **45** into this field.

Size of Top Margin
This field represents the number of horizontal lines down from the top of each label where you want the printing to begin.

Size of Left Margin
This field represents the number of characters in from the left edge of each label where you want the printing to begin.

Pause Between Labels? (**Y/N**)
If you're printing individual labels, or you need to adjust the printer between printing each label, set this field to **Y**.

of Labels per ID
If you set this field to a value greater than 1, the specified number of labels will print for that name before continuing to the next name.

Print Name ID Number? (**Y/N**)
Set this field to **Y** to include the employee ID number on the label.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Employee Name List/Labels – Sample Printout (name list)

Employee Name List/Labels – Sample Printout (name labels)

Emerald Charter Sales & Service
Employee Name List

Printed on: 12/12/1996   Page: 1

Name ID	Employee Name	Address	City	State	Zip
1001	Judy Cromwell	3433 19th Ave S.W.	Seattle	WA	98166
1003	Cindy Geske	890 Bow Hill Road	Kirkland	WA	98004
1000	Victor Houston	13433 12th Ave. So.	Seattle	WA	98168
1004	Brad Hunt	12845 Telulah Street	Bellevue	WA	98007
1002	Pete Oliver	232 Jackson Blvd	Seattle	WA	98111
500	Rhoda Worthington	1330 Mockingbird Lane	Bellevue	WA	98007

Judy Cromwell   1001   Cindy Geske   1003
3433 19th Ave S.W.   890 Bow Hill Road
Seattle, WA 98166   Kirkland, WA 98004

Victor Houston   1000   Brad Hunt   1004
13433 12th Ave. So.   12845 Telulah Street
Seattle, WA 98168   Bellevue, WA 98007

Pete Oliver   1002   Rhoda Worthington   500
232 Jackson Blvd   1330 Mockingbird Lane
Seattle, WA 98111   Bellevue, WA 98007

Employee Activity Report

Use this report to see paycheck activity for a specific or all employees, for any time period.

To execute, select Employee Activity from the Payroll Reports... menu.

Employee Activity report parameters screen

Data Fields on the Employee Activity Report Parameters Screen

Starting Date
Enter the date of the first activity you want to include on the report.

Ending Date
Enter the date of the last activity you want to include on the report.

Starting Name
To include employees by a range of names, enter the search name of the first employee to include.

Ending Name
To include employees by a range of names, enter the search name of the last employee to include.

Specific Name ID
To include just one particular employee, enter that employee's ID number.

To display a directory of employees, press *****.

Note: This is the most common way to use the *Employee Activity* report.

Department
To include only employees from a specific department, enter the department.

Pay Period
To include only employees with a specific pay period, enter the pay period.

Pay State
To include only employees from a specific pay state, enter the pay state.

Form 94**1**, 94**3**, or **B**oth
To include only 941 (non-agricultural) employees, set this field to **1**. To include only 943 (agricultural) employees, set this field to **3**. To include both types of employees, set this field to **B**.

Unpaid Employees? (**Y/N**)
To include employees even if they received no pay during the specified period, set this field to **Y**.

Paycheck Detail? (<u>Y</u>/<u>N</u>)

If you set this field to <u>Y</u>, each payroll check included on this report will print out in detail. To print summary totals only, set this field to <u>N</u>.

<u>N</u>arrow or <u>W</u>ide?

The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Employee Activity – Sample Printout

Emerald Charter Sales & Service
Employee Activity
From 06/01/1996 to 12/31/1996

Printed on: 12/12/1996   Page: 1

Pay Date	Check Number	Reglr Hours	Otime Hours	Oth Hrs	Gross	FICA Medi	SDI	Fed IT	State IT	Other Ded	Net
777-77-7777 Judy Cromwell 1001											
06/02	1016	88.00	0.00	0.00	550.00	48.39	0.00	19.48	0.00	0.00	482.13
08/01	1023	88.00	6.00	0.00	606.16	52.69	0.00	33.29	0.00	0.00	520.18
Totals for 777-77-7777 Judy Cromwell											
		176.00		0.00		101.08		52.77		0.00	
			6.00		1,156.16		0.00		0.00		1,002.31
777-77-7777 Cindy Geske 1003											
06/02	1020	0.00	0.00	0.00	2200.00	168.30	0.00	457.79	0.00	100.00	1473.91
08/01	1027	87.00	0.00	0.00	2200.00	168.30	0.00	457.79	0.00	100.00	1473.91
Totals for 777-77-7777 Cindy Geske											
		87.00		0.00		336.60		915.58		200.00	
			0.00		4,400.00		0.00		0.00		2,947.82
222-22-2222 Victor Houston 1000											
06/02	1018	88.00	0.00	1.00	1665.00*	117.81	0.00	272.99	0.00	110.00	1164.20
08/01	1025	32.00	12.00	0.00	875.00	66.94	0.00	114.69	0.00	110.00	583.37
Totals for 222-22-2222 Victor Houston											
		120.00		1.00		184.75		387.68		220.00	
			12.00		2,540.00		0.00		0.00		1,747.57
999-99-9999 Brad Hunt 1004											
06/02	1019	45.00	0.00	0.00	945.00	72.30	0.00	125.19	0.00	0.00	747.51
08/01	1026	45.00	2.00	0.00	1008.00	77.11	0.00	134.64	0.00	0.00	796.25
Totals for 999-99-9999 Brad Hunt											
		90.00		0.00		149.41		259.83		0.00	
			2.00		1,953.00		0.00		0.00		1,543.76
555-49-0404 Rhoda Worthington 500											
06/02	1017	0.00	0.00	0.00	950.00	72.67	0.00	92.81	0.00	45.00	739.52
06/02	1022	40.00	0.00	0.00	480.00	36.72	0.00	26.13	0.00	0.00	417.15
08/01	1024	88.00	0.00	0.00	950.00	72.68	0.00	92.81	0.00	45.00	739.51
Totals for 555-49-0404 Rhoda Worthington											
		128.00		0.00		182.07		211.75		90.00	
			0.00		2,380.00		0.00		0.00		1,896.18

Grand Totals

	Reglr Hours	Otime Hours	Oth Hrs	Gross	FICA Medi	SDI	Fed IT	State IT	Other Ded	Net
	601.00		1.00		953.91		1,827.61		510.00	
		20.00		12,429.16		0.00		0.00		9,137.64

Deductions and Misc

Pretax	Deduct 1	Deduct 2	Deduct 3	Deduct 4	SUI	FUTA
0.00	510.00	0.00	0.00	0.00	96.09	142.01

* Non-taxable amount is included in gross.

Employee Register

Use this report to see quarterly and annual earnings for a specific or all employees, for any year.

To execute, select Employee Register from the Payroll Reports... menu.

Employee Register report parameters screen

Data Fields on the Employee Register Report Parameters Screen

Payroll Year
Enter the year of the earnings you want to include on the report.

Pay State
To include only earnings from a particular state, enter that state's two letter abbreviation.

Pay Period
To include only earnings from a particular state, enter that state's two letter abbreviation.

Department
To include only earnings for a particular department, enter that department.

Sort Order: (A/N/S)
Choose a sort order from the following:

    Alphabetical by name
    Numerical by ID number
    Numerical by **S**ocial Security Number

Include Terminated? (Y/N)
Set this field to **N** if you don't want to see terminated employees.

Quarterly Detail: (N/S/D)
Select the amount of quarterly detail you want by the following:

    No quarterly detail
    Summary quarterly detail by employee
    Detail of each paycheck, quarterly by employee

Print Comments? (Y/N)
Set this field to **Y** to include any employee comments.

FICA Limit

This field contains the dollar amount at which you must stop withholding social security tax (FICA). This value should be provided by **Pacifica**.

Medicare Limit

This field contains the dollar amount at which you must stop withholding medicare tax. This value should be provided by **Pacifica**.

FUTA Limit

This field contains the dollar amount at which you must stop withholding federal unemployment insurance (FUTA). This value should be provided by **Pacifica**.

State Limit

This field contains the dollar amount at which you must stop withholding state disability or unemployment taxes. If you selected **ALL** states, this value should be $999,999.99. This value should be provided by **Pacifica**.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Employee Register – Sample Printout

Emerald Charter Sales & Service
Employee Register
Includes Only: Tax Year:1996 Dept:ADMIN   Period: State:

Printed on: 12/12/1996   Page: 1

ID #	Soc sec #	Name	Dept	St	Period	Hire Dt	Term Dt

Year ending 12/31/1996 | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Whl Year

			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Whl Year
1003	777-77-7777	Cindy Geske		ADMIN WA Smonth 06/16/92			/ /
	EARNINGS:	Q-1	Q-2	Q-3	Q-4	TOTAL	
Salary Amount			0.00	4,400.00	2,200.00	0.00	6,600.00
No. 1 Gross Wages			0.00	4,400.00	2,200.00	0.00	6,600.00
Total Wages			0.00	4,400.00	2,200.00	0.00	6,600.00
Fed Taxable Wages			0.00	4,400.00	2,200.00	0.00	6,600.00
FICA Wages			0.00	4,400.00	2,200.00	0.00	6,600.00
Medicare Wages			0.00	4,400.00	2,200.00	0.00	6,600.00
	DEDUCTIONS:	Q-1	Q-2	Q-3	Q-4	TOTAL	
Federal IT Withheld			0.00	915.58	457.79	0.00	1,373.37
FICA Withheld			0.00	272.80	136.40	0.00	409.20
Medicare Withheld			0.00	63.80	31.90	0.00	95.70
No. 1 Deduction			0.00	200.00	100.00	0.00	300.00
	NET PAY:	Q-1	Q-2	Q-3	Q-4	TOTAL	
Net Pay			0.00	2,947.82	1,473.91	0.00	4,421.73
1002	333-33-3333	Pete Oliver		ADMIN WA Smonth 06/16/92			/ /
	NET PAY:	Q-1	Q-2	Q-3	Q-4	TOTAL	
Net Pay			0.00	0.00	0.00	0.00	0.00
500	555-49-0404	Rhoda Worthington		ADMIN WA Smonth 12/12/89			/ /
	HOURS:	Q-1	Q-2	Q-3	Q-4	TOTAL	
Regular Hours			0.00	40.00	0.00	0.00	40.00
	EARNINGS:	Q-1	Q-2	Q-3	Q-4	TOTAL	
Salary Amount			0.00	1,900.00	950.00	0.00	2,850.00
No. 1 Gross Wages			0.00	2,380.00	950.00	0.00	3,330.00
Total Wages			0.00	2,380.00	950.00	0.00	3,330.00
Fed Taxable Wages			0.00	2,380.00	950.00	0.00	3,330.00
FICA Wages			0.00	2,380.00	950.00	0.00	3,330.00
Medicare Wages			0.00	2,380.00	950.00	0.00	3,330.00
	DEDUCTIONS:	Q-1	Q-2	Q-3	Q-4	TOTAL	
Federal IT Withheld			0.00	211.75	92.81	0.00	304.56
FICA Withheld			0.00	147.56	58.90	0.00	206.46
Medicare Withheld			0.00	34.51	13.78	0.00	48.29
No. 1 Deduction			0.00	90.00	45.00	0.00	135.00
	NET PAY:	Q-1	Q-2	Q-3	Q-4	TOTAL	
Net Pay			0.00	1,896.18	739.51	0.00	2,635.69

(3 EMPLOYEES LISTED)

Time Ticket Register

Use this report to see time tickets for a specific or all employees, for any time period.

To execute, select Time Ticket Register from the Payroll Reports... menu.

Time Ticket Register report parameters screen

Data Fields on the Time Ticket Register Report Parameters Screen

Starting Date
Enter the date of the first time ticket you want to include on the report.

Ending Date
Enter the date of the last time ticket you want to include on the report.

<u>P</u>aydate/<u>E</u>nddate?
Select <u>P</u>aydate to include only time tickets which were paid within the report dates. Select <u>E</u>nddate to include all time tickets whose starting and ending dates fall completely within the report dates, whether or not they have been paid.

Employee Name or ID
To report on a specific employee, enter his name ID number here.

To display a directory of employees, press <u>*</u>.

Print Detail? (<u>Y</u>/<u>N</u>)
Set this field to <u>Y</u> to print all lines of each time ticket. Set this field to <u>N</u> to print just one summary line per time ticket.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Time Ticket Register – Sample Printout

Emerald Charter Sales & Service
Time Ticket Register
From: 12/01/1996 To: 12/31/1996
For time tickets accruing between reporting dates

Printed on: 12/12/1996   Page: 1

Pay Type	Hours	Rate	Pay	G/L Account

Judy Cromwell   777-77-7777   Fr:12/12/96   To:12/12/96   Pd: / /   Ck#

| | Regular | 37.99 | 6.25 | 237.44 | 5120 |

| | 37.99 | | 237.44 |

Regular		Time & Half		Doubletime		Tripletime		Other Rate	
Hours	Pay	Hours	Pay	Hours	Pay	Hours	Pay	Hours	Pay
37.99		0.00		0.00		0.00		0.00	
	237.44		0.00		0.00		0.00		0.00

Payroll Check Register

Use this report to see payroll checks in numeric order for a specific or all employees, for any time period.

To execute, select Payroll Check Register from the Payroll Reports... menu.
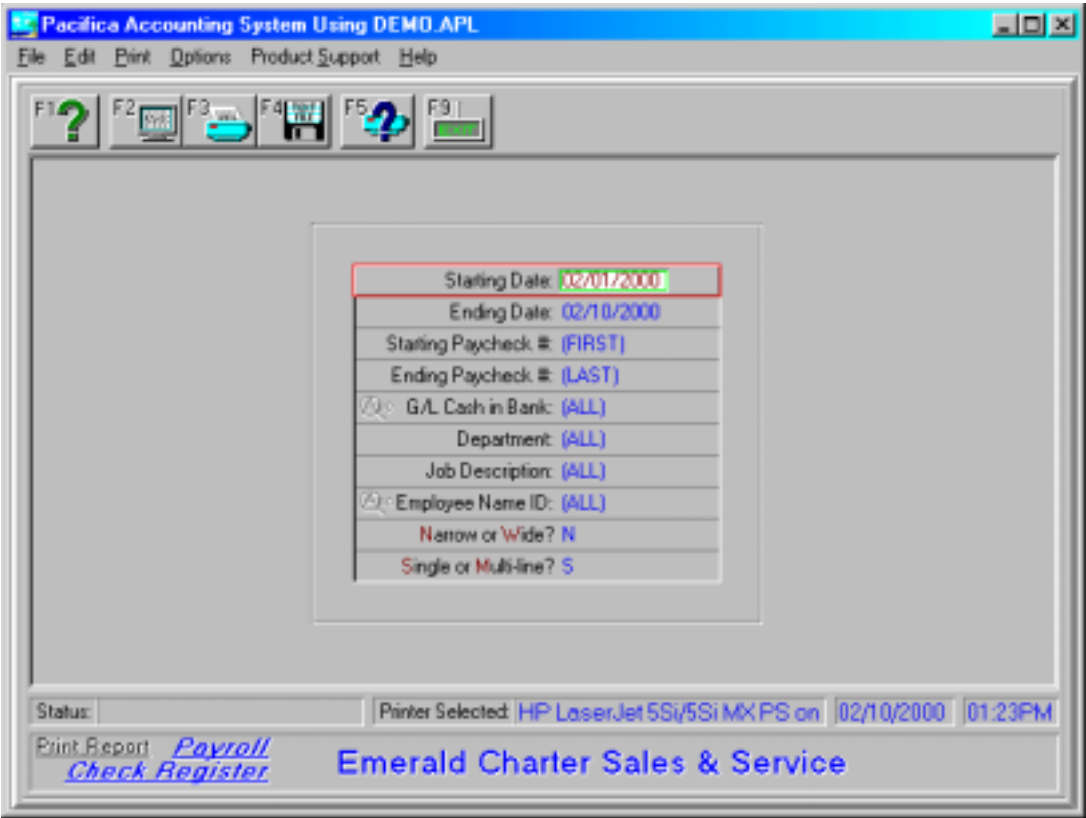
Payroll Check Register report parameters screen

Data Fields on the Payroll Check Register Report Screen

Starting Date
Enter the date of the first payroll check you want to include on the report.

Ending Date
Enter the date of the last payroll check you want to include on the report.

Starting Paycheck
To print the report by paycheck number range instead of date range, enter the number of the first payroll check you want to include on the report.

Ending Paycheck
To print the report by paycheck number range instead of date range, enter the number of the last payroll check you want to include on the report.

G/L Cash in Bank
Enter the number of your payroll cash G/L account.

To display a directory of accounts, press *.

Department
To include only payroll checks from a specific department, enter the department.

Job Description
To include only payroll checks with a specific job name, enter the job name.

Employee Name ID
To include only payroll checks to a specific employee, enter that employee's name ID number.

To display a directory of employees, press *.

<u>N</u>arrow or <u>W</u>ide?

The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

<u>S</u>ingle or <u>M</u>ulti-line?

The Multi-line version of the report provides more information about each check.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Payroll Check Register – Sample Printout

Emerald Charter Sales & Service
Payroll Check Register
From: 06/01/1996 To: 12/31/1996
For Cash in Bank account: (ALL)

Printed on: 12/12/1996   Page: 1

Check	Paydate	Social Sec	Employee	Gross	Deducts	Net Pay
1016	06/02/96	777-77-7777	Judy Cromwell(1001)	550.00	-67.87	482.13
1017	06/02/96	555-49-0404	Rhoda Worthington(500)	950.00	-210.48	739.52
1018	06/02/96	222-22-2222	Victor Houston(1000)	1,665.00	-500.80	1,164.20
1019	06/02/96	999-99-9999	Brad Hunt(1004)	945.00	-197.49	747.51
1020	06/02/96	777-77-7777	Cindy Geske(1003)	2,200.00	-726.09	1,473.91
1022	06/02/96	555-49-0404	Rhoda Worthington(500)	480.00	-62.85	417.15
1023	08/01/96	777-77-7777	Judy Cromwell(1001)	606.16	-85.98	520.18
1024	08/01/96	555-49-0404	Rhoda Worthington(500)	950.00	-210.49	739.51
1025	08/01/96	222-22-2222	Victor Houston(1000)	875.00	-291.63	583.37
1026	08/01/96	999-99-9999	Brad Hunt(1004)	1,008.00	-211.75	796.25
1027	08/01/96	777-77-7777	Cindy Geske(1003)	2,200.00	-726.09	1,473.91

Units	Rate		Earnings	Gross	Deducts		
176.00	6.25	(Regular)	1,100.00	12,429.16	510.00	Gross	$12,429.16
88.00	21.59	(Salary)	1,900.00			FICA	-773.10
120.00	17.50	(Regular)	2,100.00	12,429.16	510.00	Medi	-180.81
1.00	125.00	(Other)	125.00			SDI	0.00
90.00	21.00	(Regular)	1,890.00			Fed	-1,906.76
87.00	50.57	(Salary)	4,400.00			EIC	79.15
40.00	12.00	(Regular)	480.00			State	0.00
6.00	9.36	(Overtime)	56.16			Local	0.00
12.00	26.25	(Overtime)	315.00			Other	-510.00
2.00	31.50	(Overtime)	63.00				
						Sub	-3,291.52
			12,429.16			Net	9,137.64

Print Payroll Checks

Use this report to print payroll checks.

To execute, select Print Payroll Checks from the Payroll Reports... menu, or press **[Shift-F10]** (HotPrint) from either the Add/Change Payroll Check screen or the High Volume Payroll screen.

Print Payroll Checks report parameters screen

Data Fields on the Print Payroll Checks Report Parameters Screen

Starting Check
Enter the number of the first payroll check you want to print.

Ending Check
Enter the number of the last payroll check you want to print. This number may be the same as the starting check number.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Print Payroll Check – Sample Printout

Cindy Geske 777-77-7777
Salary: $2,200.00 -   87.00 Hours

08/01/96   1027
                        PAYROLL DATE: 08/01/96
                        PERIOD ENDED: 08/01/96

	CURRENT	YEAR TO DATE
GROSS PAY:	$2,200.00	$6,600.00
-FICA:	136.40	409.20
-MEDICARE:	31.90	95.70
-FEDERAL:	457.79	1,373.37
-OTHER DED:	100.00	300.00
NET PAY:	$1,473.91	$4,421.73

WAGES DETAIL
  2,200.00   Salaries & Wages
PRETAX AND OTHER DEDUCTIONS
    100.00   Health Ins Pbl

  $100.00   PRETAX & OTHER DEDUCTIONS

08/01/1996   1027 $*****1,473.91

One thousand four hundred seventy three Dollars and 91 Cents

Cindy Geske
890 Bow Hill Road
Kirkland, WA 98004

Worker's Compensation Report

To execute, select Worker's Compensation from the Payroll Reports... menu.

Worker's Compensation report parameters screen

Data Fields on the Worker's Compensation Report Parameters Screen

Starting Date
Enter the date of the first payroll check to include on the report.

Ending Date
Enter the date of the last payroll check to include on the report.

Department
To include only payroll checks from a specific department, enter the department.

Earnings Type
To include only a specific type of earnings, select from the following:

0 - Regular pay
1 - Time and a half pay
2 - Doubletime pay
3 - Tripletime pay

Omit Overtime? (Y/N)
Set this field to **Y** if you don't want any overtime pay to be included on the report.

Paydate or Enddate? (P/E)
If you choose **P**aydate, only wages paid within the report dates will be included.

If you choose **E**nddate, only wages earned within the report dates will be included. If part of the pay period for a check is outside the report dates, **Pacifica** will compute and include only the earnings which occurred within the report dates.

Summary Hours/Pay? (Y/N)
If you set this field to **Y**, each type of pay will be displayed in a separate line on the report. If you set this field to **N**, all earnings on a payroll check will be summarized into one line.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Worker's Compensation Report – Sample Printout

Emerald Charter Sales & Service
Worker's Compensation
From 01/01/1996 to 12/31/1996
For paychecks paid during the period.

Printed on: 12/12/1996

Page: 1

Date	Check	Emplye	Name	Hours	Rate	Earnings	Comp Amt	G/L Account	Type	W/C No.	Description
04/02/96	1010	1001	Judy Cromwell	88.00	6.25	550.00	550.00	5120	R	99834	No description
04/02/96	1011	500	Rhoda Worthington	0.00	950.00	950.00	950.00	5120	0	68758	No description
04/02/96	1012	1000	Victor Houston	1.00	100.00	100.00	100.00	5120	8	3343R4	No description
04/02/96	1012	1000	Victor Houston	21.00	17.50	367.50	367.50	5120	R	3343R	No description
04/02/96	1013	1004	Brad Hunt	45.00	21.00	945.00	945.00	5120	R	34093	No description
04/02/96	1014	1003	Cindy Geske	0.00	2,200.00	2,200.00	2,200.00	5120	0		No comp code
06/02/96	1016	1001	Judy Cromwell	88.00	6.25	550.00	550.00	5120	R	99834	No description
06/02/96	1017	500	Rhoda Worthington	0.00	950.00	950.00	950.00	5120	0	68758	No description
06/02/96	1018	1000	Victor Houston	1.00	125.00	125.00	125.00	5120	8	3343R4	No description
06/02/96	1018	1000	Victor Houston	88.00	17.50	1,540.00	1,540.00	5120	R	3343R	No description
06/02/96	1019	1004	Brad Hunt	45.00	21.00	945.00	945.00	5120	R	34093	No description
06/02/96	1020	1003	Cindy Geske	0.00	2,200.00	2,200.00	2,200.00	5120	0		No comp code
06/02/96	1022	500	Rhoda Worthington	40.00	12.00	480.00	480.00	5120	R	687587	No description
08/01/96	1023	1001	Judy Cromwell	6.00	9.36	56.16	37.44	5120	1	998349	No description
08/01/96	1023	1001	Judy Cromwell	88.00	6.25	550.00	550.00	5120	R	99834	No description
08/01/96	1024	500	Rhoda Worthington	88.00	950.00	950.00	950.00	5120	0	68758	No description
08/01/96	1025	1000	Victor Houston	12.00	26.25	315.00	210.00	5120	1	3343R4	No description
08/01/96	1025	1000	Victor Houston	32.00	17.50	560.00	560.00	5120	R	3343R	No description
08/01/96	1026	1004	Brad Hunt	2.00	31.50	63.00	42.00	5120	1	340934	No description
08/01/96	1026	1004	Brad Hunt	45.00	21.00	945.00	945.00	5120	R	34093	No description
08/01/96	1027	1003	Cindy Geske	87.00	2,200.00	2,200.00	2,200.00	5120	0		No comp code

Totals:	Wages Type	Comp Code	Description	Hours	Earnings	Reg Time Earn
	0 - Salary		No description	87.00	6,600.00	6,600.00
	R - Regular	3343R	No description	141.00	2,467.50	2,467.50
	1 - Time and a Half	3343R4	No description	12.00	315.00	210.00
	8 - Reimbursement	3343R4	No description	2.00	225.00	225.00
	Subtotal For:	3343R4	No description	14.00	540.00	435.00
	R - Regular	34093	No description	135.00	2,835.00	2,835.00
	1 - Time and a Half	340934	No description	2.00	63.00	42.00
	0 - Salary	68758	No description	88.00	2,850.00	2,850.00
	R - Regular	687587	No description	40.00	480.00	480.00
	R - Regular	99834	No description	264.00	1,650.00	1,650.00
	1 - Time and a Half	998349	No description	6.00	56.16	37.44

Grand Totals:				777.00	17,541.66	17,396.94

Federal Form 940 Report

This report prints a Federal Form 940 (FUTA) annual report.

To execute, select Federal Form 941/943 from the Payroll Reports... menu.

Federal Form 940 report parameters screen

Data Fields on the Federal Form 940 Report Parameters Screen

Company Name / Company Address / Second Address / City-State-Zip / Fed ID Number / State ID Number

These fields are filled by **Pacifica** from the system defaults record. You may change them if they aren't correct.

State

Enter the 2 letter abbreviation for the state to which the wages on this form were paid.

Year

Enter the calendar year in which these wages were paid.

FUTA Rate

Enter the rate in percent to be applied to the FUTA taxable wages to calculate the FUTA tax owed for the tax year.

FUTA Cutoff

Enter the maximum wage amount per employee for the year which is subject to FUTA tax.

FUTA Paid YTD

If you have made estimated FUTA deposits during the year, enter the total amount of such deposits.

Blank Form? (Y/N)

If you are printing on a form which isn't already imprinted with your company name, address, ID numbers, etc., select **Y**.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Federal Form 941/943 Report

This report prints either a Form 941 quarterly report, or a Form 943 (agricultural) annual report.

To execute, select Federal Form 941/943 from the Payroll Reports... menu.

Federal Form 941/943 report parameters screen

Data Fields on the Federal Form 941/943 Report Parameters Screen

Name / Address / City State Zip / Employer ID
These fields are filled by **Pacifica** from the system defaults record.

941 or 943? (1/3)
Set this field to **1** to produce a 941 quarterly report. If you set this field to **3** (943 annual agricultural report), only employees whose tax classification includes 943 (tax classification must include **E**) will be included on the report.

Date Quarter Ended
Enter the date of the last date of the subject quarter. If you are generating a 943 report, this will always be the date of the last day of the subject year, since the 943 is an annual report.

Final Wage Date
This field is usually left blank. If your company will NEVER AGAIN pay wages to any employee, enter the date of the last day wages were paid.

Seasonal? (Y/N)
If your employees only work part of each year, set this field to **Y**.

State
Enter the two-letter abbreviation for the state in which these wages we earned.

1 - 16
These fields are calculated and filled by **Pacifica** when the report is executed. You may override any of the calculated values you wish.

Refund? (Y/N)
If any overpayment should be refunded to you, set this field to **Y**, or else the overpayment will be applied to your next return.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Federal Forms W2/W3 Report

This report prints forms W2 in full or summary format, and the form W3 transmittal.

To execute, select Federal Forms W2/W3 from the Payroll Reports... menu.

Federal Form W2/W3 report parameters screen

Data Fields on the Federal Forms W2/W3 Report Parameters Screen

Company Name / Company Address / City State Zip / State ID # / Federal ID
These fields are filled by **Pacifica** from the system defaults record.

Specific Name ID
To print a Form W2 for a single employee, enter that employee's name ID number here.

To display a directory of employees, press <u>*</u>.

State
To include earnings from only a specific state, enter the two-letter abbreviation for that state.

Tax Year
Enter the year when the subject wages were earned.

From Form 94<u>1</u> or 94<u>3</u>?
If part or all of your employees are agricultural (reported on form 943), you must print their forms W2 separately from your non-agricultural employees. To print forms W2 for your 943 employees, set this field to **3**.

W-<u>2</u>, W-<u>3</u> or <u>S</u>ummary?
To print forms W2, set this field to **2**. After printing your forms W2, you will need to set this field to **3** to print a form W3 transmittal.

Before printing your forms W2, you may wish to print a summary, showing the earnings and withholdings of each employee as they will print on the form W2. If you wish to do so, set this field to **S**.

Double Wide W-2s? (<u>Y/N</u>)
To print double-wide forms W2, set this field to **Y**.

Note: You must have a wide-carriage printer to use this feature.

Executing the Report

When all parameters are set as you wish, press **[F2]** to display the report, press **[F3]** to print the report on the selected printer, press **[F4]** to send the report to a disk file, or press **[F5]** to select a different printer.

Note: W2s may be printed on either a dot matrix printer or a page printer (laser or inkjet). In either case, you must set the form length to 5.50 inches in the printer definition.

Federal Forms W2 Summary Report – Sample Printout

Emerald Charter Sales & Service
W2 Summary Report
Printed on 12/19/96 Page: 1

Name		YTD Gross Fed IT Soc Sec	FICA Gross State IT Medicare	FICA Tips Local IT State Dis	Med Gross 401K
Judy Cromwell 3433 19th Ave S.W. Seattle, WA 98166 SS No. 777-77-7777 WA	Pay: Tax:	1,953.66 193.67	1,706.16 0.00 121.14	247.50 0.00 28.33	1,953.66 0.00 0.00
Cindy Geske 890 Bow Hill Road Kirkland, WA 98004 SS No. 777-77-7777 WA	Pay: Tax:	6,600.00 1,373.37	6,600.00 0.00 409.20	0.00 0.00 95.70	6,600.00 0.00 0.00
Victor Houston 13433 12th Ave. So. Seattle, WA 98168 SS No. 222-22-2222 WA	Pay: Tax:	2,782.50 426.24	2,782.50 0.00 172.52	0.00 0.00 40.35	2,782.50 0.00 0.00
Brad Hunt 12845 Telulah Street Bellevue, WA 98007 SS No. 999-99-9999 WA	Pay: Tax:	2,898.00 385.02	2,898.00 0.00 179.68	0.00 0.00 42.02	2,898.00 0.00 0.00
Rhoda Worthington 1330 Mockingbird Lane Bellevue, WA 98007 SS No. 555-49-0404 WA	Pay: Tax:	3,330.00 304.56	3,330.00 0.00 206.46	0.00 0.00 48.29	3,330.00 0.00 0.00

Totals:	Total Employees	5		YTD Gross	17,564.16
		401K 0.00	FICA Gross 17,316.66	FICA Tips 247.50	
		Fed IT 2,682.86	State IT 0.00	Local IT 0.00	
		Soc Sec Tax 1,088.99	Medicare Tax 254.69	State Dis 0.00	

Magnetic Federal Forms W2 Report

This report prints forms W2 for submission on magnetic media, typically IBM® compatible floppy diskettes.

To execute, select Magnetic Federal Forms W2 from the Payroll Reports... menu.

Magnetic Federal Forms W2 report parameters screen

Data Fields on the Magnetic Federal Forms W2 Report Screen

Company Name / Company Address / City / State / Zip / Federal ID
These fields are filled by **Pacifica** from the system defaults record.

Foreign Country? (<u>Y</u>/<u>N</u>)
If your business address (as shown above) is not within the U.S. or one of its territories, and is not an APO or FPO, set this field to **<u>Y</u>**.

Form 94<u>1</u> or 94<u>3</u>?
If part or all of your employees are agricultural (reported on form 943), you must print their forms W2 separately from your non-agricultural employees. To print forms W2 for your 943 employees, set this field to **<u>3</u>**.

W2 Tax Year
Enter the year when the subject wages were earned.

Disk Drive Letter: (<u>A</u>/<u>B</u>)
Enter the diskette drive where you have placed an empty and freshly formatted diskette to receive the forms W2.

Diskette Labels

Each diskette submitted to the Social Security Administration must have a label identifying the contents. The label must look like this example:

```
                        TAX YR_____
    SSA/AWR MAGNETIC MEDIA
    EIN_____
    TR_____
    CITY_____ST____
    INV_____OS_____SSA
    VOL___OF___          USE____
```

Where:

TAX YR
The year in which the subject wages were earned

EIN
Your 9 digit federal employer ID number

TR
Your business or organization name

CITY / ST
Business city and state

INV
Leave this area blank

OS
MS-DOS

VOL XXX OF YYY

Self-explanatory

USE

Leave this field blank

Executing the Report

The default destination for this report is the diskette drive of your choice. When all parameters and printer selections are set as you wish, press **[F2]** to compose and print the report.

Effects on the Company Database

Using the Payroll Reports... menu selection may alter records from the following files.

• Payroll Checks

Note: When you print paychecks, the checks selected are marked as having been printed.

Effects on General Ledger Account Balances

• Has no affect on any GL account balances.

9

CHAPTER NINE

Accounting Maintenance

<u>Overview of the Accounting Maintenance</u>

Any machine, even under ideal conditions, will periodically require adjustment and/or repair. *Pacifica* is sophisticated software, but there are limits to the abuse it can survive. Environmental anomalies (e.g., static discharges, physical impact, power surges, vandalism, or theft), procedural errors (e.g., turning your computer off while filing a record, inappropriately deleting information, etc.), or other circumstances beyond the control of the user (or us) can damage, alter, or even destroy your data. The *Maintenance* functions of *Pacifica* will help you recover from such a disaster, but can *not* replace a careful backup procedure as your primary defense against the corruption or loss of your data.

There are an infinite number of ways to damage your data, but only a limited number of these problems can be completely repaired by **Pacifica**.

> **Caution:** If an error occurs or a maintenance function is run out of sequence or a subsequent function does not run at all, you must immediately restore your database from a recent backup copy.

The only sure way to recover from a catastrophe is to restore data from a backup known to contain good data and then re-enter all the transactions that occurred since the time the backup copy was made.

With that disclaimer stated, **Pacifica** wouldn't be Professional Business Accounting software if it couldn't recover from life's everyday difficulties. The Maintenance functions described in the following sections are designed to analyze and report on, and in some cases correct, problems in your database.

Some of these functions modify the structure of the database – not just one record of a file. The effects of these functions cannot be reversed, and damaged data may be permanently deleted.

> **Warning:** Make a backup before you start!

Before You Run any Maintenance Program

The maintenance programs described in this chapter write large amounts of data into your database. The changes that are made are not reversible. There is no "UNDO" function. So, make a backup copy of your data before continuing.

Warning: All other network users must log out of this database!

If you are running the maintenance on a database that is damaged, this is even more critical, since the maintenance program may damage the data further, or delete the records that can't be repaired.

Every program in this chapter must be run with all other network workstations logged out of the database. These maintenance programs are not multi-user. If anyone else is working in the same database where you are running maintenance programs, **SEVERE DAMAGE TO YOUR DATA WILL RESULT**.

General Ledger Main Menu – General Ledger Maintenance

<u>General Ledger Maintenance – Select Chart of Accounts</u>

When you first create a new company database, it is completely empty, lacking even a General Ledger Chart of Accounts. You may add the chart manually, or you may allow *Pacifica* to add a chart of your choosing from its large selection.
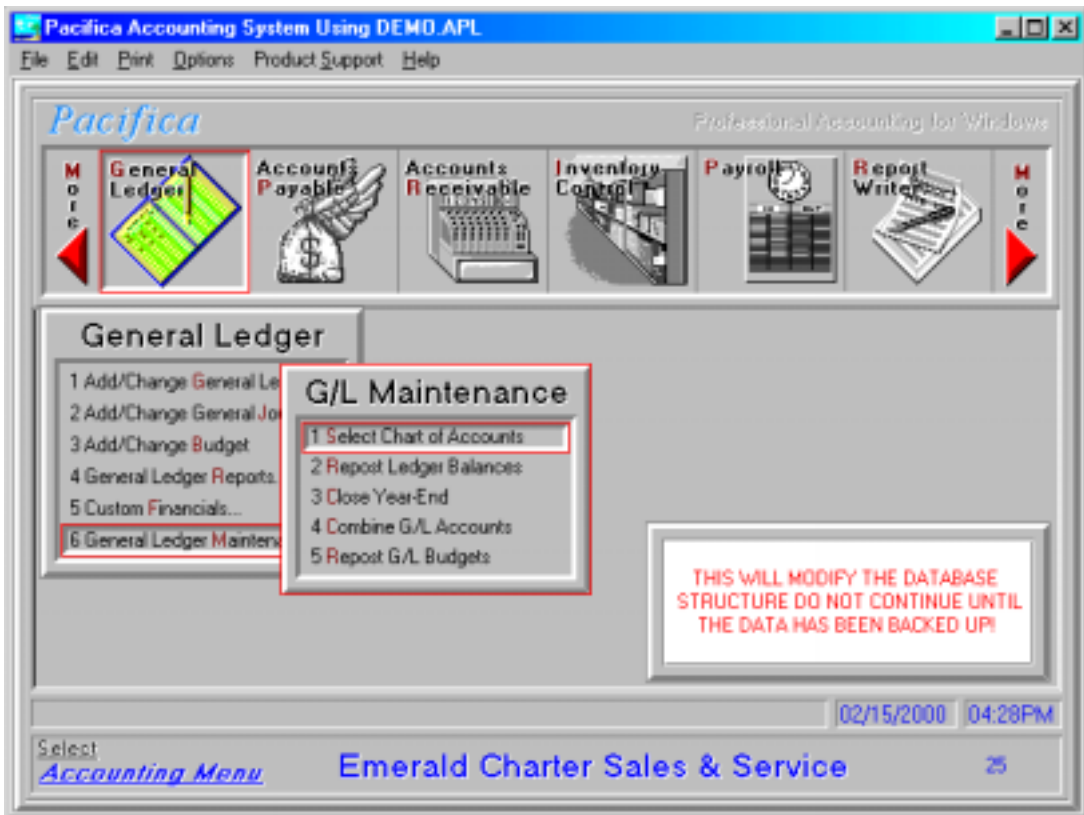
General Ledger Maintenance Menu

To allow **Pacifica** to add the chart, choose Select Chart of Accounts from the General Ledger Maintenance... menu, and follow these steps:
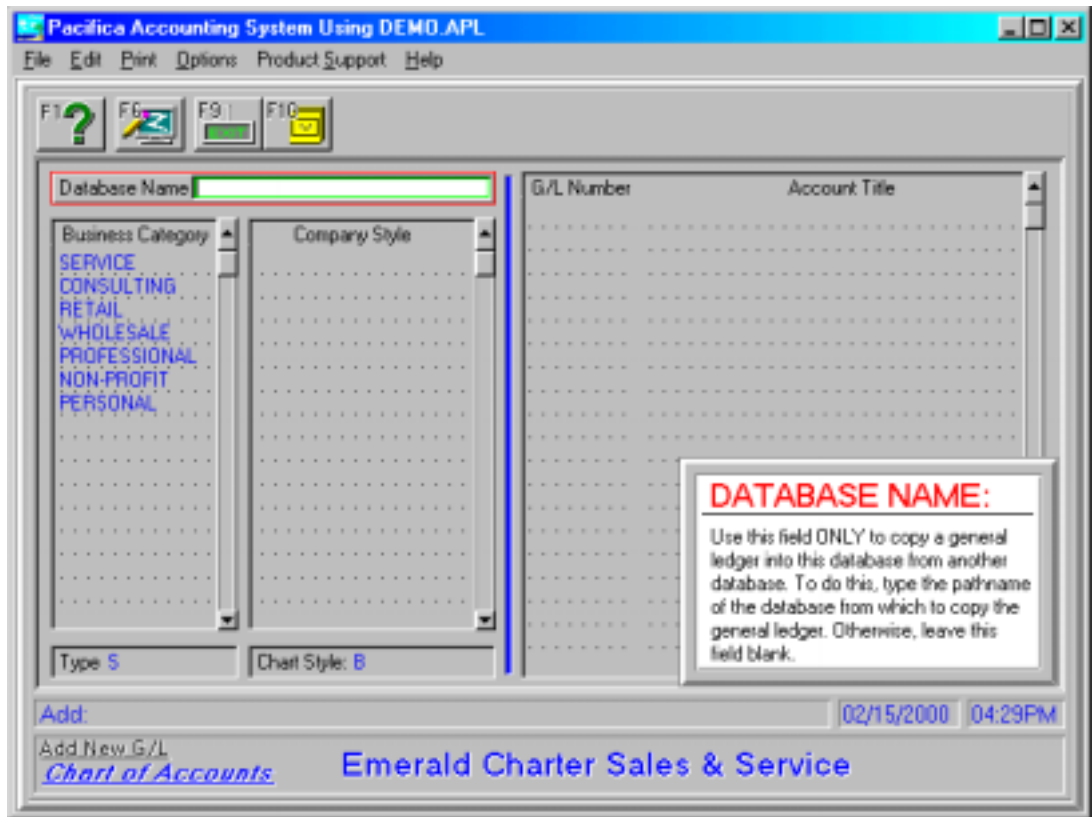
Select Chart of Accounts screen

1. Click on the *Company Category* which most closely matches your own. A list of matching *Company Styles* will display.

2. Select a company *Type* from the following:
   Sole Proprietor
   Partnership
   Corporation

3. Select a chart *Style* from the following:
   Branching
   Cascading

4. Click on the *Company Style* which most closely matches your own. A chart of accounts will be composed and displayed, based on the choices you made above. This screen does not allow you to add to, or delete from, or otherwise modify any of the accounts it selects. Use the *Add/Change General Ledger* screen for that.

5. If the displayed chart is satisfactory, press **[F10]** to copy it into your new database. If you would rather select another chart, press **[F6]** to clear the screen, and then repeat steps 1 through 5.

Link General Ledger screen

Repost G/L Transactions

If the account balances determined by running the Trial Balance report are different depending on whether it was based on current General Ledger Balances or if it was calculated by adding every Transaction, a problem has occurred. This program will recalculate account balances in the General Ledger, Accounts Payable and Accounts Receivable modules. Each account is reset to zero, and all of the transactions are posted to the appropriate account totals.

The more transactions there are, the longer this process will take. When you press **[F10]**, the G/L balances are reposted, then vendor and customer balances.

To repost the General Ledger balances, select Repost G/L Transactions from the General Ledger Maintenance... Menu.
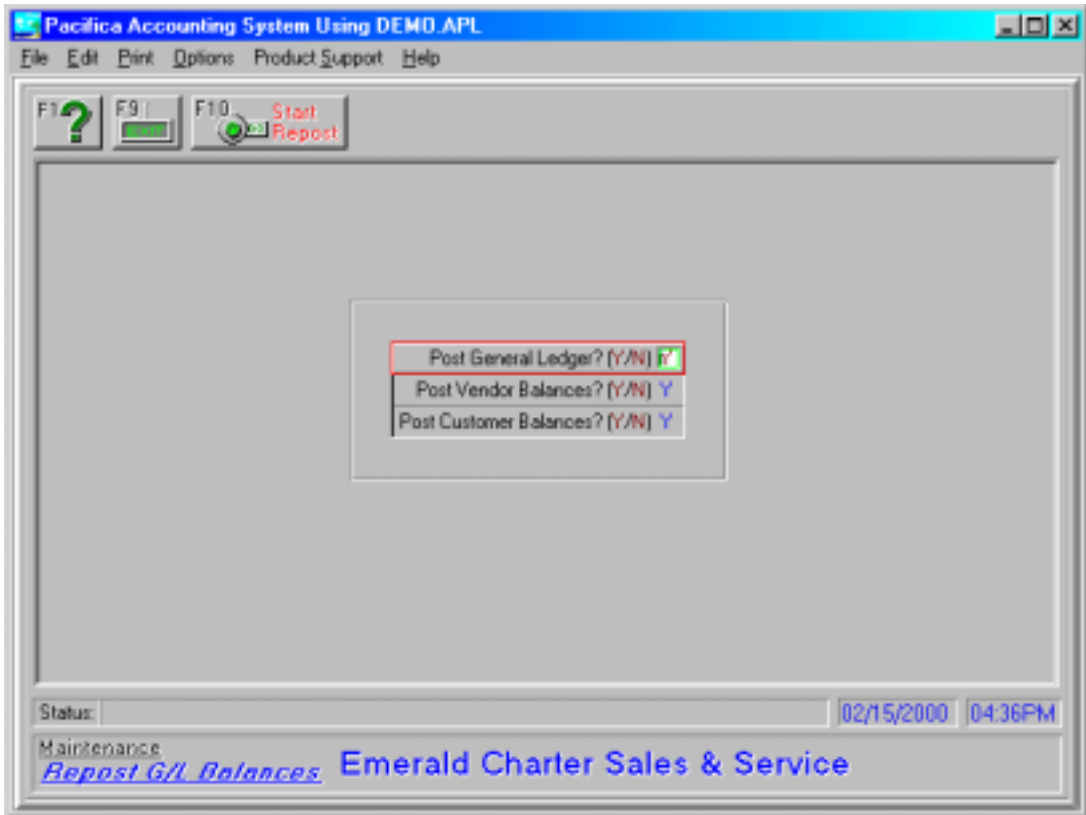
Repost G/L Transactions screen

General Ledger Year-End Close

This is an optional function. *Pacifica* does not require closing or posting at any predetermined interval. Unlike other accounting programs, posting is never required in *Pacifica*, and the closing of an accounting interval can be performed at any time. A Trial Balance report set for a particular range of dates will yield the same net result as a closing for the same time period. However, if you specify a full-year time period, summarizing all of the general ledger transactions could take a long time. *Pacifica*'s *Close Year-End* makes *summary* data more readily accessible by summarizing and balancing the revenue and expense accounts up to a particular date. If at that time you want to purge the detailed transactions which created the summary postings to make more disk space available, use the *General Ledger Maintenance...* menu selection *Purge Old Data*.

The Close Year-End program does not delete any data. It does not change existing journal documents or transactions in any way, so all detail is still on line after the close, just as it was before. The close consists of a group of general journal entries, dated on the close date. If necessary, you can run Close Year-End more than once for the same date. Additional journal entries will be created. You can reverse the effects of the close by deleting the general journal entries that were created.

Closing is usually performed only after the end of a fiscal year. Closing transfers balances in temporary revenue and expense accounts to permanent capital or equity accounts. The process begins with the creation of general journal entries to zero the balance of every revenue and expense account. In order to keep the general ledger in balance, one opposite and equal entry is written to a specified income summary account to counteract the other balancing adjustments. Each journal entry is marked as a closing entry with a value of **3** (Closing Entry) in the Status field and with the description entered on the report screen.

The entries are marked as closing entries so that certain financial reports, such as the income statement, can skip them and avoid being distorted by them. This allows **Pacifica** financials to be printed across year-end closings, or to be printed for more than one year at a stretch.

Example: An expense account with a debit total of $86,000 requires a credit adjustment of $86,000. A revenue account with a credit amount of $111,000 needs a debit journal entry of $111,000. The net effect of these two balancing entries is a debit balance of $25,000 (111,000 - 86,000). This net amount is then used to debit the income summary account.

Account Description	Debit	Credit
Service Expense		86,000.00
Service Revenue	111,000.00	
Income Summary		25,000.00
Totals:	**111,000.00**	**111,000.00**

Once the Close Year-End program is finished, you must disburse the total net profit (or loss) in the Income Summary Account into the appropriate capital accounts. Make two general journal entries – one to debit the capital account and a credit of equal value for the Income Summary Account. Be sure the Status field for both transactions has a **3** to indicate that this is a closing entry. Continue allocating funds to capital accounts until the Income Summary Account has been reduced to zero.

