

A full-page background image of a sunset over the ocean. The sun is low on the horizon, creating a bright orange and yellow glow that reflects on the water's surface. The sky is filled with soft, golden clouds. The water in the foreground is a deep blue with gentle ripples.

*Pilot*TM

by *Pacifica*TM

Business Management
and Accounting
User's Guide

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A large, white, serif number '1' is centered on the page, partially overlapping a sunset over the ocean. The sun is low on the horizon, casting a golden glow across the sky and reflecting on the water. The sky is filled with soft, golden clouds. The water is dark blue with small waves, and the overall scene is serene and beautiful.

1

CHAPTER ONE
Introduction

Overview

This section is designed as an introduction for those who have little understanding 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. Pilot was not designed to replace the experience afforded by a 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. Pilot 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 adjusts 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 revenue 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

Pilot accounting software follows Generally Accepted Accounting Practices (GAAP) throughout. It is kept in balance through double-entry accounting. Each business event is recorded in a balanced transaction affecting two or more ledger accounts. A transaction contains a date, a description, and a dollar 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 are two or more equal and opposite balancing dollar amounts. Pilot automatically generates symmetrical entries for the appropriate journals:

- Accounts Payable Journal (purchase invoices and disbursement checks)
- Accounts Receivable Journal (sales invoices and customer payments/receipts)
- Payroll Journal (pay checks)
- General Ledger Journal (miscellaneous adjustments, end-of-period and closing entries, etc.)

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, 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 the debits of the transaction, and the right side represents the credits. A single transaction can have as many debit and credit lines as needed to describe the business event. The sum of the debits will always equal the sum of the 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

Pilot is divided into five functionally related accounting modules: General Ledger, Accounts Payable, Accounts Receivable, Inventory Management, and Payroll.

General Ledger

The General Ledger module is at the center of the accounting activity. In Pilot, most transactions are entered into one of the other modules, but each one affects one or more General Ledger accounts. The General Ledger 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 Balance Sheet, an Income Statement or other General Ledger reports with up-to-the-moment information.

Accounts Payable

The Accounts Payable module manages events relating to the purchase of products and services from outside sources. The Accounts Payable module is used to enter and track inventory purchase orders, 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 Accounts Receivable module manages events associated with customers and/or the sale of your company's products and services. Use Accounts Receivable to create and print quotations, sales orders, invoices, credit memos, statements, and to record customer payments and other 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 Inventory Management module occur due to the purchase of products and services through Accounts Payable and sales of the same through Accounts Receivable. Use the Inventory Management 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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2

CHAPTER TWO

Getting Started

Overview

Before you begin using Pilot, please read this section completely. You can use it as a reference later, but the rest of the User's Guide 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 Pilot and starting to build your company databases 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, Data Entry Screens and Report Parameters Screens

Pilot uses three basic types of screens: the *menu* screen, the *Data Entry* screen, and the *Report Parameters* screen. The *menu* screen displays Pilot’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 *Data Entry* 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 *Windows Treeview* menu is used to move from one accounting function to another. The menu, displayed at the left side of the main Pilot screen, has three sections. The center section divides the accounting functions into several groups. When you select one of these groups, the upper menu section displays selections from that group. The lower menu section lists the names of the screens that are open. Menu items represent *Data Entry* screens, *Report Parameter* screens and other menus. To select a menu item, click it with your mouse or use the up and down arrow keys to highlight the desired selection and press [Enter].

Data Entry Screens

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

To open a data-entry screen, you will click a menu item from the top menu section, click a screen name on the *Open Items* menu section, double-click to drill down from another data

item or click a hot spot on a report. When you open a screen, its name will appear in the *Open Items* section of the menu.

You can open as many *Data Entry* screens at once as you need, and you can open the same screen multiple times. You can make screens any size by dragging any edge or corner. If you maximize the size of a screen, all other screens will be hidden behind it. If you minimize a screen, it will remain on the *Open Items* menu.

Each *Data Entry* screen displays a field label to identify each field either immediately to the left 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.

The icon bar on the top of the screen lists the function keys that are active on that screen. In addition, most *Data Entry* screens have 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 *Data Entry* screen is opened from the 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 *Disbursement Check* screen. Setting your system defaults will be part of the installation process described later in this section.

Report Parameters Screens and Printing

Report Parameters screens are similar to *Data Entry* screens. The parameters you will set depend on the type of report, and may include selections for customer or vendor name, date range, report style and width, paid or open and many others. These parameters allow you to print just the data you want.

As with *Data Entry* screens, you can open as many report screens at once as you need, and print multiple reports simultaneously.