Before closing, make the necessary adjustments to revenue and expense accounts (your accountant will calculate the proper amounts and G/L accounts for these adjustments), print a Trial Balance report to verify that the general ledger is in balance, and print financial reports.

The following message appears when you select this maintenance option. Make certain you create a separate and unique backup copy of the database before you begin any maintenance option. If for any reason, this menu selection is aborted before completion or does not solve the problem, the database can be restored to its original condition. Please refer to the section Backup Files for more information.

THIS WILL MODIFY THE DATABASE STRUCTURE!
DO NOT CONTINUE
UNTIL THE DATA HAS BEEN BACKED UP!

To summarize the transactions for a given period, select Close Year-End from the General Ledger Maintenance... menu.
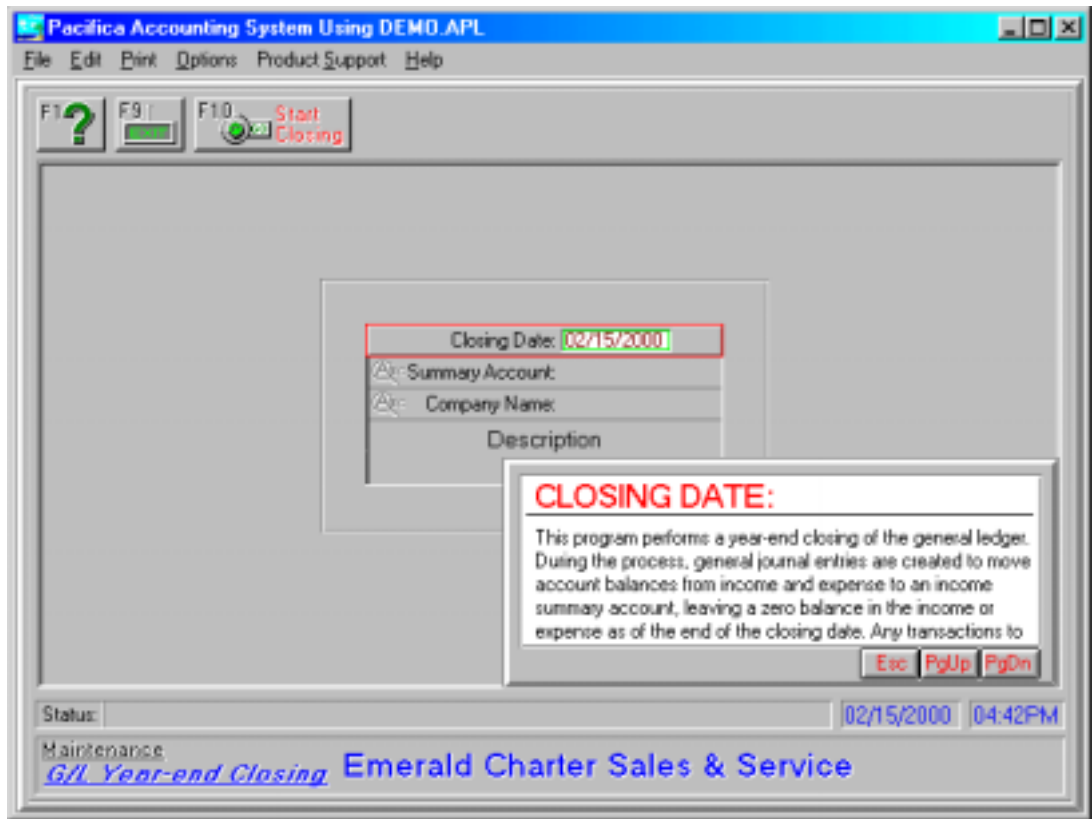
Year-End Closing screen

Data Fields on the Year-End Closing Screen

Closing Date
Enter the last day of the accounting period which is being closed. This is the date that will be applied to all closing transactions created by this process.

Summary Account

Enter the Income Summary G/L account. If this account is not already defined as a capital account, define it now using Add/Change General Ledger.

Description

Enter a description such as "Closing 1993". This description will be applied to all of the General Journal transactions created by this process.

To begin the closing process, press **[F10]**.

Transaction detail is not deleted by **Pacifica** during the closing process. It is only summarized. To remove past years' detail after closing, use the Purge Old Data menu selection.

Combine General Ledger Accounts

This menu selection combines two or several general ledger accounts into a single general ledger account. For every transaction or journal entry that was previously filed under the old account number, *Pacifica* changes the account number to the new account number. This feature affects **only** the specified journal(s) and date range.

This is a powerful feature of **Pacifica**. Please give this due consideration before using this menu selection. It is recommended that you consult with an accountant before substantially modifying the chart of accounts.

If you simply need to change some G/L account numbers or account names, do not use this program to make the changes. As long as the new account number does not exist in your general ledger, you can change existing accounts to a new number as often as you like. If your changes to account numbers will cause a change in totaling, branching or accumulating, be sure to run the Link General Ledger and Repost Ledger Balances programs after all of your changes.

When two or more general ledger accounts are combined, the source account numbers are replaced by the destination account in every record that matches your screen options. The destination G/L account contains the total balance of all the source accounts.

Warning: This process is not reversible!

No general ledger accounts are deleted by this process. If you combine accounts so that an account is completely replaced in every journal and ledger, for all time, you can then delete the G/L account manually.

The following message appears when you select this maintenance option. Make certain you create a separate and unique backup copy of the database before you begin any maintenance option. If for any reason, this menu selection is aborted before completion or does not solve the problem, the database can be restored to its original condition. Please refer to the section Backup Files for more information.

THIS WILL MODIFY THE DATABASE STRUCTURE!
DO NOT CONTINUE
UNTIL THE DATA HAS BEEN BACKED UP!

Important Note: Run the following programs upon completion of this process. The database will not function correctly until you do.

- *Rebuild Index* for TJ, 4
- *Link General Ledger*
- *Repost Transactions*
- *Check Transaction Links*
- *Check Master Links*

Here is an example of using Combine G/L Accounts. In the past, a company has tracked payroll expense for each person in a separate account, but now they want to combine the individual past and future totals into just one expense account.

To combine single or multiple General Ledger accounts into a newly created or existing account, select Combine G/L Accounts from the General Ledger Maintenance... menu.
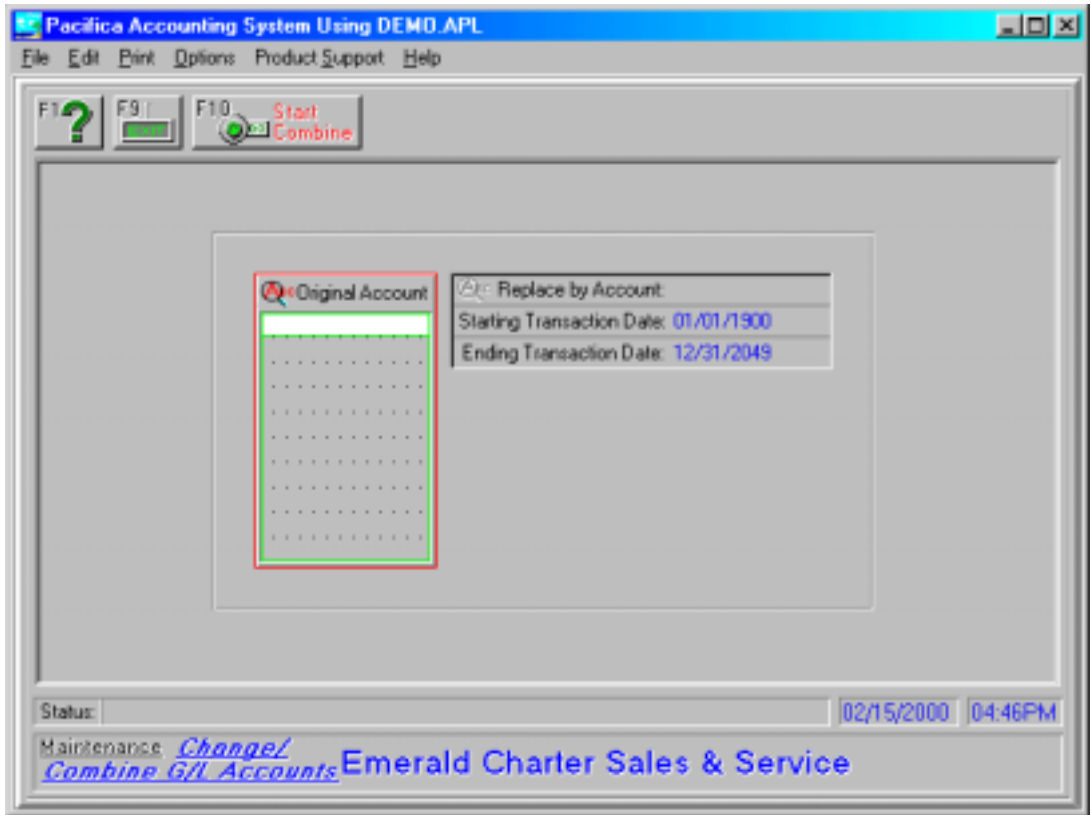
Combine G/L Accounts screen

Data Fields on the Combine G/L Accounts Screen

Original Account
Enter a list of the account numbers to change to the new account number. An asterisk ***** can be used for a directory.

Replace by Account
Enter the account number that will replace all of the Original accounts. This account must already exist in the Chart of Accounts and may contain pre-existing data.

Journal to Replace

Enter the code for the desired journal. If only one journal is specified, only the transactions for that journal are changed to the new account number.

0 - All Journals
1 - Cash Disbursements
2 - Cash Receipts
3 - Payroll
4 - Sales Invoices
5 - Purchase Invoices
6 - General
7 - Customers
8 - Vendors
9 - Employees
B - Inventory
G - System Defaults

Starting Date

This program will only alter the account numbers of transactions dated within the defined range. Enter the first date to include.

Ending Date

This program will only alter the account numbers of transactions dated within the defined range. Enter the last date to include.

Starting Inventory

If Journal to Replace contains **B** (Inventory), it is possible to change the default account numbers of only the inventory items within a designated range. Enter the first Inventory number to include.

Ending Inventory

If Journal to Replace contains **B** (Inventory), it is possible to change the default account numbers of only the inventory items within a designated range. Enter the last Inventory number to modify.

Inventory Maintenance – Update Inventory Prices
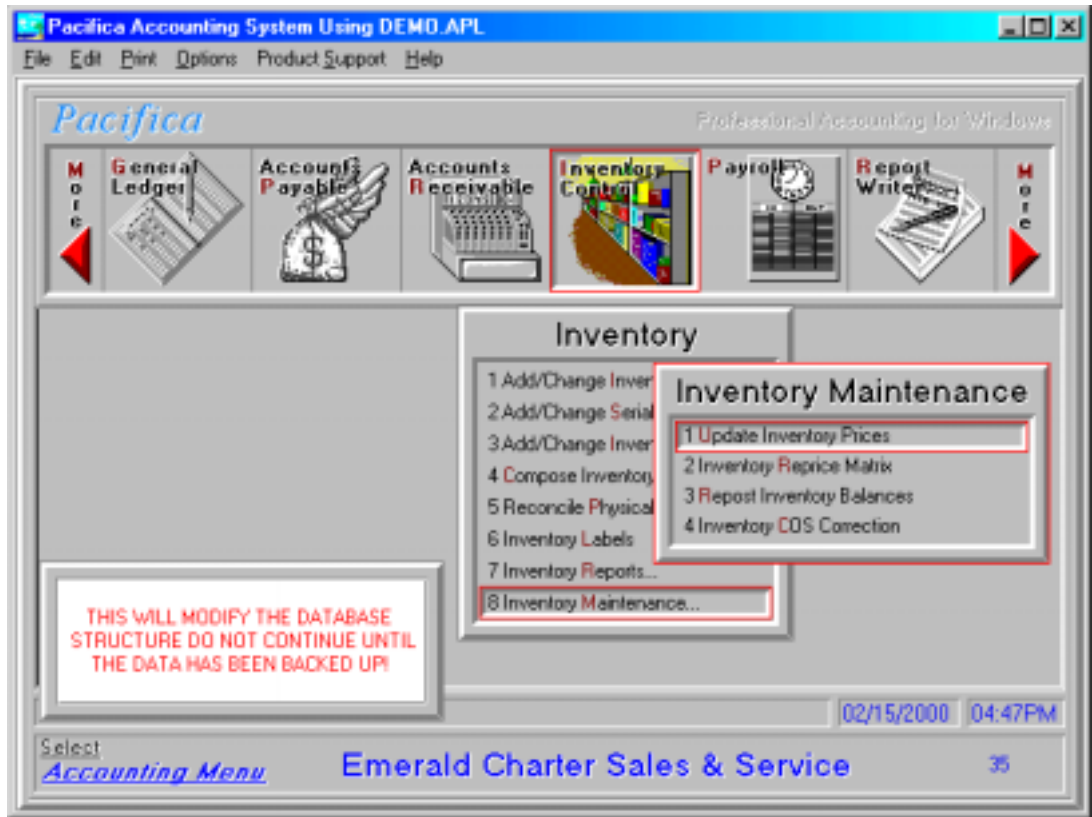
Inventory Maintenance Menu – Update Inventory Prices

This menu selection changes the price of several inventory items at one time instead of requiring you to change each record manually using *Add/Change Inventory*. A specific key can be set to select only certain items for modification. For example, if the inventory items from a particular manufacturer all start with "PM", the inventory key can be set to **PM**, and only those items will be chosen. Items are repriced either with the same price as a designated master item or with an increase or decrease in the price by a specified percentage.

The following message appears when you select this maintenance option. Make certain you create a separate and unique backup copy of the database before you begin any maintenance option. If for any

reason, this menu selection is aborted before completion or does not solve the problem, the database can be restored to its original condition. Please refer to the section Backup Files for more information.

> THIS WILL MODIFY THE DATABASE STRUCTURE!
> DO NOT CONTINUE
> UNTIL THE DATA HAS BEEN BACKED UP!

To modify or change the pricing of a range of inventory items, select Update Inventory Prices from the Inventory Maintenance... menu.
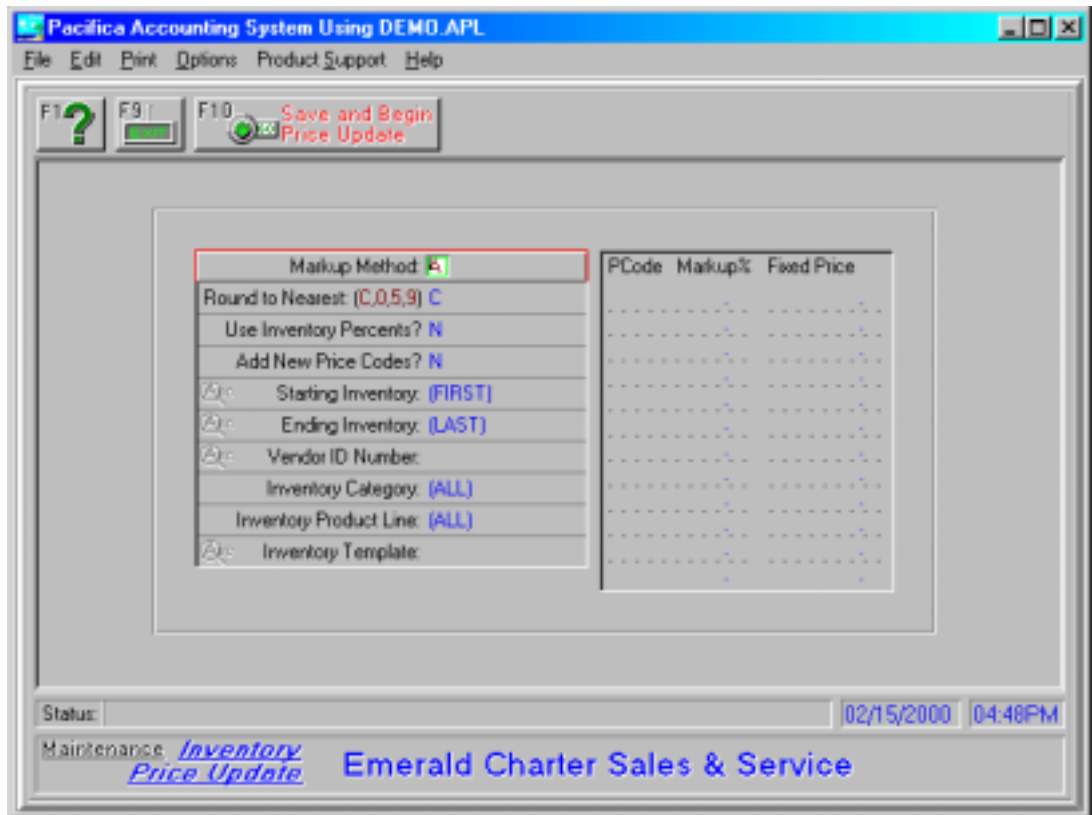
Update Inventory Prices screen

Data Fields on the Update Inventory Prices Screen

Markup Method

Four methods are available for determining the selling price:

- **A** - Markup from inventory current cost.Calculated by dividing current cost by (1 - percent markup).
- **B** - Margin from inventory current cost.Calculated by multiplying current cost by (1 + percent markup).
- **C** - Increase current price by percent markup.
- **D** - Decrease current price by percent markup.

Round to Nearest
Cause the selling price to be rounded:

C - Round to the nearest whole cent.$5.3657 rounds to $5.37.

0 - Round to the nearest dime.5.3657 rounds to $5.40.

5 - Round to nearest nickel.5.3657 rounds to $5.35.

9 - Round to nearest 9 cents.5.3657 rounds to 5.39.

Use Inventory Percents?
To use the markup percentages in the inventory record, set this field to **Y**. If you set this field to **N**, or there are no markup percentages in the inventory record, the percentages from this screen will be used instead.

Starting Inventory / Ending Inventory
If you want to reprice only a specific group of inventory items, enter the first and last numbers of the inventory range here.

Press ***** to display an inventory directory.

Vendor ID Number
To change the prices of only those items sold by a specific vendor, enter that vendor's ID number here.

Press ***** to display a vendor directory.

Inventory Category
To change the prices of only those items from a specific category, enter that category here.

Inventory Product Line
To change the prices of only those items from a specific product line, enter that product line here.

Inventory Template
Enter the inventory item which has exactly the desired price level codes and markup percentages in its item lines. This information will be used as a model.

If you leave this field blank, you must fill the PCode and Markup% fields or no repricing will occur.

PCode
This field contains a list of price level codes to reprice. If a selected inventory item contains a price level code which is not in this list, that line will not be repriced.

Markup%
This field contains a list of markup percentages, one for each price level code. If a selected inventory item contains a price level code matching on in the PCode field, this percentage will be used (as specified in the Markup Method field) to calculate the new price for this line.

Fixed Price
If you put values in this field, any inventory price lines corresponding to the price level codes found in the PCode field will be forced to the Fixed Price you set here.

When all fields are set as you desire, press **[F10]** to begin updating inventory prices.

Inventory Reprice Matrix

The Inventory Reprice Matrix program is a quick way to manually update costs and prices in a range of inventory items. The screen layout is in spreadsheet style, one inventory item per line with quantity on hand, cost and six price columns.

When the screen is first displayed, no items are shown. You must select a range of items by inventory number and up to six price codes or price lines, then display the items by pressing **[F4]**. The Cost field (current cost) displays four decimal places. The Price fields can display two or four decimals. Change the decimal display by pressing **[F2]**.

To display the first six price lines from each inventory item, without regard to the price code, leave the six PCode fields blank and press **[F4]** to select. If an inventory item has fewer than six prices, the rightmost columns will be blank. If you type amounts into the blank columns, those amounts will be added to the inventory records.

To select from particular price codes, type the codes in the PCode fields. The codes do not need to be listed in the same order that they appear in the inventory records. If your inventory may use the same code on multiple price lines with different quantity breaks, you can enter the same code in several PCode fields of the matrix screen. If you type (in a PCode field) a price code that doesn't exist in your inventory, that new price code will be added to any item that has a price in the new column. The new line(s) will be added to the inventory records at the end of the existing price lines.

When you have finished editing in the selected range, press **[F10]** to save your changes. The inventory records will be updated at that time. If you edit prices, then try to select different items or shift from four decimals to two without saving your changes, you will be warned that your changes may be lost.
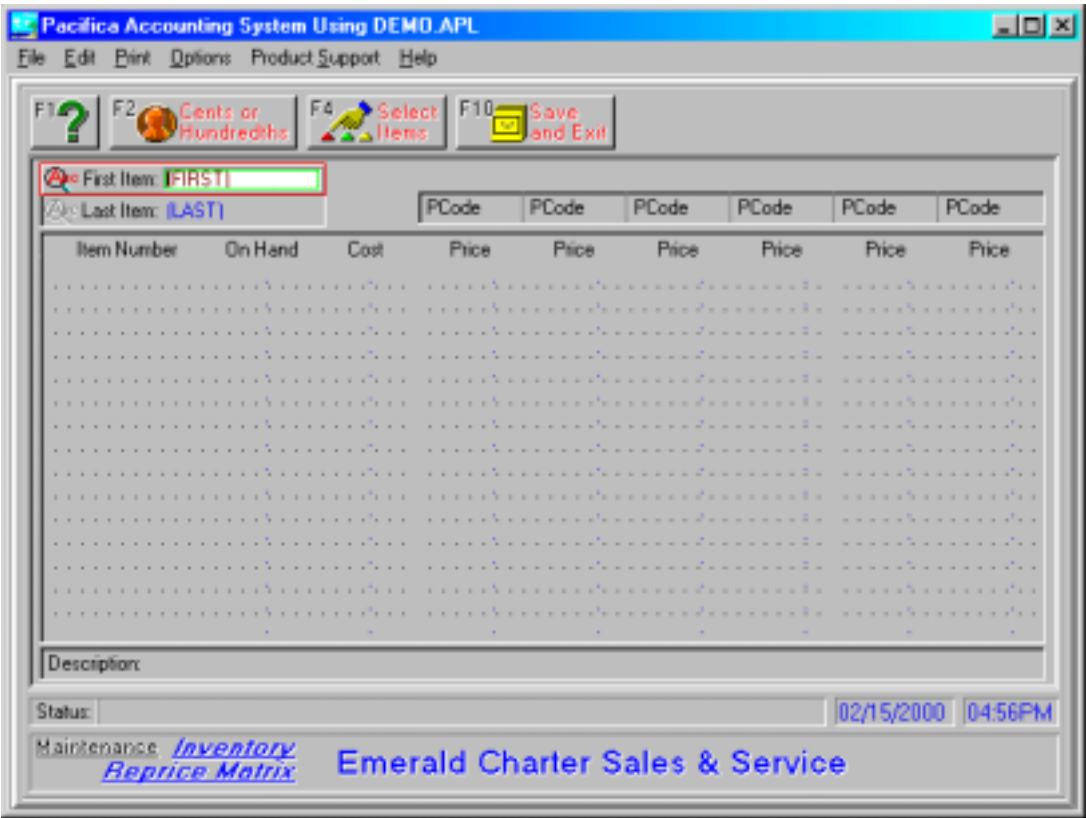
Inventory Reprice Matrix screen

Repost Inventory Balances

The Repost Inventory Balances program verifies that the total of all inventory transactions is equal to the total inventory on-hand balance for each inventory record. The program assumes that the on-hand balance on 01/01/00 (January 1, 1900) was zero. By adding every purchase, subtracting every sale, and adjusting all credit memos, we arrive at the current balance according to document trail. If the inventory item shows a different balance, a line is added to the top of the on-hand column, at the cost of the item currently at the top of the on-hand column. If the on-hand column was blank, the current cost is used.

If the balances in the fields From Purchase Orders and From Sales Orders are incorrect, they are adjusted also.

If an inventory item has a Cost/Attrib value of **4** (non-depleting), it will not be included for adjustment. Its current balance is zero by definition, so its beginning balance will most likely not subtract back to zero.

The Repost Inventory Balances program can be run either to print a report or to fix incorrect balances. When you run it in the report mode, it makes no corrections or changes to the database. The report includes only inventory items that are out of balance, either in the on-hand quantity or the from purchase order or from sales order quantities. When you run the program in fix errors mode, no report will be printed as the errors are fixed.

The following message appears when you select this maintenance option.

Make certain you create a separate and unique backup copy of the database before you begin any maintenance option. If for any reason, this menu selection is aborted before completion or does not solve the problem, the database can be restored to its original condition. Please refer to the section Backup Files for more information.

To repost inventory balances, select Repost Inventory Balances from the Inventory Maintenance... menu.

Data Fields on the Repost Inventory Balances Screen

Print or Repost Inventory (1/2)

If you want to print an error report, select **1**. This is the default. No changes will be made to the database when you print the report. Select **2** to correct errors in balances for all inventory items.

When you have made your selection, press **[F2]** to begin printing the report, or press **[F10]** to begin correcting errors in balances. When you are finished, press **[F9]** to return to the menu.
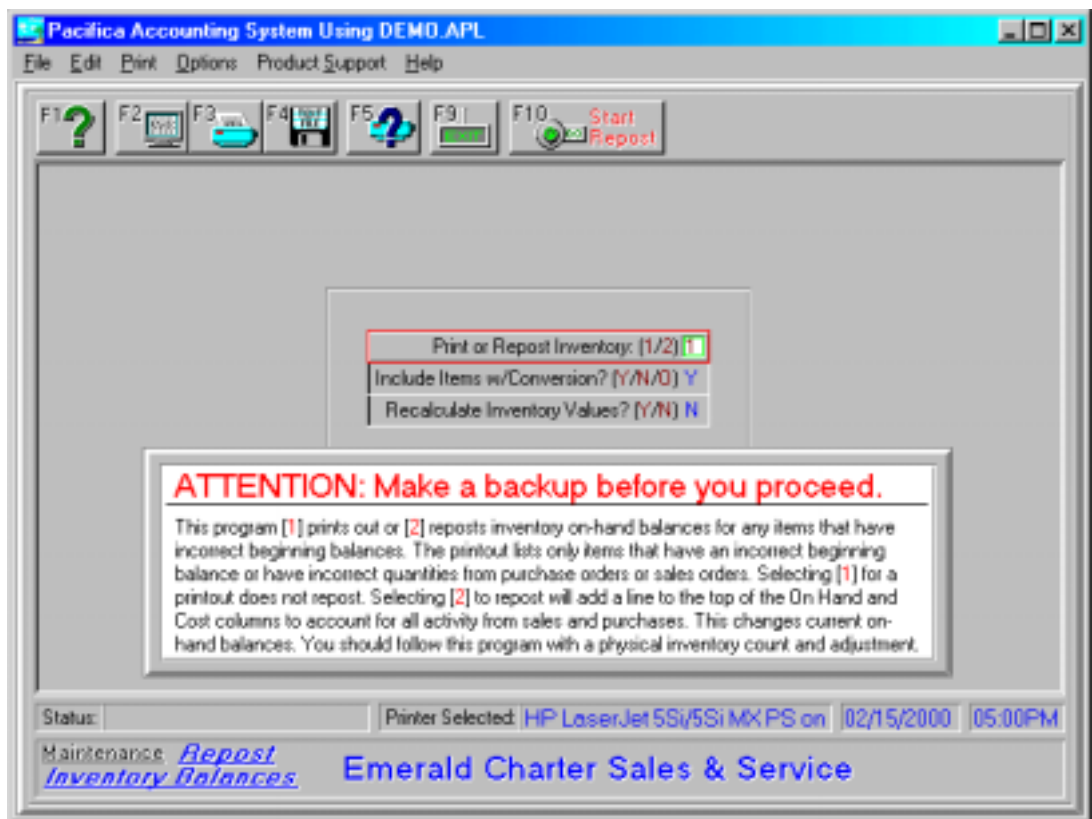
Repost Inventory Balances screen

Inventory COS Correction

The Inventory Cost of Sales Correction program is both a report and a data correction utility. You will use it to handle cost of sales errors on sales invoices. In **Pacifica**, as in all perpetual inventory costing systems, the cost of sale (expense) of the inventory is accrued at the time of the sale of inventory, not at the time of purchase. Costing errors occur when the cost from inventory is incorrect at the time a sales invoice is written, and they are difficult to track manually. Most errors occur when inventory is oversold before it has been received and recorded on a purchase invoice, or sold before freight or other adjustments have been factored in.

Pacifica does not automatically adjust existing sales invoices to correct cost errors when you make changes to purchase invoices. You must make the sales invoice corrections yourself,

> manually to each sales invoice which has an error
> with a single general journal entry to correct a period

Cost of sales errors affect both P & L accounts (cost of sales expense) and balance sheet accounts (inventory asset), so it is especially important to correct them before ending a financial period. The COS Correction program makes this easy.

This program reports errors on sales invoices only, and all corrections are based on the assumption that sales invoices have incorrect costs, while purchases are correct. This is not always true. When cost errors show up, consider the possibility that an incorrect purchase invoice is at the root of the problem. This report does not fix purchase invoices.

> THIS WILL MODIFY THE DATABASE STRUCTURE!
> DO NOT CONTINUE
> UNTIL THE DATA HAS BEEN BACKED UP!

Always print a report of cost errors first, before correcting anything. Select a date range over which to report errors. You probably won't include prior years, as year-end corrections should have been made by your accountant already. Print one month at a time, and carefully examine any invoice which

reports gross cost errors, such as a cost that "Should Be" zero. Usually, this indicates that the inventory item was improperly purchased in some past period. The Inventory Activity report will show chronological details of purchases, transfers and sales. Most cost errors should be only a small percentage of the correct cost.

The same sales invoice may show up multiple times on the report, with cost errors for different inventory itmes on the invoice.

You may wonder that the "Should Be" cost reported is different from any cost currently shown in the inventory record. This is because the COS report is computing based on the inventory that was purchased and on-hand at the time the sales invoice was written, and that inventory isn't on the shelf, or in the computer, any longer.

After you are satisfied that purchase invoices are correct and the COS Correction report is showing only incorrect sales invoice costs (purchases have been corrected), it is time to correct the cost errors. The COS Correction program can correct individual sales invoices or apply a blanket adjustment to the entire period with a general journal entry. Your accountant can advise which method you should use. If you are about to adjust a prior period, it is very important to consult with your accountant first.

After running the COS Correction program to correct individual invoices, any remaining cost errors should be very small, and are caused by rounding errors in computing the cost of invoices with large quantities or very small unit costs.

NOTE! After running the COS Correction program to apply a blanket correction with a general journal entry, the individual sales invoices will still show the same cost errors as before. When using this method, correct a period, then do not include this period again in reporting or fixing errors.

Inventory COS Correction screen

Data Fields on the Inventory COS Correction Screen

Starting and Ending Dates
Enter the date range of sales invoices to check for errors. In most cases, you should not correct errors in prior years.

Starting and Ending Inventory
Leave the screen defaults (FIRST) to (LAST) to include all inventory items, or enter a range.

Vendor Name ID, Category, Product Line, Location
Limit the inventory items included by typing values in these fields. Only inventory items which match the values will be included.

Sort Order (N/D)
The report can print in Inventory Number or Inventory Description order.

Round: Cent/Hundredth
In the inventory record, costs are maintained to the hundredth of a cent. You can correct costs to that degree of accuracy if you wish, or correct only to the cent (the default).

Print Detail? (Y/N)
The report can list individual invoices, with drill-down when the report is printed to the screen, or list only summary errors by inventory number.

Make Corrections? (Y/N)
If this field is **N**, a report will print when the **[F2]** key is pressed. If **Y**, corrections will be written.

Adjust Invoices? (Y/N)
If this field is **Y**, individual sales invoices will be corrected when corrections are written. If **N**, a general journal entry will be written for a blanket adjustment. This field has no effect when reporting rather than correcting.

Correction Date and Document Number
These fields are for the blanket general journal only. They do not apply if individual sales invoices will be corrected.

Payroll Maintenance – Repost Employee Year-to-Date Totals
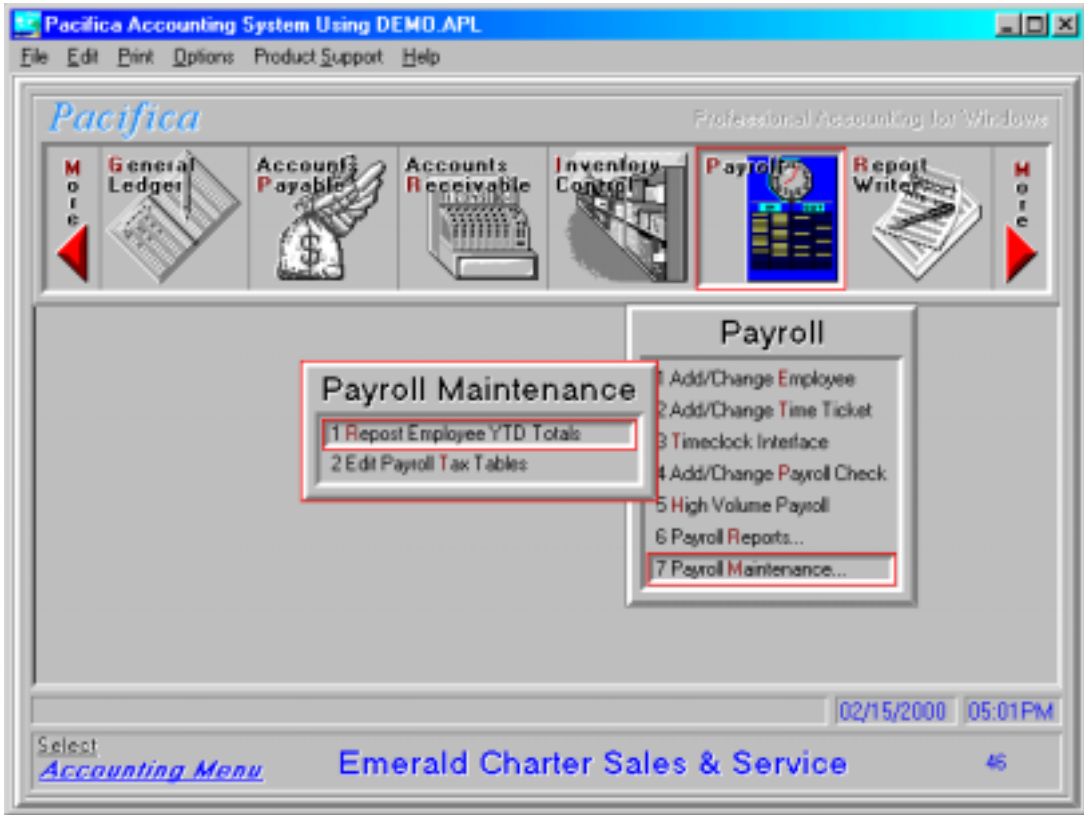
Payroll Maintenance Menu – Repost Employee YTD Totals

Year-to-date payroll and withholding totals are the basis for computing social security (FICA) and medicare, some forms of state disability, and printing forms W2 and magnetic media W2 at the end of a calendar year. If there is any reason to believe that the data is incorrect, this program recalculates and reposts year-to-date totals based on the checks dated (pay date) during the specified year.

At the end of each year, before entering the first payroll of the new year, you must run Repost Employee YTD Totals for the new year. This has the effect of zeroing out the year-to-date balances, since there are no paychecks yet for the new year.

It can also be used to bring back the YTD data from a previous year if you want to reprint W2s. If you repost YTD totals from a previous year, when you have finished with that information, repost the YTD totals for the current year before running another payroll. Otherwise, your next payroll checks will be calculated incorrectly. Since you can repost from a previous year (as long as all paychecks are in the database), you can repost for the new year, run payroll, repost for last year to run W2s, then repost for the new year.

Select Repost Employee YTD Totals from the Payroll Maintenance... menu.
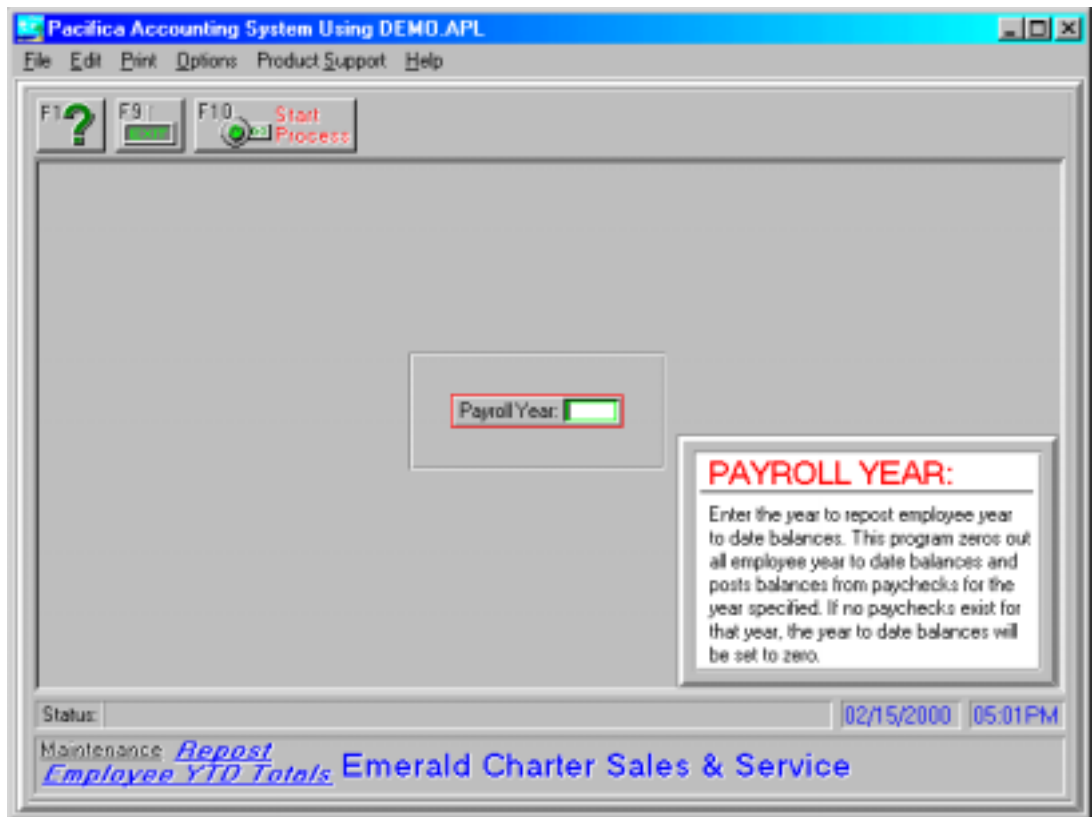
Repost Employee YTD Totals screen

Type the payroll year to repost, then press **[F10]** to begin reposting. Press **[F9]** to return to the menu when you are finished.

Modify Payroll Tax Tables
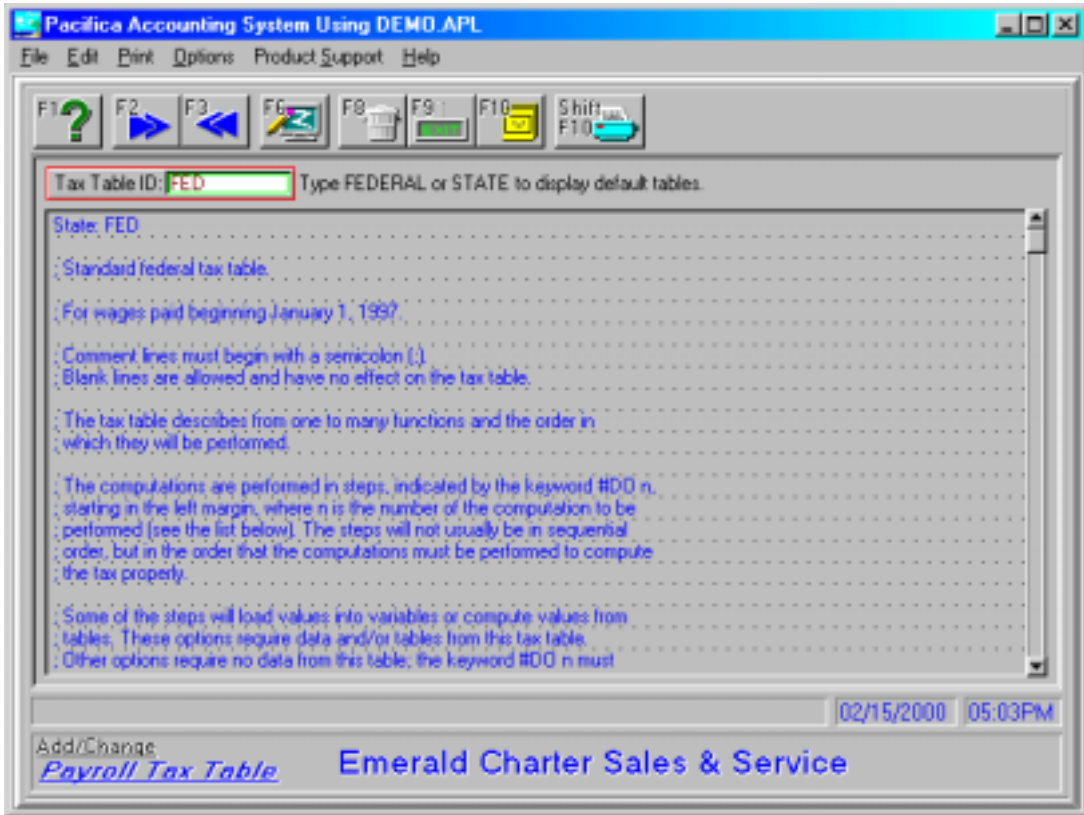
Modify Tax Table screen (sample Federal Tax Table displayed)

*P**acifica*** is fully capable of correctly calculating payroll checks in every city in all 50 states **IF** you set the tax tables, pay rates, and deduction formulas correctly. Different parts of the U.S.A. differ radically in payroll tax laws, and every company may have a variety of unique compensations or deductions. Hence, until the tax tables, pay types, and deduction formulas are set to your specific needs, *Pacifica* will not do **any** calculations. Whether you complete your tax table setup or not, you can enter payroll check information

manually to record payroll checks that have been calculated manually in house or through an alternate payroll system or by an outside processing service.

If you want the Add/Change Payroll Check program to automatically calculate taxes for each payroll check, you must design and create your own tax tables. **Pacifica** arrived with unchangeable, zero-value federal and state tax tables (named "FEDERAL" and "STATE") which you can copy and customize in order to simplify this task. A **Pacifica** tax table is a model or set of instructions for **Pacifica** to follow while calculating each employee's net pay. You must create one tax table named "FED" and one or several state tables, each named by a 2-letter state abbreviation. To create your own federal and state tax tables, select Modify Tax Tables from the Payroll Maintenance... Menu.

Creating a tax table requires that you understand the steps that are required to produce a correct payroll check manually. Wages, deductions and taxes must be manipulated in the right amounts and in the proper sequence in order for a correct paycheck to result. Before trying to write the tax-table instructions for your model, determine the amounts, rates, ratios, steps and the order required to accurately calculate the desired net pay on each paycheck. By all means, consult an accountant if you have **any** confusion about setting up your tax-table model.

In the following example, the payroll manager has determined that the following steps will be necessary to produce paychecks correctly for the company's employees.

> **Note:** Actual requirements vary. Consult an accountant for the correct procedure for your business.

Sample Tax Table Model

Do these tasks to create a correct paycheck:

   1. Set values and limits for employer and employee deductions, exemptions, disability insurance, and unemployment insurance:
   • employee worker's compensation
   • state disability Insurance
   • state unemployment insurance

- single deductions and exemptions
- married deductions and exemptions

2. Check wages against low income limit.

3. Subtract dependent exemption from wages.

4. Subtract standard deduction from wages.

5. Apply tax table to calculate income tax.
- single tax table
- married tax table

6. Subtract personal exemptions from tax.

Now that a working model has been established, it must be translated into tax-table instructions so **Pacifica** will accomplish these tasks for you. You will need the IRS booklet entitled <u>Circular E</u> (federal tax guide), your state payroll tax guide, and any other municipal tax guides, insurance or other deduction instructions, etc., that may pertain to paycheck calculation.

Copy the Federal Tax Table

Pacifica will only calculate federal taxes if a tax table named "FED" exists in your system. To create the FED table, select Modify Tax Table from the Payroll Maintenance menu. The following field will be displayed:

State

Hint: *Pacifica* includes a file called FED.TBL (the federal tax table) and many state tax tables (example CA.TBL). Just type **FED.TBL [Enter]** (or **CA.TBL [Enter]**) to load the table.

Type **FEDERAL [Enter]** to view a sample federal table. You can not alter or delete the "FEDERAL" table, so change the name to "FED" by typing **FED [Enter]**, then press **[F10]**.

Alternatively, you can import a tax table (FED or any state table) from another database or from an ASCII text file on disk. At the **State** prompt, type the database path name, colon (:), and tax table name, or type the DOS filename of the tax table.

This will copy the FED tax table from DEMO.APL into the database you are logged into. If you are reading a tax table from an ASCII file on disk, the file must have been created by some process. Most likely, you or your accountant will set up a correct tax table in a database, then export it to a diskette. To export a tax table to an ASCII file, display it with Modify Tax Table, then press **[Shift-F10]**. You will be asked:

Select **F [Enter]**, and you will be asked:

To: [F]ile, [P]rinter or [Q]uit

Enter the full DOS filename, and press enter. The tax table will be copied to disk.

Filename:

Now you can customize the FED table following the rules listed below and using your Circular E and the working model you created above. You can print a copy of the table by pressing **[Shift-F10]** while viewing the table. When you are asked:

Select **P [enter]**, and you will be offered a list of printer ports to which to print.

To: [F]ile, [P]rinter or [Q]uit

For **Pacifica** to calculate state taxes (where appropriate), you must provide a table named with the 2-digit state abbreviation of each state in which employees reside. In other words, if you have employees working in the organization who live in California, Oregon, and Washington, you must have at

least three "state" tax tables, called CA, OR, and WA, that instruct **Pacifica** how to calculate checks correctly for residents in each state.

To create a state tax table, select Modify Tax Table from the Payroll Maintenance... menu. The following field will be displayed:

State
Type **STATE [Enter]** to view a sample state table. You can not alter or delete the "STATE" table, so change the name to the 2-digit state abbreviation of your choice by typing the abbreviation, then press **[Enter]**, then press **[F10]**.

You can import or export state tax tables just as you can with the FED table.

Now you can customize the new state table following the rules listed below and using your state payroll tax preparation guide and the working model you created above. You can print a copy of the table by pressing **[Shift-F10]** while viewing the table.

Pacifica can perform any of these optional functions in any order:

> **0** - No tax or withholding
> **1** - Set values and limits. **Data Required** *(See rule 6 below.)*
> **2** - Subtract federal tax from wages.
> **3** - Subtract FICA from wages.
> **4** - Subtract standard deduction.
> **5** - Subtract personal exemption.
> **6** - Subtract dependent exemption.
> **7** - Apply tax table. **Data Required** *(See rule 6 below.)*
> **8** - Take percentage of federal tax.
> **9** - Apply a formula.
> **A** - Check low income limit.
> **B** - Add adjustment to wages from adjustment table. **Data Required**
> **C** - Add surcharge to tax, based on wages, from adjust table. **Data Required**
> **D** - Add surcharge to tax, based on tax, from adjust table. **Data Required**

E - Compute state disability by comp code and percent of gross. **Data Required**

F - Compute state disability by comp code and hours worked. **Data Required**

G - Compute Earned Income Credit prepayment. **Data Required**

H - Round tax to nearest dollar.

I - Compute local tax with or without #LOCALITY.

Rules for Modifying the Tax Table

1. Begin every instruction in the tax table with the pound key **[#]**.

2. If you want *Pacifica* to execute one of the listed options, type **#DO n**, where **n** is the code number or letter of the option you want.

3. To add comments to your table, begin any line you want to be ignored with a semicolon (;). You can make as many comments or notes to yourself as you wish, to simplify reading and to assist in deciphering the tax table later.

Hint: Tax laws tend to change annually, so use notes that will still be clear next year.

Also: Completely blank lines are ignored by *Pacifica* and may be inserted to improve readability.

4. There must be at least one space (**[SPACE]**) between each number on a line, but there **can** be many spaces. For clarity, line up the columns of like information. Use the spacebar key, not the tab key.

5. When in doubt, refer to the sample tax table provided for an example.

6. If the optional function selected from the list above says "Data Required", then the program is expecting a tax table, rates or limits. Value names must be typed exactly as they are below (i.e., all CAPS and preceded with the [#] key in the order they are grouped below). Do not "box" your groups on the tax table. The boxes are provided for illustration purposes only.

7. Where a tax table function is split into "Employee" and "Employer" parts, the employee part begins after the line **#EMPLOYEE** and continues until a line **#EMPLOYER** or to the end of the current function. Where a tax table function is split into "Single" and "Married" parts, the

single part begins after the line **#SINGLE** and continues until a line **#MARRIED** or to the end of the current function.

8. All tax table amounts, including tables, rates and limits, are input in **ANNUAL** dollar amounts, regardless of the intended pay period of your payroll. The exception is *Function F - Compute state disability by comp code and hours worked*, where the comp rate is in dollars per hour, not annualized.

9. To move around in the table, use these keys:

[Arrows], **[PgUp]**, **[PgDn]**, **[Home]**, **[End]**, **[Delete]**

To move to the end of a line, use **[End]**

To move to the end of the table, use **[Ctrl-End]**

To insert a blank line or break a line at the cursor, use **[Ctrl-B]**

To delete a line, use **[Ctrl-Z]**

To append the line below to the end of this line, use **[Ctrl-O]**

Data for use with Optional Function 1: *(See list above and example below.)*

Your tax table will usually start with the function **#DO 1**, which sets rates and limits. The **FED** table uses **#DO 1**, and most state tables use it as well. Other functions, those that require no data, use values established in function **#DO 1**.

The following is an explanation of the rates and limits that are applied to the **FED** tax table.

#DO 1

#EMPLOYEE
Employee information begins after this line

#FICA
Social security rate/limit

#MEDICARE
Medicare rate/limit

#EMPLOYER
Employer information begins after this line

#FICA
Social security rate/limit

#MEDICARE
Medicare rate/limit

#FUI
Federal unemployment (FUTA) rate/limit

#SINGLE
Single information begins after this line

#DEPENDENT EXEMPTION
Dollar amount of one exemption

#MARRIED
Married information begins after this line

#DEPENDENT EXEMPTION
Dollar amount of one exemption

The following is an explanation of the rates and limits that may be applied to a typical state tax table.

#DO 1

#EMPLOYEE
Employee information begins after this line

#WORKER'S COMP
Worker's Compensation rate/limit/GL accounts

#SDI
State Disability Insurance rate/limit/GL accounts

#SUI
State Unemployment Insurance rate/limit/GL accounts

#EMPLOYER
Employer information begins after this line

#WORKER'S COMP
Worker's Compensation rate/limit/GL accounts

#SDI
State disability rate/limit/GL accounts

#SUI
State unemployment rate/limit/GL accounts

#SINGLE
Single information begins after this line

#PERCENT OF FEDERAL
Percent of federal tax to calculate state tax

#LOW INCOME LIMIT
Do not compute tax if taxable wages less than this number.
#STANDARD DEDUCTION
Dollar amount of standard deduction

#PERSONAL EXEMPTION
Dollar amount of personal exemption

#DEPENDENT EXEMPTION
Dollar amount of dependent exemption
#MARRIED
Married information begins after this line

#PERCENT OF FEDERAL
Percent of federal tax to calculate state tax

#LOW INCOME LIMIT
Do not compute tax if taxable wages less than this number.

#STANDARD DEDUCTION
Dollar amount of standard deduction

#PERSONAL EXEMPTION
Dollar amount of personal exemption

#DEPENDENT EXEMPTION
Dollar amount of dependent exemption

Tables for Optional Function 7: *(See list above and example below.)*

Function #7, tax tables may be used in both federal and state tax tables. In addition, the same structure for the table is used in functions #**B**, #**C** and #**D** for some state tax tables, and #**G** for the Earned Income Credit tables. We are using the term "tax table" in two ways, and that may be confusing. The screen-full of instructions to prepare a paycheck is called a tax table. This section describes a key element of those instructions. This element is (in the federal Circular E) also called a tax table. It is possible for your state's tax table to contain more than one tax table element.

#MARRIED
Followed by married tax table amounts

#SINGLE
Followed by single tax table amounts

If you specify a **#MARRIED** tax table, you must also create a separate **#SINGLE** table. If only one table is needed, don't use the **#MARRIED** or **#SINGLE** instructions. Every table has a similar layout, with columns of numbers, increasing in size from left to right and top to bottom. A table can have any number of lines. Most have from four to ten lines. Use spaces **[SPACE]** between columns to line up the numbers. The number of spaces makes no difference, as long as there is at least one space between numbers. A gap in a column, in line with numbers above and below, DOES NOT take the place of a zero or a value. Such a gap will cause errors.

Your tax booklet should list tax tables that appear similar to the one shown. There will be tables for different pay periods, such as weekly, semi-monthly, etc. Be sure to use only the ANNUAL table, because all pay period conversions are done automatically.

;At least	But less than	Amount	Plus % of excess
0.00	4213.00	0.00	0.00%
4213.00	9985.00	42.13	2.00%
9985.00	15757.00	199.70	4.00%
15757.00	28875.00	630.28	6.00%
28875.00	49646.00	1732.50	8.00%
49646.00	AND OVER	3971.68	9.30%

The first line is a comment, because it starts with a semi-colon character. It has no effect on the calculation. In all cases except function **#D**, the first and second columns represent annualized wages (or adjusted wages). The first line calculates no tax at all if the amount of wages is less than $4,213.00. Dollar amounts must be entered in decimal dollars and cents. Notice that no commas or dollar signs are used. The percent sign may be used in the percentage column, because it follows the number, so it doesn't interfere with the calculation. The percent sign is optional, and has no effect.

On the second line, there is both a fixed dollar amount in the **Amount** column, and a percentage of excess. If wages is more than $4,213.00, the tax is $42.13 plus 2% of wages above $4,213.00.

Only one line of the table is used to make a calculation. **Pacifica** scans the table, comparing the wages amount with the amount in the second column. When the column amount is greater than the wages amount, we have the correct line for the calculation. Notice that the last line, second column, contains the words **"AND OVER"**. THIS IS IMPORTANT. The words "AND OVER" tell **Pacifica** that we have reached the end of this table. Don't omit them.

Let's go through the steps that **Pacifica** uses to calculate tax from the table in our illustration. Bob earned $3,286.75 this month. First we annualize this amount, so Bob earns the equivalent of $39,441.00 per year. Scanning the tax table, we select line 5, which shows 49646.00 in the second column. On that line, the fixed tax amount is 1732.50, and the percentage of additional tax is 8.00% of 39441.00 minus 28875.00, or 845.28, giving a total of 2577.78, annually. We reduce that to a monthly pay period, and get $214.82 in tax.

Formulas for Optional Function 9: *(See list above and example below.)*

If you need to compute or adjust a tax in a way that can't easily be done with one of the other tax table functions, you can design a list of simple formulas to do the job. The formulas can operate on about 90 pre-defined payroll values, as well as any constant numbers. Simple IF-THEN-ELSE logic, the operators =, #, , =, +, -, *, /, MAX and MIN, and right-to-left precedence modified by parentheses are supported. The target of your formula can be one of several tax or withholding fields for federal, state and local taxes, or one of ten temporary registers that can then be used in other formulas.

Values are compared using the operators:

=	Is equal to
#	Is not equal to
>	Is greater than
>=	Is greater than or equal to

| < | Is less than |
| <= | Is less than or equal to |

The target value is set or changed using the operator:

| = | Make equal to |

Arithmetic is performed using the operators:

+	Add
-	Subtract
*	Multiply
/	Divide
MIN	Take the smaller of the two
MAX	Take the larger of the two

Values inside parentheses are resolved first. Nested parentheses are allowed.

The **ANNUAL** rule applies to formulas, just as it does to the other tax table functions. When you enter dollar amount constants, be sure to adjust them to annual amounts first. Percentages or ratios should not be adjusted. If a number is on either side of an asterisk (*****)(multiply), do not adjust it to annualize it. If a number has a slash (/)(divide) to its left, do not adjust it to annualize it.

Any function #**9** formula block can contain multiple formula lines. If necessary, you can use more than one function #**9** formula block, with other functions between. If your formula requires a value from the paycheck, be sure that some other function has computed the value by the time your formula operates on it. If your formula must replace the value calculated by some other function, be sure your formula is the last to write to that value, or your calculation will be overwritten.

A formula may start with an **IF** clause, which causes the operation to take place only if some condition is met. An **IF** clause must be separated from the functional part of the formula by a **"THEN"**. The formula may perform one or the other of two different functions, based on the outcome of the **IF** clause. To accomplish this, use the **"ELSE"** key word between the two functions. For example:

IF YFIT = (YSIT * 8) THEN SIT = 0 ELSE SIT = (FIT * .15)

Let's explore what this formula does. We find an **IF** clause. If **YFIT** (year to date federal income tax) is greater than or equal to eight times **YSIT** (year to date state income tax) then set **SIT** (current state income tax) equal to zero, or else set **SIT** equal to 15% of **FIT** (current federal income tax). Depending on the outcome of the **IF** clause, **SIT** will be set one way or the other. A simpler form is:

IF YFIT = (YSIT * .8) THEN SIT = 0

If the condition is met, **SIT** is set to zero. Otherwise, it is not changed. The simplest form is

SIT = 0

In this case, no conditional test is performed at all. **SIT** is always set to zero.

The MAX and MIN operators may also be used to perform simple logic. As an example, suppose your state allows you to deduct federal income tax from wages before state tax is calculated, but only up to $3500.00 of fed tax per year. Either of these formulas will do the job:

TAXABLE GROSS = GROSS - (FIT MIN 3500)

or

IF FIT 3500 THEN TAXABLE GROSS = GROSS - 3500
  ELSE
TAXABLE GROSS = GROSS - FIT

In this case, the MIN operator is preferred for simplicity.
Most of the tax table functions, such as function #7 to compute tax from a tax table, are based on adjusted gross wages. The variable called TAXABLE GROSS is one of the target variables that your formula can set or change. The other target variables are listed at the end of this section.

Your state may require that single employees who claim more than a certain number of dependent exemptions be taxed as married. Their employee records show them as single, but your formula line can (temporarily) change them to married:

IF DEPENDENTS = 4 THEN MARRIED = 1

The employee will be married only until **Pacifica** exits this tax table. To cause a married employee to compute as single, use this expression:

MARRIED = 0

A function #**9** formula block can have a #SINGLE and a #MARRIED section, like any other function. If you change an employee from single to married, the formula block will be restarted so the proper formula lines will be operated for the employee's new status.

Ten temporary storage variables are available to contain intermediate results of formulas. They are named TEMP1 to TEMP10. This is useful when a formula must extend to several lines. These temporary values are cleared to zero each time the program exits the function #9 formula block. Be sure to move temporary values into a permanent target variable before leaving function #9.

Most of the variable names that you choose from the following list already have values associated with them. The values for rates and limits are those that you declare in function #1, Set Rates and Limits. The others may be taken from the paycheck screen, the employee record, or computed elsewhere in the tax table. When a name represents a dollar amount, it is stored in decimal dollars and cents, and has been annualized already. For instance, if a paycheck for monthly pay period computes FICA of $30.00, the variable name FICA will contain 360.00 ($30 * 12). Percentages are stored as decimal fractions X 100. 6.2% is stored as 6.20. Quantities, such as DEPENDENTS, are stored as whole numbers.

Here is a list of the target variables. These are the values that your formulas can set or change. Their names are also repeated in the list of other variable names.

EIC	Earned income credit prepaid, this check
FICA	Social security tax, this check

FUI	Federal unemployment & training tax, this check
FUTA	Same as FUI
FIT	Federal income tax, this check
LIT	Local income tax, this check
MARRIED	Set to 1, employee is married, set to 0, single
MEDI	Medicare tax, this check
SDI E	State disability tax, employee part, this check
SDI R	State disability tax, employer part, this check
SIT	State income tax, this check
SUI E	State unemployment tax, employee part, this check
SUI R	State unemployment tax, employer part, this check
TAXABLE GROSS	Portion of wages that are taxable, this check
TEMP1 to TEMP10	10 temporary storage variables

The following is a list of available variables, with descriptions.

DED401K	401K deduction, this check
DEDUCTS	Total other deductions, this check
DEPENDENTS	Number of dependent exemptions claimed
EIC	Earned income credit prepaid, this check
FED STD DED	Amount of federal standard deduction
FICA	Employee social security tax amount, this check
FICA LIMIT	Amount of annual FICA limit
FICA RATE	Percentage FICA rate
FIT	Federal income tax, this check
FUI	Federal unemployment & training tax, this check
FUTA	Same as FUI
FUTA LIMIT	Amount of annual FUTA limit
FUTA RATE	Percentage FUTA rate
GROSS	Gross pay, before tax table adjustments, this check
LIT	Local income tax, this check
LOW INCOME	Low income limit amount
MARRIED	1 means married, 0 means single

MEDI	Medicare tax amount, this check
MEDI LIMIT	Amount of medicare limit
MEDI RATE	Percentage medicare rate
NET	Net pay amount to this point, this check
NONTAX	Amount of wages not subject to tax, this check
NTFICA	Amount of wages not subject to FICA, this check
NTFIT	Amount of wages not subject to FIT, this check
NTFUTA	Amount of wages not subject to FUTA, this check
NTLIT	Amount of wages not subject to LIT, this check
NTMEDI	Amount of wages not subject to medicare, this check
NTSIT	Amount of wages not subject to SIT, this check
NTSDI	Amount of wages not subject to SDI, this check
OT HRS	Amount of overtime hours, this check
OT WAGES	Amount of overtime wages, this check
OTHER HRS	Amount of other hours (sick, vacation,bonus, other)
OTHER WAGES	Amount of other wages (sick, vacation,bonus, other)
RATE	Regular time hourly pay rate, this check
REG HRS	Regular time hours, this check
REG WAGES	Regular time wages, this check
SALARY	Salary amount, this check
SDI E	Amount of state disability tax, employee, this check
SDI R	Amount of state disability tax, employer, this check
SDI E LIMIT	Amount of annual SDI limit on employee part
SDI E RATE	Percentage SDI rate, employee part
SDI R LIMIT	Amount of annual SDI limit on employer part
SDI R RATE	Percentage SDI rate, employer part
SIT	Amount of state income tax, this check
ST DEP EX	Number of state dependent exemptions claimed
ST STD DED	Amount of one annual state deduction
SUI E	Amount of state unemployment, employee, this check
SUI R	Amount of state unemployment, employer, this check
SUI E LIMIT	Amount of annual SUI limit on employee part
SUI E RATE	Percentage SUI rate, employee part

SUI R LIMIT	Amount of annual SUI limit on employer part
SUI R RATE	Percentage SUI rate, employer part
TAXABLE GROSS	Adjusted gross on which to calculate taxes
TEMP1 to TEMP10	Variables for temporary storage
TIPS	Amount of tips wages, this check
Y401K	Year to date 401K deductions
YDEDUCTS	Year to date other deductions
YEIC	Year to date EIC prepaid
YFICA	Year to date FICA, employee part
YFIT	Year to date Fed IT withheld
YGROSS	Year to date gross wages
YLIT	Year to date Local IT withheld
YMEDI	Year to date Medicare, employee part
YNET	Year to date net pay
YNTFICA	Year to date FICA exempt wages
YNTFIT	Year to date FIT exempt wages
YNTFUTA	Year to date FUTA exempt wages
YNTLIT	Year to date LIT exempt wages
YNTMEDI	Year to date Medicare exempt wages
YNTSDI	Year to date SDI exempt wages
YNTSIT	Year to date SIT exempt wages
YNTSUI	Year to date SUI exempt wages
YPRETAX	Year to date pretax deductions
YSIT	Year to date State IT withheld
YSDI	Year to date SDI withheld
YSUI	Year to date SUI withheld
YTIPS	Year to date tips wages

Sample State Tax Table

```
;STATE PAYROLL TAX TABLE
;Start of Tax Table Calculations
;(Note that any line that starts with a ";" is ignored when
;calculating taxes.)
;===========================
;1st - Set values and limits for deductions,
;exemptions, disability, and unemployment


#DO 1

;Withholding          Rate       Limit        Liab G/L         Exp G/L

#EMPLOYEE
#WORKER'S COMP  0.00%        0.00
;State Disability Insurance
#SDI              1.25%  31767.00       20323
;State unemployment
#SUI              0.00%        0.00


#EMPLOYER
#WORKER'S COMP  0.00%        0.00       501
;State disability
#SDI              0.00%        0.00
;State unemployment
#SUI              0.35%     7000.00      20326     501
;================================================
#SINGLE  ; NOTE: Comments can be on the same line with instructions
#PERCENT OF FEDERAL         0.00%
#LOW INCOME LIMIT                 6740.00
#STANDARD DEDUCTION    2169.00
#PERSONAL EXEMPTION        58.00
#DEPENDENT EXEMPTION  1000.00
;================================================
#DO A  ; 2nd Task - Check low income limit.
;================================================
#DO 6  ; 3rd Task - Subtract dependent exemption.
;================================================
#DO 4  ; 4th Task - Subtract standard deduction.
```

```
#DO 9  ; 5th Task - Formula to adjust taxable gross.
; Single can deduct $3000 per year of FIT
; Married or single with 4 or more dependents
; can deduct $4500 per year of FIT

#SINGLE
IF DEPENDENTS = 4 THEN MARRIED = 1
TAXABLE GROSS = TAXABLE GROSS - (FIT MIN 3000)
#MARRIED
TAXABLE GROSS = TAXABLE GROSS - (FIT MIN 4500)
;=================================================
#DO 7  ; 6th Task - Apply tax table.
;=================================================
#SINGLE  ; Single tax table.

   ;At least  But less than    Amount  Plus % of excess

      0.01      4213.00       0.00      1.00
   4213.00      9985.00      42.13      2.00
   9985.00     15757.00     157.57      4.00
  15757.00     21875.00     388.45      6.00
  21875.00     27646.00     755.53      8.00
  27646.00    AND OVER     1217.21      9.30

;NOTE: Spaces & Headings Improve Readability!


;=================================================
#MARRIED  ; Married tax table.

   ;At least  But less than    Amount  Plus % of excess

      0.01      8426.00       0.00      1.00
   8426.00     19970.00      84.26      2.00
  19970.00     31514.00     315.14      4.00
  31514.00     43750.00     776.90      6.00
  43750.00     55292.00    1511.06      8.00
  55292.00    AND OVER     2434.42      9.30


;=================================================
#DO 5  ; 7th Task - Subtract personal exemption.

;END OF THE TAX TABLE CALCULATIONS
```

<u>System Maintenance – Add New Company</u>
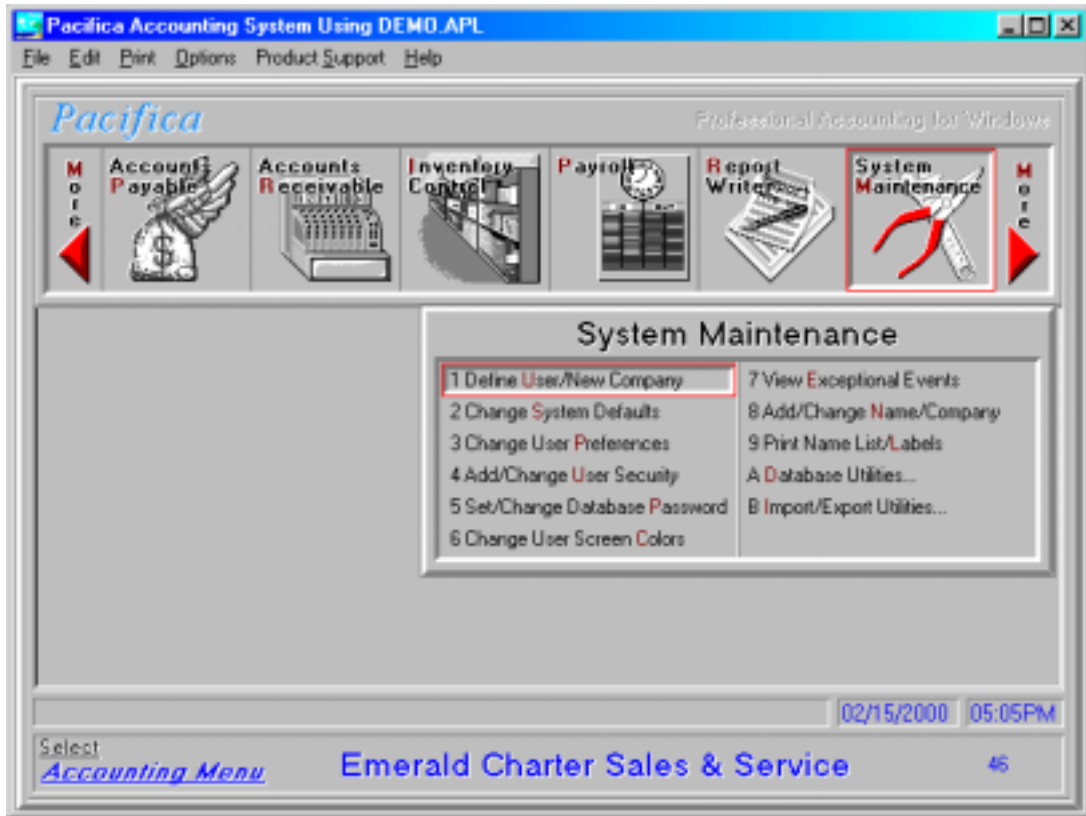
System Maintenance Menu – Define User/New Company

Use the *Define User* menu selection to create new company databases and issue a unique user ID to every computer operator in the company. Each user ID operates one company database, and assigns a password and a list of privileges for the operator. You can create several user IDs which all point to the same company database, each with its own password and list of privileges. In this way, an A/R clerk who has no privileges assigned for payroll cannot run any payroll programs.

Privileges are also used to allow or prohibit the operator from performing certain operations. An operator may be permitted to add records, but not change existing records, or void records, but not delete.

The operator may be permitted full rights in accounts receivable, limited rights in accounts payable, and no rights at all in payroll.

In order to add or change user IDs, your own ID must grant system operator (SYSOP) privileges. In order to add or change user IDs that point to any company database that you are not logged into, you must be logged into the OWNER database and have SYSOP privileges. The owner database is created with the first installation of **Pacifica**. When you are changing user IDs, be careful that you don't reduce your own privileges, or you will be locked out of Define User from now on.
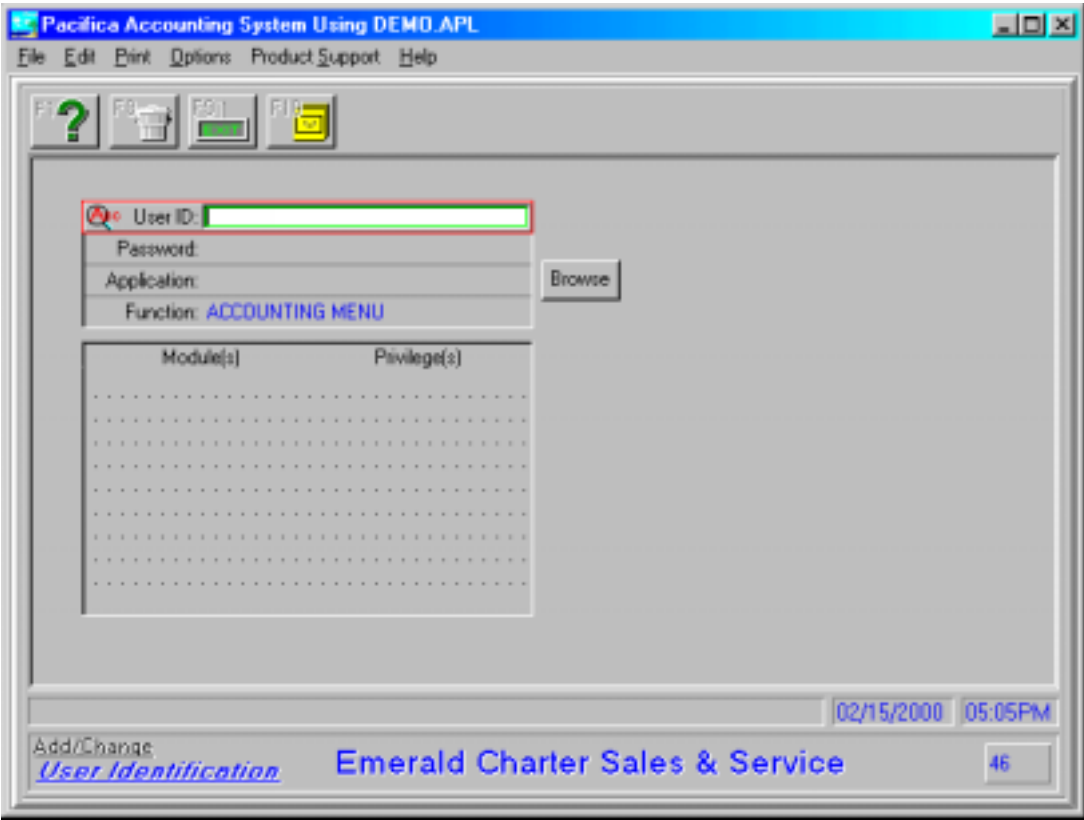
Define User/New Company screen

Data Fields on the Add/Change User Identification Screen

User ID
The User ID field accepts alphanumeric characters and punctuation characters. Don't use spaces. You can see a directory list of User IDs by typing an asterisk *.

Password
The Password field is optional. It accepts alphanumeric and punctuation characters.

Application
This field requires the Windows path and file name of the database file. If the database file doesn't exist, **Pacifica** asks you for permission to create it. This is the way you set up a new company database.

> **Note:** If you're creating a new company, you MUST be logged in as "OWNER".

Function
In most cases, this field should contain **"ACCOUNTING MENU"**. This is the standard menu system which will display when this User ID is used. If a VAR creates a custom menu for you, its name can be entered in the Function field, and the custom menu will display instead of the standard accounting menu.

Module(s)
Select from the list of modules which are displayed when you press **[F1]**. You can assign different privileges to each module, one module per line. If you don't list a module, no privileges are granted for it. If privileges are the same for two or more modules, list them on the same line, separated by commas. To include every module, all on one line, type **F** for full.

Privileges
Select from the list of privileges which are displayed when you press **[F1]**. Privileges are granted in order of increasing responsibility. Before a User ID can be permitted to delete records, it must also have the privilege to view and add records. Following is an explanation of the available privileges.

F - SYSOP   This stands for *System Operator*. It enables all of the privileges for the modules on that line.

0 - View   The operator can display the program screen and display records on it, but can't add or change records.

1 - Add   Enter new records, but not change, void, or delete records.

2 - Change   Modify existing records (but not journal entries), but not void or delete records.

3 - Void   Void existing journal entry records, but not delete journal entries or ledger records. Voiding a journal entry leaves it in place, but reverses the dollar and inventory effects of the transaction. You can still display or print the entry.

4 - Delete   Void or delete existing records. Deleting a record removes it without a trace, as if it was never there.

5 - Print   Print reports, documents and financials from the modules where this privilege is granted.

6 - Change Journal Modify existing journal entry records (Cash Disbursement, Cash Receipt, Payroll, Purchase, Sales, General).

7 - Delete Journal Delete existing journal entry records (Cash Disbursement, Cash Receipt, Payroll, Purchase, Sales, General).

8 - Obscured View Don't allow this user to see the contents of any obscured fields.

For example, if you want to assign the user full privileges in payroll and accounts payable, enter **1,3** on the first line of the Module(s) field, and enter **F** on the first line of the Privileges field. Furthermore, if the user is only allowed to look at records in Accounts Receivable, enter **2** in the second line of the Module(s) field, and enter **0** in the second line of the Privileges field.

If a user attempts to access a non-privileged function, the following message will be displayed, and access will be denied:

<u>Change System Defaults</u>

> **Note:** There must be at least one system operator (**SYSOP**) with full access to every accounting and system module. Use **F** for the Module code and **F** for the Privilege code on the first line to specify **SYSOP** privileges. These privileges supercede all others. The **OWNER** User ID has these privileges. Be careful not to reduce them.

Pacifica saves you considerable time and effort during data entry by automatically providing the standard General Ledger accounts, the standard information about your company and its policies, and the control numbers used to track documents and transactions through your accounting system. These standard data items that are provided automatically are called "defaults". They are stored together in the *System Defaults* record.

To set the **System Defaults**, select Change System Defaults from the System Maintenance menu.

Data Fields on the General Ledger Accounts Screen (Page 2 of

Invalid access privilege for this operation

Change System Defaults)

Several standard General Ledger accounts must be defined in the System Defaults record since they will be used by various data-entry programs. Before specifying the G/L accounts, be sure that your Chart of Accounts is complete.

Cash in Bank Check
Enter the most commonly used Cash in Bank account from which accounts payable checks are issued. Its account type must be **A - CASH IN BANK**.

Cash on Hand
Enter the most commonly used petty cash account number. Its account type must be **A - CASH IN BANK**.

Payroll Cash in Bank
If payroll checks are issued from a different account than accounts payable checks, enter the Cash-in-Bank account for payroll checks. Otherwise, it may be the same account as Cash in Bank Check. Its account type must be **A - CASH IN BANK**.

Accounts Payable
Enter the Accounts Payable account. Its account type must be **8 - ACCOUNTS PAYABLE**.

Accounts Receivable
Enter the Accounts Receivable account. Its account type must be **9 - ACCOUNTS RECEIVABLE**.
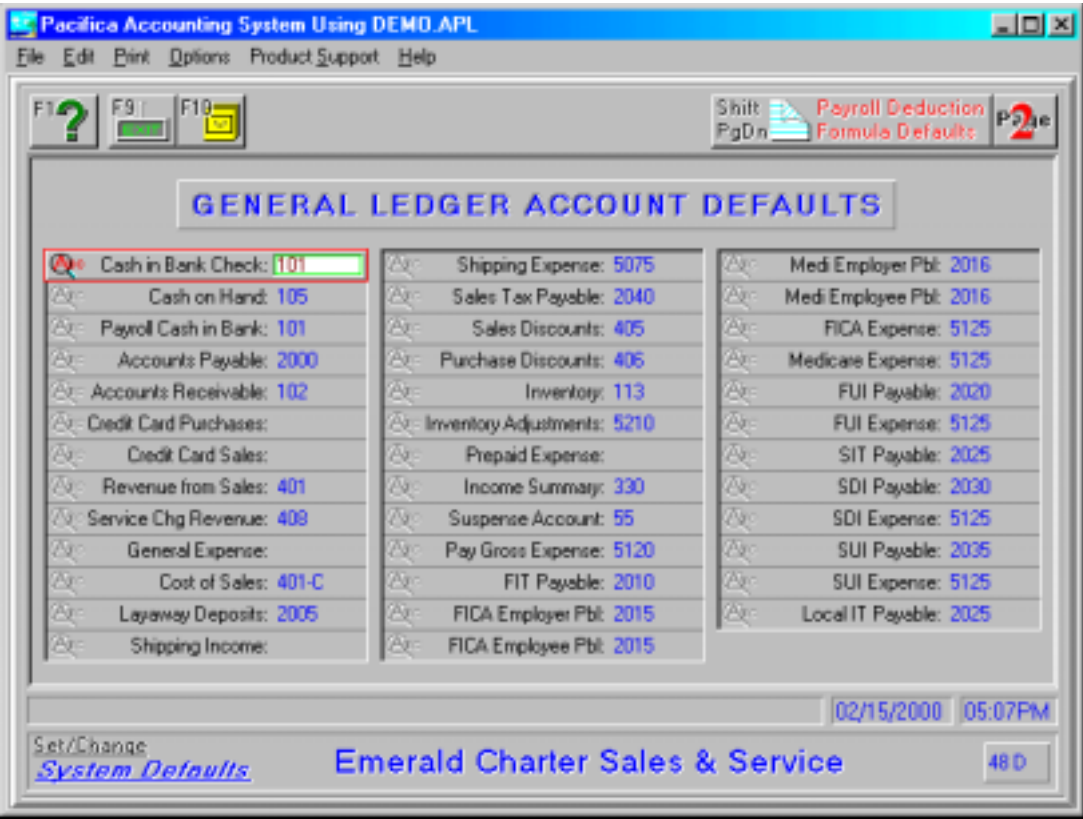
Revenue from Sales
Enter the Sales income account. Its account type must be **B - SALES**.

Service Chg Revenue

Enter the Service Charges income account. Its account type must be **B - SALES**.

General Expense

Enter the most commonly used expense account.

Change System Defaults screen, page 2

Cost of Sales
Enter the Cost-of-Goods-Sold account. This expense account will be debited at the time an item is sold out of inventory. Service businesses typically do not record a cost of sale as part of recording a sales invoice. If this is your wish, leave this field blank.

Layaway Deposits
Enter the liability account to credit when a retail customer pays cash toward a future purchase in order to hold the merchandise.

Shipping Expense
Enter the expense account for shipping costs.

Sales Tax Payable
Enter the accrual account for sales tax collected.

Sales Discounts
Enter the account for recording sales discounts given to customers.

Purchases Discounts
Enter the account for recording purchase discounts taken from vendors.

Inventory
Enter the asset account for merchandise inventory.

Inventory Shrinkage
Enter the expense account for recording shrinkage in inventory that results from a physical inventory count below the number of items on file.

Prepaid Expense
Not currently implemented.

Income Summary
At period end, accounts may be closed to a summary account. For a corporation, this is usually called Retained Earnings.

Suspense Acct
Enter the account to accumulate temporarily unclassified transactions. If an account is not specified before a transaction is saved, the system sends it the suspense account so the General Ledger is not out of balance.

Pay Gross Expense
Enter the expense account to debit for wages. All the employer's liability for wages will be posted to this account.

"Payable" Accounts

The following accounts described as "payable" or "pbl" are accrual accounts for liabilities accrued or funds withheld but not yet paid to the taxing agency. They must have an account type of LIABILITY. They must NOT have an account type of ACCOUNTS PAYABLE. If they do, **Pacifica** will try to adjust an Accounts Payable vendor account for these liabilities which are not associated with purchases. That will cause the error Attempt to post to non-existent vendor. When payment is made to the taxing agency, the liability account will be debited, and a related expense account will be credited.

FIT Payable
Enter the accrual account for federal income taxes withheld. This account must have an account type of LIABILITY.

FICA Employer Pbl
Enter the accrual account for the employer's share of social security taxes payable. This account must have an account type of LIABILITY.

FICA Employee Pbl
Enter the accrual account for the employee's share of social security taxes payable that has been withheld. This account must have an account type of LIABILITY.

FICA Expense

Enter the expense account for social security taxes withheld. This account is debited when the payroll check is issued.

FUI Payable

Enter the accrual account for federal unemployment insurance taxes withheld. This account must have an account type of LIABILITY.

FUI Expense

Enter the expense account for federal unemployment insurance taxes withheld. This account is debited when the payroll check is issued.

SIT Payable

Enter the accrual account for state income taxes withheld. This account must have an account type of LIABILITY.

SDI Payable

Enter the accrual account for state disability insurance taxes withheld. This account must have an account type of LIABILITY.

SDI Expense

Enter the expense account for state disability insurance taxes withheld. This account is debited when the payroll check is issued.

SUI Payable

Enter the accrual account for state unemployment insurance taxes withheld. This account must have an account type of LIABILITY.

SUI Expense

Enter the expense account for state unemployment insurance taxes withheld. This account is debited when the payroll check is issued.

Local IT Payable
Enter the accrual account for local income taxes withheld. This account must have an account type of LIABILITY.

Garnishments
Not currently implemented.

Accruals
Not currently implemented.

Insurance
Not currently implemented.

Common Stock
Not currently implemented.

Paid-in Capital
Not currently implemented.

Retained Earnings
Not currently implemented.

To file the System Defaults record, press **[F10]**.

To specify the miscellaneous defaults, select Change System Defaults from the System Maintenance menu, and select page 1.

Data Fields on the Miscellaneous Defaults Screen (Page 1 of Change System Defaults)

Several standard, miscellaneous data items must be assigned default values in the System Defaults record since they will be used by various data-entry programs.

Company Name
Enter your company's name as you want it to be printed on reports.

Company Address
Enter your company's street address.

Company City/State/Zip
Enter your company's city, state and ZIP code.

Company Telephone
Enter your company's telephone number.

Company ID Number
If there is an additional location or address for this company, you can enter it as either a vendor, a customer, or an employee record. This field contains the ID number of the related record.

Email/Internet
If your company has either an Email address or Internet address enter them here.

Company ID
If you have entered your company as a name record, enter its ID number here.

System Date
Enter today's date.

Change System Defaults screen, page 1

Period Start Date
A warning will be displayed if the user enters a system date at log-in that is earlier than the specified Period Start Date. Enter the beginning date of the accounting period you consider to be open at present.

Period End Date
A warning will be displayed if the user enters a system date at log-in that is later than the specified Period End Date. Enter the ending date of the accounting period you consider to be open at present.

Year End Date
Not currently implemented.

City
If there is a city where most of the company's business is transacted, enter the name of the city.

State
If there is a state where most of the company's business is transacted, enter the two-letter abbreviation for the state.

ZIP Code
If a city was entered above, type its ZIP code.

State ID Number
Enter the employer's state ID number as you want it to appear on forms W-2.

Federal ID Number
Enter the employer's federal ID number as you want it to appear on forms W-2.

Purchase Terms
Enter only the most common payment terms extended to the your company by vendors. For example:

- CASH
- COD
- NET 30
- 30
- 2% 10 NET 30

Hint: If you want to restrict transactions from being added, changed, voided or deleted before this date, Set the *Date Period* field in *Preferences* to **Y**.

- CONSIGNMENT
- COMPANY CHECK

- CREDIT MEMO
- DEBIT MEMO

> **Hint:** If you want to restrict transactions from being added, changed, voided or deleted after this date, Set the *Date Period* field in *Preferences* to **Y**.

You can use spaces anywhere for visual clarity, and you can use upper and/or lower case letters. These terms will be displayed automatically on the Add/Change Vendor screen.

Sales Terms
Enter the terms of sale most commonly extended to customers. Use the conventions listed above for Purchase Terms. These terms will be displayed automatically on the Add/Change Customer screen.

Credit Limit
To limit the amount of credit to extend to new customers, enter the highest amount of credit allowed. For example, enter two thousand dollars of credit as **2000**.

Sales Tax Rate
Enter the state sales-tax rate most of your customers are assessed. Enter it in the format "#.####". For example, enter six-and-one-half percent as **6.5000**.

Service Charge Rate
Enter your monthly service charge rate in percent at which your past due customers are charged. For example, enter one-and-one-half percent as **1.5000**.

Price Code
If merchandise is sold from inventory at different prices depending on the type of customer, enter the price code used to designate the most common type of customer. For example, cash-sale customers may be price code **C**, and resale customers may be price code **R**.

Pay Rate
Enter the most common pay rate per hour for new employees. For example, enter $10.50 as **10.5**.

Pay Period

Enter a letter designating the most common payroll period for new employees from among this selection: **D**aily, **W**eekly, **B**iweekly, **S**emi-monthly, **M**onthly, **Q**uarterly, **A**nnually. Enter only the first letter, and press **[Enter]**.

Units Per Pay Period

Enter the average number of hours or other units which most employees work during one payroll period. For example, enter forty hours as **40**.

Ship Via

If merchandise is shipped, enter the standard shipping method such as UPS Blue, Our Truck, Best Way, etc.

Inventory Costing

Enter the most commonly used method of costing inventory. For the allowable codes, see the data-entry instructions for Add/Change Inventory in the Inventory Management section.

Other Libraries

This field is used by value-added resellers to specify the file names of customized object libraries. You may also turn off the action of a custom library by preceding the library name with a minus sign.

Supervisor Password

The system supervisor's password.

Database Password

You may assign a global database password, which will be required from that time on to access this database. This password must be supplied in addition to any user password.

UPS Shipper No.

This field is used by the Freight Calculator add-on module to provide the correct UPS account number on the shipping manifest report.

Patch Font/Mask Font/Font Size
You may change the fonts used on screens within this database. The patch (captions) and the mask (data entry area) may be changed independently.

Report Font/Report Font Size
If you select a font and size here, all reports will default to these selections unless overridden by the printer definition.

Payroll Deduction Formulas Screen

If you use a group of similar automatic payroll deductions for most of your employees, enter those deductions on page 4 of the System Defaults screen before you create the employee records. The deduction lines that you define here will be copied into the employee records as you create them, and you can modify the deductions if necessary before you file the employee records.

In addition to computing pre and post-tax deductions, a formula can compute automatic wages and employer-only transactions which do not withhold anything from the paycheck (employee part). The formula line can be applied to every paycheck, or selected checks during the month. A debit and credit G/L account may be specified for each line.

The formula may be as simple as a constant dollar amount, or it may be a calculation based on gross, net, tax withheld, hours worked, etc. Enter dollars as decimal dollars and cents (enter $150.25 as **150.25**, no dollar sign or commas). Letter designations have these meanings:

   G - Gross wages
   N - Net wages
   S - Salary
   R - Regular wages
   O - Overtime wages
   H - Hours
   Y - Year to date gross wages

Use the following operators to perform arithmetic in your formulas:

+   Add
-   Subtract
*   Multiply
/   Divide
MIN Take the smaller of the number to the left or to the right.
MAX Take the larger of the number to the left or to the right.

Parentheses may be used to control the order in which parts of the formula are evaluated.

Data Fields on the Payroll Deduction Formulas Screen (Page 3 of Change System Defaults)

Wage/Deduct Formula
Enter a constant amount or a formula.

Freq
(Frequency) To take this deduction on every paycheck, leave this field blank. For first and second paychecks in a month, enter **1,2**.

Type
The types can be:

A - After tax deduction

B - Before tax deduction

W - Automatically computed wages

P - Pre-paid wages (tips)

E - Employer-only transaction (not a withholding)

V - Formula for calculating vacation hours.

S - Formula for calculating sick hours.

Tax?
This field applies only to before-tax deductions (with a Type of **B**). The deduction amount can be exempted from various (or all) taxes.

0 - Exempt from all taxes

1 - No federal income tax

2 - No FICA

3 - No medicare

4 - No FUI

5 - No state income tax

6 - No state disability insurance

7 - No local income tax

8 - No state unemployment insurance

9 - No worker's compensation

A - 401K pension plan (Exempt from Fed, State and Local IT)
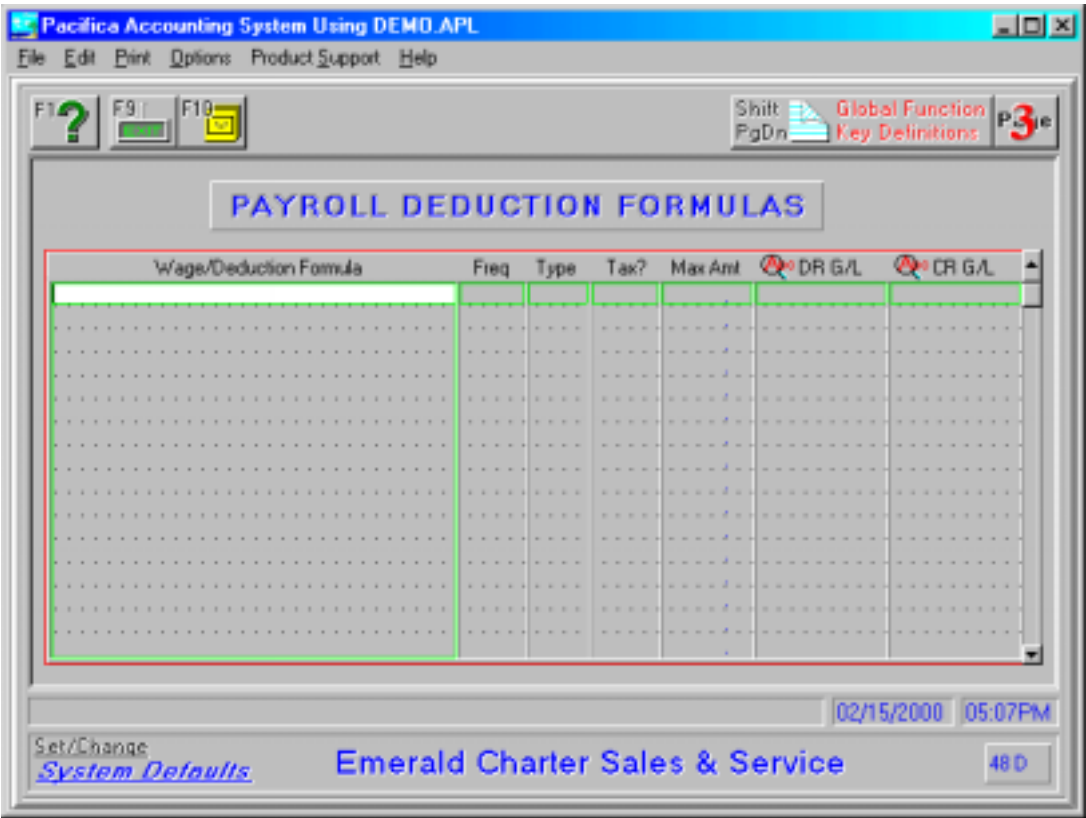
Change System Defaults screen, page 3

Max Amt
If there is a dollar amount in this field, withholding for this line will be calculated only until the YTD Total field equals or exceeds this field. This establishes a maximum cutoff for things like garnishments and repayment of advances.

> **Hint:** Press **[F1]** for an explanation of the formula.

YTD TOTAL

This field is automatically maintained by **Pacifica**. It shows the dollars accumulated since this field was last set to zero. The field is typically set to zero at the beginning of the year, but can be reset at any time.

DR G/L

Debit G/L account. This is the account number that will be debited for this formula line. In the case of most deductions, this field is blank, since deductions are normally credits (liabilities to the employer), not debits. Automatic and pre-paid wages and employer-only transactions will require a debit account in this field, for example a G/L for wages expense.

CR G/L

Credit G/L account. This is the account number that will be credited for this formula line. In most cases, a deduction will require a credit account in this field, for example a G/L for union dues payable.

Data Fields on the Function Key Definitions Screen (Page 4 of Change System Defaults)

Function keys are used to perform pre-defined tasks throughout **Pacifica**. Pre-programmed function keys are used at the field level, the screen level and globally throughout this company database. Your keyboard template lists the functions that are assigned by default to function keys **[F1]** through **[F10]**. You should not change these pre-defined functions (even though you can), but you can add your own global functions by programming the **[F11]** and **[F12]** function keys or by using the **Alt** or **Ctrl** keys with function keys **[F2]** through **[F10]**. You should not change the definition of the **[F1]** key.

You will be associating a screen name or a program name with a function key. A simple way of obtaining a screen or program name is to display a directory at the **Task** line. The directory will display screen and program names that you will use in your definitions. For instance, if you wish to define a function key to call the Sales Invoice screen from anywhere in this company database.

With page 4 of the System Defaults screen displayed, type **[Shift-F1]** to display the **Task:** line at the bottom of the screen. At the Task: line, type **sales***, and a directory display will list all screens and programs that match. One of the items should have a Function of **SI** and a Description of **ADD/CHANGE SALES INVOICE (SALES INVOICES)**. The function SI is the name we are looking for. If we want G/L Chart of Accounts, try **chart*** at the Task: line. This finds **IAT100 - CHART OF ACCOUNTS REPORT (COA)**. The program name is IAT100.

You can define one function key (one screen or program) per line. Add your definitions at the end of the list. Use this syntax:

- WHEN (FNA5) SI
- WHEN (FNC2) IAT100

The lines must start with **WHEN**. The modes of each function key are defined as:

- **FN**   Unshifted function key
- **FNS**   Shifted function key
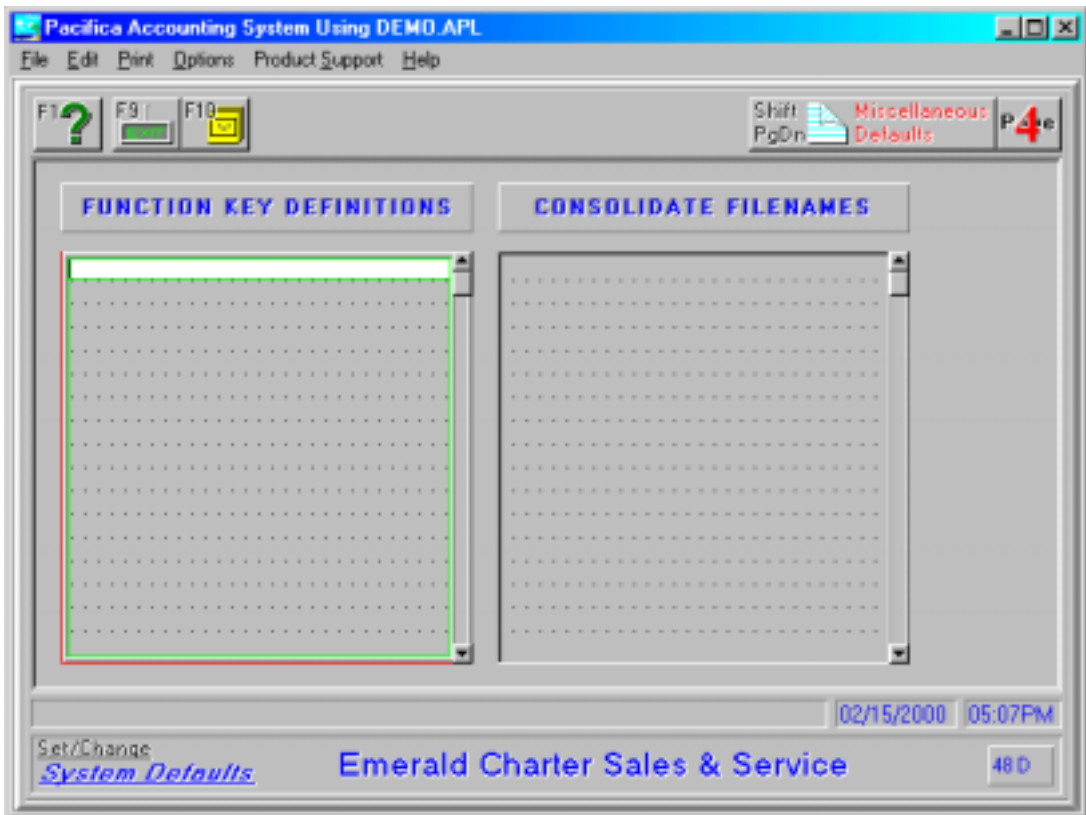
Change System Defaults screen, page 4

- **FNA** Alt function key
- **FNC** Ctrl function key

The number of the function key (from 1 to 12) follows, within the parentheses. Function keys can only use one modifying key (shift, alt, ctrl).

Hint: Before you change any function key definitions, make a screen print of page 4 of the *System Defaults* screen so you will have a record of the function keys as they were.

User Preferences

The *User Preferences* screen enables you to customize many of the operating characteristics of *Pacifica*. There are two levels of preferences – system and user. The system preferences are the same for every user in the system, while user preferences are linked to a specific user ID and will override system preferences when there is a conflict. Some preference selections are only system wide and are not available at the user level. To edit system-wide preferences, press **[Enter]** in the *User ID* field (leave the *User ID* blank).

To edit user preferences, enter a valid User ID, and password if required. The System Options fields will disappear from the screen as you press **[Enter]**.

Data Fields on the User Preferences Screen

User ID
If you want these preferences to affect only one user, enter the user ID. If you want these preferences to affect all users in this database, leave the field blank and press **[Enter]**.

Password
If a user ID was specified, type the user's password here.

Preference Columns
The preferences are defined by the Description, the Key and the Value columns in a scrolling window, allowing new preferences to be added easily. The Description is text which states the purpose of the preference. The Key is a code word which identifies the preference inside programs where it is used. The Value is the value to which the preference will be set.

There are a number of standard preferences for the User side and the System side of the screen, and these will be described first. In addition, there are preferences which are less frequently used or more specialized. A number of these are used in specialty products. They will be described following the standard preferences.

If you find that your database does not have all the standard preferences, you can type them in. You can cause all standard preferences and values to be reloaded by deleting all preferences from both sides of the screen (use **Ctrl-Z**), then press the **F10** key to file the blank screen.

User Options

The first group of preferences, listed on the left side of the screen, are the user preferences. They can be adjusted for each user ID.
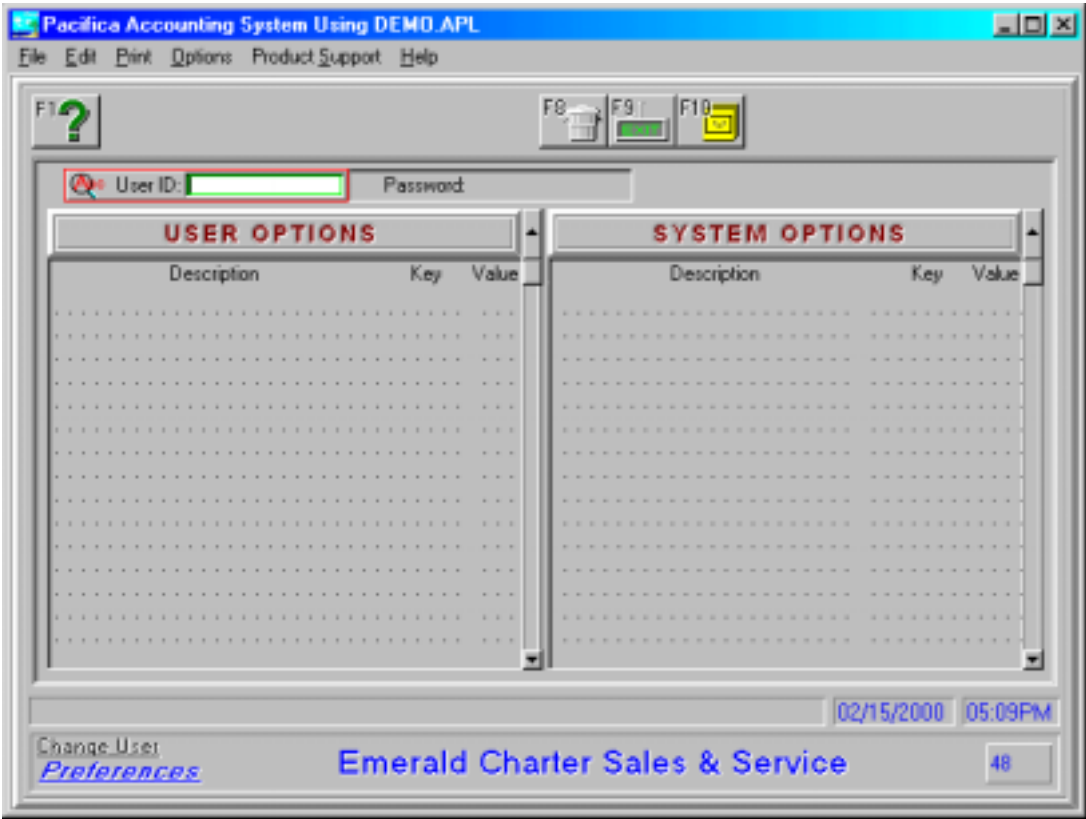
User Preferences screen

> **Note:** If you make a change to *User Preferences* and the change doesn't take effect for certain users, those users may have their own preferences set.

ALT (Altered)
If **Y**, you will be asked to verify your intention to change a record each time an attempt is made to save a modified record in the database.

BEL (Bell)
If **Y**, the bell will sound whenever a warning or error occurs.

> **Note:** After entering a specific user ID and password, the *System Options* fields are removed from the screen.

DEC (Decimal Right)
If **Y**, data-entry fields with fractional numbers will have the portion to the right of the decimal pre-filled with zeros, and the cursor will be positioned for entry in the ones position. To enter a decimal fraction, type a decimal then the fractional digits. For example, to enter the number 27.82, enter **27.82**. Otherwise, if you enter **N** in this field, the cursor begins at the decimal position farthest to the right and moves the numbers left past the decimal point. In a field with four decimal positions, to enter the number 27.82, enter **278200**.

FNF (First Name First)
When a vendor, customer, or employee master record is being added to the database, a ten-character search name is automatically derived from the name entered and is displayed on the Add/Change screen. That search name will be used for locating that record during data entry.

If First Name 1st is **Y**, the search name will be created using up to nine characters of the company's or individual's first name, then using middle names if any and then last name until a total of ten characters have been used. For example, "Dr. Eric Johnson, Jr., Ph.D." would result in a search name of "ERICJOHNSO". Notice that common titles are ignored as prefixes or suffixes.

If First Name 1st is **N**, the search name will be created using up to nine characters of the company's or individual's last name, then using first name, and then middle names if any, and then last name until a total of ten characters have been used. For example, "Dr. Eric Johnson, Jr., Ph.D." would result in a search name of "JOHNSONERI". Notice that common titles are ignored as prefixes or suffixes.

INS (Insert Mode)

If **Y**, data entry fields start in the insert mode. Characters will appear where the cursor is located and move the text to the right of the cursor further right to make room for the new character(s). If you enter **N** in the Insert Mode field, data fields begin in overstrike mode, and each character typed will replace the characters to the right of it.

LIM (Limit Name Directories)

If **Y**, a name directory will bring up records only from the related database. Accounts Payable will display only vendors, Accounts Receivable will display only customers, and Payroll will display only employees

REV (Reverse Text)

When you first enter most fields, you are in typeover mode. When you begin typing, the contents of the field are deleted before the new data displays. If the text is in typeover mode, it is displayed as reverse colored text. To turn off the reverse text, enter **N**. This does not turn off typeover mode, so text will still be deleted when you begin to type.

PAU (Pause Duration)

This specifies the number of seconds to pause whenever a warning or error message is displayed on the screen. The range is 0 to 14 seconds. The default pause duration is 3 seconds.

UPP (Upper Lower)

Many of the data-entry fields automatically capitalize the first letter of whatever is typed. If you want to override this feature, enter **N** in this field.

GPC (Global Profit Center)

This field can contain a general ledger profit center account which will be applied to every G/L account in any transaction that is added or changed. If a G/L account in a transaction already has a profit center, it will not be replaced by the global profit center. Transactions that already exist are not affected by the global profit center unless you change the transaction. Click on the magnifier in this description for a G/L account lookup.

GLO (Global Location)

If you manage your inventory in multiple locations, you can provide a default location in this field which will be automatically provided as the inventory location suffix whenever you leave the location blank. Click on the magnifier in this description for an inventory location lookup.

COL (Color Palette)

Several palettes are available to change the colors of your screens. Any palette you select will follow you to any other workstation. Click on the magnifier in this description for a color palette name lookup.

> **Hint:** To override the effect of this selection when requesting a directory, type **/A*** (for "All") in the key field instead of the asterisk alone.

You may also create your own color palettes. See Change Screen Colors, below, for instructions.

System Options

The group of options on the right side of the screen is the system preferences. If you select an individual User ID, this group will disappear from the screen.

BAT (Batch Control)

If **Y**, each time a data-entry screen is entered, it requests a batch number. This batch number becomes a part of each transaction created during that session. Certain reports can use the batch number as a selection criteria.

DAT (Date Period)
If **Y**, only transactions within the current accounting period can be added, changed, voided or deleted.

HAR (Hardware Date)
If **Y**, the computer's hardware date updates the system date each time this database is entered.

NOG (No G/J Number)
If **Y**, the Control Number field on the Add/Change Journal Entry screen will not automatically increment one from the last journal entry made. This forces the user to create a unique control number.

CME (Inventory Costing Method)
This specifies the default costing method to be used for all inventory items except when a different method is found in an inventory record. The possible values are:

FIFO	First in, first out
LIFO	Last in, first out
Average	Cost of each purchase is averaged with on-hand
Current	Cost is most recent purchase
Standard	Cost fixed unless you change it
nn%	Percent of selling price. Enter numerals and percent sign, no decimal fraction

NEG (Negative Inventory)
Set to **Y** to display a warning message if an inventory quantity on hand goes below zero. **Pacifica** permits inventory to be oversold, and if that is an expected situation in your company, a constant warning can be a nuisance.

MAR (Markup or Margin)
If set to **N**, the inventory price is calculated by dividing the cost by the inverse of the markup percent. This gives the same result as the MARKUP key on a calculator (retailer's markup).

Example: 40% markup on $1.00 cost
1.00 / (1 - .40) = $1.67

> **Note:** Set the accounting period start and end dates on the Miscellaneous Defaults screen.

If set to **Y**, the price is calculated by multiplying the cost by 100% plus the markup percent. This is commonly known as a margin.

> Example: 40% margin on $1.00 cost
> 1.00 X 1.40 = $1.40

OVE (Overtime)

This specifies the number of hours worked by an employee per day and week above which overtime is applied on payroll time tickets. There are three parts to the field separated by a slash. The first part specifies the maximum number of work hours per day (in hundredths of an hour) which qualify for the normal pay rate after which to apply one-and-a-half times the normal pay rate. The second part specifies the maximum number of work hours per day (in hundredths of an hour) which qualify for the time-and-a-half pay rate after which to apply twice the normal pay rate. The third part specifies the maximum number of work hours per week (in hundredths of an hour) which qualify for the normal pay rate after which to apply one-and-a-half times the normal pay rate.

If this field is blank, the default is 800/1200/4000.

SAM (Same Checks)

If **Y**, the Accounts Payable check numbers and Payroll check numbers are to be assigned in the same sequence. Use this if accounts payable checks and payroll checks are issued with the same checks out of the same cash-in-bank account.

PIM (Print Immediately)

If a document should be printed at the same time it is filed (with the **F10** key), enter the document type here. Note! When you press the **F10** key to save a document, you will not be prompted before printing begins. Enter domument types, separated by commas.

1 - Disbursement Checks
2 - Paychecks
3 - Purchase Orders
4 - Purchase Invoices
5 - Sales Orders
6 - Picking Tickets from Orders
7 - Packing Slips from Orders
8 - Sales Invoices
9 - Picking Tickets from Invoices
A - Packing Slips from Invoices

USE (User ID Stamp)
If **Y**, the user ID of the person who created each transaction is stored with the transaction.

WHO (Wholesale)
If you use price-level codes in your inventory pricing, type your wholesale and retail price codes separated by a forward slash. For example, **W/R**.

This field is used to distinguish which price codes represent wholesale and retail price levels for the inventory stock report.

Example: 1000/1500/5000 means to apply normal pay to work hours up to 10 per day, apply time-and-a-half pay from the tenth to the fifteenth hour per day, apply double-time pay for work hours over 15 per day, and apply time-and-a-half pay for work hours over 50 per week.

LSV (Limit Salesman's View)
If you set this field to **Y**, any salesman not a SYSOP will only be able to access A/R data input by him, not that of other salespersons.

Special Preferences

The following preferences may be used in the situations noted. In most cases, they should be placed on the System Options side of the screen. Type a brief Description (optional). Use the first word or expression of the bold heading as the Key. Be careful to spell it exactly as shown, including any underscores. Possible values will be described below.

Special *Pacifica* Preferences

ESS (Emp SSNo As ID)
Set to **Y** to use employee social security number as name ID number.

PAY_RATE_DECIMAL
Use this to set the number of decimal places in the pay rate fields of the payroll, high-volume payroll and timeticket screens. This is useful if a piecework rate involves fractions of a cent. Values are **2**, **3** or **4**.

PJHS_INCLUDE_ZERO_GROSS
By default, High-Volume Payroll will not select and display an employee who shows no gross pay (no hours, rate or salary). Set to **Y** to include and display current employees even when gross is zero, so hours or rate may be edited.

NAMEBOX_WAIT
Set to **Y** to force the operator to type a **Y** to clear the namebox popup window at every name, customer, vendor, employee, ship-to and salesman name field. This helps to insure that the operator has noticed any special comments associated with the name and displayed in the namebox.

CUSTBOX_WAIT
Similar to NAMEBOX_WAIT, but affects only customer ID fields.

VENDBOX_WAIT
Similar to NAMEBOX_WAIT, but affects only vendor ID fields.

EMPBOX_WAIT
Similar to NAMEBOX_WAIT, but affects only employee ID fields.

Barcode Font Preferences
The following preferences tell Pacifica the name of the font to use to print barcodes in the specified symbologies. In the Report Writer, data items may be printed as barcodes by prefixing a font control to the printing mask, similar to this example:

        `<<bc=UPC-A>>/------------------/`

The double angle brackets identify a font or cursor control which will affect the following text. In this example, **bc=** is the control that turns on barcode printing, and the symbology is specified within the brackets. The report is more portable, because it doesn't need to know what font might be available on a particular computer.

UPC-A
UPC-E
EAN-8
EAN-13
CODE39
POSTNET
Use these names as the key, and type the name of the font as the value. To find the exact font spelling, go to the <u>Print</u> option at the top menu bar, select <u>Font Setup</u>, do a font lookup, and type **Ctrl-C** to copy the font name from the <u>Font Setup</u> screen, then paste it in the <u>Preferences</u> screen with **Ctrl-V**.

FINANCIALS_LOCK_DB
If the database should be locked against all updates while financial reports are running, set this preference to **Y**. Other users will not be able to work while financials are running. If set to **N**, a brief warning will pop up as financials begin to run, noting that the database is not locked, and the financial could be inaccurate as a result of changes taking place concurrently. If set to **A** (ask), you will be asked whether to lock the database as the financial begins to run.

If this preference is not used, **Pacifica** will ask if the database should be locked, as though this preference were set to **A** (ask).

DORMANT_AP
DORMANT_AR
Set to **Y** to include dormant A/P (vendor) or dormant A/R (customer) records on name lists or labels.

Special *Pacifica Seed Inventory* Preferences

AUTOCLOSELOTS
Set to **Y** to flag empty lots as dormant and remove them from the variety record when their quantities drop to zero.

AUTORECEIVE
If this field is set to **Y** and you sell from an empty lot at a location other than HERE, **Pacifica** will offer to receive enough product into that location to maintain the quantity level at zero. The receiving process record will affect the quantity, but not the G/L. You must record the vendor liability as a separate purchase invoice, flagged as **DON'T AFFECT QUANTITY**.

CHECK_FOR_DUP_LOTS
Set to **Y** to display a warning message if the requested lot has been used with other varieties.

DORMANTLENGTH
Show dormant lots on a directory only if no open lots match what the operator typed down to the numeric value (number of chars in length) set for this preference. If this preference is not used or is set to zero, dormant lots will not display on a lot directory.

ELIMINATING_SO
Set to **Y** if sales orders should delete themselves when all items on them are completely shipped.

LOTDIRGRASS
When set to **Y**, lot directory from inventory is in a grass seed format.

NOHOWPAKLOCATION

When set to Y, dont maintain package/location detail on page 3 of lot screen.

ONSCREENMIX

Set to **Y** to do an on-screen mix on sales orders and sales invoices when the variety represents a mix.

SAYOLDQUALITYINFO

When set to **Y**, the inventory lookup window displays a warning if quality info is older than six months.

SC_IS_GR_K

Set to **Y** if seed count will be expressed in grams per 1,000 seeds rather than seeds per pound.

SHOWEXPECTED

On inventory screen and group screen (when **F4** key is pressed) and inventory directories, include quantity on PO (expected) in the quantity available.

SHOWPAKLOCATION

Set to **Y** to show lots with different packaging and locations as separate item lines on inventory directories.

SHOWPRIMARYUOM

Setting this field to **Y** causes the variety record's lot list to display in the lot's primary unit of measure.

SHOWVARIETYUOM

Setting this field to **Y** causes all lots on the variety record's lot list to display in the variety's primary unit of measure.

SONUMBERISDATE

Set to **Y** to use the sales order date as the order number.

UOM1 to UOM9
Up to 9 custom units of measure may be defined. Set the Key to **UOM1** or **UOM2**, etc. In the Value field, enter the unit of measure that will be created by this preference line.

UPRICE_IS_PER_LB
Set to **Y** to indicate that the default unit price is per pound of seed.

VARIETYFIRST
Set to **Y** to display the variety name first in the description field of SO, SI, PO and PI screens.

Special *Pacifica Hay Brokerage* Preferences

HAULPERLOAD
Hauling dollar amount for entire load, if not hauled by the ton.

NOSCALEFEE
List of farmer user IDs, separated by commas, who should not be charged a scale fee.

SCALEFEE
Enter the dollar amount of a scale fee.

SCALEFEE_GL
Specifies a G/L account to use for scale fees. The scale fee is a credit amount to the farmer, and is usually credited to the hay inventory or hay purchases account as a direct offset against the hay purchase.

SUBHAULPERTON
Hauling dollar amount when other trucker hauls the load.

WEHAULPERTON
Hauling dollar amount when the hay company hauls the load.

Special *Pacifica Pesticide Applicator* Preferences

IS_APPLICATOR
Set to **<u>Y</u>** to indicate that company is a ground or aerial applicating service.

To file the User Preferences record, press **[F10]**.

<u>Change Screen Colors</u>

Each *Pacifica* database can specify any one of several unique combination of screen colors and textures you choose, called a palette. Several palettes are pre-defined in **Pacifica**. You may select any existing palette, or you may create your own. You may edit the existing palettes to suit your tastes.

A palette does not become active for your database or user ID simply because you edit it or save changes to it. You must name the palette in the <u>Change User Preferences</u> screen. When you edit a palette, those colors will remain active only until you exit **Pacifica**, unless you select the palette in User Preferences.

Before you edit a palette, it's a good idea to set your screen color depth to 256 colors. Do this with the <u>Display Properties</u> dialog in Windows, found by right-clicking the desktop or on the <u>Control Panel</u>. This allows more dynamic refresh of color changes because of the way Windows uses the hardware palette in your graphics card. After you have edited a palette, your screen will display properly when using color resolutions of 256 colors or higher.

To select a palette, select Change Screen Colors from the System Maintenance menu.

Data Fields on the Edit Screen Colors Screen

Name
Enter the name of the color palette you wish to add or edit. If you choose the name of a palette which exists, that palette will be loaded and displayed.

You may also click   to display a directory of available palettes.

Screen Feature
Each prompt on a screen consists of many parts (features), each with an independently controllable color. Each prompt feature is listed here. To change the color of a feature, click on that feature name, and then select a color for it from either the color column just to the right (select any color in the column) or from the color palette in the upper right of the screen.

After you've selected a color, you may make subtle (or extreme) changes to it by using the slider bars on the right side of the screen. Experiment to see the results.

As you select and modify the colors of different parts of the screen prompts, the entire palette screen will immediately change to reflect your changes.

Saving a Color Palette

To save a new palette or changes to an existing palette, click   or press **[F10]**.

To exit from the screen, click   or press **[F9]** or **[Esc]**.
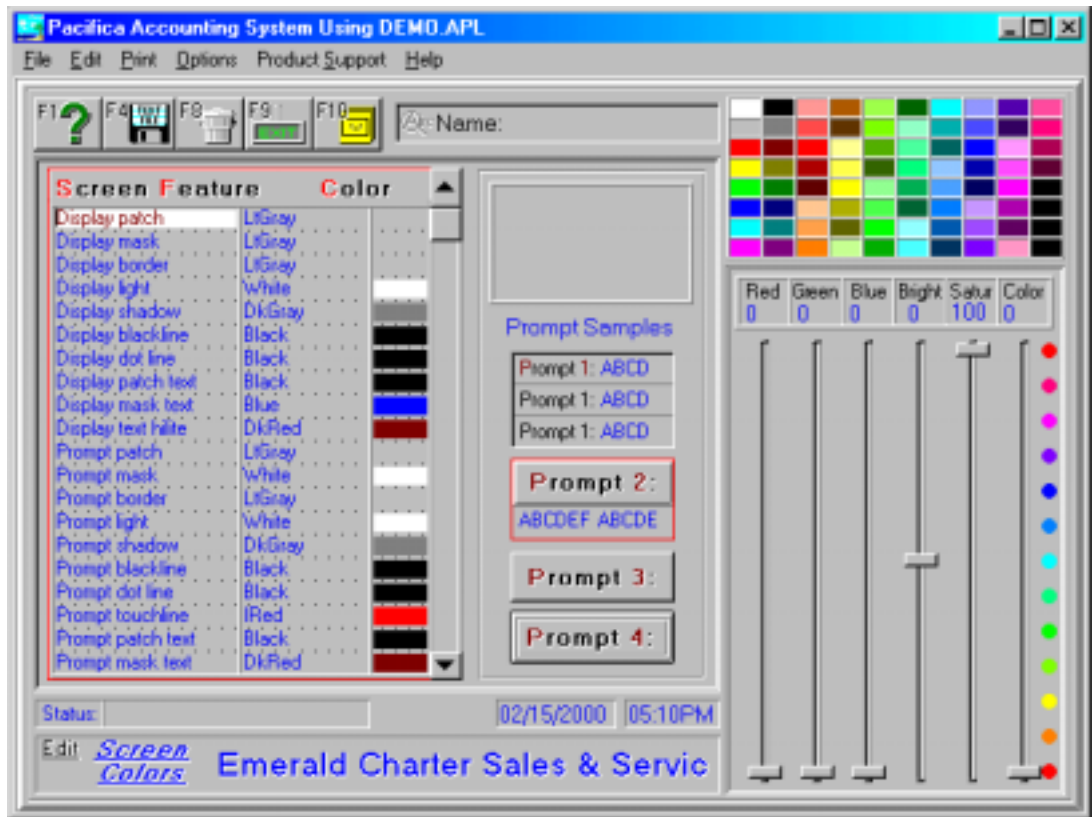
Change Screen Colors screen

Add/Change Name/Company

This menu selection enables you to create a name record for an individual or company who is not yet a vendor, customer, or employee. You can later convert this record into a vendor, customer, or employee by entering the ID number of the record in the ID Number field on the *Add/Change Vendor*, *Add/Change Customer*, or *Add/Change Employee* screens.

To enter, change or name record, select Add/Change Name/Company from the System Maintenance Menu.

To **HotPrint** the Print Name List Report, click _____ or press **[Shift-F10]**

Data Fields on the Add/Change Name/Company Screen

ID Number

The name/company's ID number. If you enter an ID number that identifies a name/company already on file, that name/company record will be displayed for editing. Select an alphanumeric code for the ID number that will be easy to remember in association with the name/company's name. To display a list of name/companies already on file, press *. This field is the identification number for the name/company record and requires a non-blank value that does not exceed 512 characters. Up to 20 characters are indexed and used in directory searches. If you do not enter a value, the message "?Name ID error" will be displayed and you will not be able to file the record.

Name

On the first line of this field, enter the name/company's name as you want it to be printed on labels and the Print Name List report. You can enter additional lines by pressing **[Enter]**, but only the first line will be printed on reports. This field is unlimited in length contain any textual information you want to display regarding this name/company; however only the first ten characters entered will be used for finding this record directory searches. This field is used to generate the Search Name and requires a non-blank value that does not exceed 512 characters. If you do not enter a value, the message "?Search Name error" will be displayed and you will not be able to file the record.

Address

Enter the name/company's address as you want it to be printed on labels and the Print Name List report. You can enter up to 512 characters per line and up to 1,024 lines of information, not to exceed 64,000 characters (64K bytes) in this field. The first 35 characters of each of the first two (2) lines will be printed on the Print Name List report (where requested).
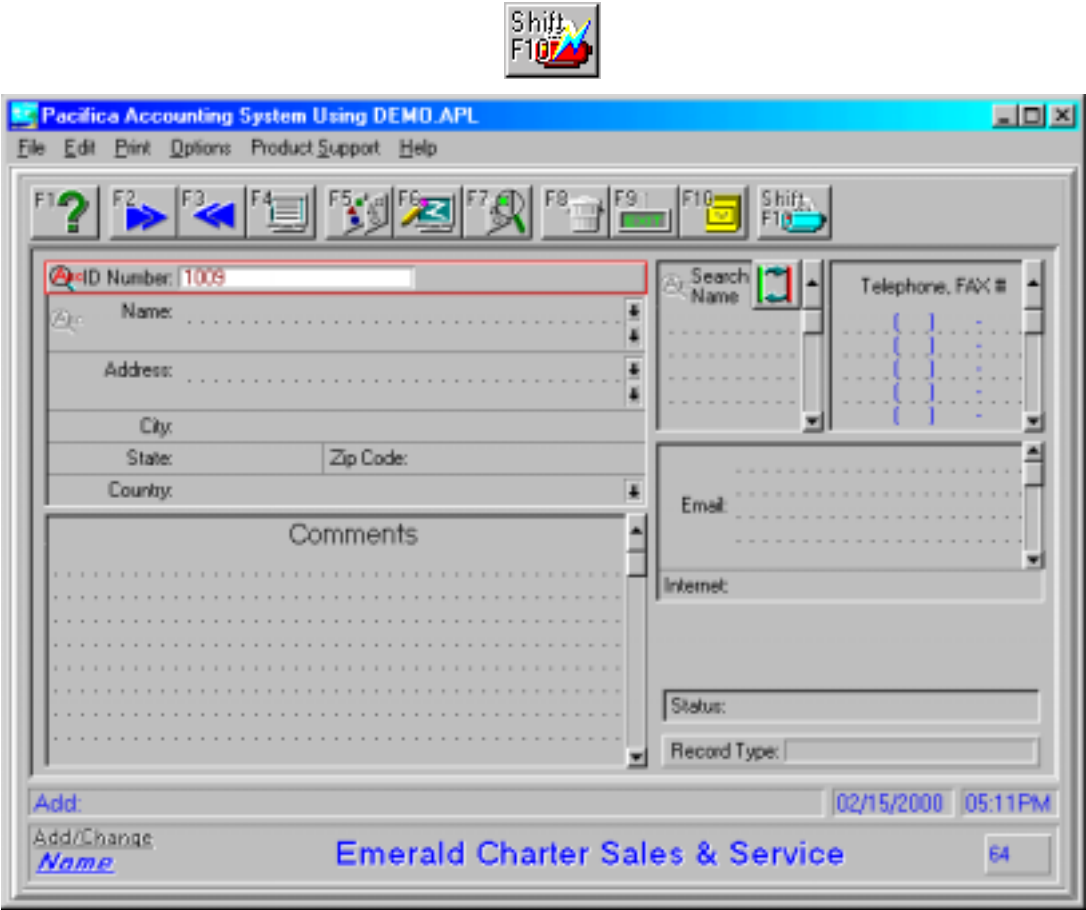
City

Enter the city as you want it to be printed on labels and the Print Name List report.

This field is normally skipped and will default automatically based on the Zip code. If the Zip code entered has never been used before, you will be asked to provide a city name. This name will be used for this name/company and will become the default city name for future name records in the same Zip code.

State

Enter the two-character state postal abbreviation as you want it to be printed on labels and the Print Name List report.

This field is normally skipped and will default automatically based on the Zip code. If the Zip code entered has never been used before, you will be asked to provide a two character state postal code. This code will become the default for future name records in the same Zip code.

Add/Change Name/Company screen

Zip Code

Enter the postal Zip code as you want it to be printed on checks, labels and reports. The cursor will stop here before proceeding to the City and State fields because the city and state for each Zip code are stored as you enter them. If the Zip code is found on file, the city and state will be filled in and displayed automatically.

Country

Enter the country as you want it to be printed on checks, labels and reports. The cursor does not automatically stop here since the post office does not require the country name unless you are shipping outside of the United States. You can move to this field by using the arrow keys while holding down one of the shift keys.

Search Name

The Search Name field requires at least one non-blank value and is automatically generated using the data in the Name field. If a value is not created , the message "?Search Name error" will be displayed and you will not be able to file the record. The Search Name will either use the first name first or the last name first depending on which method is specified on the User Preferences screen under the System Maintenance menu. The Search Name is used for finding this record in directory searches and for alphabetizing reports. Only the first ten characters of any Search Name will be used for finding this record in directory searches, but up to 1,024 Search Names can be entered for this name/company, each of which can be used to find this name/company with the same search speed as keying on the ID number or name. The length of each line of this field is limited to 512 characters, and each can contain any textual information you want to display regarding this name/company.

To enter an additional alias Search Name, press **[Enter]** following one of the other search names and enter the additional identifier.

Telephone, FAX

Enter the name/company's current business telephone, FAX number, and/or up to 1,024 other phone numbers for this name/company.

Email

Enter one or more email addresses for this name.

Internet
Enter an internet address for this name.

Comments
Use this field to store conversations, notes, observations or any other textual information about this name/company. You can enter up to 512 characters per line and up to 1,024 lines of information, not to exceed 64,000 characters (64K bytes) in this field.

The first line of the Comment field is included on any pop-up box relating to this name/company.

Record Type
This field will not have any entry for name/company listed. However, if a person is also entered in the **Pacifica** system simultaneously as a vendor, customer or an employee, the field may contain "Vendor", "Customer" or "Employee".

Note: You can precede each phone number with up to six characters to help identify the number. For example, "SALES", "FAX", "SHOP", etc.

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10

CHAPTER TEN

Maintenance & Utilities

Overview of the Maintenance Menus

The options available from the maintenance menus help you with "housekeeping" in a variety of ways. These selections will: tell you what software you are using (you'll need to know this to receive support from your dealer or *Pacifica Research*); help you to add new modules (like *Retail Manager* and *Data Exchange*); get a better idea of who's doing what in your data; repair and maintain your data; and perform data imports or exports.

Many of the primary utilities are on the System Maintenance menu.

System Maintenance Menu
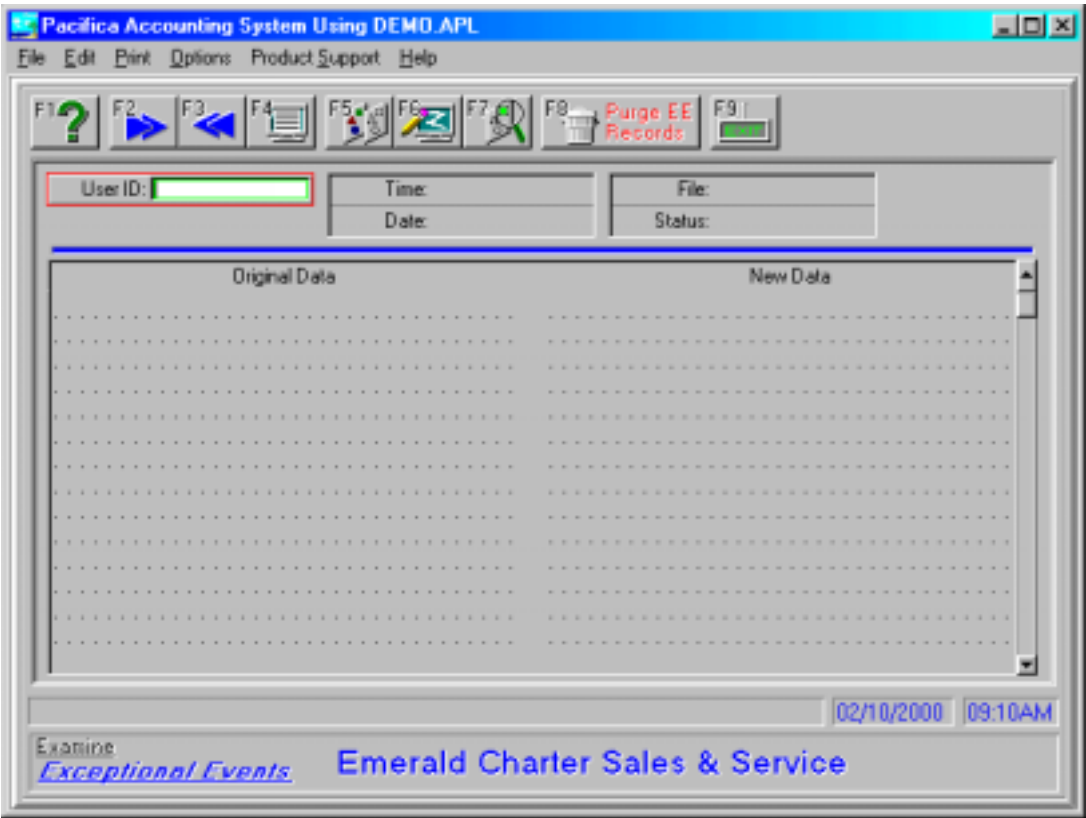
<u>View Exceptional Events</u>

An exceptional event is any *Pacifica* operation that changes existing data. This does not include entering a new record, viewing an existing record, or printing a report. These exceptional events are recorded in the Exceptional Events Log, and include:

- Changing, then saving any existing record
- Voiding or deleting a record
- Adding, changing or deleting a user ID
- Changing the system defaults settings
- Changing one of the user preferences

An exceptional event record is a picture of a document, in original condition on the left side, and changed condition on the right side. When a record is voided or deleted, the exceptional event record contains the left side only. You can see what changed, when the change was made and who made the change. If the document is changed again, another separate exceptional event record is created. The exceptional event record is a powerful auditing tool.

Only users with system-operator (SYSOP) privileges can view the Exceptional Events Log by selecting View Exceptional Events from the System Maintenance menu.

To view a specified grouping of exceptional events, you can use search templates to match any or all of the following fields: User Id, Time, Date, File or Status. To set a search template, press **[F5]** for the desired field(s), enter the data that you wish to match, and then press **[F4]**. A directory listing of exceptional events will appear that satisfies the entered search templates. Exceptional events records cannot be modified or deleted from this screen.

View Exceptional Events screen

Data Fields on the View Exceptional Events Screen

User ID
The ID of the user who created this exceptional event.

Time
The time of day in military format (e.g., 21:50 = 9:50 p.m.) when the exceptional event occurred.

Date
The date on which this exceptional event occurred.

File
The name of the file to which the changed, voided or deleted record belongs.

Status
The action that caused the exceptional event:

- Altered/Changed
- Voided
- Deleted
- Added
- Reprinted
- Unpurgeable Entry

Original Data
This field displays the record exactly as it was before it was changed.

New Data
This field shows the record with all changes. The lines of the Original Data field correspond to the lines of the New Data field. **Pacifica** places an asterisk between any lines of the Original Data and New Data that have changed.

Printing and Purging Exceptional Events

Over time, exceptional event records may use a lot of space in your database, because they are actually two records, side by side. You will probably not consider old exceptional event records to be valuable, and you will want to remove them periodically to save space. You may wish to print them first as part of your auditing and maintenance process.

With View Exceptional Events screen displayed, press **[Shift-F10]** to display the Exceptional Events Report screen. You will use this screen to print reports of exceptional events and to purge (delete) them.

Only a user (User ID) with system-operator (SYSOP) privileges is allowed to print or purge the Exceptional Events Log. When the SYSOP purges exceptional-events records, a permanent (not

purgeable) exceptional event record is created showing the user ID, time, date, number of records purged, date and time of the first record purged, and date and time of the last record purged.

The report can be limited to the exceptional events created by a specific user or the exceptional-event activity for all users. It can also be limited to any file, date range, or time range that is specified.

To purge exceptional event records, enter **Y** in the Purge After Printing field and a date in the Purge Before Date field. All exceptional-events records dated before the specified date will be purged when you press **[F8]**. Note that your database will not become smaller when you purge records from it. The space is marked as free, so other records may use it as they are added. To squeeze this free space out and make the database smaller, you must also run the Condition Database program.

Caution: Before purging data or running the condition program, verify that you have a current backup, and that your data is in good condition.

Database Utilities
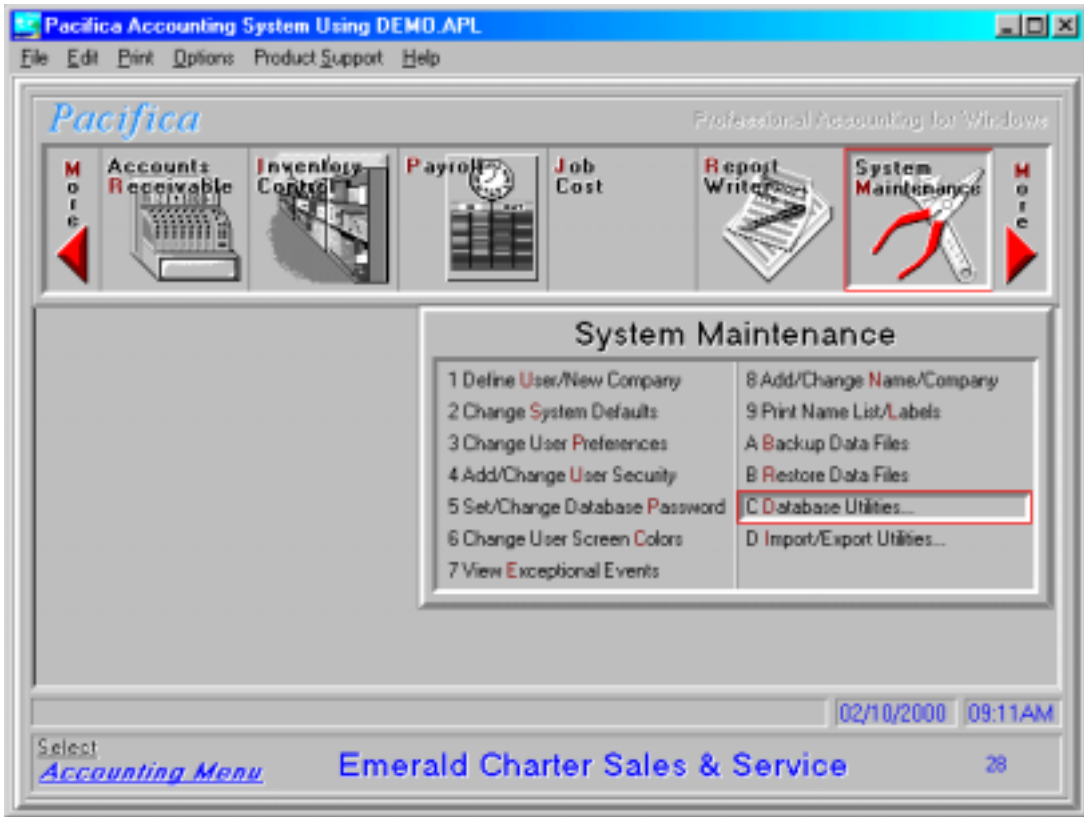
System Maintenance Menu – Database Utilities

With the exception of *Purge Old Data*, the database utilities will be used only to identify and correct problems within the relational structure of the database, or as a precautionary check-up. Most errors are the result of relational links between files and transactions becoming "disconnected". *Pacifica* is a real-time accounting system, which means every historical transaction in the database is as connected to the current files and transactions as today's transaction are, regardless of the date the transaction was created. If a General Ledger account, vendor, customer, employee, or inventory item is deleted that has relational links to *any* transaction *anytime*, a link is severed, and current balances may be affected.

Relational links can also be severed if **Pacifica** is interrupted while it is trying to create relational links between files and transactions. An power surge, loss of power, or re-booting the computer while it is writing into the database can cause this kind of interruption. Peer-to-peer networks, where the file server is also a workstation, are particularly susceptible to interruptions which can damage your data.

Hint: We recommend attaching your computer and monitor to an uninterruptible power supply (a UPS) which will provide sufficient auxiliary battery power to operate your computer for several minutes if your electricity supply fails. This allows you to exit *Pacifica* and turn off the computer in a controlled manner, until your electricity is restored.

To protect your data from damage, it is **extremely** important to maintain current backup copies of your \PACIFICA subdirectory according to the schedule and instructions in the Backup Files menu selection on the System Maintenance menu described earlier in the <u>User's Guide</u>.

Database Check-Out Procedures

As a part of periodic maintenance, **Pacifica** provides three programs that you should use to ensure that your data is in good health.

1. *Check Master Links*, on the *Database Utilities* menu, checks the linkages between records in each file of the database. A list is displayed, including the name of each file, the record count for the file, and a description of any errors found in the file. This program does not change your data.

2. *Check Transaction Links*, on the *Database Utilities* menu, checks the linkages between journal records and their transactions. Every journal record (CD, CR, PJ, PI, SI, GJ) has a corresponding transaction record (TJ). If the linkage between the two records is damaged, dollar amounts and General Ledger numbers will not display or print correctly. This program displays the name of each file that it tests, with the record count, and a description of any errors it finds. *Check Transaction Links* is capable of repairing many kinds of errors, if you answer **Y** to the *Fix Errors? (Y/N)* prompt.

Warning: Do not fix errors until you make a backup.

3. *Transaction Audit Trail Report*, on the *General Ledger Reports* menu, will report several kinds of errors, including missing G/L accounts, out-of-balance transactions, missing transactions, missing journal documents and postings to A/P (or A/R) where the name was not a vendor (or customer).

Note: A single transaction may generate more than one error message.

Database Recovery Procedures

If you get an error message during normal processing that indicates a potential problem with your database file, follow this procedure:

1. Using new media, make a backup of your data files.

DO NOT BACKUP OVER YOUR MOST CURRENT BACKUP COPY.
You may need that backup copy later in the recovery process.

2. *Pacifica* provides three diagnostic programs which you should use to identify problems in your data. Two of these are found on the *Database Utilities* menu. These are *Check Master Links*, and *Check Transaction Links*. The third is *Transaction Audit Trail Report*, found on the *General Ledger Reports* menu.

Run *Check Master Links* to locate the problem in a specific file. Then run *Relink Master List* to correct the problem before doing step 3 - *Condition Database*.

3. Run the *Condition Database* utility following the instructions for that menu selection on the pages below. As part of its process, it rebuilds all master lists, records and indexes. The structure of the database is optimized during this process, and small fragments of free space and temporary index blocks are eliminated. As a result, the database will usually be somewhat smaller after the condition program is finished.

4. Run the *Check Transaction Links* utility following the instructions for that menu selection on the pages below. This will display messages about any journal documents that are not properly linked to their transactions, or transactions with bad links to their journal documents. If errors are detected, the program will try to give you the file name and document number. The program can fix many kinds of link errors, and it will tell you if an error can be repaired.

   To fix errors, answer **Y** in the prompt *Fix Errors? (Y/N)*. You should run the program first without fixing errors, and take note of any errors that are reported. If there are many errors, you can output them to an error file. Name the file at the *Error Filename* prompt.

5. Print or display reports that confirm to your satisfaction that your database has been restored to clean condition and all the data is current and correct. The *Transaction Audit Trail* Report is useful to show details of documents with missing or out-of-balance transactions, or transactions that are missing their journal documents. If you are uncertain about how correct your data is, print the most current documents or register reports from this database, then restore the database from the most recent backup copy that was made before the occurrence of the problem you identified.

A Real-Life Database Crash Recovery

Let's examine a realistic situation in which a problem develops, is discovered, identified and solved. Our situation, as in real life, doesn't have a perfect ending, and we'll see how choices and procedures along the way affected the outcome.

Our subjects are Al, Betty and Cathy. They are all entering accounting data on a local area network. Their workstations are logged into **Pacifica**, all using the same database.

Al is changing prices on a purchase invoice. He saves the invoice (with **[F10]**), then remembers another change he wanted to make. He thoughtlessly presses **Ctrl-Alt-Del** to reset, not wanting to wait for the invoice to finish filing. Within seconds, the other workstations display the warning message:

> The record you need is in use - please wait.

Normally, this message informs you that your station is waiting in line for a locked record which is being updated by someone else. As soon as the other station finishes with the record, it will be available to you. But this time, the message stays on the screens of the workstations, and they seem to be locked.

Moving to another workstation, Betty soon determines that they all lock up the same way when she tries to file a record. Perhaps the solution is to reset all the workstations, and that's what they do.

Upon reentering the system, each operator notices problems with the document he was working with. Clearly, the filing process failed when Al reset his computer and the stations locked. The immediate symptoms are messages like:

> DMA too low
>
> DMA too high
>
> Attempt to access free record
>
> Free record not FFFF

These messages indicate damage caused by an incomplete file update in the database. The first two messages usually suggest that a record or related structures (master list pointers or index keys) were not completely updated. The third and fourth messages indicate that a record was modified, causing it

to move to a different location in the database, but pointers in master lists or indexes were not updated.

In our story, each operator attempts to fix the damage to the document he was working on. This only seems to cause more error messages to appear. Al's purchase invoice is missing, and it's clear that continued data entry is only making the situation worse, so the decision is made to solve the problem without further delay.

Backup habits have been lax at this company, and the most current backup is over a month old, so restoring from the backup is ruled out as an option. Cathy makes a new backup at this time (using a fresh tape – not the same tape as the month-old backup).

Perhaps the greatest anxiety at this point is not knowing what's wrong with the data. How much data has been lost or damaged? Is it better to restore from a backup and lose a month's work? How much time will it take to research the problem and recover from it, using the damaged data?

While data recovery is being done, no one can be entering any new data. Data recovery can be very time-consuming because diagnostic programs must examine large amounts of data (usually all of it) to find every error, and many tests will need to be repeated after problems are corrected.

Networks, even the fastest ones, have a clear performance disadvantage over a stand-alone computer. Cathy's workstation has a fast processor and a large hard disk drive, so she installs **Pacifica** on her C: drive, copies the data file to the C: drive and calls **Pacifica Research** for a temporary registration. Now she can work in an environment that is as much as five times faster than the network (but is not multi-user).

Cathy has no way of knowing exactly where in the database (which file or index) the trouble is, so she must use the diagnostic tools which are available on the Database Utilities menu to find out. She begins with Check Master Links which reports:

DMA too low

Unexpected end of file

in both the **PI** (purchase invoice) and **TJ** (transaction) files. This error indicates that a master link is damaged, so part of the file is unreadable. The data may be restored if the master links can be repaired.

Warning: Make no repairs until you have made a backup.

Cathy first made a backup, then copied the database from the network, so it's safe to proceed with repairs.

She will use the program Relink Master List, found on the Database Utilities menu, to rebuild the master links for both damaged files. This program reports the error:

Record error in BLDMLE

while rebuilding the master links, once for **PI** and twice for **TJ**. This indicates that some data has been lost, and can't be recovered. The lost data probably consists of one purchase invoice (the one Al was changing) and two transaction records. Perhaps one of the transactions belonged to the lost purchase invoice, but we can't be sure at this point.

After relinking the **PI** and **TJ** files, Cathy runs Check Master Links again. This time it finds no errors.

Next, she runs Check Transaction Links. The program reports:

CD#5008 - Missing TJ. Can't be fixed. (checking CD)

CR#1092 - Damaged TJ link. Can fix. (checking CR)

CR, Doc#1092 Should point to this TJ. Can fix. (checking TJ)

Betty was working on cash disbursement #5008 when the lockup took place. That accounts for one missing transaction. The cash receipt that Cathy tried to file sustained damage to its transaction, but it can be recovered. Al's purchase invoice is not listed in the errors, and it's still missing. It's not recoverable, and will need to be entered again.

The Check Transaction Links program is able to fix two of the errors shown above, but Cathy must run the program again, with Fix Errors set to **Y** before corrections will be made.

Now the database passes through both Check Master Links and Check Transaction Links without reporting errors. We can run Condition Database to rebuild the database at this time, with little danger that more data will be lost. If we had rebuilt the database before making the repairs that we did, far more data might have been lost.

The Condition Database program rebuilds all records, master links and indexes, so the mechanical condition of the rebuilt database should be perfect. Now, Cathy must check on the accounting accuracy of the data.

We know that a disbursement check is missing its transaction. Betty can fix that by displaying the check and typing the missing information. The date and vendor ID number are also missing, because they are part of the transaction.

Al will need to reenter the purchase invoice that was lost. Inventory items on the purchase may have been partially or incorrectly adjusted, and will need to be fixed. Al should run an Inventory Activity report with starting and ending dates set far back in time, and the What to Include? field set to **7**. This will print a report listing only items that have a beginning balance at the beginning of time. In most cases (not always), this is an error which could be caused by the lock-up. Items that are flagged as **Non-Depleting** will correctly show a beginning balance at the beginning of time. The others should be

corrected. Since there are only a few items on the report, Al adjusts them manually to begin at zero balance and match the shelf quantities. Otherwise, he would run the Repost Inventory Balances program, then the Reconcile Physical Inventory program.

General Ledger and transaction balances should be checked, and two programs will be used to do the checking. They are the Transaction Audit Trail report and the G/L Trial Balance report. When the Transaction Audit Trail screen displays, it is already set in **Errors Only** mode. It will report out-of-balance transactions, missing G/L accounts, missing transactions, missing journal documents, and postings to A/P (A/R) G/L accounts where the name ID was not a vendor (customer). Any of these conditions can result in a General Ledger that is out of balance. If a transaction has more than one problem, it will be listed on the report once for each problem.

The Transaction Audit Trail report shows no errors, so Cathy runs the G/L Trial Balance report. She sets the Starting Date to **01/01/00** and the Ending Date to today, and prints the report twice, the first time with the Computation Method field set to **G**. This prints the balances from the General Ledger. She prints the trial balance a second time with Computation Method set to **T**. This prints balances based on transactions, not the General Ledger. The two reports should be identical for the same date period. If they aren't, the General Ledger should be re-linked and re-posted.

Cathy finds some differences between the two reports. On the G/L Maintenance menu she selects Link General Ledger. When asked, she must answer **YES** (not just **Y**) to begin the relink process. Then Cathy selects Repost Ledger Balances. This program posts all transaction amounts into the General Ledger, and into the A/P and A/R ledgers as well. This establishes correct vendor and customer balances. Finally, Cathy prints a year-end trial balance for last year and compares it with her file copy. They match, which indicates that the data is restored.

What have we learned? What steps could have been taken to avoid all this trouble? Frequent backups are certainly your best insurance. Repairs are not always successful. If you must restore an old backup, print as much detail from the damaged database as you can. If you own the Data Exchange module, you can export recent journal and transaction data from the damaged database and import it into the old backup. If practical, set two workstations side by side and transcribe records from one to the other.

Real-time multi-user systems are more complex than old-style batch and post, so they are somewhat more likely to encounter the problems that we have described. Database operations, such as filing an invoice, are very disk-intensive in **Pacifica**, and that will expose defects and incompatibilities in computer hardware and network cabling that might be tolerated by other programs. Everything in a **Pacifica** database is interrelated, so a break in one area can rapidly affect other areas. This means that most problems will quickly become apparent, and so may be dealt with while they are small.

Al should not have reset his computer in the middle of a process. When Betty and Cathy locked, Al might have released the lock simply by logging back into **Pacifica**. That won't always work, but it frequently will. No additional work should have been done until the data was repaired or restored from a backup. Adding more data to a damaged database will usually cause more damage.

It has likely occurred to you that many of the steps taken to troubleshoot and recover the data are part of a preventative maintenance plan that will help keep your database in top condition. Regular use of the Check Master Links, Check Transaction Links (with Fix Errors? set to **N**), and Transaction Audit Trail programs described here can catch small errors before they grow into large headaches. The programs can be safely run while others are logged into the database, and they don't need any attention while they run.

To run database utilities, select Database Utilities from the System Maintenance menu.
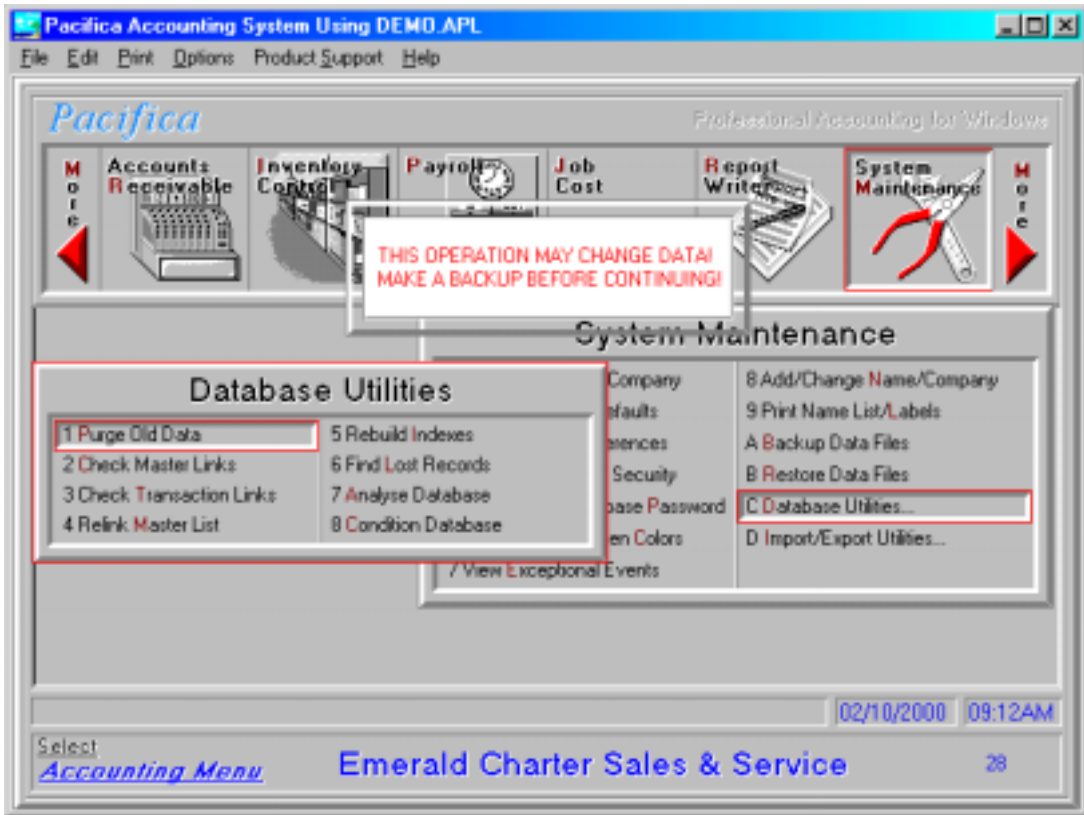
Database Utilities Menu – Purge Old Data

Purge Old Data

Run the *Purge Old Data* utility to reduce the amount of disk space the company database file (e.g., EMERALD.APL) consumes on the disk drive. *Purge Old Data* summarizes transactions dated up to and including the specified purge date. Transaction detail is then deleted from the database.

Warning: A purge cannot be undone! Make a backup first!

Only journal documents (CD, CR, PJ, PI, SI, GJ) and transactions (TJ) are deleted by the purge program. Other records, such as inventory, General Ledger, SO's, PO's, vendors and customers are not deleted.

> **Warning:** If you are running on a network, all other users must be logged out of this database, or SEVERE DATABASE DAMAGE WILL RESULT!

A summary general journal entry is written to include all G/L accounts that were affected. A purchase invoice is written for each vendor whose balance is affected. A purchase invoice is written to include all inventory items that were affected. A sales invoice is written for each customer balance.

Hence, the net effect of the purged transactions on the General Ledger is preserved. It is suggested that you use an income summary account or an alternate capital or equity account to reflect the net result of purged transactions.

Once Purge Old Data is complete, run the Condition Database utility to reduce the physical size of the database on the disk drive. Next, run Repost G/L from the G/L Maintenance menu to reset and recalculate every General Ledger account, and Repost Inventory from the Inventory Maintenance menu to recalculate inventory beginning balances. You should do a physical inventory count at this time, also.

To purge old data so the disk space can be used for new data, select Purge Old Data from the Database Utilities menu.

Purge Old Data screen

Data Fields on the Purge Old Data Screen

Purge Date
Enter the last date of transactional detail to include in the history purge. Any event that occurred on or before this date will be deleted.

Journal
Old data can be purged from one or all of the journals. Enter the code for the journal from which you want to purge old records. If you do not enter anything in this field, old data from all journals (**0**) will be purged.

   0 - All Journals
   1 - Cash Disbursements
   2 - Cash Receipts
   3 - Payroll Journal transactions
   4 - Sales Invoices
   5 - Purchase Invoices
   6 - General Ledger transactions

Sales Invoice
The starting sales invoice number for carrying customer balances forward. This number will be incremented for each customer.

Purchase Invoice
The starting purchase invoice number for carrying vendor balances and inventory balances forward. This number will be incremented for each vendor.

Inventory Transfer
The starting transfer number for carrying inventory balances forward. This number will be incremented for each transfer.

General Journal
The starting journal entry number for carrying General Ledger balances forward. This number will be incremented for each 25 G/L accounts.

Purge G/L
The summary journal entry will be posted to a General Ledger account. Enter the account number to which you want to post or press ***** for a directory of General Ledger accounts.

Purge Name ID
If your company has a vendor/customer record, enter its ID number here. This name will be applied to each journal entry or inventory transfer document created, which doesn't already have a vendor or customer.

Description

This field is the description to be used in the journal entry posted to the General Ledger. "Purge Old Data" will be used unless you change it.

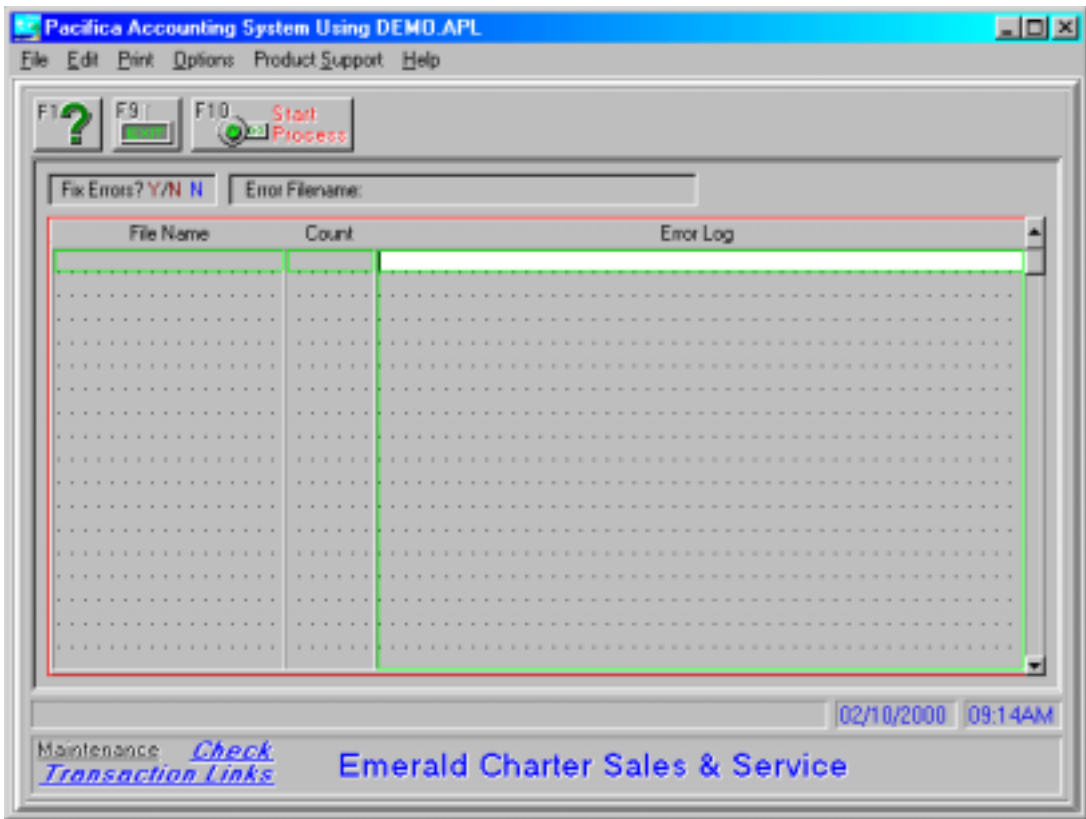## Check Master Links
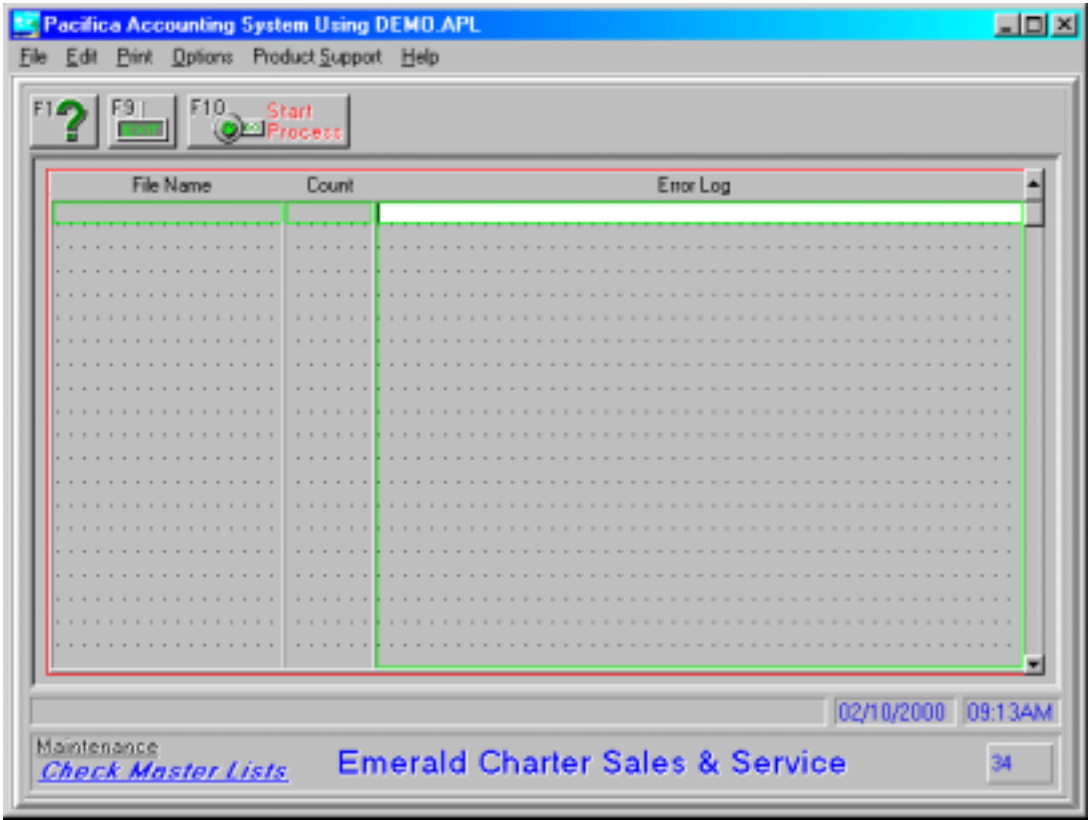
Check Master Links screen

The *Check Master Links* program verifies that the master links between the records in each file in the database are intact. It checks only the data in the current database (the one you are running). As the program checks each file, it displays the record count in the file and a description of any problem it finds. This program does not change your data. It's safe to run this program while other workstations are using this database.

If Check Master Links indicates a problem, follow the course outlined in Database Utilities - Database Recovery Procedures.

Errors in the master links can result from a power surge, loss of power, rebooting the computer while the system is working, or a program error.

To verify the master links in the database, select Check Master Links from the Database Utilities menu. There are no user-changeable options on the screen. Press **[F10]** to start the program, and press **[F9]** to return to the menu when you have finished.

Check Transaction Links

Check Transaction Links screen

The *Check Transaction Links* program is similar in appearance to *Check Master Links*. It verifies that every journal document (i.e., Cash Disbursements, Cash Receipts, Payroll Journal, Sales

Invoices, Purchase Invoices and General Journal) relates properly to its General Ledger Transaction Journal and (for sales and purchases) to the Inventory Ledger. After checking each journal document for proper connection to its transaction record, the transactions are checked to be sure that they point back to the journal documents. Since this program checks each transaction in every journal, (from both directions) it takes more time than *Check Master Links*.

Unlike Check Master Links, Check Transaction Links can repair errors that it finds, if you allow it. The screen option Fix Errors? (Y/N) must be set to **Y** for repairs to be made. You should always run the program with this option set to **N** the first time through, to take note of any errors that may be found. If there are many errors, you can output the error list to a file by typing a file name at the Error Filename prompt. Before fixing errors, be sure to make a backup of your data files.

Warning: If you are running on a network, all other users must be logged out of this database, or SEVERE DATABASE DAMAGE WILL RESULT!

As Check Transaction Links runs, it displays the name of the file that it's checking, and the record count. Any errors will be listed. If Check Transaction Links indicates a problem, follow the course outlined in Database Utilities - Database Recovery Procedures.

Note: This program checks only the files which affect General Ledger transactions, not all files as does *Check Master Links*.

Errors in the transaction links can result from a power surge, loss of power, rebooting the computer while the system is working, a program error, or from deleting General Ledger accounts, vendors, customers, employees, inventory items, etc. that are linked to (in use by) other master files or transactions.

To verify and repair the relational links in the database, select Check Transaction Links from the Database Utilities menu.

> **Warning:** This will modify the database! Do not continue until the data has been backed up!

For normal analysis of transactions, the screen defaults are correct. Press **[F10]** to begin checking and press **[F9]** to return to the menu when finished.
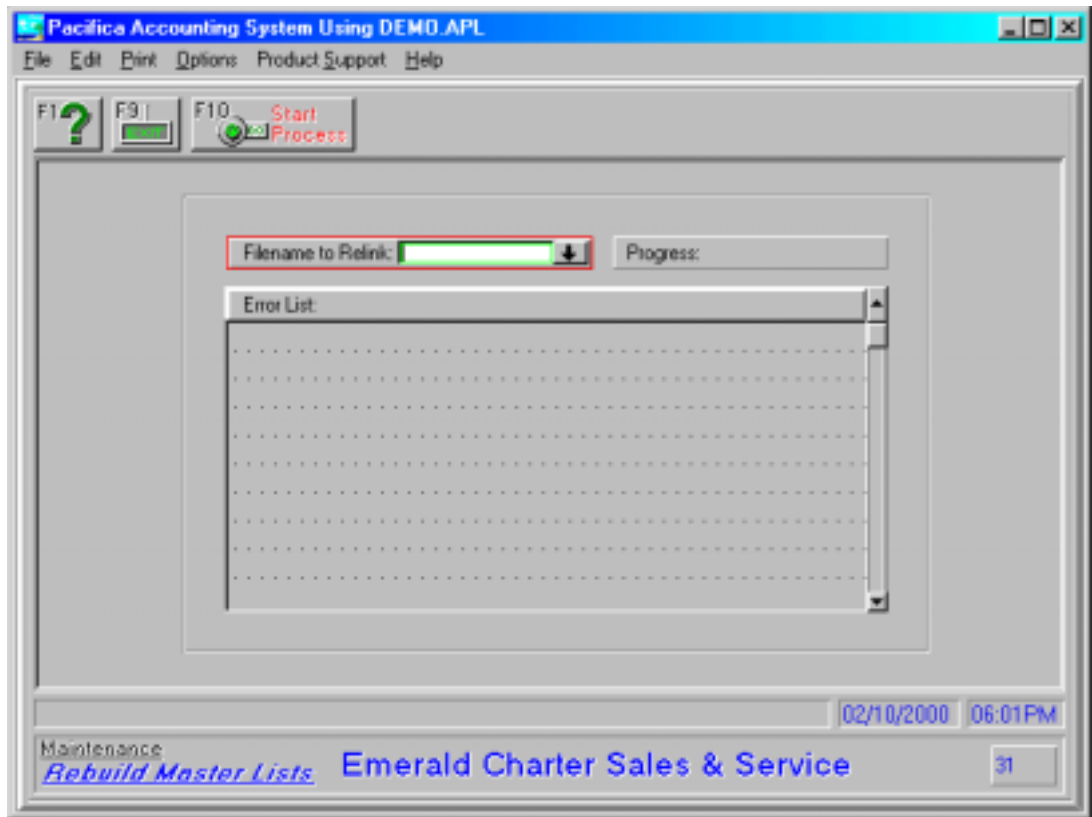
Relink Master List

If an error was discovered during the database utilities *Check Master Links* or *Check Transaction Links*, your best course of action is to restore the database from your most recent backup copy made before the problem occurred. If this is not possible, you can attempt to fix the problem using the database utilities *Relink Master List* and *Rebuild Indexes*. However, if certain connections in the database have become "disconnected", these programs may not be able to salvage the data associated with the severed links. Breaks in the master links can result from power failure or from deleting General Ledger accounts, vendors, customers, employees, inventory items, etc. that are linked to other master files or transactions.

First, make a backup of your data files. USE NEW MEDIA. Don't backup on top of your most recent backup. You may have to have it later.

The Check Master Links and Check Transaction Links programs list the name of the file that an error occurred in. Make a note of the filename, because you will need to type it in the Relink Master List program.

> **Warning:** If you are running on a network, all other users must be logged out of this database, or SEVERE DATABASE DAMAGE WILL RESULT!

Relink Master List recreates the master connections between records in the selected file. Many operations are dependent upon these master lists, and there is one list for each file in the database.

Rebuild Master Lists screen

To rebuild the master links between records of a file, select Relink Master List from the Database Utilities menu.

Warning: This will modify the database! Do not continue until the data has been backed up!

Type the name of the file where the error was reported. Relink only those files which reported errors in Check Master Links or Check Transaction Links. The length of time it will take to relink a file depends on how many records are in that file. Do not relink files unnecessarily! If the location of the error is unknown, do more research before relinking.

The following tables provide the information you need in order to specify which file to relink. At the Filename to Relink prompt, press **[F1]** for a complete listing of filenames.

File Description	File Name
Vendors	AP
Customers	AR
Cash Disbursements	CD
Cash Receipts	CR
Data Dictionary	DD
Exceptional Events	EE
Employees	EMP
General Journal	GJ
General Ledger	GL
Inventory Items	INVENTORY
Inventory Serial/Lot	INVENTORY AUX
Name File	NAME
Purchase Invoices	PI
Payroll Journal	PJ
Purchase Orders	PO
Sales Invoices	SI
Sales Orders	SO
Time Tickets	TIMETICKET
Transaction Journal	TJ

For example, to relink the Customer file, type **AR [Enter]**.

Then press **[F10]** to begin relinking. The program will print one period for every 128 records in the file, then one colon for every 128 records.

When you have finished, press **[F9]** to return to the menu.

Rebuild Indexes
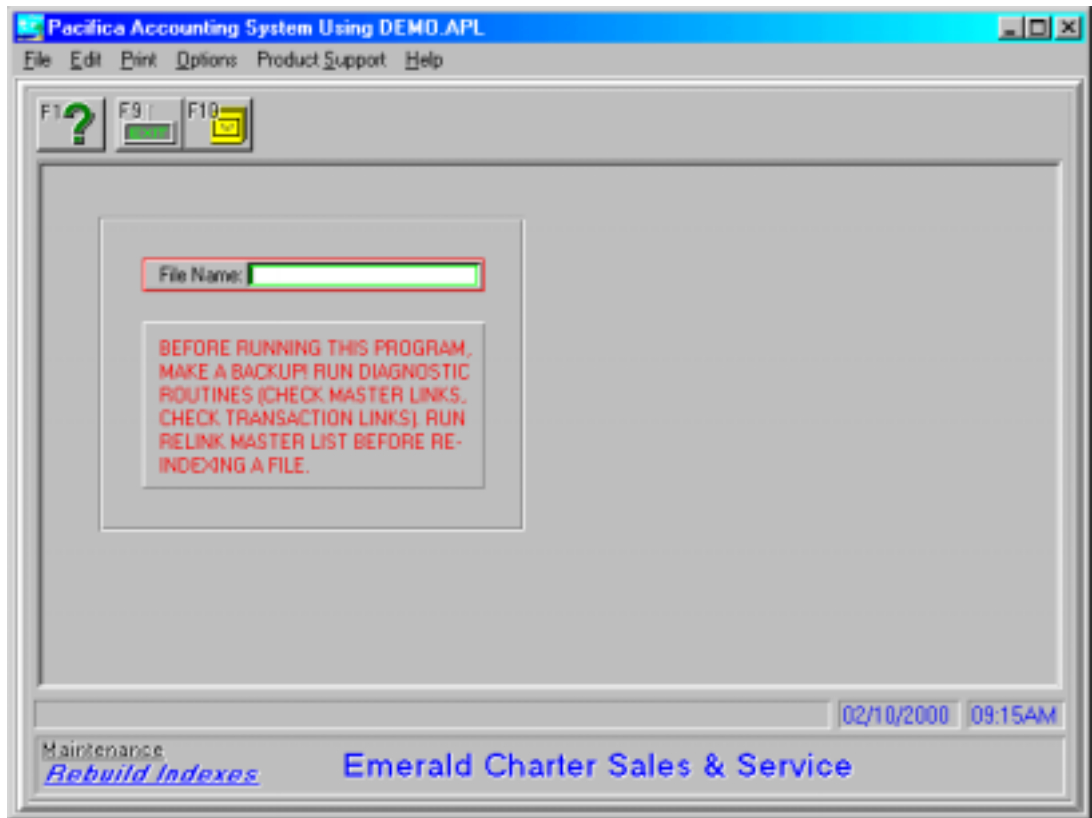
Rebuild Indexes screen

If an error was discovered during the database utilities *Check Master Links* or *Check Transaction Links*, your best course of action is to restore the database from your most recent backup copy made

before the problem occurred. If this is not possible, you can attempt to fix the problem using the database utilities *Rebuild Indexes* and *Relink Master List*. However, if certain connections in the database have become "disconnected", these programs may not be able to salvage the data associated with the severed links. Breaks in the master links can result from power failure or from deleting General Ledger accounts, vendors, customers, employees, inventory items, etc. that are linked to other master files or transactions. This program sorts the relational field data within a file so the records within the file can be located swiftly and accurately.

> **Warning:** If you are running on a network, all other users must be logged out of this database, or SEVERE DATABASE DAMAGE WILL RESULT!

Normally, you should run Relink Master List before you run Rebuild Indexes. If the situation warrants the rebuilding of one or more indexes, consider using Condition Database instead, since it rebuilds all indexes in the process.

> **Warning:** This will modify the database! Do not continue until the data has been backed up!

To rebuild indexes in the database, select Rebuild Indexes from the Database Utilities menu.

As the program begins, the following prompt is displayed:

Enter filename, index number
You will need to type the name of the file for which to build indexes. Rebuild only the indexes for the affected files. Do not rebuild indexes unnecessarily! The length of time it will take to rebuild indexes and sort a file depends on how many records are in that file and how many indexes it has. If the location of the error is unknown, consider using Condition Database instead.

The following tables provide the information you need in order to specify which file and which index number to rebuild. If you specify a file name but no index number, all indexes for that file will be rebuilt.

Enter the name of the file to reindex. To build only one index, enter its number. To build all indexes for that file, enter only the name, without a number. Press **[F10]** to begin rebuilding. A window will display record count information as the process continues. When you are finished, press **[F9]** to return to the menu.

File Description	File Name	Index Numbers
Vendors	AP	1,2
Customers	AR	1,2
Cash Disbursements	CD	1
Cash Receipts	CR	1
Exceptional Events	EE	1
Employees	EMP	1,2
General Journal	GJ	1,2
General Ledger	GL	1,2
Inventory	INVENTORY	1,2,3,4,5
Inventory Serial/Lot	INVENTORY AUX	1,2,3,4
Name	NAME	1,2,3
Purchase Invoices	PI	1,2,3,4
Payroll Journal	PJ	1
Purchase Orders	PO	1,2,3,4
Sales Invoices	SI	1,2,3,4
Sales Orders	SO	1,2,3,4,5
Time Tickets	TIMETICKET	1
Transaction Journal	TJ	1,2,3,4,5

<u>Condition Database</u>

T he *Condition Database* utility is the primary "rebuilding" tool on the utilities menu. It frees up unused data-storage space and re-indexes all of the files in the database. This is accomplished by creating an empty database, copying all records from each file from the original database into the empty one, then rebuilding all data structures for all of the files in the new database. Once the conditioning process is complete, the conditioned database replaces the original database.

Before running Condition Database, be sure to make a backup copy of the database. Condition Database makes irreversible changes to the structure of the database. In the event that you are not satisfied with the results of conditioning your database, it will be necessary to restore your backup copy to disk before continuing with your accounting.

> **Warning:** If you are running on a network, all other users must be logged out of this database, or SEVERE DATABASE DAMAGE WILL RESULT!

The Condition Database program is not the proper tool to find and correct most errors. Do not condition your data as a reaction to an error message, or as a general "fix-it" part of your maintenance schedule. When Condition Database detects a problem with a record or other structure in the database, it skips it. In this way, bad data is not copied to the new database, but data may be lost that could easily have been repaired first, by using the proper tools. Use the methods described earlier in this chapter to detect and repair any problems before you run the Condition Database program.

Condition Database requires space on the hard disk to do its work. Since it saves the original database file and builds a new file, it can use up to twice the space of the original database. Before you begin, be sure you have enough room. Ideally, the database after conditioning will be smaller than before, but the reduction in size can't be predicted.

Condition Database does not delete the original database file. It does write a small amount of data into the original database file, however, so it is important to make a backup of your data files first. The name of the original database file will be assigned the file extension ".BAK". For example, the original DEMO.APL will be saved as DEMO.BAK. This file renaming takes place at the end of the condi-

tioning process, not the beginning. Using DEMO.APL as the example, the file creation and renaming goes in this order:

- DEMO.BAK is deleted (if it exists)
- DEMO.APL is opened as the original database
- TMPSUM.APL is created as the new database
- data is copied from DEMO.APL to TMPSUM.APL
- DEMO.APL is renamed to DEMO.BAK
- TMPSUM.APL is renamed to DEMO.APL

Note: If you are conditioning a database on a network, you must have file create, file delete and file rename privileges,

If Condition Database cannot finish because there is not enough room on the disk drive, the original database, with its original name, will still exist as it was before. If this happens, make more room on your hard disk, and run Condition Database again.

If, at the end of the conditioning process, the program can't rename the files, the newly built temporary file, TMPSUM.APL, will exist on disk, in the same subdirectory as the original database file. If you are certain that the condition finished (except for renaming), you can rename the files manually. The condition process finished **ONLY** if the words:

- Finishing...
- DONE!

are displayed at the bottom left of the progress window.

Warning: This will modify the database! Do not continue until the data has been backed up!

To condition your database, select Condition Database from the Database Utilities menu.
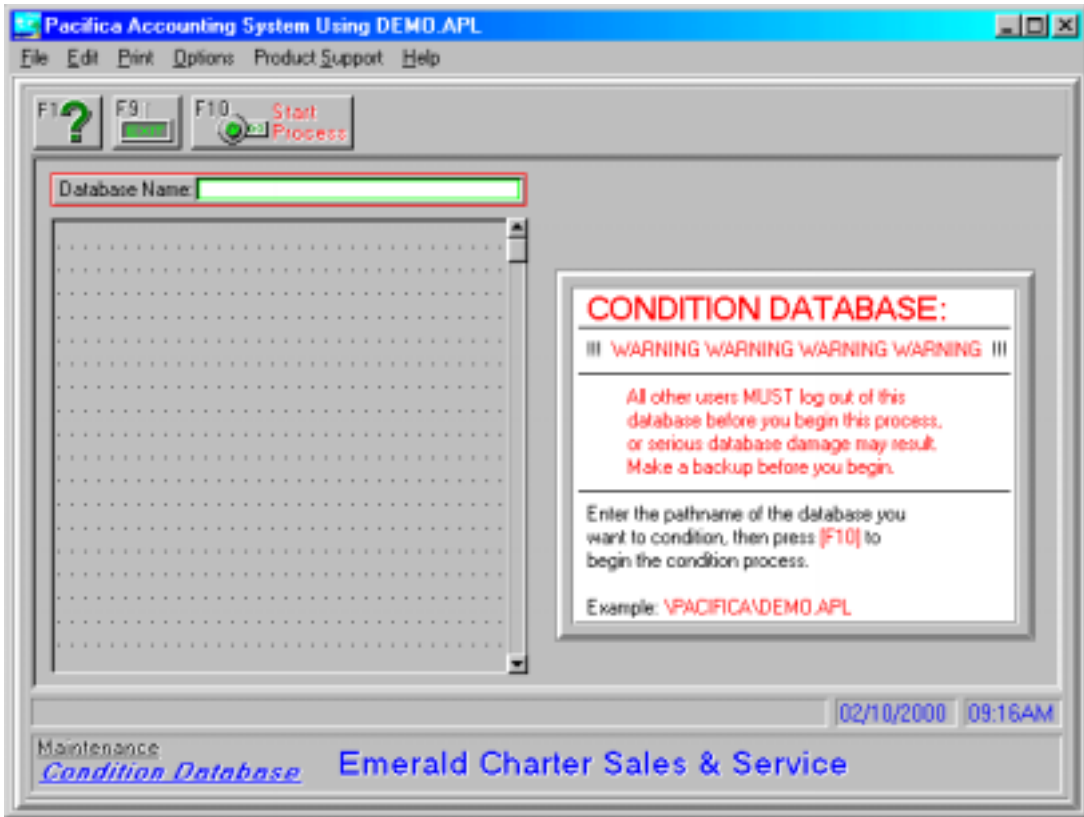

Condition Database screen

When the program screen displays, you will be prompted for Database Name. Type the path and file name of the database file to condition, or press **[Enter]** to quit.

For example, to condition the demo database, type **\PACIFICA\DEMO.APL [Enter]**.

Then press **[F10]** to start the conditioning process.

You must type the word **YES** to confirm that you have a current backup of the database.
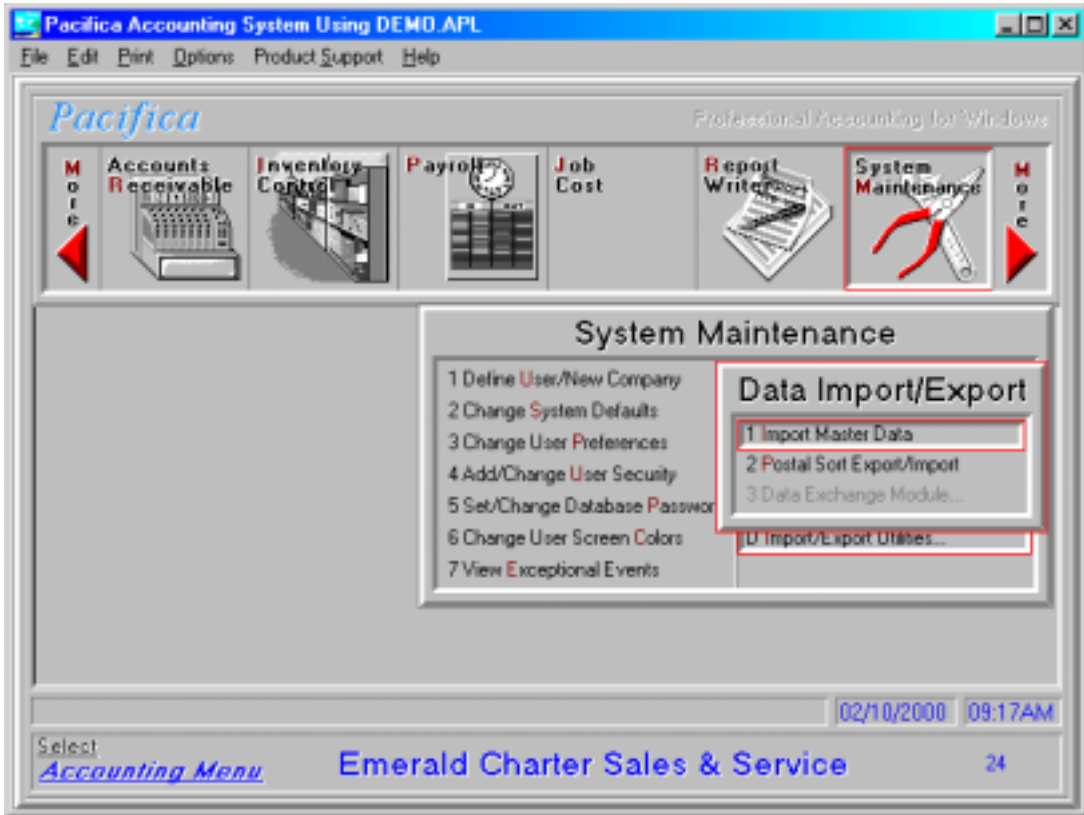
Import/Export Utilities
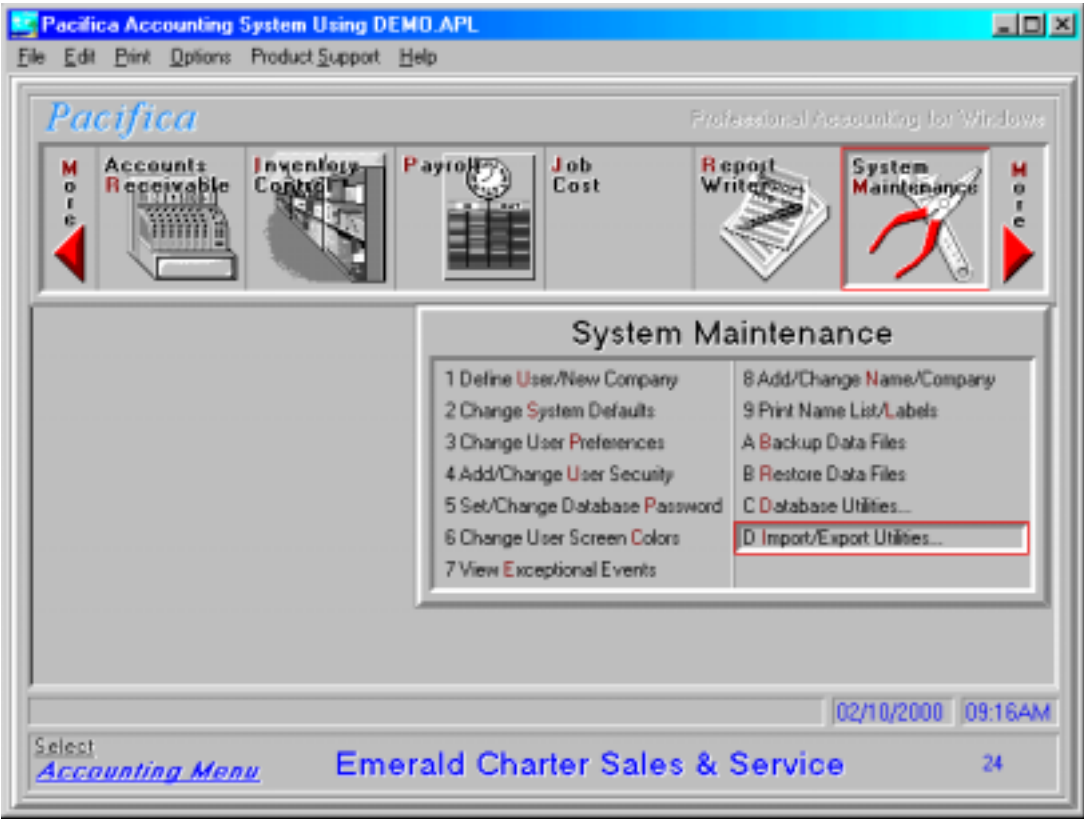
System Maintenance Menu – Import/Export Utilities

***P**acifica* provides utilities that enable you to import data from your existing accounting system to make it easier for you to transition to *Pacifica*. *Import Master Data* enables you to build your master files with information about your customers, vendors, inventory items, and General Ledger accounts.

As part of the optional Data Exchange Module, **Pacifica** provides additional import utilities – Import Transaction Data.

Import Transaction Data enables you to import data from your existing accounting system to post the transactions that establish beginning balances for the master records and to store the detailed information that supports those balances.

Import Master Data

System Maintenance Menu – Import/Export Utilities

Use this menu selection to:

- Create records in one of the master files based on information you already have in electronic form about customers, vendors, inventory items, or General Ledger accounts.

Import Master Data enables you to import a file containing data in a pre-defined format into **Pacifica** for General Ledger accounts, inventory items, accounts payable vendors, and accounts receivable customers. You can specify one of two formats for your data file – character-delimited format or fixed-spacing format.

In either format, each master record is one line of an ASCII source file. The first record is on the first line of the file. No header record is required. The size of a record line is determined by an **[Enter]** (carriage return, line feed) at the very end of each line. Each record line must contain no more than 3,000 characters in character-delimited format, and the file must contain no blank lines.

There are advantages to both formats, and the end result (the data in your database) is the same.

The character delimited format allows you to put more data into each data field, because the fields of the record are not fixed in size. The field only ends when the import program encounters a delimiter character or the end of the line. A disadvantage is that the data in the ASCII import file appears jumbled and is very difficult to proofread before importing. There are no columns to line up. If the data in the import file includes the same character that you used as the delimiter, the import program will break the line into too many fields.

The fixed-space format allows you to proofread the ASCII import file easily before you import it. It is easy to account for every data item and spot missing items. Any characters can be part of the data, with no concern that they might confuse the import program. The disadvantage is that each field, and thus the total record, is fixed in size.

Character-Delimited Format

In character-delimited format, data items in the ASCII import file must appear in the proper order and must be separated from each other by a specified character. You will specify which delimiter character was used when you run the data import program. Wherever the specified character occurs in your ASCII import data, it will be treated as a delimiter between two data items. Do not place a delimiter character before the first data item on a line, or after the last data item on the line.

If the delimiting character also occurs as part of your data, surround that data item with either quotes ("") or tildes (~). For example, suppose you select the comma (,) as the delimiter, which is common when exporting from DBase. Your name records may also contain commas, like this:

Barton, Fitzhugh, Eller & Jackson
28250 Union Ave, Suite 900

Your ASCII import file needs to look like this:

"Barton, Fitzhugh, Eller & Jackson","28250 Union Ave, Suite 900"

Only data items which contain the delimiter character as part of the data need to be surrounded by quotes or tildes. It may simplify things to surround every data item with quotes, but be careful that a quote has not been used within any data item. When you surround with quotes, you must still use the delimiter character between data items.

Each data item in character-delimited format can be as long or as short as necessary. If a data item is blank or null, its location must still be marked by the delimiter character. Because of this, it is possible that a line may begin or end with the delimiter character, or have two delimiters together.

Refer to the File Structure chart in the following pages to find the proper order for each data item. If you don't want to import certain of the data items listed in the chart, you must still reserve a place for each one, in proper order, by inserting the correct number of delimiter characters.

Example of importing with the comma character as a delimiter

To import General Ledger account number **100**, called **Cash in Bank, Checking** (contains a comma), with an account type of **1A** (Asset and Cash in Bank), with no branching account (a blank field), with a comment of **Emerald City Bank ckg account 13200007**, the import file would look like this:

100,"Cash in Bank, Checking",1A,Emerald City Bank ckg acct 13200007

Note the quotes surrounding Cash in Bank, and two commas in a row following 1A. Also notice that the line does not begin and end with a comma.

Fixed-Spacing Format

In fixed-spacing format, each data item in the ASCII import file starts in a specified character position, and each record line begins in character position one. Pad each data item with spaces so the next data item begins in the correct position. No delimiting character (other than spaces) is used in this format. With this format, a data item cannot exceed the space allocated for it.

Refer to the File Structure chart in the following pages to confirm the starting character position for each data item. If you don't wish to import certain items, fill the space with space characters.

Example of importing with fixed spacing
The Account Number starts at character position 1, the Account Name at 21, Account Type at 61, Branch Account at 81, and Comments at 101. To import the same record as in our example above, the import file would look like this:

```
Character position:
1          21                    61                   81
Data item:
100        Cash in Bank          1A                   Emerald City Bank ckg acct
13200007
```

In both character delimited and fixed-field formats, spaces are stripped from the leading and trailing ends of data fields before they are imported. If spaces are required, the entire data field, including the spaces, must be surrounded by quotes ("").

An interesting side-effect of this is a type of ASCII import file that is a hybrid of the two kinds described. The data items in a character delimited file can be padded with trailing spaces to position

them into columns. The columns are separated by the delimiter character, and the format is still considered to be character delimited, so the columns can be as wide as you like. The extra spaces will be stripped during the import.

Subfield Delimiters for Multi-valued Fields

Pacifica supports multi-valued fields – that is, one data item can contain more than one value. Instead of just one line of description, you can have up to 1,024 lines of description, for example. This is an advantage if you want to have multiple search criteria on a particular field. If you want to import data with multiple values assigned to a single data item, you must specify a subfield delimiter between the multiple values. This will work for both character-delimited and fixed-spacing source files. A data item is broken at the subfield delimiters and each part is placed into a subfield of the data field in the order it was entered.

The behavior of subfield delimiters is the same for both character delimited and fixed-spacing import files, and is in the style of the character delimited file.

Example with comma as delimiter and carat(^) as subfield delimiter
To import the same record as above, but with two subfields for the account name (Checking and Emerald City), the import file would look like this:

```
100,Cash in Bank^Checking^Emerald City^,1A,Emerald City Bank Checking Account 13200007
```

Order is Important in Importing Master Records

Since vendors, customers and inventory all require G/L account numbers, it is recommended that you import the General Ledger data first. Inventory items need vendor information, so import the vendor data before inventory items. Here is the recommended order:
   1. General Ledger accounts
   2. Accounts payable vendors

3. Accounts receivable customers
4. Inventory items

Importing vendors and customers also creates a transaction (purchase invoice or sales invoice) to record any beginning balance. If the beginning balance in the import data is zero or blank, no invoice will be created. If for some reason you chose to re-import a vendor or customer file, and if the balance is not zero or blank, the existing invoice will be deleted before the new one is created.

To import data into master files, select Import Master Data from the Data Exchange Utilities menu of the Maintenance menu.

Warning: *Pacifica*'s import procedure may delete existing master records! If the identification number of an imported record matches the identification number of an existing record, the new record will replace the existing record. This could create a problem with the importation of General Ledger account records. *Pacifica* automatically creates General Ledger accounts during installation of the software according to your choice of which chart of accounts to install. If you import your own General Ledger account records without first deleting the installed accounts, you could potentially have two different charts of accounts in the same General Ledger file. In addition, certain accounts should be on file in the database. Refer to the General Ledger section of this User's Guide for a list of the required accounts.

Data Fields on the Import Master Data Screen

Importing Data Into
Enter a one-digit number indicating one of the following four master files into which you will be importing records from the import file named below:

1 - General Ledger accounts
2 - Inventory items
3 - Accounts payable vendors
4 - Accounts receivable customers

Import File Name
Enter the path name of the file on your disk drive from which you want to import data into the file you specified above.

Import Document Date

The current system date is automatically displayed. This date will be used on each of the transactions created during this process.

Import Data Type

Enter **C** for character-delimited data or **F** for fixed-length data depending on the format you chose for the data in the import file named above. These formats are described in detail several pages earlier in this section.

Delimiter Character

If you entered **C** for the import data type, type the character you are using in the import data file to separate data items. You can also enter a number which will be interpreted as the decimal value of an ASCII character. See the discussion several pages earlier in this section about which characters work best.

Subfield Delimiter

Whether you entered **C** or **F** for the import data type, you can specify a delimiter character to separate the lines in multi-valued fields. Use a different character than the one specified in the Delimiter Character field above. Type the character you are using in the import data file to separate the lines in multi-valued fields. You can also enter a number which will be interpreted as the decimal value of an ASCII character. See the discussion several pages earlier in this section about which characters work best.

Replace or Skip?

If an imported record has the same ID number as a record that already exists in the master file and you have entered **R** in this field, the new record will replace the record already on file. If you specify **S** in this field, the imported record will be skipped. The ID numbers for the different files are as follows:

- General Ledger   G/L account number
- Inventory   inventory number
- Customer (A/R)   name ID number
- Vendor (A/P)   name ID number

Start PI No.

This is the beginning purchase invoice number to be used when importing vendor records. A purchase invoice transaction is created for each vendor added to the file to specify their beginning balance.

Start SI No.

This is the beginning sales invoice number to be used when importing customer records. A sales invoice transaction is created for each customer added to the file to specify their beginning balance.

A/P Acct

Enter the accounts payable account from your General Ledger chart of accounts. When importing vendor records, this account will be credited for the total amount of the purchase invoice transactions created.

Expense Acct

Enter an expense account from your General Ledger chart of accounts. When importing vendor records, this account will be debited for the total amount of the purchase invoice transactions created.

A/R Acct

Enter the accounts receivable account from your General Ledger chart of accounts. When importing customer records, this account will be credited for the total amount of the sales invoice transactions created.

Income Acct

Enter an income account from your General Ledger chart of accounts. When importing customer records, this account will be debited for the total amount of the sales invoice transactions created.

File Structures

See the Field Types section that follows for a explanation of each of the field types referenced in the file structures below.

General Ledger File Structure			
Field Name	Position	Size	Field Type
Account Number	1-20	20	G/L
Account Name	21-60	40	Alphanumeric
Account Type	61-80	20	Caps
Branch Account	81-100	20	G/L***
Comments	101-500	400	Alphanumeric
User defined fields			
Var 0	501-600	100	Text
Var 1	601-700	100	Text
Var 2	701-800	100	Text
Var 3	801-900	100	Text
Var 4	901-1000	100	Text
Var 5	1001-1100	100	Text
Var 6	1101-1200	100	Text
Var 7	1201-1300	100	Text
Var 8	1301-1400	100	Text
Var 9	1401-1500	100	Text
*** This record must already exist in **Pacifica** before the record with this value can be correctly imported. If the record does not exist, the data field is left blank. There will not be a problem if you follow the suggested importation order: G/L, A/P, A/R, I/M.			

Inventory File Structure			
Field Name	Position	Size	Field Type
Inventory Number	1-20	20	Caps
Part Number	21-60	40	Alphanumeric
Description	61-120	60	Alphanumeric
Comments	121-220	100	Alphanumeric
Status	221-240	20	Caps**
Current Cost	241-260	20	Floating
Markup Cost	261-280	20	Floating
Unit Cost	281-340	60	Floating
On Hand	341-400	60	Floating
Markup Percent	401-440	40	Floating
Price Code	441-460	20	Caps
Price	461-520	60	Floating
Quantity	521-580	60	Floating
Income G/L	581-640	20	G/L***
Taxable	641-660	10	Alphanumeric
Vendor	661-670	10	A/P***
Inventory G/L	671-680	10	G/L***
Sales G/L	681-690	10	G/L***
Cost of Sales G/L	691-700	10	G/L***
Product Line	701-720	20	Alphanumeric
Category	721-740	20	Alphanumeric
Aisle	741-750	10	Alphanumeric
Shelf	751-760	10	Alphanumeric
Bin	761-770	10	Alphanumeric
Sort 1	771-790	20	Alphanumeric
Sort 2	791-810	20	Alphanumeric
Sort 3	811-830	20	Alphanumeric
Sort 4	831-850	20	Alphanumeric
Reorder Level	851-860	10	Floating
Max. on Hand	861-880	20	Floating

Inventory File Structure (continued)			
Field Name	Position	Size	Field Type
Sale Price	881-900	20	Floating
Sale Start Date	901-910	10	Date
Sale End Date	911-920	10	Date
Unit Tare Weight	921-930	10	Floating
Packaging Weight	931-940	10	Floating
Units Per Package	941-950	10	Floating
Unit of Measure	951-960	10	Alphanumeric
Conversion Factor	961-970	10	Floating
List Price	971-990	20	Floating
User defined fields			
Var 0	991-1050	60	Text
Var 1	1051-1100	50	Text
Var 2	1101-1150	50	Text
Var 3	1151-1200	50	Text
Var 4	1201-1250	50	Text
Var 5	1251-1300	50	Text
Var 6	1301-1350	50	Text
Var 7	1351-1400	50	Text
Var 8	1401-1450	50	Text
Var 9	1451-1500	50	Text
BOM Inventory	1501-1600	100	Inventory***
BOM Description	1601-1700	100	Alphanumeric
BOM Units	1701-1800	100	Floating
Photo Filename	1801-1900	100	Alphanumeric

** These values must correspond to the acceptable values listed for this field either in the Help message (press **[F1]** while in **Pacifica**) or in the User's Guide.

*** This record must already exist in **Pacifica** before the record with this value can be correctly imported. If the record does not exist, the data field is left blank. There will not be a problem if you follow the suggested importation order: G/L, A/P, A/R, I/M.

Vendor File Structure			
Field Name	Position	Size	Field Type
ID Number	1-20	20	Caps
Name	21-80	60	Alphanumeric
Alpha Name	81-120	40	Caps
Address	121-180	60	Alphanumeric
City	181-220	40	Alphanumeric
State	221-222	2	Alphanumeric
ZIP Code	223-240	18	Alphanumeric
Country	241-280	40	Alphanumeric
Telephone	281-320	40	Alphanumeric
Name Comments	321-400	80	Alphanumeric
Remit-To ID Number	401-410	10	A/P***
Current Balance	411-430	20	Floating
Terms	431-460	30	Alphanumeric
1099 ID Number	461-480	20	Alphanumeric
Our Customer Number	481-500	20	Alphanumeric
Contact Name	501-530	30	Alphanumeric
Type	531-550	20	Alphanumeric
Status	551-570	20	Caps
Ship Via	571-600	30	Alphanumeric
G/L Expense Account	601-620	20	G/L***
Sort 1	621-640	20	Alphanumeric
Sort 2	641-660	20	Alphanumeric
Sort 3	661-680	20	Alphanumeric
Sort 4	681-700	20	Alphanumeric
AP Comments	701-780	80	Alphanumeric
User defined fields			
Var 0	781-860	80	Text
Var 1	861-940	80	Text
Var 2	941-1020	80	Text
Var 3	1021-1100	80	Text

Vendor File Structure (continued)			
Field Name	Position	Size	Field Type
Var 4	1101-1180	80	Text
Var 5	1181-1260	80	Text
Var 6	1261-1320	60	Text
Var 7	1321-1380	60	Text
Var 8	1381-1440	60	Text
Var 9	1441-1500	60	Text

** These values must correspond to the acceptable values listed for this field either in the Help message (press **[F1]** while in **Pacifica**) or in the User's Guide.

*** This record must already exist in **Pacifica** before the record with this value can be correctly imported. If the record does not exist, the data field is left blank. There will not be a problem if you follow the suggested importation order: G/L, A/P, A/R, I/M.

Customer File Structure			
Field Name	Position	Size	Field Type
ID Number	1-20	20	Caps
Name	21-80	60	Alphanumeric
Alpha Name	81-120	40	Caps
Address	121-180	60	Alphanumeric
City	181-220	40	Alphanumeric
State	221-222	2	Alphanumeric
ZIP Code	223-240	18	Alphanumeric
Country	241-280	40	Alphanumeric
Telephone	281-320	40	Alphanumeric
Name Comments	321-400	80	Alphanumeric
Ship-To ID Number	401-410	10	A/R***
Salesperson ID Number	411-420	10	P/R***
Terms	421-450	30	Alphanumeric
Price Code	451-460	10	Caps
Current Balance	461-480	20	Floating
Credit Limit	481-500	20	Floating
Discount	501-510	10	Percentage
Sales Tax Rate	511-520	10	Percentage
Resale Permit	521-540	20	Alphanumeric
Type	541-560	20	Alphanumeric
Status	561-580	20	Caps**
Ship Via	581-610	30	Alphanumeric
G/L Income Account	611-630	20	G/L***
G/L Tax Account	631-650	20	G/L***
Sort 1	651-670	20	Alphanumeric
Sort 2	671-690	20	Alphanumeric
Sort 3	691-710	20	Alphanumeric
Sort 4	711-730	20	Alphanumeric
AR Comments	731-810	80	Alphanumeric
Contact	811-850	40	Alphanumeric
User defined fields			
Var 0	851-930	80	Text
Var 1	931-1010	80	Text

Customer File Structure (continued)				Field Types
Field Name	Position	Size	Field Type	
Var 2	1011-1070	60	Text	
Var 3	1071-1130	60	Text	
Var 4	1131-1190	60	Text	
Var 5	1191-1250	60	Text	
Var 6	1251-1310	60	Text	
Var 7	1311-1370	60	Text	
Var 8	1371-1430	60	Text	
Var 9	1431-1490	60	Text	

** These values must correspond to the acceptable values listed for this field either in the Help message (press **[F1]** while in **Pacifica**) or in the User's Guide.

*** This record must already exist in **Pacifica** before the record with this value can be correctly imported. If the record does not exist, the data field is left blank. There will not be a problem if you follow the suggested importation order: G/L, A/P, A/R, I/M.

Field Types

Alphanumeric

These values can be any ASCII character that can be typed from the keyboard.

Caps

Caps are upper case letters and numerals with no spaces.

Floating

Floating-point values consist of numbers, decimal point and minus sign. If you want the data field to be $25.00, this field must contain either the value **25** or **25.00**. Or, to enter a number with three decimal places such as 1.079 the decimal point MUST be included in the imported value in the correct place (i.e., **1.079**).

Percentage

To enter a percentage such as 45.3%, type **45.3**.

Date

To import a valid date, the value must be in the form **06/01/93** or **060193** to represent a date of June 1, 1993.

G/L, A/P, A/R, P/R

ID numbers for General Ledger, vendor ID, customer ID, employee ID. Same restrictions as **Caps**.

Effects on the Company Database

Using the Import Master Data menu selection may affect records from the following files:

- General Ledger accounts
- Inventory records
- Name records
- Vendor records
- Customer records
- Employee records
- System Defaults record
- Exceptional Events Log entries

Effects on General Ledger Account Balances

- Has no affect on any G/L account balances that already exist on file. However, the G/L accounts that are added to the file may already contain balance information.

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11

Report Writer

<u>Overview of the Report Writer Module</u>
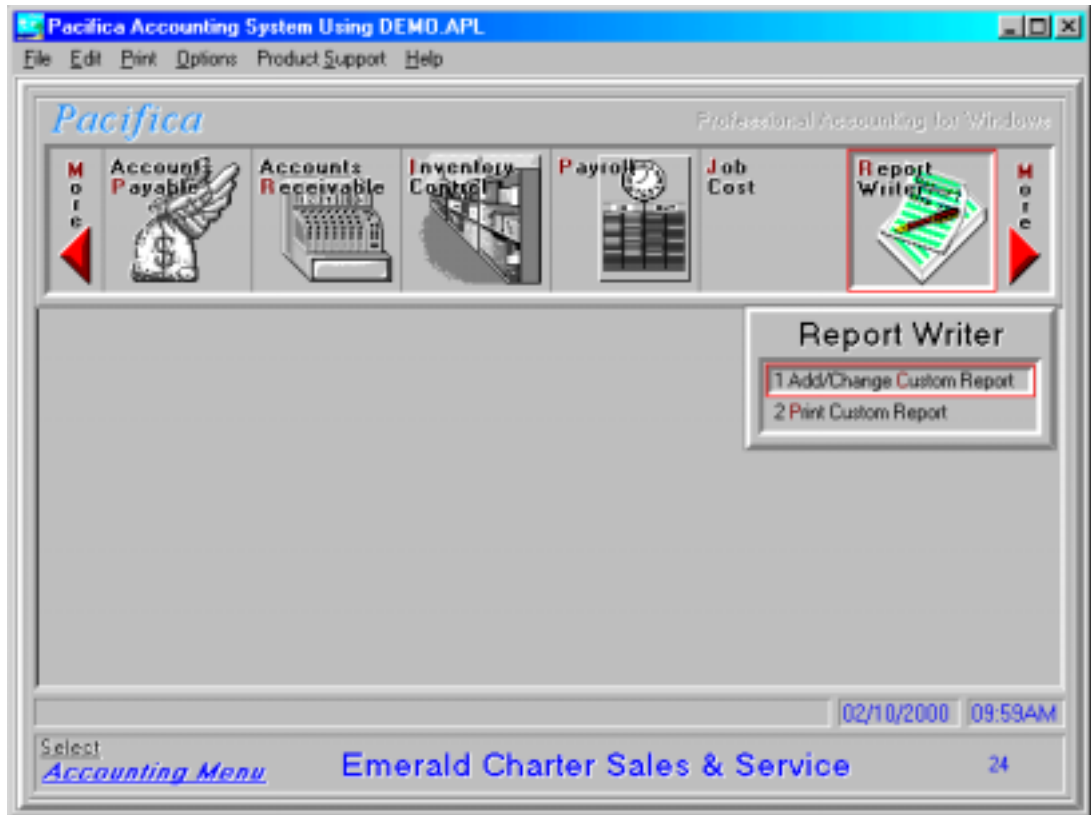
Report Writer Main Menu screen

P<i>acifica</i>'s <u>Report Writer</u> module lets you create custom reports to meet your company's unique needs. Your custom reports have access to all the data in all files in the *Pacifica* database. In addition, there are a large number of derived and calculated data items which you can include in your reports, over 1,200 items in all.

This data can be gathered, sorted, calculated upon, filtered and printed in infinite variety. Your custom reports, when carefully designed, will behave in every way as the standard system accounting reports do.

Your reports can have:

- Complete launch screens with help messages at each prompt
- Built-in printer control, with access to your printer definitions
- On-screen display or output to a file
- Hotspot links to records referenced in your report
- Use any font, including Truetype proportional fonts
- Font control by field, including size, bold, italic, color, rotation
- Locked, highlighted title bar on-screen
- Multiple levels of headings, data and subtotals
- Sorts and subsorts to 12 levels
- Summary detail, full detail, or for-export detail

If your value-added reseller (VAR) has changed data input screens in your system, and is making use of the VAR data storage fields (there are ten VAR fields available in each record), even this extra data can be included in your custom reports. Your VAR can give meaningful names to these custom data fields, and the report writer will display these names when you use the fields on your reports.

A custom report consists of information from the **Pacifica** database presented in the format you specify. When you specify the format for a custom report using Add/Change Custom Report, you instruct the report writer to generate SPL (SUMMUS Programming Language) code and compile it into a report-printing program. This program creation is entirely the job of Add/Change Custom Report. You do not need to know how to program in order to design a report. In addition to the compiled report, **Pacifica** produces SPL source code which a programmer may modify in ways that the report writer is not capable of.

The resulting report can have all of the qualities of a hand-coded report, like any other that is standard in the system. It uses the same style of launch screen, the same printer control, handles the data in the same way, has multi-user capability and has similar performance.

Add/Change Custom Report is not an ad-hoc data query tool. If you need a quick look at a filtered group of data items, use search templates within any of the Add/Change data screens, and press the **[F4]** key to display a group of matching records. That approach is quite different from designing a

custom report, which becomes a permanent part of that company database, and may be printed any time from then on.

Before You Start...

It will be helpful to break the task of writing a custom report into several steps, and explain, for each step, what you are responsible for, and what *Pacifica* will be doing. Many reports will skip some of the steps, and you can add to your report form, even adding in steps that were skipped before, to "polish" the report to perfection. Let that be **Rule Number One:**, your report will not be finished or perfect after the first pass through the steps. Plan to repeat many of the steps, making adjustments until the report prints just the way you want. Start with a simple design, then add complexity after your simple format produces good results. This is actually a quick process, since all phases of report creation and testing are done without leaving the program.

We have provided a tutorial section at the end of this chapter, in which we will design two reports, a simple name list and a more complex sales commission report containing most of the elements that may be included in any report. This will give a hands-on explanation with an expected result. Running through the tutorial is a quick lesson which will clarify and reinforce the material in this chapter, and should save you much time on your first "real" project.

We'll outline the steps you should take to create a report, then discuss them in detail.

1. Decide what the report should print. Sketch a picture of the report. Plan headings, sorts and subtotals. Do this before you run the *Add/Change Custom Report* program.
2. Using *Add/Change Custom Report*, declare the report and build the heading and main body. Try frequent test prints to see how you're doing.
3. Design sub-headers and subtotals.
4. Choose a source file and index, design a sort and filter.
5. Create a launch screen.
6. Repeat steps 2 through 5 until the report prints just as you want it to.

Plan the Report

Before you run the Add/Change Custom Report program, plan the report with pencil and paper. Make a rough sketch of headings, footers, subtotals, etc. Start simple and add complications only after you have gained some experience in designing reports. The report writer is a complex program, and your job will be less frustrating if you keep things simple in the beginning.

In order to determine what data items to print, you should have some understanding of the data stored in your company database. All of the data in the database into which you are logged is available to you. **Pacifica** will show you the available data and find a "path" to the data you request, as long as there is some relationship among all of the data on the report. For your preliminary design, it's best to take data from one record, which is, generally, what you see on one data entry screen. For instance, select items from the Add/Change Sales Invoice screen. Initially, don't try to mix those items with data from other data entry screens. You'll do that later, as you improve your report.

When you create a report, it is actually created in two places and in two forms. A file containing report source code is created in the disk subdirectory that you specify, and that code is compiled into the company database in which you are currently working. The report is visible and runable only in the database(s) where it was compiled. You can make the same report available in other databases by logging into the other database and running Add/Change Custom Report. Retrieve the report form by typing the report name and DOS directory, then save and compile it just as you did in the first company database. You can compile reports from a floppy diskette into multiple companies in this way.

Before you copy a report to a different company, be sure you have adjusted and tested it thoroughly. Make a habit of creating all of your reports in the same subdirectory, even if you are making them for different company databases. When you name the report file, you will choose the first name (up to eight characters). The file name extension is always "**.R$G**", which stands for Report Generator.

Basic Anatomy of a Report

A typical report consists of certain elements which, taken together, form a useable and attractive output. An obvious benefit of a report writer is to automatically produce these required elements in the proper sequence. Even though you aren't directly responsible for creating these elements, you should know what they are, and when they come into play. Let's begin from a layman's perspective, with a

printed report in our hand. Our discussion will proceed backwards, from the printed output back to the origins of the report.

The page begins with a **header**. The header will often include a company name, report title, date or date span, time of day, page, and perhaps some informational text. Frequently, the header is centered.

Just below the page header, we may find **column titles**. Each column of data may have a descriptive word or phrase to define it for the reader.

This heading information is usually not directly related to the data that appears in the body of the report. To clarify, an employee report may list earnings history by employee, including name and social security number, pay rate, hire date, etc. None of this employee detail is required for printing the page and column headings.

Below the headings, we find the report **body**. The body consists of three important elements:

- Body heading (optional)
- Body data (required)
- Body subtotal (optional)

To illustrate:

```
Customer ID - Name: MO102 - Jacob Moffitt          (body heading)
      1002   Airplane Tires      185.00            (body data)
      1146   Flight Log           16.50
      1592   Repair Altimeter    602.80
             Total for Jacob Moffitt: $804.30      (body subtotal)
Customer ID - Name: NE100 - Mike Nelson            (body heading)
      ...
```

These three elements are repeated for the duration of the report. It is in this loop that the real data gathering, sorting and other computations take place. The body of the report may be further complicated by multiple levels of subtotals.

Finally, at the end of each page and/or at the end of the last page, we may find **running totals** or a **grand total**, based on accumulations made throughout the report. Spaces between sections, under-lines, or added text make the report clear and easy to read.

This is what the lay person sees, but there is more to it than that. The report prints as it does because you have told the report writer just what to do to print it that way. Now let's look at the steps your report program must go through to print your new report.

When you select Print a Custom Report from the accounting menu, you are presented with a list of report forms that have been written for this database. The descriptions that you see are those that you typed when you defined the reports in Add/Change Custom Report. Each one represents a compiled SPL program which will print a report when you select and run it. You won't do any "report design-ing" when you run one of these; they are ready to use now.

When you choose a report from the print menu, **Pacifica** loads the report form, (it's stored right here in your database, in compiled form) and starts it running. It does some start-up functions, such as requesting memory for itself and opening the files that it needs, then displays its report launch screen.

The launch screen that you see is the same screen that is used for all reports in the system. It allows you to select a destination for the report, select special print features, perform drill-downs and text searches in the report on screen, and many other things. If you did not specifically create a launch screen for this report, the launch screen will display a large button with the options Press **[F2]** to Print to Screen and Press **[F3]** to Print to a Printer. If you created a screen for your report, its definition is part of the report program. It will display with default values and allow you to enter any data or report parameters as necessary.

When you press **[F2]** or **[F3]**, the report program begins the data-gathering process, based on the data items you asked for. This process may be based on an index that you selected (for much better perfor-mance), and may build an index of its own (if you requested a sort).

This data gathering takes the form of one or two loops of program code. One loop is used to collect data from throughout the database. If you have defined a sort, this loop builds an index from the gath-

ered data, which causes the output to be sorted. Then a second code loop reads from the sort index, gathers any additional data required by the report, and prepares the data for printing.

During this time, nothing has yet begun to print, and the word "**Processing...**" is displayed in the status window. As the data is gathered, it is tested against the filters you have defined, and rejected if it does not pass through all filters.

When a data item is ready to print, certain checks are performed to see if it is time to print a page heading, body heading or subtotal. These same checks are performed before each data item is printed. A test to trigger a subtotal may watch for a change in a data item or compare the value of one item with another. You don't need to define a check to print page footers and grand totals; they print automatically at the end of a page or the end of the report.

Each data item in the report body may contain embedded logic to perform testing just as the item prints. In this way, it is possible to modify the item based on the result of the test, then print it.

When the last page is done, the report program goes through a clean-up process where the last page is totaled and printed, accumulators are cleared, the screen is reset, and the report is ready to be printed again.

The report writer does most of the work for you, by helping you to "fill in the blanks", then generating and compiling very efficient code to print the report. We started our explanation at the end of the process and worked our way back to the beginning. Now we're ready for the details of the Add/Change Custom Report program.

Creating a Custom Report

The *Add/Change Custom Report* program consists of six screens which all play a part in creating the final report form. There is no strict order of passage through the screens while adding or changing a report. You can change screen pages by pressing **[Shift_PgDn]** to go to the next page, **[Shift_PgUp]** to go back a page, or use the mouse to click on the desired page of the legend bar.

To create a new report or make changes to an existing report, select Add/Change Custom Report from the Main Accounting menu.

To retrieve an existing report, type the correct directory path name in the Directory field, then press **[F4]** for a list of reports found in that directory or type the file name in the File Name field. The report form will be displayed.

To begin a new report, type a descriptive name in the Report Name field. This name should be 60 characters or less in length, and is the name that displays as the report description on the Print Custom Report menu option and on the report's own launch screen. When you press **[Enter]**, **Pacifica** will ask if you want to create the report. Answer **[Y]**es.

To create a new report based on an existing report form, display the report that you wish to start with, then type a new name in the File Name field. The original report will be copied to the new report name, and the original will not be changed.

Save your work often. When you are ready to change pages, press **[F10]** to save the report form. When you save, the report form that you are working on remains on the screen, and the cursor continues where it was before.

Usage of Function Keys on Screen One

The action of some of the function keys is different from one screen to another, because some functions are not allowed or do not make sense on certain screens.

The following function keys are available on screen one while you create your custom report form:

[F1] - *Help*	Display the help message for the current field.
[F2] - *Next*	Advance to the next custom report form.
[F3] - *Previous*	Advance to the previous custom report form.
[F4] - *Group*	Display a directory of existing custom reports.
[F9] - *Quit*	Exit this screen and return to the *Custom Reports* menu.
[F10] - *File*	File this custom report in the database.
[Ctrl-F10] - *Compile*	Compile this custom report.
[Shift-F10] - *Compile and Run*	Compile and run this custom report.
[Shift-PgDn]	Advance to the next screen of this custom report.
[Shift-PgUp]	Return to the previous screen of this custom report.

The first screen accepts general information about the report, such as the name of the author, creation date, version, printer set-up information, and comments.
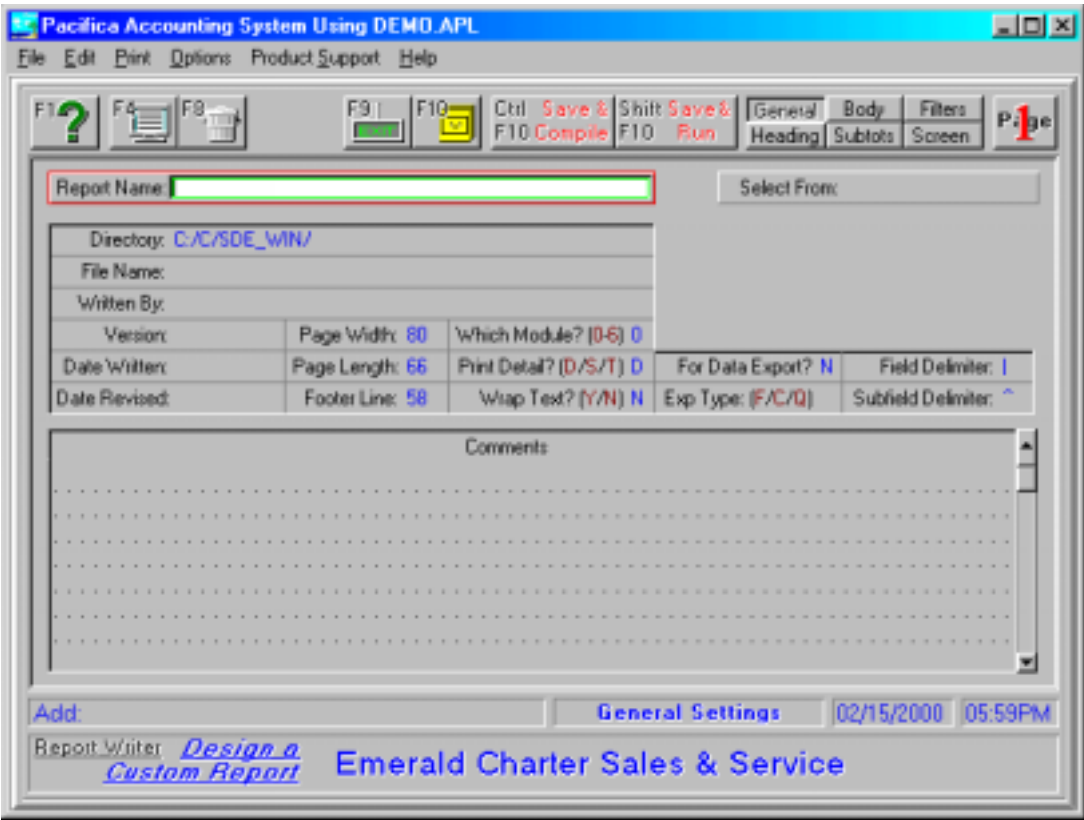
Add/Change Custom Report screen, page 1

Data Fields on the Add/Change Custom Report Screen (1 of 6)

Origin/History Section

Report Name
Enter the title of the report, up to 60 characters in length. This title will be displayed as the description for the Print Custom Report menu and on the report's own launch screen.

Select From
This field can't be changed. Your report will be based primarily on one file from which some relationship can be established to all of the data on the report. **Pacifica** will (at first) select this file for you, and the file may change as you choose different data items and some other file becomes more efficient for relating all of the data. On Screen 5, you will have the option to override the automatic selection of a file, to choose a more efficient path to the data.

Directory
Enter the DOS directory name where the SPL report source code will be stored. All of your reports should reside in the same subdirectory. When you press the **F4** key, only the source code files (with .R$G extension) found in this directory will be displayed in the lookup window.

File Name
Enter an 8 character DOS file name without an extension, **Pacifica** automatically stores the file with an **R$G** extension. If a form by that name exists, it will be displayed. Otherwise, you will be asked if you want to create a new form by that name.

Written By
Enter your name. This field is optional.

Version
Enter the version number of this report. This field is optional.

Date Written
Enter the date this report was created. This field is optional.

Date Revised

Enter the date of the most recent revisions. This field is optional.

General Parameters Section

Page Width

Specify the size of this report. Narrow carriage printers are 80 columns. Wide carriage can be 132 to 500 columns. When header information is centered, one-half of this value is used as the center column.

Page Length

Specify the maximum number of lines on each page, at 6 lines per inch. For letter-size pages from laser, dot matrix or inkjet printers, use 66 lines.

Footer Line

If you would like a footer or margin at the bottom of each printed page, specify the row number of the top of the footer text. Most 8½" X 11" pages contain 66 lines per page (6 lines per inch). If your printer starts at 3 lines below the top of the page (1/2 inch), a footer line of 58 will result in a footer that starts 1 1/4 inches from the bottom of the page, a spacing that is a good choice with which to start.

Which Module?

If a certain level of operator privilege is required to run this report, enter the module number of the accounting section to which the operator must have access. A module of **0** (zero) means any operator with report printing privilege in any module will be able to print the report.

> **0** - Print from any module
> **1** - Print from general ledger
> **2** - Print from accounts payable
> **3** - Print from accounts receivable
> **4** - Print from inventory
> **5** - Print from payroll
> **6** - Only SYSOP can print

Print Detail?

The Print Detail field allows a choice of:

- All detail
- Subtotals and grand total without detail:
- Grand total only

Wrap Text?

Enter **Y** in the Wrap Text field to allow a string data item (one with an edit mask of "/———-/" or ~) to be broken apart at word boundaries and wrapped to the next line if it is too long to fit in the space allocated. If Wrap Text is **N**, the data will be truncated at the end of the space allocated — only the first line will be printed.

This is not the same as limiting multi-line data to print the first line only. To clarify, consider a name record with two very long address lines in the Address field. If Wrap Text? is **Y**, the first address line will be broken into phrases that fit in the column and printed on two or more lines. Then the second address line will be broken up and printed on lines below the first.

If, in the example above, Wrap Text? is **N**, part of the first address will print on only one line, then part of the second address will print on the line below. To print only part of the first address line and none of the second address, the data item for Address should be typed like this:

        address(1) of name

The **(1)** tells the report writer to print only line 1.To include all lines of the Address field, type the data item like this:

        address of name

For Data Export?

This field causes the report to print the detail lines only with no headers, footers, subtotals, etc. This feature is useful for producing output to be used in other programs, such as spreadsheets. You can modify a report to set For Export to **Y**es, without losing any of the other qualities of the report form. Subtotals and headings will still be defined as part of the report, but they will be suppressed until you

change For Export back to **N**o. When you design a report for export, the 500 column limit does not apply, and the data lines may be up to 4000 characters in length.

Export Type (**F**/**C**/**Q**)

If the Export Type field is **F** (fixed length), the report will be printed using the edit mask specified for each data item. If the Export Type field is **C** (character delimited), the report will print the data items separated by the character specified in the Field Delimiter field. If the Export Type field is **Q** (quote delimited), the report will print the data items enclosed in quotes and separated by the character specified in the Field Delimiter field. In all cases, subfields will be separated by the character specified in the Subfield Delimiter field.

Field Delimiter

If the Export Type is **C** (character delimited) or **Q** (quote delimited), each data item will be delimited from the next one by the character you specify. Examples of delimiters that work well are the pipe (|) or the tilde (~) which are seldom found as characters within any data item. Many spreadsheet programs expect a comma delimited format. Since commas may be common in your data, you should use an Export Type of **Q** with a comma delimiter.

Subfield Delimiter

Some data items contain multiple values. For example, an address is made up of multiple lines. Select a subfield delimiter character to differentiate between the multiple values in multi-valued data items. The Subfield Delimiter character must be different from the Field Delimiter character.

Comments

Enter any comments that are particular to this report. This field is optional.

The Report Heading

In order to design a heading for your report, you will work with fields and report elements that are similar to those used in designing the report body and subtotal breaks, so we will study these in detail in the discussion of headings. As we encounter these concepts again in the body and subtotals sections, we will highlight the differences.

Screen 2 defines the report heading to be printed at the top of each page of the report. A heading is optional but gives reports a finished appearance. If (on Screen 1) you select data export, heading printing will be suppressed, even if a heading is defined. Selecting data export does not cause the heading to be deleted from your report form.

The heading can consist of as many data items as you want to include. Each item can be positioned at any row and column on the page with this restriction: the body of the report starts after the heading, so a heading item at the bottom of the page won't leave any room for the body to print. If something should print at the bottom of each page (a page number, for instance), design a subtotal break with a type of page footer (on screen 4). The first row on the page is row 1. The first column (on the left) is column 1.

On each of the next three screen pages, the bottom portion displays a pale blue grid that represents the report as it will look when printed (within limits). Text is displayed as you type it, and data fields are displayed filled with XXXs. As you change any item or its position, you will see it change on the grid at the same time. The text in this grid is displayed in the font that has been defined, in the system defaults record, as your standard printer font, or in Arial TrueType if no font is defined. Any special attributes that you define in your output will be displayed as well. These might include changes in font or size, color, bold, italic or underline, graphic images or lines.

Space on the grid is limited, so a wide report, or one with a large heading, may not be entirely visible. You can position the mouse anywhere on the grid and drag to any position on the report page (hold the left mouse button down). Press the **[F6]** key to pop up a grid that fills the entire screen, then drag the report within the grid. Press **[Esc]** to redisplay the grid at the smaller size.

The report page can be any width up to 500 columns and any length up to 250 lines. A typical report will be 80 columns wide by 66 lines long, the size of a standard letter-size page. The report writer composes one entire page of the report in a memory "page" which is the same size as the paper. Only after the whole page is composed is it sent to the printer (or screen, or file). This allows the report writer to place text anywhere on the page at any time during its processing; it isn't restricted to working from the top of the page to the bottom.

Line Positioning and Justification

Each line of the heading (row, column, data item, mask) defines one or more items that will print together on one line of the page. The Row field must have a value for each line, with 1 as the first line on the page.

The Col (column) field can have a numeric value, or you can use the letters:

L Left justified (starting at the left margin)
C Centered (1/2 the page width is used to calculate the center)
R Right justified (the right end of the line is at the right margin)

You can declare several data items on several lines of the heading screen, all with the same Row and different Col values or justification. You can also declare multiple data items together on one line of the heading screen, separated by commas. If you do this, the whole group will be positioned by a single Row and Col.

When you use **C**entered or **R**ight justification, the heading will shift as you add to the width of your report. In this way, the justification is always correct.

If an item is not positioned where you want it, you can move the cursor to the Row or Col fields of that line and adjust them at any time while creating your report. If Row and Col contain numbers, (not **L**, **C** or **R**) you can press the **[+]** or **[-]** keys to increment or decrement the value by one.

Finding Data For Your Report

Each line on the heading screen requires a Data Item (one or more) or a Mask, or both. Generally, the Data Item provides the data and the Mask contains a pattern to control the appearance of the output. The simplest kind of output is a line that prints literal text, such as the name of the report. A Data Item is not required (or even allowed) when you are printing only literal text on a line. For text, type the line into the Mask field (NOT the Data Item field) just as you want it to appear. If the blue display grid is positioned where you are working, you will see the text appear as you type it.

You can include any database data on your report. There are more than 1,200 data items defined in the master data dictionary for you to use, and you can also use formulas or other kinds of derived data as data items. Any of these data items will be typed into the Data Item field.

Underlines and double underlines are common on reports. You can use printable characters to produce lines (hyphens, underscores or equal signs), but the width of these characters varies among fonts and the results may be inconsistent. Instead, use the line(**nn**) function to produce a single underline, and the doubleline(**nn**) function to produce a double underline. Replace the **nn** with the number of columns in width that the line should extend across the page. Regardless of the font or character size, lines created with these functions will print the proper length. Lines may be left, center or right justified, or positioned at a column. Type the line() and doubleline() functions into the Mask field.

So, what data should we print, and how do we know its name? Move the cursor to the Data Item field and press **[F5]**, or click the walking fingers button. This displays a list of files from which we might select our data. You can select data from more than one of these files for one report, as long as **Pacifica** can establish a relationship among all data items. We will see how that works when we get to the body and subtotals of the report.

For a report heading, typical data items are company name, today's date, current time and page number. All of these are part of the SYSTEM file, listed in alphabetical order when you press the **[F5]** key. To look at the contents of the SYSTEM file, arrow down to it so it is highlighted, and press **[Enter]**. Now the display lists the items contained in the SYSTEM file. Read the descriptions of the data items to get an idea of what they are.

Be careful when selecting a date to print, as many of the dates are JULIAN dates which are used in computations and comparisons, but they are not printable. The dates that print correctly will say so in the description. The printable date items usually have a name ending with **6** to indicate a six digit date (2 digit year) or **8**, indicating a 4 digit year.

In most cases, report headings should take their data only from the SYSTEM file, because the data (from many other files) that is gathered for the body of the report pertains to individual lines, not the page heading.

The data lookup directory displays all items from all files, with the cursor starting at the top of the file you selected (the SYSTEM file). If you page up or down through this list, items from other files can also be selected.

When you highlight an item and select it (with **[Enter]** or a mouse click), the file name and item name will be displayed in the Data Item field. For instance, if we pick COMPANY NAME, what we see in the Data Item field looks something like this:

$COMPANY NAME OF SYSTEM$

Before you press **[F5]** to display data items, be sure the cursor is properly positioned in the Data Item field. The item name will be displayed AT THE CURSOR, even if the cursor is out in the middle of another data item name. The report writer works this way because you can include more than one data item in the field at once. For instance, you may need to multiply one data item by another and print the result.

If you manually typed the data item name, and spelled it correctly, including the surrounding dollar signs, the result would be the same as if **Pacifica** found it for you. Data item names are not case sensitive. You will often type your own data into the Data Item field when the data is modified in some way, as in a formula. Modifying data in this way is discussed in detail in the section on <u>Report Body</u>.

As soon as you have typed enough data to fill the Data Item field, the field pops into an expanded viewing mode so longer data items will be visible. If the field already contains a long line, it will expand as soon as the cursor enters it.

The Print-Formatting Mask

Everything that prints on a report is measured and positioned by lines (vertical) and columns (horizontal). The width of a column is determined by the Characters per Inch on the printer set-up panel, which is set when the report is printed. On a typical letter-size report printed at 10 characters (columns) per inch, there will be 80 columns, each 1/10 inch wide, for a total print width of 8 inches. Most Truetype fonts are proportional, and 10 random characters will not measure precisely one inch. The Col (column) field values which you set refer to the beginning of the text (for left justified), the

center of the text (for centered) or the right end of the text (for right justified). Regardless of the font, font size or printer pitch, column measurements are consistent.

At the same time that **Pacifica** displays the name of the data item, it also displays an appropriate print formatting mask in the Mask field. If there was already something in the Mask field, **Pacifica** leaves it alone.

A mask is required. It provides a pattern that the report writer uses to display your data the way you want it to appear. Even when there is no data in the Data Item field, the Mask field must contain something to print, but without a Data Item, the mask will print as-is, with no additional data inserted in it.

If there is data in the Data Item field, the mask must contain a section of special characters in an acceptable format, showing the report writer where to place each character of the data. The mask has several effects on the appearance of the data. It can cause the data to print left justified (within the confines of the mask), right justified, with commas, decimal point and floating dollar sign (for dollars), hyphens inserted into the data (for social security number), etc. The mask can be a combination of text and data formatting characters.

You can include invisible font and positioning controls in the mask, inside double angle brackets, like this: <<nnn>>. These controls can be used to change the font, size, color or rotation, draw lines and boxes and print logos, photos or graphics. This is described in detail below, in the section on Custom Font Control.

A mask can print more than one data item at once. If multiple data items should print in one mask, the Data Item field must list each item, separated by commas, and the mask must define space for each item.

As soon as you have typed enough data to fill the Mask field, the field pops into an expanded viewing mode so longer masks will be visible. If the field already contains a long line, it will expand as soon as the cursor enters it.

Following is a list of the kinds of masks supported by the report writer.

/——————————-/ - Prints a character string, left justified, the length of the mask or shorter. The beginning and ending characters are forward slashes, not backslashes, and are included in the character count. Data to the right of the ending character will be truncated. If *Wrap Text* is **Y**es, the truncated portion will be carried to the line(s) below. Any kind of data can be printed with this mask, but no formatting will take place for numbers or dates.

~ - The tilde character prints a character string, left justified, of any length up to the maximum width of the report. Data to the right, on the same line, will "float" to the end of this data item.

######### - Prints a number, right justified.

#,###,###.## - Prints a number with commas and decimal point, right justified. You must position a separate comma for each comma that should print.

$$###.## - Prints a number with floating dollar sign and decimal point, right justified.

##,###.#* - Prints a number padded to the left with asterisks, with comma and decimal point, right justified.

$##,###.#* - Prints a number padded to the left with asterisks, with dollar sign to the left of asterisks, with comma and decimal point, right justified.

####^## - Prints an integer (not floating point) number with an assumed decimal point at the position of the caret. For example, the integer 650 prints as 6.50.

' / / ' - Right apostrophe (next to the **[Enter]** key). The mask must begin and end with the right apostrophe. Prints formatted strings, right justified. Any characters, other than spaces, found between the apostrophes, are inserted into the data at their respective positions. The total length is the length of the mask, including the apostrophes.

This sample (slashes delimited by right apostrophes) is used to print a date which contains no slashes in the data.

`` ` - - ` `` - Left apostrophe (above the **[Tab]** key). The mask must begin and end with the left apostrophe. Prints formatted strings, left justified.

The sample (dashes delimited by left apostrophes) is used to print a social security number which contains no hyphens in the data.

If you add text to an edit mask, and that text includes one of the mask characters (/,#,',`,~), you must precede the character with a backslash (\) to indicate that it is part of the text to print rather than part of a mask.

If you want to combine items to print more than one data item on one line, you can either define single items on several lines, adjusting their coordinates to print on the same line, or type two or more data items in the Data Item field, separated by commas, and adjust the Mask field to accommodate the additional items. For example, to print starting and ending dates on one line, you might have data items and a mask like this:

Data Item: $MTH SDATE 8 OF SYSTEM$,$DATE TODAY 8 OF SYSTEM$
Mask: For Period From: ' / / ' To: ' / / '
Result: For Period From: 04/01/1999 To: 04/22/1999

The mask behaves as two masks because we have made space for two dates. Be sure that the number of data items matches the number of mask positions for the data.

Custom Font Control

In any mask field in the heading, body or subtotals of a report, you can include invisible codes for font control and positioning, drawing lines, boxes and background color or shading blocks, or printing barcodes, bitmap graphics and photos.

These codes take the form of one or more text instructions enclosed in double angle brackets, like this:
    <<nnn>>
The codes for font control affect the printable text following. The expression nnn can be one or more instructions from the following table.

Code	Meaning	Example	Value range
s	font pt size	s=24	1 to 256. Use s= to reset font size to previous value. Use s=+2 to increase current size by 2 points, s=-4 to decrease by 4 points.
f	font name	f=arial	Any valid font name. Use f= to reset font to previous font.
a	font attribute	a=79a	0 - bold, 1 - underline, 2 - italic, 79a - outline text. For outline text, you must provide a color for the fill (c=white). Black is the default. Use a= to reset font attributes to previous value. Use a=+0 to add bold to existing attributes, a=-2 to turn off italics, leaving other attributes on.
o	text rotate	o=270	0 to 360. Some fonts can't be rotated.
c	color	c=orange c=rgb(0,95,6)	black, white, gray, red, orange, yellow, green, blue, purple, cyan, magenta — palegray, ltgray, dkgray, ired, dkred, brown, olivedrab, ltyellow, igreen, yellowgreen, bluegreen — icyan, imagenta, ruby, violet, gold, dkgold, copper, dkcopper. A custom color can be created using the rgb(r,g,b) function in place of the color name. Replace the r with the red value (from 0 to 255). Replace the g with the green value and the b with the blue value. Higher values create brighter colors.
mi	microspace	mi=36	Use with a width value (in columns) to fit the following text to the desired width.
z	end control	z	Use alone inside its own angle brackets. May be used between other codes. Turns off or resets codes.

x	x coordinate	x=10	Sets current x printing position (column). Cursor coordinate settings are zero-based. x=0 represents the left margin.
y	y coordinate	y=.75	Sets current y printing position (line). y=0 represents the currently printing line.
h	horiz offset	h=-6	Shifts current printing position (column). Negative value shifts to the left, positive shifts to the right.
v	vertical offset	v=.5	Shifts current printing position (line). Negative value shifts up, positive shifts down.
r	right justify	r=50	The text following this code, up to the next code, will be right justified at the column specified. The column value is zero-based (r=79 is the rightmost column on a letter sized report.
d	decimal justify	d=50	The text following this code, up to the next code, will be decimal justified at the column specified. The column value is zero-based (r=79 is the right most column on a letter sized report.
cn	center justify	cn=50	The text following this code, up to the next code, will be centered at the column specified. The column value is zero-based (r=79 is the rightmost column on a letter sized report.
hl	horizontal line	hl=80,.1	The first value is the length (in columns), the second is the line thickness (in lines). Create a block of color or background by using a larger value for line thickness.
vl	vertical line	hl=80,.1	The first value is the length, the second is the line thickness
bx	box	bx=12,4,.1,.2	The values are: width (in columns), depth (in lines), thickness of vertical lines (in columns), thickness of horizontal lines (in lines).
bc	barcode	bc=upc-a	This control must specify one of these symbologies:

		upc-a, upc-e, ean-8, ean-13, code39, postnet, and you must have an appropriate font for that barcode, listed in your User Preferences.
b	bitmap	b=c:\pacifica\mylogo.jpg,w=3.75,d=2.5
		Prints the bitmap image named in the filename, and sets the dimensions (in inches) to the specified width and depth. If the image's original dimensions should be used, don't specify a width and depth. To maintain the original aspect ratio, specify either a width or depth, but not both. The image will print at the current printing position, which may be adjusted with the x, y, h or v codes. Several image formats are supported, including BMP, JPG and TIF.

Column Titles

Column titles are part of the page heading on most reports. The column title is the word or phrase just above the body of the report that describes the column below.

We will consider three ways to include column titles. One of the methods involves a type of subtotal called a Group Heading. In the other methods, the column titles are part of the page heading. Each method has advantages in certain situations.

The simplest method uses a mask similar to any other that you have used in the heading. The mask can be as wide as the report, and you can use two or more masks to make multi-line titles, or to align the words of the title at particular columns. This method allows you to include data, from the Data Item field, in the column titles. For example, you might include starting and ending dates, or G/L account numbers that the operator typed on the launch screen. If you adjust the columns, you will need to readjust the titles manually. Alignment of this kind of title can be difficult when using the spacebar to align proportional fonts, because the width of a space varies between fonts and is usually much narrower than an average character. Try using font control codes <<x=n>>, <<r=n>> and <<cn=n>> instead of spaces.

An alternate method that is more elegant and easier to maintain is the TITLEBAR. Instead of making a mask in the page heading screen, type a data item of TITLEBAR at the row position where the titles should start. Set the column position to **1** (one) or **L** to start the titles at the far left. No titles will appear yet. When you begin adding data items in the report body, each data/mask also has a Title on Heading field. Whatever you type in the body Title on Heading field becomes part of the TITLEBAR, and the report writer will keep it positioned above the column for you, even when the column changes or you print with a different font.

When TITLEBAR is used, you can break each column's title into as many as three lines by typing a backslash (\) in the Title on Heading field wherever the break should occur. When you break a title to the next line, the titles over the other columns remain on the top line of the TITLEBAR. If you begin a title with a backslash, the entire title (for that column) moves down one line.

The TITLEBAR does not allow you to insert data into the column titles as you can with the first method. Only one TITLEBAR can be used on the report, but the two methods can be combined if necessary. When you combine a manually typed title line with the TITLEBAR, the TITLEBAR lines will flow around the typed title line. This allows you to put an underline across the page between two lines of the TITLEBAR, for instance.

The last method for producing column titles uses a subtotal heading. This method allows you to place titles that are not tied to the top of the page, but are associated with a group of data, wherever the group begins. You will create the title lines by the same technique described in the first method, but not on the Report Heading screen. Instead, you will use the Report Subtotal screen. This kind of title may include data, like the first method. In fact, a much wider selection of data is appropriate for a subtotal heading, since these titles are really part of the report body, not the heading where data should be taken only from the SYSTEM file.

Function Keys on the Heading Screen

The following function keys are available on Screen 2 while you create your custom report form:

[F1] - *Help*	Display the help message for the current field.
[F5] - *Data Directory*	Display a directory of all the data items in the data

	dictionary. The cursor must be on the Data Item field before using this function.
[F6] - *Zoom Out*	Zoom out to display a full-screen (blue grid) view of the report. The mouse can be used to drag the view. Press **[Esc]** to exit this view and shrink the grid to normal size.
[F9] - *Quit*	Exit this screen and return to the *Custom Reports* menu.
[F10] - *File*	File this custom report in the database.
[Ctrl-F10] - *Compile*	Compile this custom report.
[Shift-F10] - *Compile and Run*	Compile and run this custom report.
[Shift-PgDn]	Advance to the next screen of this custom report.
[Shift-PgUp]	Return to the previous screen of this custom report.
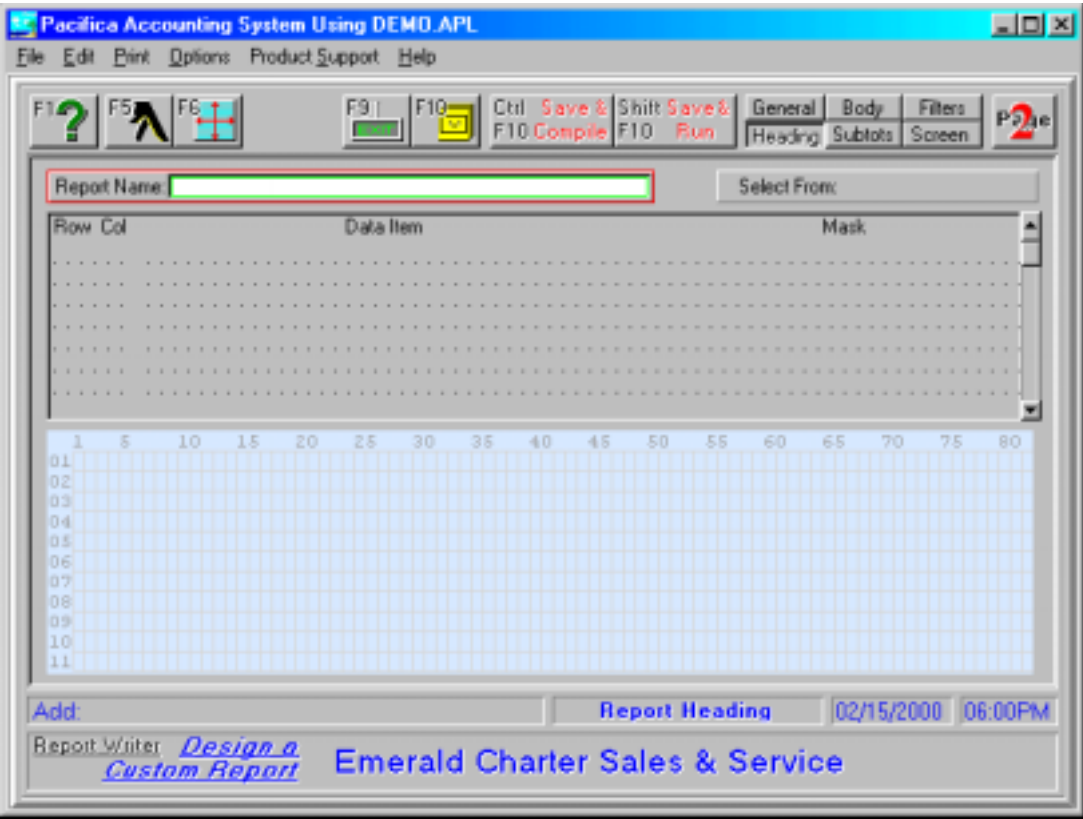
Add/Change Custom Report screen, page 2

Data Fields on the Heading Screen (Page 2 of 6)

Row

Enter the line number where you want the data item to be printed. The top row is row 1.

You can press **[+]** or **[-]** to increment or decrement the current row by one line for each depression of the key. The current location of the field is represented in the blue viewing window at the bottom of the screen and will be repositioned with each depression of the plus or minus key.

Col

Enter the column number where the data item will be printed. To justify a heading on the page, you can use **L**eft, **C**enter or **R**ight. When a letter is used to justify text, **L** is left justified at column 1, **C** is entered at the center of the page, and **R** is right justified at the rightmost column of the report. When a numeric value is used, the data is left justified at the specified column.

Multiple data items can be printed at the same Row value, with different Col values.

Data Item

Enter the data dictionary name of the data item or variable. To display a directory of data items in the data dictionary, press **[F5]**. Choose a file, then page up or page down through the list and select the data item you want. In the report heading, you should limit your selection to items found in the SYSTEM file. For automatic column titles, enter a data item of TITLEBAR.

To print data that was typed onto the launch screen, enter the screen prompt number in this format:

   1 of screen
     or
   2 OF SCREEN

Each screen prompt has a numeric value, starting with 1. You may design your launch screen with up to 50 screen prompts.

Mask

An edit mask is required to print any data item. The edit mask controls how the data will be formatted for printing. To specify a character string to be printed as-is, with no data item, simply type the characters. The special functions line() and doubleline() and the font controls and line and box drawing controls within double angle brackets <<nnn>> may be used in masks.

The Report Body

The fields on the Report Body screen are similar to those of the Report Heading screen. The Data Item and Mask fields are used in the same way.

The body of the report consists of one line, printed repeatedly with different data. The line can be up to 500 characters long (the width of the widest report), and can print as many data items as you wish.

You will notice that there is no Row field, only a Col (column). A row is not needed, because the report writer keeps track of the current row for you. In effect, the body of the report has only one row. You can use the **[+]** and **[-]** keys to move columns back and forth, just as you did on the heading screen. The Col field allows only numeric entry, because the data and related heading may be justified separately from the column value.

The report body begins immediately after the heading. If you want one or more blank lines to print between the heading and the body, create the blank lines in the heading, by defining a row and a column without data and without a mask. Adjust its row so it is at the bottom of the heading. If you adjust it downward, the number of blank lines will increase.

The columns will be displayed on the blue grid at the lower part of the screen as you define them. Drag on the blue display grid or use the **[F6]** key to adjust your view of the report.

Data for the Report Body

With the cursor in the Data Item field, use the **[F5]** key to find data, exactly as you did for the heading. In addition to printing data from the database, you can:

- Set hotspot links to the records displayed on your report
- Accumulate running totals on one or more items
- Accumulate totals without printing the items you are totaling
- Print totals that you accumulate
- Combine data items within formulas and print the result
- Concatenate strings of data for printing
- Print literal string masks without using a data item
- Perform in-line logic to modify data items just before printing

When you choose a data item and a mask, the report writer positions the item at the end of the line, past the other items of the report body. You can move the item further to the right by adjusting the Col field, or you can move it to overlap the item to the left. If you must place a column between two oth-

ers, position the cursor on the line defining the right hand column, and press **[Ctrl-B]**. This will insert a blank line in the right place for the new column. To delete a column, place the cursor on the line that defines the column and press **[Ctrl-Z]**. To duplicate a line (duplicate a column), pushing the others down, press **[Ctrl-G]**.

As in the report header, each data item must have a corresponding mask to guide the report writer in formatting the data.

NOTE! Each mask in the body can include only one data item, unlike the header which can place multiple data items into multiple mask areas on one line. Multiple data items can be concatenated and printed into a single mask, like this:

Data Item	Mask
city of name + ", " + state of name + " " + zip of name	/----------------/

giving a result like this:

Los Angeles, CA 92679

Getting at All of the Data

As you select data items, the report writer examines all of the data items selected up to that point to be sure they all relate to one another somehow. They must have some relationship because, when the report runs, one data file must form the basis for the report, and everything must tie back to that file. This is not at all restrictive. Your report can select data from many different files at once, and relationships exist among most files.

The Data Path

Since much of the data that you will print on reports must be extracted from your database, there is a simple, visual way to represent that data. The relationships between files in the database can be visualized as pathways to printable data. You will use a unique and understandable syntax which identifies a starting point at a record selected by your report, optional intermediate points related to that record, and an end point where the printable data is located.

Let's consider the relationships we find from the TJ (transaction) file to other files, for example.

```
TJ      GL
        NAME AP
                AR
                EMP
        CD      PI      INVENTORY
        CR      SI      INVENTORY
        PJ      TIMETICKET
        SI      INVENTORY
                INVAUX (serial numbers)
                NAME (ship to)
                NAME (salesman)
                SO
        PI      INVENTORY
                INVAUX (serial numbers)
                NAME (remit to)
                PO
        GJ
```

There are many other relationships that are not shown here. Many of the relationships point both directions. If the basis of our report is the TJ file, we can print any data from all of the files shown on our "map", and much more besides. This is so because **Pacifica** is able to make the connections between these records, and understand our data path.

Sometimes, usable relations exist between records, but **Pacifica** is not allowed to use them automatically. For example, the INVENTORY record contains a relation to the NAME file, called $VENDOR OF INVENTORY$. Suppose your report is based on the SI (sales invoice) file, and you want to print the vendor address from the inventory items on the invoice. When you look through the data items available for the SI file, you find an address for customer, ship to and onetime name, but no address for inventory vendor. There is a relation, but you'll need to make the connection manually. Here's what you'll type in the Data Item field:

$INVENTORY OF SI->VENDOR OF INVENTORY->ADDRESS OF NAME$

The "connector" symbol is a minus sign (hyphen) followed by a right angle (greater than symbol):

->

Notice that the dollar signs surround the entire statement, but are not found within the statement.

This tells the report writer how to build a data path from the SI record to the INVENTORY record to the NAME record. Even when you only type a partial data path, the report writer can usually find its way. In the example above, this data path would be enough:

$VENDOR OF INVENTORY->ADDRESS OF NAME$

The report writer already knows the path from SI to INVENTORY.

If the report writer finds a data path to every data item from one file, that file name is displayed in the Select From field in the upper right corner of the screen. So far, you have not had the opportunity to change this file name, and the report writer simply chooses the first file, in alphabetical order, that provides a path to all of the data. This file is not always the best or most efficient choice, but that's not important now. You will have a chance to change it a little further along in the process.

If the report writer could not find a path to all data items, an error message will tell you which item(s) are causing the trouble. At this point, the report writer has already tried every file and path combination, so changing the Select From field will not help. You must either change the data item that is reported in the error message to provide a clearer data path, remove the data item, or change some other data item which might allow the report writer to find a different path.

Inline Logic in the Data Item Field

Sometimes you will need to perform a logical test on a data item and modify the data based on the outcome of the test, just before printing. Consider this example:

A sales invoice list prints the invoice total amount and the paid amount. Additionally, you wish to print a column on the report which displays these text items:

Open	(when the paid amount is zero)
Paid	(when the paid amount equals invoice total)
Partial	(when the paid amount is non-zero but less than invoice total)
Over	(when the paid amount is greater than invoice total)

Here is a Data Item line that will do the job:

if paid amount of si = 0 data = "Open" else if paid amount of si = invoice total of si data = "Paid" else if paid amount of si < invoice total of si data = "Partial" else data = "Over"

In this example, we are testing several conditions and setting the value of data based on the result. This kind of statement must contain the keyword if. The keyword data must be used to receive the value you wish to print. An "if statement" can produce only a single printable item at a time, always contained in data. The test will offer two results, separated by the keyword else. If the statement proves true, the result to the left of the else will be selected. Otherwise, the result to the right of the else will be selected. In the example above, the result to the right of else is another if statement which performs another test if the previous test fails. If every test in the line fails, the final result is data = "Over".

The multiple if statements constitute a single logical program statement. If more than one logical statement needs to be used on a line, separate each statement with a colon (:).

We tested certain data items, but printed something entirely different. Any data item can be placed into data as a result of an if statement. The value in data is stored as an ASCII string, not a floating point number. This permits text as well as numbers to be contained in data, but introduces one minor problem you should be aware of. If data contains a value, and you add something to it, the values will be concatenated as strings, not added as numerals. For instance, the result of 12 + 34 will be 1234. This happens because the data items in the statement are converted to the type of the more complex item. A string type is more complex than an integer number, so the number is converted to a string before being added to data. These examples illustrate the situation:

data = 12: data = data + 34	result is 1234. The 12 is already in data, so 34 is converted to string before adding
data = 12 + 34	result is 46. 12 and 34 are not converted before adding
data = 12: data = double(data) + 34	result is 46. data is forced to double (float), causing 34 to be converted to double float also

Other arithmetic operations (subtract, multiply and divide) operate numerically on strings, and so don't exhibit this problem.

These samples would be valid:

data = part number of inventory: if data = "" data = "That's all folks"
if part number of inventory = "100FAN" data = part number of inventory + ", requires mounting bracket" else data = part number of inventory + ", and nothing more"
if invoice total cost of si # 0 data = 1 - (invoice total cost of si/invoice total of si) else data = 1

Caution: don't attempt to change the value of a Pacifica data item, such as paid amount of si. This example will cause an error:

paid amount of si = invoice total of si

Be sure that the Mask field is appropriate for the value you will print from data.

The inline logic just described can be used only in the Data Item field of the report body. Another kind of inline logic may be used in any Data Item field in any section. This is achieved using one of several functions which encapsulate decision and branching logic with a single outcome. Outwardly, these functions behave as data items (most are printable). Internally, they perform simple logic to select and modify the data.

Following is a list of the inline logical functions:

which1()	**ucs()**	**word()**
which2()	**lcs()**	**lword()**
whichn()	**ltrim()**	**doubleint()**
nonblank()	**rtrim()**	**double()**
test()	**instr()**	**val()**
compare()	**jdate()**	**str()**
min()	**sdate()**	
max()	**datefunc()**	

Each of these functions requires one or more data items (arguments) inside the parentheses. Multiple arguments are separated by commas. Data paths in the form $aa of bb->yy of zz$ may be used as arguments. Some of the functions accept text (literal string) arguments. When literal strings are used, they must be enclosed in double-quotes, like this:

 ucs("This is a literal string of text")

Since the functions behave as data items, functions may be used as arguments to other functions, to any level of nesting. Be very careful to include all required parentheses in their proper places, or the report compile process will fail. Spaces can be used to improve readability.

Some of the functions will accept arguments of any data type, while others expect arguments of a particular data type. This special requirement will be noted in the function description.

which1(word w,string x,string y)

Which1() tests **w** for zero or non-zero value and returns a string data type. If **w** is non-zero, the function returns **x**. If **w** is zero, the function returns **y**. The argument **w** must be word type (2 byte integer). The arguments **x** and **y** must be string type (printable text or printable data path).
 which1(test($ship to of ar$),$ship to of ar->name of name$,"No Ship-To Name")

The first argument is the test() function, which returns a word type. The test() function tests $ship to of ar$, a relational value pointing to a ship-to name and address. If there is a ship-to name, the test() function returns **1**, and $ship to of ar->name of name$ is returned by which1().

If there is no ship-to name, test() returns **0**, and which1() returns "No Ship-To Name".

which2(word w,string x,string y,string z)

Which2() tests **w** for less-than-zero, zero or greater-than-zero value and returns a string data type. If **w** is less-than-zero, the function returns **x**. If **w** is zero, the function returns **y**. If **w** is greater-than-zero, the function returns **z**. The argument **w** must be word type (2 byte integer). The arguments **x**, **y** and **z** must be string type (printable text or printable data path).

> which2(compare($current balance of ar$,$credit limit of ar$),"Exceeds credit limit",
>   "At credit limit","Below credit limit")

The first argument is the **compare()** function, which returns a word type. The compare() function compares $current balance of ar$ and $credit limit of ar$, and returns **-1** if current balance is larger than credit limit, **0** if they are the same, or **1** if credit limit is larger. When compare() is **-1**, "Exceeds credit limit" prints. When compare() is **0**, "At credit limit" prints. When compare() is **1**, "Below credit limit" prints.

whichn(word r1,word r2,word v,string w,string x,string y,string z,...)

The whichn() function selects from among any number of string arguments and returns one of them based on the value of **v**. Whichn() returns a string data type. The range of allowable values for **v** is set by **r1** (low) and **r2** (high). If **v** has a value outside this range, whichn() returns blank. If **v** has a value within the range but higher than the last string in the list, the last string will be returned by default.

The arguments **r1**, **r2** and **v** must be word type (2 byte integer). All other arguments must be string type (printable text or printable data path).

> whichn(1,10,$source journal of tj$,"CD","CR","PJ","SI","PI","GJ","Invalid type")

If $source journal of tj$ falls within the range of **1** to **10**, one of the strings in the list will be returned. If the value of $source journal of tj$ is between **7** and **10**, "Invalid type" will be returned.

nonblank(string x,string y)

The nonblank() function accepts two string arguments and returns the first non-blank string. If both strings are non-blank, string **x** is returned. If both strings are blank, a blank string is returned.

test(anytype x)

The test() function accepts one argument of any type and returns a word type. If argument **x** is zero or blank, test() returns **0**. If argument is non-zero or non-blank, test() returns **1**.

compare(anytype x,anytype y)

The compare() function compares two data items of any types and returns a word type. If the value of **x** is larger than **y**, compare() returns **-1**. If **x** and **y** are equal, compare() returns **0**. If **y** is larger than **x**, compare() returns **1**.

If the data items are different data types, the simpler one is first converted to the more complex data type. Numeral types are compared numerically, while string types are compared lexicographically.

Text strings containing numerals will not compare numerically unless you force the strings to a numeric data type by applying a cast. Here is how this is done:

    compare(double("123"),double("456"))

The function double() performs a type conversion from any type to double float. The type conversion functions all accept any data type as the single argument and return a data type as suggested by their names. Applying a cast to a data item that is already of the cast's data type has no effect, and is harmless. Here is a list of the type conversion functions:

word()	from any type to word (2 byte integer)
lword()	from any type to long word (4 byte integer)
doubleint()	from any type to double long word (8 byte integer)
double()	from any type to double (8 byte floating point)
val()	same as double()

str()   from any type to text string

min(anytype x,anytype y) and max(anytype x,anytype y)

The min() and max() functions compare two values of any data type, returning a result in the more complex of the two argument data types. The min() function returns the smaller of the two arguments, the max() function returns the larger of the two.

ltrim(string x) and rtrim(string x)

The ltrim() and rtrim() functions trim spaces and tabs from the left and right ends (respectively) of the string **x**. These functions return the trimmed **x** as a string data type.

ucs(ltrim(rtrim("   and valid data in the middle   ")))

The resulting string will be "AND VALID DATA IN THE MIDDLE".

ucs(string x) and lcs(string x)

The ucs() and lcs() functions accept a text string and return a string data type. The ucs() function folds all text to upper-case. The lcs() function folds all text to lower case.

jdate(string x)

The jdate() function converts a string printable date (without slashes or hyphens) to a julian date of word type. The string argument can be either a six digit date with two digit year, or an eight digit date. A julian date represents the number of days from January 1, 1900, and this format is used when dates must be compared or modified by addition or subtraction.

compare($date of tj$,jdate("03312000"))

The data item $date of tj$ is already stored in the transaction record in julian format, so it must not be converted again by jdate().

Julian dates are not printable. If you print a julian date accidentally, the result will look something like this:

> 36/79/1

sdate(word x)

The sdate() function accepts a julian date argument of word data type and returns a printable string date in eight digit format, with four digit year. The return string will contain numerals only, with no slashes or hyphens. If you require a six digit date with two digit year, use this syntax:

> sdate(x)[1,4] + sdate(x)[7,8]

datefunc(word flag,word date)

The datefunc() function accepts a word flag value and a word julian date, and returns a word julian date based on the date argument and modified as dictated by the flag value.

Remember that the date argument must be a julian date. If necessary, convert a printable string date to julian using the jdate() function. Use the sdate() function to make a printable date from the return value.

Any of the following values may be used as the flag argument:

> **1** - Month start date
> **2** - Month end date
> **3** - Year start date
> **4** - Year end date
> **5** - Last month start date
> **6** - Last month end date
> **7** - Next month start date
> **8** - Next month end date
> **9** - Last year today

10 - Next year today
11 - Last year month start
12 - Last year month end
13 - Next year month start
14 - Next year month end
15 - Last year start date
16 - Last year end date
17 - Next year start date
18 - Next year end date
19 - Quarter start date
20 - Quarter end date
21 - Last quarter start date
22 - Last quarter end date
23 - Next quarter start date
24 - Next quarter end date
25 - Last year quarter start date
26 - Last year quarter end date

The following example returns the date of the end of the quarter in which the argument date is found, in printable form.

sdate(datefunc(20,jdate("050799")))

The result is the string "06301999".

instr(string x,string y)

The instr() function accepts two string arguments and returns a word data type. If string **y** is found within string **x**, instr() returns the character offset to string **y** from the beginning of **x**, starting with **1**. If **y** is not found in **x**, instr() returns **0**. This scan is case-sensitive.

instr(ucs("The shaggy dog buries a bone."),"DOG")

This example returns a value of **12**. Use of the ucs() function sets the source string to upper case so the scan is no longer case-sensitive.

Substring Modifiers

When a string data item contains text that you want to use, along with text that you want to trim off, you can use substring modifiers to adjust the string. The modifier is affixed to the right end of the data item, and consists of square brackets **[]**with two arguments inside, like this:

    $zip of name$[1,5]
    $description of si$[-3,-1]
    $serial number(1) of si$[6;2]

The first example returns the first through the fifth characters of the zip code field. If the zip code is already shorter than five, fewer than five characters will be returned.

The second example returns characters from the right end of the description, third-to-last through the last character.

The third example returns two characters from the middle of the serial number, starting at the sixth position. Notice that this example uses a semicolon between the 6 and 2 where the others used a comma. When a comma is used, the first argument is the starting position and the second argument is the ending position. When a semicolon is used, the first argument is the starting position, but the second argument indicates the number of characters to return, not the ending position.

Multi-line Data Fields

Many of the data fields that you will print may contain several lines of data. For instance, a sales invoice report might print (from left to right across the page) invoice number, invoice date, customer ID number, quantity sold, description and price. For each invoice, the first items will have one value and print on one line. The quantity sold, description and price may have many values for each invoice. Some invoices may sell one item, some may have hundreds of line items. How should this kind of data print? That depends on several factors under your control. This figure represents the report just described:

```
Invc #          Date          CustID      Qty     Description         Price
1002            03/15/2000    217         12      Sweatshirt          87.50
                                          1       Headset             69.95
                                          3       Aviation Oil        14.75
1003            03/15/2000    336         1       Radio              289.00
1004            03/16/2000    182         2       Charts              12.00
                                          35      Av Gas              81.37
                                          1       Aviation Oil         4.90
```

If you define a sort (on screen page 5) based on one of the mult-line fields from the invoice, even if this field isn't printed on your report, the same lines will print, but the detail will be different. Let's sort by price:

```
Invc #          Date          CustID      Qty     Description         Price
1004            03/16/2000    182         1       Aviation Oil         4.90
1004            03/16/2000    182         2       Charts              12.00
1002            03/15/2000    217         3       Aviation Oil        14.75
1002            03/15/2000    217         1       Headset             69.95
1004            03/16/2000    182         35      Av Gas              81.37
1002            03/15/2000    217         12      Sweatshirt          87.50
1003            03/15/2000    336         1       Radio              289.00
```

The multiple lines are no longer associated with (and grouped under) the invoice number. The same invoice number could repeat many times on the report, with other invoice numbers between.
If you sort the data based on one of the single-line fields from the invoice, the item lines will be grouped under the invoice numbers, but the invoices will appear in different sort order. Let's sort by customer ID number:

```
Invc #         Date          CustID        Qty    Description             Price
1004           03/16/2000    182           2      Charts                  12.00
                                           35     Av Gas                  81.37
                                           1      Aviation Oil             4.90
1002           03/15/2000    217           12     Sweatshirt              87.50
                                           1      Headset                 69.95
                                           3      Aviation Oil            14.75
1003           03/15/2000    336           1      Radio                  289.00
```

Look closely at the detail of invoice 1004. There are three description lines, Charts, Av Gas and
Aviation Oil. Internally, the report writer declares these data items this way:

description(1) of si	contains Charts
description(2) of si	contains Av Gas
description(3) of si	contains Aviation Oil

In the Data Item field of the report body, the description field was input like this:

description of si

The report writer determined that description of si is a multi-line field, and generated code to support
this. You can insist that fields be handled as single-line by typing the Data Items like this:

description(1) of si
quantity shipped(1) of si
line amount(1) of si

Here is how the report would look when printed that way, still sorted by customer ID number:

```
Invc #         Date          CustID        Qty    Description             Price
1004           03/16/2000    182           2      Charts                  12.00
1002           03/15/2000    217           12     Sweatshirt              87.50
1003           03/15/2000    336           1      Radio                  289.00
```

Accumulating Subtotals

When you print a numeric data item, you can accumulate a running subtotal of the item at the same time, then use a subtotal line to print the subtotal later, when some condition is met. You can accumulate a subtotal for each data item in the report body if necessary. All you must do to accumulate a subtotal is give it a name in the Total field. The name can be up to 15 letters or numbers, must start with a letter, and contain no spaces. Simple names are best. **TOT1**, **TOT2**, **TOT3**, are good choices. Names are case sensitive. The names **TOT2** and **Tot2** represent two separate accumulators. Both are valid.

As each data item is printed, the related subtotal name accumulates the value in the data item. If a data item does not print because your filter rejected the data, the value will not be accumulated. We will discuss data filters in a little while. The value in the subtotal will continue to accumulate until a Report Subtotal prints it, which clears it automatically.

You may wish to accumulate a subtotal on a data item without printing the data item. To do this, you will still need to define a line in the report body, but set its Col (column) to zero. For instance, to count the number of lines printed on the entire report, set a Col of **0** (zero), a Data Item of **1** (one) and a Total of LINECOUNT. The value of LINECOUNT will increase by one for each line printed, but the body line will not print because the column is zero. Define a subtotal with a type of Grand Total to print LINECOUNT at the end of the report.

Hotspot Data Links

A Hotspot Data Link is a link from data displayed on your report to the record that the data refers to. Hotspots are only useful when the report is printed to the screen. While most of the report is displayed in blue text on a white background, hotspots are green, and turn red when the mouse pointer touches them. The data in the hotspot contains an invisible link to the record represented by the hotspot.

For instance, if your report prints one line for each sales invoice for the month, with invoice number, customer name and salesperson name, the hotspot for the invoice number should lead to the sales invoice. Clicking on the hotspot pops up the sales invoice screen, with the invoice displayed. When you have finished with the invoice and have exited the invoice screen, you are returned to the same

point in the report. The hotspot for the customer name should lead to the customer's A/R record and the salesperson name should lead to the employee record for that salesperson.

To set a hotspot for a data item, enter **Y** in the H (hotspot) field. The column, and all items in the column, now behaves as a hotspot. That's all there is to it.

Most items in your report body can be hotspots. The data items must be taken from those defined in **Pacifica**, and must refer to a specific record without ambiguity. For example, a customer name is appropriate for a hotspot. The formula Invoice total minus Receipt Total is not appropriate because it is ambiguous.

Mask and Title With Justification

When you select a body data item, the Mask and Title on Heading fields are filled for you. The Title on Heading is the column title for use with a TITLEBAR. The fields to the left and right of the Title on Heading are the J (justify) fields. The J field to the left of Title on Heading justifies the mask data in the Mask field, and the J field tot the right justifies the title in the Title on Heading field. These fields allows **L**eft, **C**enter or **R**ight.

The title and mask are justified separately, within the width of the column. Normally, you will left-justify or center text and right-justify numbers. Justifying a title affects only the title for this column, not the titles for other columns.

To break the title and carry part of it down to the next line, type a backslash (\) where you want the break to be. A title can occupy a maximum of three lines. Push the entire title down by placing a backslash at the beginning.

Function Keys

The following function keys are available on Screen 3 while you create your custom report form:

[F1] - *Help*   Display the help message for the current field.
[F5] - *Data Directory*   Display a directory of all the data items in the data
                                      dictionary.

[F6] - *Zoom Out*	Zoom out to display a full-screen view of the blue grid area. Press [Esc] to shrink the blue grid to normal size.
[F9] - *Quit*	Exit this screen and return to the *Custom Reports* menu.
[F10] - *File*	File this custom report in the database.
[Ctrl-F10] - *Compile*	Compile this custom report.
[Shift-F10] - *Compile and Run*	Compile and run this custom report.
[Shift-PgDn]	Advance to the next screen of this custom report.
[Shift-PgUp]	Return to the previous screen of this custom report.

Add/Change Custom Report screen, page 3

Data Fields on the Report Body Screen (Page 3 of 6)

Col
This is the left side of the column where the data item will be printed. Enter **0** (zero) to define a line which will accumulate a subtotal but will not be printed.

Data Item
Enter the data dictionary name of the data item or variable. To display a directory of data items in the data dictionary, press **[F5]**. You can page up or page down through the list and specify the data item you want. To print data that was typed onto the launch screen, enter the prompt number in this format:

1 of screen
   or
2 OF SCREEN

Each screen prompt has a numeric value, starting with 1. You may design your launch screen with up to 50 screen prompts.

You can specify data items, arithmetic computations, concatenation of data items and literal strings (joined by a plus sign between them), variables that you define, inline logical statements or SUMMUS Programming Language (**SPL**) functions. (SPL functions are defined in the <u>VAR Toolkit Reference Manual</u>.)

If you want to print a literal character string, leave the Data Item field blank and enter the literal string in the Mask field.

Total
This field is used to define subtotal variables of your own construction. If you want to accumulate a data item into a total, give the total a name here. Any numeric data item can be accumulated into a total. The variable can have any legal variable name, starting with a letter (upper or lower case), and containing only letters, numbers and the underscore character, using 15 or fewer characters.

Mask
An edit mask is required for printing any data item. The edit mask controls how the data will be formatted for printing. To specify a string of text to be printed as-is, simply type the characters.

If you select a data item from the **Pacifica** data dictionary, a mask will be displayed automatically. You can change the mask to make it more suitable by changing the length or adding text. Here are the masks you can specify:

   /———————-/ - Prints a character string, left justified, the length of the mask or shorter. The beginning and ending characters are forward slashes, not backslashes, and are included in the character count. Data to the right of the ending character will be truncated. If *Wrap Text* is **Y**es,

the truncated portion will be carried to the line below. Any kind of data can be printed with this mask, but no formatting will take place for numbers or dates.

~ - The tilde character prints a character string, left justified, of any length up to the maximum width of the report. Data to the right, on the same line, will "float" to the end of this data item.

######### - Prints a number, right justified.

#,###,###.## - Prints a number with commas and decimal point, right justified. You must position a separate comma for each comma that should print.

$$###.## - Prints a number with floating dollar sign and decimal point, right justified.

##,###.#* - Prints a number padded to the left with asterisks, with comma and decimal point, right justified.

$##,###.#* - Prints a number padded to the left with asterisks, with dollar sign to the left of asterisks, with comma and decimal point, right justified.

####^## - Prints an integer (not floating point) number with an assumed decimal point at the position of the caret. For example, the integer 650 prints as 6.50.

'/ /' - Right apostrophe (next to the **[Enter]** key). The mask must begin and end with the right apostrophe. Prints formatted strings, right justified. Any characters, other than spaces, found between the apostrophes, are inserted into the data at their respective positions. The total length is the length of the mask, including the apostrophes.

This sample (slashes delimited by right apostrophes) is used to print a date which contains no slashes in the data.

` - - ` - Left apostrophe (above the **[Tab]** key). The mask must begin and end with the left apostrophe. Prints formatted strings, left justified.

The sample (dashes delimited by left apostrophes) is used to print a social security number which contains no hyphens in the data.

If you add text to an edit mask, and that text includes one of the mask characters (/,#,',`,~), you must precede the character with a backslash (\) to indicate that it is part of the text to print rather than part of a mask.

The font controls described in the section <u>Custom Font Control</u> may be used in the Mask field to modify the font, draw lines and boxes and display graphical images.

H (Hotspot Data Link)
Enter **Y**es to create a hotspot for this column. All data items in this column will be displayed as hotspots (green, red when touched), with links to their respective records, when the report is printed to the screen.

J (Justification for Mask)
This field justifies the column data within this column. Each column can be justified individually. Use **L**eft, **C**enter and **R**ight.

Title on Heading
If you are using the TITLEBAR method of heading your report, enter column titles into this field.

To display the title on more than one line, put a backslash (\) anywhere in the Title on Heading field and the title will be carried to the next line at that point. Each part of a title block can be adjusted right and left by adding spaces after the backslash.

J (Justification for Title)
This field justifies the column heading at the top of this column. Each column can be justified individually. Use **L**eft, **C**enter and **R**ight.

Report Subtotal Section

Your report can define any number of subtotal breaks based on several conditions that will occur while the report is printing. A subtotal might print at the end of each page, at the end of the report, each time some data item(s) changes or whenever some special condition is met.

Subtotals are usually used to end a section of a report, but they can also be used as headings at the beginning of sections. The Controls field on the Report Subtotals screen allows you to define a subtotal as a group heading, a page total or a report grand total.

While your report can define as many subtotals as you wish, you can view and edit only one at a time on the Report Subtotals screen. Each subtotal has a number, displayed in the Subtotal Number field. Enter the subtotal number to display that subtotal definition.

This subtotal number does not determine when the subtotal will be printed, but subtotals are evaluated in numerical order as the report runs. If a subtotal break condition becomes true for two or more subtotals at once, they will print in numeric order. On the other hand, if you define subtotal #1 as the report grand total, followed by other subtotals #2, #3, etc., subtotal #1 will still print only once at the end of the report.

Conditional Subtotal Breaks

Frequently, you will want to print a subtotal whenever some condition becomes true. You define the conditions of the break by putting a formula into the Break When - Opr - Target Value fields. The Break When and Target Value fields accept data items or literal values (string or numeric). Press the **[F5]** key for a directory list of data items that you may use.

To base a subtotal break on data that was typed onto the launch screen, enter the prompt number in this format:

    1 of screen
       or
    2 OF SCREEN

Each screen prompt has a numeric value, starting with 1. You may design your launch screen with up to 50 screen prompts.

The Break When and Target Value fields are associated (compared) by a logical operator in the Opr field to determine if a break should occur. You may use one of these operators:

= Is equal to
Is not equal to
> Is greater than
>= Is greater than or equal to
< Is less than
<= Is less than or equal to
$ Contains the string

These groups form mathematical or logical statements which are either true or false based on the data that is currently selected. For example:

Break When	Opr	Target Value
CURRENT BALANCE OF AR	>=	500.00

A common test condition, and one that is especially tricky to test for, is a change in a data item from one record or group of data to the next. Here are two examples. The first is incorrect, and will not work. The second example performs a correct test for a change in data.

WRONG!

Break When	Opr	Target Value
VENDOR OF PI	#	VENDOR OF PI

CORRECT

Break When	Opr	Target Value
CHANGED(VENDOR OF PI)		

The first example will not indicate an error, but it will never be true, and a subtotal break will never occur. The current value of **VENDOR OF PI** is being compared to itself, and they will always be identical.

The second example uses a special function, the CHANGED() function, to test the current value of **VENDOR OF PI** against the previous value. As the test takes place, the previous value is updated

with the current value automatically. When you use the CHANGED() function, you do not need a value for the Opr and Target Value fields. You can used the CHANGED() function on any data and any data type.

Every condition that you define will be tested each time that a new record or group of data is selected.

If the conditions of a break depend on more than a single test or comparison, enter as many tests as necessary. Each test is related to the test on the line above by the And/Or field which can contain either the **AND** or **OR** keyword. **AND** means that both lines must be true for the break to occur. **OR** means that one line or the other (or both) must be true for the break to occur.

Subtotal Data

A subtotal can print any data that is available at the time the break takes place, including totals that you have accumulated in either the body of the report or in other subtotals, data items such as the ones you have been printing in the report body, literal text strings, underlines or blanks. Unlike the report body lines, a subtotal can occupy multiple lines.

Whenever a report subtotal (except page footings) prints a total value that you have accumulated from the report body or from another subtotal, the accumulated value is reset to zero.

Keep in mind that you can only print data items that exist at the time the break occurs. When you print a subtotal as a result of a data item changing, the (old) item that you watched and based the break upon has been replaced by a new value. Let's suppose that you want to print a customer total only when the customer changes. You might want your subtotal line to look something like this:

    Total for John J. Jacobson: $516.07

You have stepped through transactions for John J. Jacobson, adding up a balance, until the customer name changed to someone else. If you simply print the data item:

    CUSTOMER NAME OF AR

the customer following John J. Jacobson will be the one that prints. To print data from the previous record or group of data, use the OLD() function:

OLD(CUSTOMER NAME OF AR)

The OLD() function can be used to print any data item, of any data type.

Positioning the Subtotal

Since a subtotal can occupy more than one line, you can specify both a Row and Column. The row is always relative to the beginning of the subtotal itself, because the report writer decides where the subtotal will begin. If this is a page footing or a grand total, the value in Footer Line (on the first screen) will determine where the subtotal starts. Otherwise, the subtotal will begin at the current line position. The starting line is always Row **1** for each subtotal. The Col (column) field allows numeric input only. You may use the plus and minus (**+**,**-**) keys in both the Row and Col fields to increment or decrement the value in the field.

The value in Col indicates the left side of the data item. The width of the item is determined by the size of the mask used. Within this space, the data or text can be justified by entering **L**eft, **C**enter or **R**ight into the J (Justify) field.

The Data Item, Total and Mask fields behave just as they do in the report body. In addition, data items can be positioned on multiple rows within one subtotal. The font and positioning controls described in the Custom Font Control section can be useful here.

Underlines and double underlines are common on reports. You could use printable characters to produce lines (hyphens, underscores or equal signs), but the width of these characters varies among fonts and the results may be inconsistent. Instead, use the line(**nn**) function to produce a single underline, and the doubleline(**nn**) function to produce a double underline. Replace the **nn** with the number of columns in width that the line should extend across the page. Regardless of the font or character size, lines created with these functions will print the proper length. Lines may be left, center or right justified, or positioned at a column.

Subtotals can accumulate into other subtotals. To prevent the printing of a subtotal, set the Col (column) to zero.

Function Keys

The following function keys are available on Screen 4 while you create your custom report form:

[F1] - *Help*	Display the help message for the current field.
[F5] - *Data Directory*	Display a directory of all the data items in the data dictionary.
[F6] - *Zoom Out*	Zoom out to display a full-screen view of the report.
[F9] - *Quit*	Exit this screen and return to the *Custom Reports* menu.
[F10] - *File*	File this custom report in the database.
[Ctrl-F10] - *Compile*	Compile this custom report.
[Shift-F10] - *Compile and Run*	Compile and run this custom report.
[Shift-PgDn]	Advance to the next screen of this custom report.
[Shift-PgUp]	Return to the previous screen of this custom report.

Add/Change Custom Report screen, page 4

Fields of the Subtotal Screen (Page 4 of 6)

Subtotal Number and Related Buttons

Each subtotal is numbered sequentially, starting with 1. That number is displayed in the Subtotal Number field. To edit a particular subtotal, use your mouse to click the arrow buttons on either side of the Subtotal Number field. The arrow to the right steps up through the subtotals, the arrow to the left steps down. To create a new subtotal at the end of the list, click to the first blank subtotal screen after the highest numbered subtotal. To delete a subtotal, display the subtotal and click the Delete button below the Subtotal Number field. To insert a subtotal between two existing subtotals, display the one you want to bump and click the Insert button. The subtotal that was displayed will be incremented to

the next higher number. To copy one subtotal to another, or to a blank subtotal, display the subtotal to copy from, click the Copy button, display the subtotal to overwrite, or a blank subtotal screen and click the Paste button.

Controls
This field allows the subtotal to cause a line feed or form feed before and/or after the subtotal is printed. It also enables you to flag the subtotal as a group heading, page footing or grand total. A report can have only one page footing and one grand total, but any number of other subtotal types.

If the subtotal is a page footing, it will print at the end of each page, starting at the row defined on page one in the Footer Line field. If it is the grand total, it will be printed at the end of the report at the Footer Line row. Otherwise, you must indicate when to print it. This will usually be when some condition is met, such as a data item attaining a particular value or a data item changing in value. For subtotals other than the page footing and grand total, define these conditions in the Break When and Target Value fields, related by the Opr and And/Or fields.

Break When
Enter the name of the data item or variable into the Data Item field. A list of valid data items is available by pressing **[F5]**. You can page up or page down through the list. If you know the name of the data item you may type it in.

Opr (Operation)
This field defines a relational value or operation. Valid operations are:

- = *Break When* is equal to *Target Value*
- \# *Break When* is not equal to *Target Value*
- $ *Break When* contains *Target Value*
- \> *Break When* is greater than *Target Value*
- \>= *Break When* is greater than or equal to *Target Value*
- < *Break When* is less than *Target Value*
- <= *Break When* is less than or equal to *Target Value*

If the specified condition is met, the subtotal will be printed. If more than one condition must be fulfilled for the subtotal to be printed, use the And/Or operator to associate two or more lines of Break When and Target Value. In the And/Or field, **AND** indicates that both conditions must be met at once before the subtotal break will occur. If the value is **OR**, meeting either one condition or the other will cause the break to occur.

Target Value

Enter the name of the data item or variable to be tested into the Data Item field. A list of valid data items is available by pressing **[F5]**. You can page up or page down through the list. If you know the name of the data item you may type it in.

One of the most common situations under which a break can occur is any change in a data item or variable, but the tests described above do not handle that situation. In this case, use the changed() function in the Break When field. The syntax is:

changed(<data item>)

where **<data item>** is any **Pacifica** data item, a variable name, or an expression which describes an item which may change. When you use changed() in this way, you don't need any value in the Opr or Target Value fields. If you want to associate two or more lines, enter a value in the And/Or field.

Sometimes, when a subtotal is printed as a result of a change in data, a data item you want to print no longer exists. For example, if you want to accumulate a customer's invoices and print the subtotal when the customer name changes, you no longer have access to the customer's name — it changed. To solve this problem, use the old() function. The old() function always maintains a copy of a data item as it existed before it changed. The syntax is:

old(<data item>)

where **<data item>** is any data item, variable or expression which may change.

Row, Col

The Row and Col fields define where the subtotal line will be printed relative to the beginning of the subtotal (not relative to the top of the page).

These fields are numeric, and allow a plus or minus (+,-) to increment or decrement the value in the field.

Data Item

Enter the data dictionary name of the data item or variable to be printed. To display a directory of data items in the data dictionary, press **[F5]**. You can page up or page down through the list and specify the data item you want.

If you want to print a literal character string, leave the Data Item field blank and enter the character string in the Mask field. You can specify data items, arithmetic computations, concatenation of data items and literal strings (joined by a plus sign between them), variables that you define, or SUMMUS Programming Language (**SPL**) functions. (SPL functions are defined in the VAR Toolkit Reference Manual.)

Subtotals will frequently print the totals that are accumulated in the report body or accumulated by other subtotals. When a subtotal line prints an accumulated total, the total is zeroed out automatically when the subtotal is printed. This is not the case for page footings, which do not zero out totals as they are printed.

Total

Report subtotals can accumulate totals of their own. They will be incremented before any totals are zeroed out. The Total field works the same way as the Total field in the report body. If this subtotal should accumulate a total but not print, set its Col (column) to zero.

The Total field is used to create subtotal variables of your own construction. If you want to accumulate a data item in a total, you must create the variable first by entering its name here. You can accumulate any numeric data item with the total variable you name here.

Your variable name can have up to 15 characters. It must start with a letter (upper or lower case), and it can contain only letters, numbers or the underscore character. The only names you can not use are the names of data items that are already in the data dictionary.

Mask
An edit mask is required to print any data item. The edit mask controls how the data will be formatted for printing. To specify a character string to be printed as a heading, simply type the characters. No delimiting symbols are needed.

If you select a data item from the **Pacifica** data dictionary, a mask will be displayed automatically. You can change the mask to make it more suitable by changing the length or adding text. Here are the masks you can specify:

/———————-/ - Prints a character string, left justified, the length of the mask or shorter. The beginning and ending characters are forward slashes, not backslashes, and are included in the character count. Data to the right of the ending character will be truncated. If *Wrap Text* is **Y**es, the truncated portion will be carried to the line below. Any kind of data can be printed with this mask, but no formatting will take place for numbers or dates.

~ - The tilde character prints a character string, left justified, of any length up to the maximum width of the report. Data to the right, on the same line, will "float" to the end of this data item.

######### - Prints a number, right justified.

#,###,###.## - Prints a number with commas and decimal point, right justified. You must position a separate comma for each comma that should print.

$$###.## - Prints a number with floating dollar sign and decimal point, right justified.

##,###.#* - Prints a number padded to the left with asterisks, with comma and decimal point, right justified.

$##,###.#* - Prints a number padded to the left with asterisks, with dollar sign to the left of asterisks, with comma and decimal point, right justified.

####^## - Prints an integer (not floating point) number with an assumed decimal point at the position of the caret. For example, the integer 650 prints as 6.50.

'**/ /** ' - Right apostrophe (next to the **[Enter]** key). The mask must begin and end with the right apostrophe. Prints formatted strings, right justified. Any characters, other than spaces, found between the apostrophes, are inserted into the data at their respective positions. The total length is the length of the mask, including the apostrophes.

This sample (slashes delimited by right apostrophes) is used to print a date which contains no slashes in the data.

` **- -** ` - Left apostrophe (above the **[Tab]** key). The mask must begin and end with the left apostrophe. Prints formatted strings, left justified.

The sample (dashes delimited by left apostrophes) is used to print a social security number which contains no hyphens in the data.

If you add text to an edit mask, and that text includes one of the mask characters (/,#,',`,~), you must precede the character with a backslash (\) to indicate that it is part of the text to print rather than part of a mask.

As you type the mask, it will be displayed on the lower section of the screen in the layout window. The replaceable portion of the mask will be filled with "XXXX". When you change any mask or its position, the layout window will be repainted.

Since the size of the layout window is limited, you may not be able to see the entire page at once. If you press **[F6]**, the layout window will expand to cover most of the screen. Press the **[Esc]** key to return to editing.

The font control and positioning codes described in the section Custom Font Controls may be used in the Mask field.

J (Justify)

the Col (column) value determines the left side of the data item, and the width (in characters) of the mask determines the right side. Within the space for the item, the data can be **L**eft, **C**enter, or **R**ight justified.
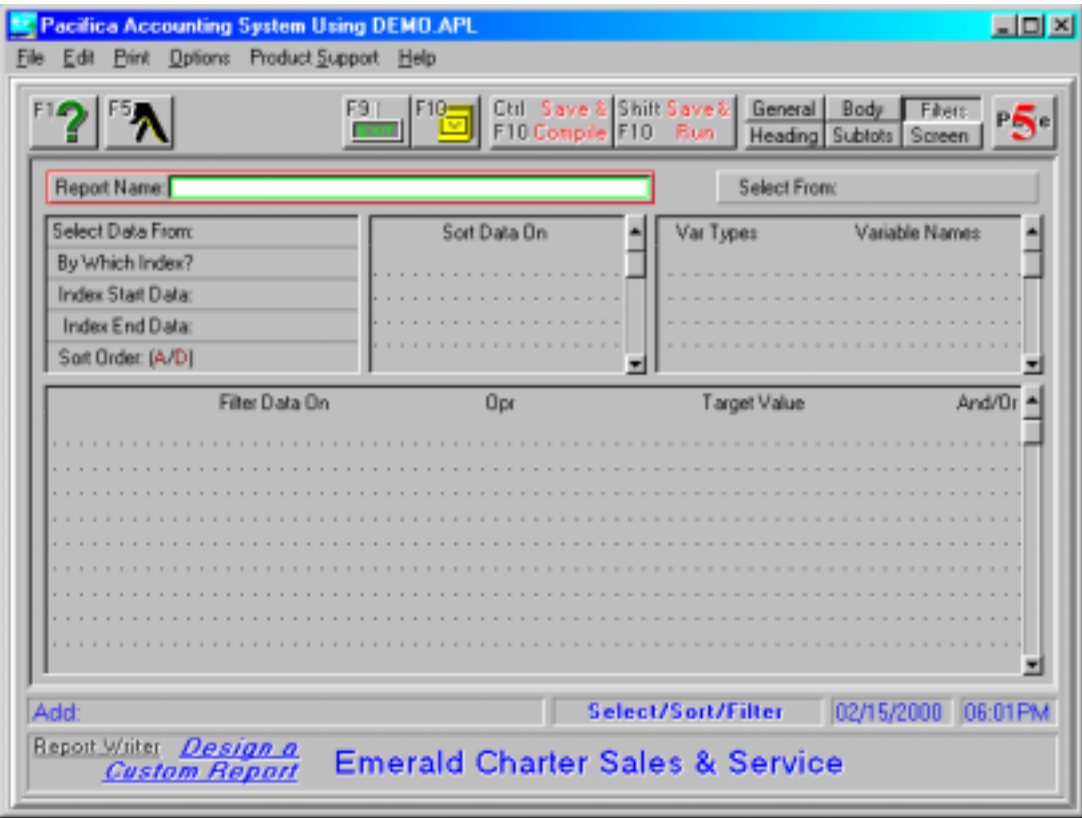
Add/Change Custom Report screen, page 5

Select/Sort/Filter/Declare Section (Page 5 of 6)

Changing the Select File

So far, the report writer has taken responsibility for choosing a primary file from which all of the **Pacifica** data items may be reached. If some data reference could not be resolved by the report writer, an error message will tell you which item is causing a problem. The name of the file that was automatically selected is listed in the upper right corner of all screens in the report writer. This file may not be the only possible choice. It may not even be the best choice.

If you have designed a more efficient path to the data needed by your report, enter the file name in the Select Data From field. If you enter a file name that does not provide a path to every data item, an error message will inform you of the items that could not be referenced. Then you must decide whether to choose a different file name or adjust the data items to make them accessible.

You will usually change the Select Data From field for one of three reasons:

1. The report writer made a bad choice. The report writer chooses the first file, in alphabetical order, that provides a path to all of the data. If this was a poor choice, change it.
2. The select file that you choose is smaller. This can mean that you select fewer records, reject fewer of the records that you select, and get at the useful data much more quickly. When your report reads less data, it runs faster.
3. The select file that you choose is indexed in a more effective way. This may actually cause the path to the data to be more complex, but (in most cases) this is handled automatically by the report writer. Using an existing index to select data from a small subset of a file can make a dramatic improvement in performance, especially in a large database.

Choosing an Index

Whenever data is selected from a file in **Pacifica**, an index is used. If you have not specified an index, the first index for that file will be used. If you do not specify index starting and ending data, records will be selected starting with the first record and proceeding until the end of the file is reached.

At the By Which Index? field, press **[F1]** (help) for a list of files and indexes available to you. Enter your selection in this format:

FILENAME,INDEXNAME

Your data selection can be much more efficient, and your reports much faster, if you can make use of an existing index for the select file, and supply a starting and ending data value for that index.
To illustrate, let's consider a report based on the TJ file. This file can supply a path to nearly every data item in the entire database, and it has several useful indexes from which you may choose. Here is a list of the indexes for the TJ file:

NAME	Relation to the name record
DATE	Julian date of transaction
SOURCE JOURNAL	Journal number (1 to 6) of journal document
	1 - Cash disbursement
	2 - Cash receipt
	3 - Paycheck
	4 - Sales invoice
	5 - Purchase invoice
	6 - General journal entry
GL	Relation to general ledger record

Suppose we want a list of all sales invoices for any date period the operator selects. There are two indexes which might work. The DATE index will select all documents (not just sales invoices) from a starting date to an ending date. The SOURCE JOURNAL index allows us to select only sales invoices, but can't limit the selection to a date period. Using either index, you will still need to apply a filter, and perhaps an additional sort, to get the final result.

You can supply starting and ending data appropriate for the selected index. This data is used once at the beginning of the report, and typically consists of literal numeric or string values, data taken from the report launch screen (entered by the operator), and data from the SYSTEM file. Obtain items from the SYSTEM file by pressing **[F5]** for a data directory, then **[PgDn]** to the SYSTEM data list.

The file named in the Select Data From field will usually, but not always, be the same as the file named in the By Which Index? field. If they are not the same, two conditions must be met:

   1 - *Pacifica* must be able to relate the two files
   2 - You must define a sort in the *Sort Data On* field

Your choice of indexes will depend on such factors as ratio of sales invoices to other documents, number of days spanned by the typical report, number of invoices in the database, span of days between the oldest invoice and the current date, etc. Some experimentation and adjustment will probably be necessary to achieve the best performance. Adjustments are simple to make, and performance may be entirely satisfactory even if you don't specify an index.

If you want to start the indexed search for data with a particular value rather than at the beginning of the index, enter a value in the Index Start Data field. To initialize an Index Start Data value from the report launch screen, enter it this way:

    <prompt number> of screen

where <prompt number> is the number of the launch screen prompt.

    Example: 4 of screen

means that the data typed at the fourth prompt on the launch screen will be used to start the index. You must use data that is compatible with the index type of the specified index. If you use this field correctly, your report can save time by skipping a large number of records that are irrelevant. Similarly, you can supply data for the Index End Data field to end the record selection process efficiently.

You can define up to 12 levels of data sorting by entering data items in the Sort Data On field. These data items do not need to be printed on the report. The Sort Ascending or Descending Order field causes the report to print smallest to largest (**A**scending) or largest to smallest (**D**escending).

Rarely, your report may need to make use of functions which are available in Pacifica but not known to the report writer, or use object names which the report writer can't declare for itself. These functions or objects must be named and typed in the Var Types and Variable Names fields. If several objects are to be given the same type, they can be entered on the same line, separated by commas.

Filtering Your Data

Most report forms gather data items that should be omitted from the report. We've noted a few filtering mechanisms already, such as selecting the data from a particular file and using starting and ending index values. These methods don't offer the "fine" control that you will require, and are important for their improved efficiency of data gathering, not their filtering capability.

Once data has been selected, it will print unless your filter rejects it. Your filter can test any data items that make sense, not limited to items that will print.

In general, a filter asks how a data item relates to some target value (a fixed value, another data item or a value from the report launch screen). On each line of the filter, one data item is compared to one target value by applying the test indicated by the Opr field. The Opr may be one of these:

=	Data is equal to target value
#	Data is not equal to target value
<	Data is less than target value
<=	Data is less than or equal to target value
>	Data is greater than target value
>=	Data is greater than or equal to target value
$	Data contains target value
#$	Data does not contain target value

Two or more filter lines may be linked logically into one filter by specifying a logical relationship (AND or OR) in the And/Or field. When two lines are associated by **AND**, both must form true statements, or the data will be rejected. When two lines are associated by **OR**, one or the other or both must be true, or the data will be rejected. If multiple lines are not linked logically through the And/Or field, they are treated as separate filters. In all cases, the data must pass through all filter lines before it is included on the report.

Let's consider some filtering situations which are encountered frequently and whose implementation may not be obvious.

Testing Against Operator Input

When the operator types something on the report launch screen before printing the report, that data will be found in the nn of screen data item corresponding to that screen prompt number. For example,
> 1 of screen

is the first data item that the operator typed. To use this in a filter, type **1 of screen** into the Target Value field. These data items are in the form of ASCII strings, so they may need some special handling if they are to be compared as dates. Dates should always be converted to julian dates before comparing them, if they aren't in a julian format already. Converting to julian format is simple, and is done like this:
> jdate(1 of screen)

or

jdate("12311999")

If you have selected a data item that is already in julian format, don't use the jdate() function on it or an error will result.

Testing Against Constant Data

To test whether a data item matches a literal constant value, the target value must resolve to a number or to a string of text. A numeric value is entered in the Target Value field as a number, with optional decimal fraction and minus sign. The compiler will determine automatically whether the number should be evaluated as an integer or floating point.

A text string (anything that is not numeric) should be entered into the Target Value field surrounded by quotes, like this:

"LIME GREEN EPOXY PAINT, GALLON"

A blank field can be tested by typing empty quotes (no space between) into the Target Value field.

""

Voided Journal Records

Records which create a transaction to the general ledger may be voided, backing out all effects of the transaction, but leaving the journal document in place. These will include disbursement checks, cash receipts, paychecks, sales invoices, purchase invoices, general journal entries and inventory transfers. Your report may need to omit these.

Voided records may be filtered out by testing either the journal flag or the transaction flag, like this:

Filter Data On	Opr	Target Value
flag of cd & 1	=	0

This example assumes we are looking at cash disbursement records from the **CD** file. The field called flag may contain various numeric combinations to indicate several things. When the check is printed, a certain value is added to the flag field. When the check is reconciled, another value is added. If the check is voided, the zero bit, equal to 1, will always be set. In the Filter Data On expression of our example, the ampersand (**&**) is a logical operator that extracts the zero bit value. If that value is zero, the record is not voided, and it passes through the filter.

For any journal record, or the transaction record (file **TJ**), the test is similar. Just replace the expression

> flag of cd

with whichever of these is appropriate:

> flag of cr
> flag of pj
> flag of si
> flag of pi
> flag of gj   (for both general journal and inventory transfer)
> flag of tj   (to test the transaction of any journal, rather than the journal record)

Note to Value-Added Resellers: Most data items, variables and functions are automatically declared in the data dictionary. In some cases, you may have to explicitly declare variables, SUMMUS Programming Language (**SPL**) functions, or C-language functions. Do this by typing the variable type into the VAR Types field and a list of variable names and/or function names, separated by commas, into the Variable Names field.

Function Keys

The following function keys are available on Screen 5 while you create your custom report form:

[F1] - *Help*   Display the help message for the current field.
[F5] - *Data Directory*   Display a directory of all the data items in the data

	dictionary.
[F6] - *Zoom Out*	Zoom out to display a full-screen view of the report.
[F9] - *Quit*	Exit this screen and return to the *Custom Reports* menu.
[F10] - *File*	File this custom report in the database.
[Ctrl-F10] - *Compile*	Compile this custom report.
[Shift-F10] - *Compile and Run*	Compile and run this custom report.
[Shift-PgDn]	Advance to the next screen of this custom report.
[Shift-PgUp]	Return to the previous screen of this custom report.
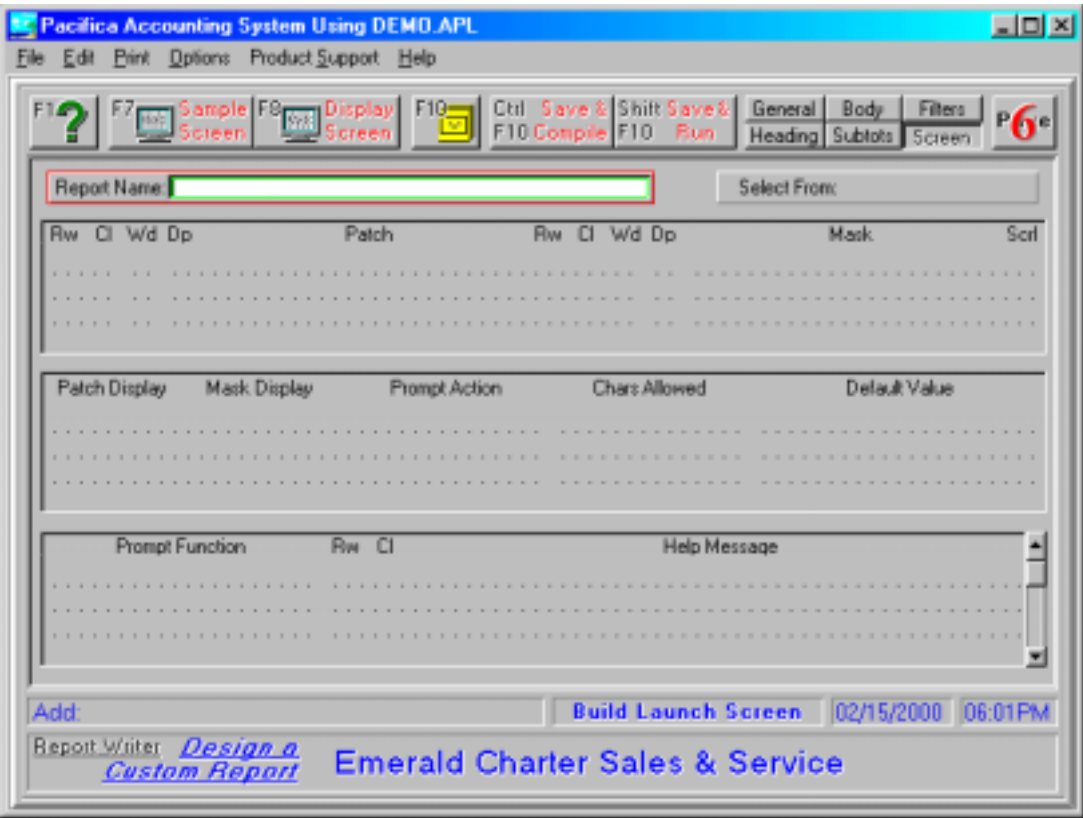
Add/Change Custom Report screen, page 6

Data Fields on the Add/Change Custom Report Screen (Page 6 of 6)

Launch-Screen Layout

Function Keys

The following function keys are available on Screen 6 while you create your custom report form:

[F1] = *Help*	Display the help message for the current field.
[F7] = Load Sample Screen	Load a standard launch screen to use as a starting point.
[F8] = *Display Report Screen*	Display the report's launch screen.

[F9] = *Quit*	Exit this screen and return to the *Custom Reports* menu.
[F10] = *File*	File this custom report in the database.
[Ctrl-F10] = *Compile*	Compile this custom report.
[Shift-F10] = *Compile and Run*	Compile and run this custom report.
[Shift-PgDn]	Advance to the next screen of this custom report.
[Shift-PgUp]	Return to the previous screen of this custom report.

On Screen 6, you can define a launch screen for your custom report. If you do not define any screen, a screen with your report name will be displayed automatically by default when you launch the report. The default screen has one message on it instructing you to press **[F2]** or **[F3]** to print the report.

Each line of the launch-screen layout defines one data input prompt for the launch screen. You can define as many as 50 input prompts for one report screen. At any point, you can press **[F8]** to display the launch screen. This does not launch your custom report. It only displays its launch screen.

To streamline your screen design, you may wish to load the sample screen (press **[F7]**), then modify the sample screen.

Each data input prompt that you define on your launch screen is referred to as a "**prompt**". Screen prompts are referred to by a sequential number representing the order in which the cursor visits them. The prompts you define will begin with prompt number 1. Your first prompt will be referred to as "**1 of screen**". The next is "**2 of screen**", and so on. Your screen may have up to 50 prompts, numbered from 1 to 50.

These fields become data items which may be used in any Data Item fields for the heading, body, subtotals or filters, and for Index Start Data and Index End Data. You will not find the screen fields listed when you look through the data dictionary (**[F5]**), so you will just type them as shown.

Each prompt has two visible parts which can be positioned independently. The Patch displays a label or caption for the prompt and the Mask displays the data typed by the operator. The Patch and Mask each have coordinates and display attributes which you will use to give them the desired appearance.

Rw
This is the row (in screen pixels) where the Patch or Mask will be printed.

Cl
This is the column (in screen pixels) where the Patch or Mask will be printed.

Wd
This is the width (in screen pixels) of the Patch or Mask frame.

Dp
This is the depth (in screen pixels) of the Patch or Mask frame.

You can type numeric values into these fields or press the + and - keys. However, there is a more direct approach to moving and positioning prompts on the screen. After the prompts have been defined, press **[F8]** to display the screen, then position the cursor on the prompt that you wish to move. While holding down the **[Ctrl]** or **[Alt]** key, or both at once, use the arrow keys to move the prompt. When **[Ctrl]** is pressed, the Patch moves. When **[Alt]** is pressed, the Mask moves. When both are pressed, the entire prompt moves.

Patch
The first part of each prompt is the Patch, a descriptive word or phrase which acts as a caption for the data field instructing the operator what to type there. You can cause any part of it to be highlighted by surrounding the part with curly braces ({}).

Mask
The second part of each prompt is its edit mask. The edit mask specifies formatting for the data as it is typed. The mask can also filter out unwanted keystrokes. Here are some examples of masks.

********** - Left justified input, allows any character, up to the number of asterisks in the mask.

~ - Left justified input, allows any character, up to 512 characters, width of window set by value in *Scroll* field.

- Left justified numeric input, up to the number of pound signs.

##/##/#### - Date input. The slashes appear as part of the mask. The operator does not type them.

>###|,###.#* - The > as the first character causes input to be right justified. The | hides the comma until the mask fills beyond that point. The * allows one non-numeric character to be typed so a minus sign can be input.

Scrl (Scroll)

The Scroll field sets the horizontal window width (in screen pixels) for scrolling input. It is used with the '~' mask, which allows up to 512 characters to be typed. For other mask types, Scroll should be left blank.

Prompt Action

This field allows many characteristics to be defined for this prompt. Several Prompt Actions may be entered, separated by commas. Available options are:

IMG	Carriage return not required. The cursor moves to the next prompt as soon as this one is filled.
EDT	Edit mode on entry. Existing data won't be erased on first keystroke.
NIP	No input allowed. Cursor will not stop on this prompt.
SKP	Skip this prompt unless up or down arrow.
VAN	Make this prompt invisible. Cursor will not stop on it.
NEC	No echo. Typed characters show as asterisks (*).
KBL	Keyboard locked. **[F1]** for help only.
UCS	Force everything to upper case.
ULC	Force first character of each word to upper case.
UCL	Force first character of line to upper case.
DTE	Check for valid date.
TME	Check for valid time.
MSG	Display help message on entry to prompt.
UNI	Unitary number, '.00' is assumed.
DC1	Fixed decimal (.#).
DC2	Fixed decimal (.##).

DC3	Fixed decimal (.###).
DC4	Fixed decimal (.####).
DC5	Fixed decimal (.#####).
NCR	Turn cursor off.

Chars Allowed

This field limits the character set the operator can type to those specified. Enter the characters one after another with no spaces or commas.

Default Value

This field specifies an initial value to display automatically when the cursor enters the prompt. This value can be either a literal character string (surrounded with quotes), a data item, or a function. Do not use a data item that is not available when the report is launched. The data items which indicate a file of SYSTEM in the file definition are safe to use as defaults.

Prompt Function

This field allows the prompt to execute an SPL or C-language function on exit. The most common function is a look-up of names, customers, vendors, GL accounts or inventory. Here is the syntax for using these functions:

```
find_name()
find_ap()
find_ar()
find_emp()
find_gl()
find_inv()
```

Be sure to include the empty parentheses. These functions provide wildcard look-up and a directory for their respective files.

Rw

This is the row (in screen pixels) where the help message will be printed.

CI

This is the column (in screen pixels) where the help message will be printed.

Help Message

This field allows you to create a help window for the prompt, and locate it anywhere on the screen. Each prompt may have a separate help message. Since you must type the entire message on one line, you are limited to 512 characters. The help window may be broken into several lines by inserting a backslash (\) as necessary into the help-message line. You may highlight key words in the help message by surrounding them with curly braces ({}).

In the help messages of the sample screen, the first line prints in highlighted text and a larger font. This is accomplished with a control string placed before the text. The control string is normally not visible, but you may reveal it so it may be edited. Reveal the control strings by pressing **[Ctrl-Insert]**. Press **[Ctrl-Insert]** again to hide the control strings.

A control string consists of codes between double curly braces ({{}}). The typical help message sets a larger font (s=24) and moves the first line down 3 pixels (v3). At the end of the first line, the font is set back to original size (s=) and the line is shifted up 3 pixels (v-3). Many patches and masks on all **Pacifica** screens contain embedded control strings which you may examine by pressing **[Ctrl-Insert]**. The **[line]** instruction draws a single line across the help message.

To view your help message as you are editing it, press **[F8]** to display the screen, move to the correct prompt and press **[F1]** to display the help.

When you have finished editing your custom report form, and, periodically during the editing process, press **[F10]** to save the report form. The original report form (in an ASCII file on disk) will be renamed with a file extension of ".S$G" each time you save the current form.

> **Note to Value-Added Resellers:** If you have modified an ASCII report form with a text editor, these changes might be lost if you use *Add/Change Custom Report* to edit that form. Be sure to save under a different name any report forms that you change with an editor.

Report Writer Tutorial - Two Sample Reports

Included in the Pacifica installation are two report forms called NAMELIST.R$G (it prints a simple name list) and SALESREP.R$G (a more complex commission report). The name list is about as simple as a report can be, and still be a report. We'll start with it.

A Simple Name List Report

Log into the DEMO.APL database (use the login DEMO). This will be a safe place to test our sample reports with real data. Display the Add/Change Custom Report screen, with the cursor on the File Name field. Either type the first name of the report, **NAMELIST**, or press the **F4** key for a list of all the source code files in the directory named above, and pick **NAMELIST** from the window.

The Report Name, Simple Name List, will appear on the Print Custom Report Menu. This report is designed to fit a letter-size sheet, with columns set to 80 and lines set to 66. This means that header items with a column of **C** (centered) will use 80/2 (40) as the page center. The report body is set to 58, which will leave a 1 1/4 inch margin at the bottom of each page. We're not limiting the report to users within any module. We are including all detail, and not formatting for data export. We don't want text to wrap, so long names or long addresses will be truncated, not broken and carried down to the next line.

On the Report Heading screen (page 2), the lower part of the screen will display a pale blue grid and an outline of the report. Try dragging the blue grid with your mouse, side to side and up and down. Return the grid to row 1 and column 1.

The first line of the Data Item/Mask area is shown on the grid as a line of "xxxxxxxxxxxxxx" on row 1, centered at column 40. The data item, COMPANY NAME OF SYSTEM, can be found by clicking the walking fingers button (or the F5 key), and opening the SYSTEM file.

Notice that the second line has a mask, but no data item. Everything that needs to print for the report name is contained in the mask, so no data item is used. The mask has some interesting font controls in it, so lets look more closely at them. The font controls are surrounded by angle brackets "<<xxx>>", and there are several separate controls inside. The first one, **s=36**, sets the font size of the following text to 36 point. The next code, **a=279a**, sets the font to italic outline. The inside of outline letters must be filled with a color, or, by default, they will be filled in with black. The next code, **c=white**, sets the fill color to white. Next we change the font with **f=times new roman**. Since the larger font

needs more vertical space, we will push the text down 3/4 of a line with the code **v=.75**. On the other side of the text, **Simple Name List Report**, we should subtract the same vertical offset, with **v=-.75**. The other codes are automatically reset to their original values at the end of the mask, so you don't usually need to do anything to turn them off.

The order in which the font control codes are used usually makes no difference. They affect the text or the mask immediately to the right of the control. Different codes can be inserted at different places in a line of text.

On row 5 of the header, at column **L**, we have defined a TITLE BAR, which causes descriptive column headings to display on row 5 of the grid. On row 6, a line 80 columns long is drawn across from the left column. The line will print between the column headings and the body data.

On the <u>Report Body</u> screen (page 3), the data items for the report are defined along with the titles for the column headings. For each printable column on the report, there is both a **Data Item** and a **Mask**. Since we want all of these items to print, each has a non-zero column value. One of the items (the name, defined as NAME(1) OF NAME) has a **Y**in the hotspot (H) field, which gives that field drill-down capability when the report is printed to the screen.

The mask justify fields (the **J** to the right of the mask) have been left blank. They will default to **L** (left justify) if they are blank. The names in the Title on Heading field are the ones provided by the report writer, except for **City, State, Zip**, which was typed in. Look at the data item for City, State, Zip to see how we've combined several data items into one spot on the report. We are using the plus (+) to concatenate several strings into one data item. Literal text, such as the comma/space, must be surrounded by quotes.

Notice the mask used for the telephone number. The first replaceable mask character is inside the parenthesis. This mask uses the right-leaning apostrophe (the one by the Enter key), causing the phone number to be right-justified within the mask. This way, a phone number without area code will print like this:

    ( )555-1212

The digits inside the mask are right-justified, but the formatted phone number, including the parentheses and hyphen, is left-justified on the report.

Also note that we have asked for only line #1 of the name and telephone number. We do this by including the subscript "(1)", as in:

        name(1) of name
        telephone(1) of name

If a name record has several names or several phone numbers, we want to print only the first one. The address may also have multiple lines, and we didn't restrict it, so multiple addresses, each on a separate line, may print. If we only wanted the second name to print, we could use something like this:

        name(2) of name

On the blue grid, you can see the space occupied by the data items and marked by lines of "xxxxxxx". Below the data items, any subtotals will be displayed. This report doesn't have any subtotals, so one empty subtotal displays. We'll skip over the Report Subtotals screen for now.

The Select/Sort/Filter screen (page 5) does three useful things for our simple name list. The report writer could actually derive this name list from any of several areas in the database (AP, AR, CD, SI, TJ to name only a few). The data, and the resulting report, would not be the same from each of these areas. The data would not be incorrect, but it isn't what we would want for our report. We simply want all the names, and nothing but the names, so we'll tell the report writer (in the Select Data From field) to select from the NAME list.

Next, we'll sort the data. We want two levels of sorting, first by city, then within the city by alpha name (the Search Name field on the name screen). Remember that we find these sorting data items by clicking the walking fingers button (the **F5** key).

Finally, we'll omit every name record that is outside Washington state, by applying a simple filter. Be sure that literal text, such as "WA", is surrounded by quotes.
Our simple report doesn't need a fancy launch screen, so we won't add anything on the Build Launch Screen screen (page 6).

We're ready to test the report! Before it can be printed, the report form must be compiled into the database that you are logged into. When you press the **F10** key to save the report form, the form is not compiled at that time. There are two compile options available: **Ctrl-F10**, which saves the form, then compiles it into the database, and **Shift-F10**, which saves the form, compiles it, and runs the report, taking you to its launch screen. While modifying and testing, use the **Shift-F10**. When you test-print, then exit, you will return directly to the report writer, ready to modify again.

When the report is perfect and you have compiled one last time, you will not print the report from within the report writer, but will select it from the Print Custom Report screen.

A More Complex Commission Report

In this tutorial, we'll concentrate on the more complex features of the report writer and pass quickly over the features we pointed out in the Simple Name List report. Highlights that we will cover include in-line logic in a body data item, several levels of subtotaling, complex filtering, indexing and a launch screen. If this sounds overly complicated, consider the difficulty of preparing a commission report from data gleaned from spreadsheets, or worse, entirely by hand. Let's plunge ahead.

Log into the DEMO.APL database (use the login DEMO). Display the Add/Change Custom Report screen, with the cursor on the File Name field. Either type the first name of the report, **SALESREP**, or press the **F4** key for a list of all the source code files in the directory named above, and pick **SALESREP** from the window.

When you move to the Report Heading screen (page 2), you'll notice that there is a lot more going on here. Drag the blue grid around and have a look. Then, press the **F6** key to view the full-size grid. Drag it if necessary. Press the **Esc** key to return to the smaller view.

The report heading is similar to that of the Simple Name List, but prints many more items. Several are right-justified, placing them at column 80. Remember that the page width is set on the first screen, in the Page Width field, and this value is used to center and right-justify header items.

The report starting and ending dates are interesting. On that line, the Data Item field contains two data items, separated by a comma, and the Mask field has space for the two data items. Also notice that the data items are to be taken from the report launch screen.

This report uses a TITLE BAR, and an underline prints beneath. Scroll down to find the line which prints the underline. As we learned before, the TITLE BAR prints and maintains the column headings taken from the Title on Heading field of the report body. These titles are two and three words deep, not just one. We'll see how that's done when we look at the Report Body screen.

On the Report Body screen (page 3), the data items are somewhat more complicated than what we saw in the Simple Name List. Some of the data items are in upper case, some are lower case. Generally, that makes no difference, except that longer statements can be displayed in lower case, with more of the line visible at once. The field can contain data items or complex statements up to 2000 characters long. When you select a data item using the walking fingers button, it will be upper case.

The data item at column 42 may have caught your attention. This is an **in-line logical statement** which evaluates two or more data items and prints something based on the result. The logical statement must cause a value to be placed into the object called **data**, from where it will print. Let's examine the line carefully.

cost = invoice total cost of si: if cost = 0 cost = invoice total of si * .75: data = cost else data = cost

This line contains several related, but separate, logical statements, separated by colons (**:**). The value of **cost** is first set to invoice total cost of si. The variable named **cost** is a floating point accumulator of the same type as the values named in the Total field, but **cost** is not found in the Total field (we don't want **cost** to accumulate a running total). We must declare **cost** to the report writer, which we do on the Select/Sort/Filter screen, in the Var Types, Variable Names field. Now that the report writer knows what **cost** is, we can use it in formulas, as you will see in the next lines.

When we have placed a value in **cost**, we test it to see if it is zero. If the sales invoice has no cost of sale, we assume that the cost of sale should have been 75% of the sale. Either way, the invoice cost ends up in **cost**. Finally, we place the value of **cost** into **data**, which we must do in order to print it.

Then we notice an odd thing. The line ends with this confusing statement:

> data = cost else data = cost

The **else** defines an optional clause which works with the **if** clause. Let's simplify the line to clarify what is happening:

> if cost = 0 cost = 50: data = cost else data = cost

When the **if** clause proves true (when **cost** is zero), the statements to the left of the **else** are performed. Otherwise, the statement(s) to the right of the **else** are performed. If the **else** clause were omitted, it would be sorely missed. Let's see what will happen without it:

> if cost = 0 cost = 50: data = cost

This example looks simpler. Why will it fail? If the test proves true (if **cost** is zero), then **cost** is set equal to 50 and **data** is set equal to **cost**. That's just what we wanted.

However, if the test proves false (if **cost** is not zero), then any statement(s) to the right of the **else** will be performed. There isn't an **else**, so nothing will be done, and **data** will not be set to **cost**.

The following data items, at columns 56 and 72, contain formulas, different from an in-line logical statement. They don't evaluate anything and don't make any decisions. They just compute a value in the same way each time, and the total, which is not placed into **data**, prints directly. Notice that both of these formula lines make use of **cost**.

The **double(100)** is a cast, which causes a double floating point 100 to be created. If this was not used, a short integer 100 would be created instead, with much smaller capacity and no ability to store decimal fractional values.

The last data item is a puzzle. With a column value of zero, it is not meant to print. But what does a data item of **1** do? Notice that this line has a total accumulator (called **cs_count**). Each time an invoice passes through the filters and is included, this line causes **1** (the value of the data item) to be added to the value of **cs_count**. Later, we'll print **cs_count** on one of the subtotals.

We also accumulate running totals on the total sales and total cost of sales columns.

The titles in the Title on Heading field contain backslashes, and this is what breaks the titles into multiple lines in the heading. Some of the titles begin with a backslash, which pushes the whole title down one line (for that column only).Two of the body items have drill-downs defined for them. The justification for the titles is the same as that for the data in the columns below, although it doesn't have to be. You may prefer the appearance of centered titles over right-justified data in many cases.

For our Simple Name List report, we skipped over the Report Subtotals screen (page 4), but not this time. This report makes heavy use of subtotals, and that can be a difficult subject. To simplify things somewhat, remember that each subtotal definition is separate from the others, even when they seem closely related.

On the subtotals screen, start by dragging the grid up a little so the first subtotals are visible. Usually, you will want to align items in the subtotal with columns in the body, so make both visible. The first subtotal of five should now be displayed in detail on the screen. In the upper-right, find the **Subtotal 1 of 5** buttons, and click up through the five subtotal definitions, then back down to subtotal 1.You will use these buttons, and the **Insert**, **Delete**, **Copy** and **Paste** buttons to add and delete subtotal definitions.

A subtotal prints when certain conditions are met. This might be at the end of each page, at the end of the report, or when some data item changes or reaches a certain state. This first subtotal prints when the salesman changes. What does this really mean?

In the Break When field, we are watching SALESMAN OF SI to see when it changes. This data item is not the name of the salesman, but a RELATION, and is considered non-printable. You have already learned that non-printable julian dates are very useful in reports when dates and date ranges must be compared. A relation is a numeric identifier that uniquely describes a record in the database, a salesman record in this case. But you might expect the salesman of si to change with almost every invoice, since all salespeople are selling at once and inputting invoices at random. This would be true if we were printing in invoice number order, but we are sorting the report by salesman. That way, all invoices for one salesperson will be delivered, then all invoices for the next salesperson, and so-on. The **changed()** function is used to compare the current salesman relation number to the last salesman and

trigger this subtotal when they are different. A change in the data from one record to the next is difficult to test for without the **changed()** function. A report can test for many conditions besides a change in data to trigger a break. Read the section Filtering Your Data for a complete discussion of the use of the Break When, Opr, Target Value and And/Or fields.

This subtotal doesn't print at the end of a salesperson's invoices, but at the beginning, as a group heading for that salesperson. Notice that the Controls field contains a 7, indicating that fact. When the report begins to run and before any data has been selected, the salesman of si is blank. When the very first invoice is selected, the salesman of si changes to a non-blank value (maybe zero, indicating no salesperson), and this subtotal is triggered. If this subtotal was designed to print the total of a salesperson's activity, that would cause a problem, since we haven't accumulated any invoice activity before the very first invoice. A subtotal that is a group heading will trigger on the change from blank to any value (at the first selected record). A subtotal that is not a group heading will trigger on a change only after the first non-blank value has been encountered (i.e. after the end of the first salesman's invoices).

The data items and masks for subtotals are handled similarly to those of the report body, except that a row value must also be specified. On this subtotal, the SALESMAN NAME OF SI field has a drill-down defined. The second subtotal is very similar to the first, and prints a group heading for each customer under each salesperson.

The third subtotal is quite different from the first two, and probably behaves more as you would expect of a subtotal. It prints customer totals at the end of the customer's detail. These totals are the values that were accumulated from the report body. When the subtotal has finished printing (all lines), these accumulated values are cleared.

When the customer totals are ready to print, we have already moved on to the next customer (that's how we knew we had reached the end of the previous customer's invoices). When we print the customer's ID number next to the totals, we use the **old()** function to retrieve the ID number of the previous customer, not the current one. Our accumulated values will be cleared in preparation for the next customer, but we want to preserve and add to them to generate totals for the salesperson. We name those in the Total field of the subtotal, just like we did in the report body.

Subtotal #4, which prints the totals for each salesperson, introduces another method for printing titles in the form of a heading line above the total amounts. The titles are simply a line of text printed across the page on the row above the totals. Between each word of the title line, there is a positioning code inside double angle brackets. All of these titles are right-justified in their respective columns, but they could have used **x=nn** for left-justify or **cn=nn** to center the text. These code coordinates differ slightly from the row and column coordinates in that they are zero-based, not one-based. That is, the left-most column is 0, not 1, and the rightmost column (on a letter-sized sheet) is 79, not 80.

The last subtotal (5 of 5) is a grand total for the entire report.

On the <u>Select/Sort/Filter</u> screen (page 5), we put many of the fields to work for us. Starting with the Select Data From field, we name the **SI** file as the basis for the report. Then, in the By Which Index? field, we name the **TJ** file and **DATE** index. Isn't that a conflict? We ask for the **SI** file, then ask to use an index from the **TJ** file. Here is why that will work.

The data will actually be selected twice. First, the **DATE** index is used to select the data from the **TJ** file (the **TJ** section of the database isn't actually a file, but it's simpler to refer to it that way). That data is filtered, and the acceptable records are indexed according to the sort defined in the Sort Data On field. The index that is built is an index to the **SI** file, and it includes only **SI** records that have passed through all filters. The second data selection, from the newly-built index, selects from the **SI** file, just as the Select Data From field indicates. If you select from one file and index on another, you must specify a sort, which causes a temporary index to be built on the Select Data From file name.

We've asked that the **DATE** index be used, because this kind of report usually prints over a limited date range, and should reject all records outside that period. As the database grows larger, a great deal of data will be outside the date range, and would be rejected by the report. We don't want to read that data just to reject it, because the report will run more slowly every month. If the **SI** file had a **DATE** index (it doesn't), that would be the index of choice. The **TJ** file's **DATE** index is usable, but it has a disadvantage. It includes all journals, not just the **SI** journal. For the requested date range, we must filter out records from **CD**, **CR**, **PJ**, **PI** and **GJ** journals. Even so, this index is very fast to use.

We can only use the index efficiently if we can start and end our data selection exactly where we want. If we start at the beginning of the DATE index, and go to its end, that might be slower than

reading every SI record only to reject most of them, because, while TJ records are usually smaller than SI records, there will be one TJ record for every SI, and one for every CD, one for every CR, etc. We tell the index where to start and where to end by providing values in the Index Start Data and Index End Data fields. Typically, this data will indicate a screen prompt, in order to start and end with values the operator types on the report launch screen. **1 OF SCREEN** and **2 OF SCREEN** are the starting and ending dates on the launch screen. From the way these values are used (in the DATE index), the report writer assumes they should be julian dates, and converts them automatically in this instance. If you converted them yourself, that would also be acceptable. You might input that conversion like this:

> jdate(1 OF SCREEN)
> jdate(2 OF SCREEN)

The data items **1 OF SCREEN**, **2 OF SCREEN** (up to **50 OF SCREEN**) are not found in the data lookup displayed by clicking the walking fingers button (the **F5** key). Just type the text in.

The data filter tests data from two files and the screen before an invoice is accepted. First, since the initial data selection is from the **TJ** file, and will include other journals as well as the **SI** journal, we filter out all but **Source Journal** of 4. The second line, associated with the first line by **AND**, filters out voided **SI** records. The third and fourth lines are separate from the first two, and are associated by **OR**. They check for either no specific salesperson, or test the invoice against the salesperson typed on the screen by the operator.

We have mentioned operator input on the report launch screen. The Simple Name List report allowed no operator input beyond pressing one key to print the report. All standard system reports provide several setup options before printing, and the commission report has a screen like that. Let's look at how it was built, on the <u>Build Launch Screen</u> screen (page 6).

This launch screen has three lines, forming three data input prompts on the launch screen. Each line specifies pixel coordinates for the patch (caption) portion and mask portion of the prompt, text for the patch, a mask for data input, parameters for modifying the appearance, behavior and filtering capabilities of the prompt. A default value can be displayed. For this report, dates are taken from the **SYSTEM** record. Literal text strings may also be used as defaults, and must be enclosed in quotes.

Launch screens are complex, and the job of adjusting pixel coordinates can be tedious. There is a quick built-in shortcut in the **Sample Screen** button at the top of the screen (the **F7** key). This loads a functional screen which you may modify to suit your requirements. To delete a prompt from your screen, display page 6, <u>Build Launch Screen</u>, place the cursor on the line representing the prompt to delete, and press **Ctrl-Z**. To add a new prompt, arrow down to the first blank line and type it, or press **Ctrl-G** to duplicate a line to the line below, or press **Ctrl-B** to make a blank line and push the other lines down.

Display the launch screen while you are on page 6 by pressing the **Display Screen** button (the **F8** key). You can use the cursor to move through the fields, but you can't print the report from here. If you place the cursor on a prompt and hold down the **Alt** key, you can use the arrow keys to move the mask portion of the prompt. If you hold down the **Ctrl** key, the arrows will move the patch portion. If you hold both the **Alt** and **Ctrl**, the whole prompt moves.

Report writer screens support one kind of prompt function, with six variations, for data lookup. This report uses the **find_emp()** prompt function to provide a list of employees.

Your screens can display help messages similar to those of system screens in Pacifica. Since each help message must be composed entirely on one line, the backslash character is used to break the line when the help message window displays.

Now, compile the report for a test print by pressing the **Save & Run** button (**Shift-F10**). When the report compiles correctly, the launch screen will display, ready to print. This also installs the report permanently into this database.

> **Note:** If you encountered any compile errors while *Pacifica* was compiling your custom report form and you attempt to launch the report, the final compiled custom report may not work correctly and may cause erratic operation of your computer. This will not damage your data files in any way unless you have manually modified the report code using a text editor.

Print Custom Report

The *Print Custom Report* menu option displays the custom reports you have created, saved and compiled using *Add/Change Custom Report*. When you design and save a report, it is only available to print from the database where it was created. To make the report available to other databases in *Pacifica*, you must log into each database, run the *Add/Change Custom Report* program, display and compile the report (the .R$G file) in that database. If the database is on a different computer, copy the report program file (the .R$G file) to a diskette and copy it to the other computer.

The Print Custom Report screen displays the names and descriptions of up to 15 custom reports at one time. Type the line number (or letter) of the report you want or use the arrow keys to move the highlight bar to the correct report and press **[Enter]**. If the name you want has not appeared, press **[PgDn]** to continue the list. Press **[PgUp]** to return to a previous page and **Q** to quit without selecting a report. Only compiled reports are displayed for selection.

To start a custom report, select Print Custom Report from the Custom Reports menu.
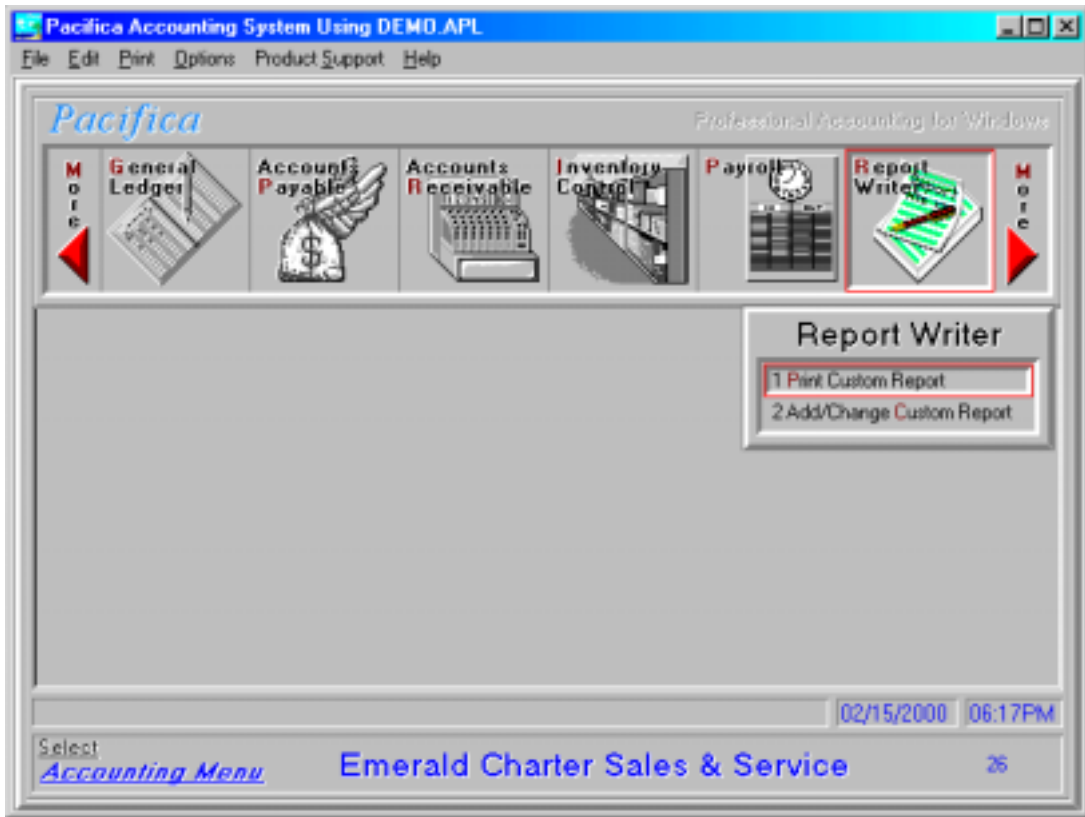
Main Accounting Menu - Print Custom Report

Print Custom Report screen

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Right arrow key, 2.14

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