The Printer: field at the bottom center of the screen displays the destination of the composed report when you print using [F3]. This is usually the default Pilot or Windows printer. Clicking on the printer name displays a list of available printers, allowing you to select a different one.

When all parameters on the launch screen have been properly set, press [F2] or [F3] to begin printing the report. The report will run until it is finished with no further intervention.

You can specify other destinations for the report.

F2 	or [F2]	Print to the screen.
F3 	or [F3]	Print to the selected printer.
F4 	or [F4]	Print to a text file.
F10 	or [F10]	Print to an Excel spreadsheet.
SF10 	or [Shift-F10]	Print to a Word document.
CF10 	or [Ctrl-F10]	Print to an email document.
AF10 	or [F11]	Print to a PDF document.

After the report is displayed on the screen with [F2], you have other options:

[PgDn]	Page down one full screen of information.
[PgUp]	Page up one full screen of information.
[Home]	Move to the top of the first page of the report.
[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 and with the mouse wheel.

Most reports in Pilot have hot spots, displayed in green, that link to records in the database. Touch a green hot spot with the mouse and it turns red. Click to drill down. If you make changes to the record and save them, the report will not reflect those changes until you reprint it.

After you follow a link, the link will turn light blue to indicate that you have already followed it. Other hot spots on the report may link to the same record, and they will all turn blue at once.

Reports that you design using the report writer can have hot spots that work the same way.

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

[F6] - identifies the text you want to find and displays the first occurrence.

[F7] - finds the next occurrence of the text.

[F8] - 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. Since the search is text-based, only text that matches exactly (aside from case) will be displayed. For example, if you are searching for the amount “28,456.75” and the report has commas in the amount column, your search must also include the comma.

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. You will have the option to select page numbers or ranges to print.

Report Output to Other Destinations

To send the report to a text file with a name of your choosing, click on the  button, or press [F4]. Pilot will ask you to name your file, and the report will then be sent to that file. ONLY in the case of output to a text file, selecting a larger font will spread the

columns farther apart. The text file contains no font or size information, so the character size will not change, but additional spaces will be placed between data items. This is useful if data from adjacent columns overlaps.

Most reports can be printed directly to an Excel spreadsheet by clicking  .

Open Office spreadsheet is also supported. When a report is printed to Excel, a popup window asks for the name and path of the spreadsheet file and whether the file should be opened in Excel. Various versions of Excel and Open Office spreadsheet have file size limitations. If you send a very large report to Excel, it may not open correctly.

All reports can be printed to PDF output by clicking  .

A PDF program (sometimes called a “distiller”) must be installed as a printer. The Pilot installation includes DoPDF, and you can install it free of charge. You can select PDF just as you select any other printer. If you create a Pilot printer definition called “PDF”, you can print to it just by clicking the PDF icon without changing your default printer. When you print to PDF, a popup window asks for the name and path of the PDF document and whether the document should be opened in a PDF viewer.

Most reports can be sent directly to an email form by clicking  .

Your workstation must be running an email client such as Outlook, Outlook Express or Eudora, and you must have a PDF printer installed with a Pilot printer definition of “PDF” set up. Pilot creates the report or document as a PDF attachment to the email.

In order for Pilot to find and attach the PDF file to the email message, the PDF must be created in your “My Documents” folder on your workstation. This way, your PDF and email reports will not be overwritten when other users email from Pilot. Your PDF writer will allow you to select your “My Documents” folder as the destination.

When you print to email, a standard email dialog will open so you can provide a recipient address.

Installing DoPDF or PDF995

Your Pilot installation includes setup files to install either DoPDF or PDF995 so that reports can be printed as PDF documents. If your workstation already has a PDF printer installed, you don't need to add either of these. You can install one or the other; you don't need both. After installation, your Windows printer list will contain a PDF printer. These PDF programs are licensed for use on a workstation, not a network server. They are not intended for multi-user use in a remote desktop configuration.

The setup file for DoPDF is called dopdf.exe and is found in the Pilot folder. The setup file for PDF995 is called pdf995s.exe and is found in the Pilot folder. Find them using My Computer or Windows Explorer, and double-click to run. The installer will provide instructions for proper set up.

Installing Open Office

Open Office is a free, community supported alternative to Microsoft Office. It is produced by Sun Microsystems, Inc. under the guidance of OpenOffice.org. Open Office includes a spreadsheet and word processing that are compatible with Pilot and with Microsoft Office documents. Open Office is not part of the Pilot installation, but can be downloaded free of charge from the www.openoffice.org website.

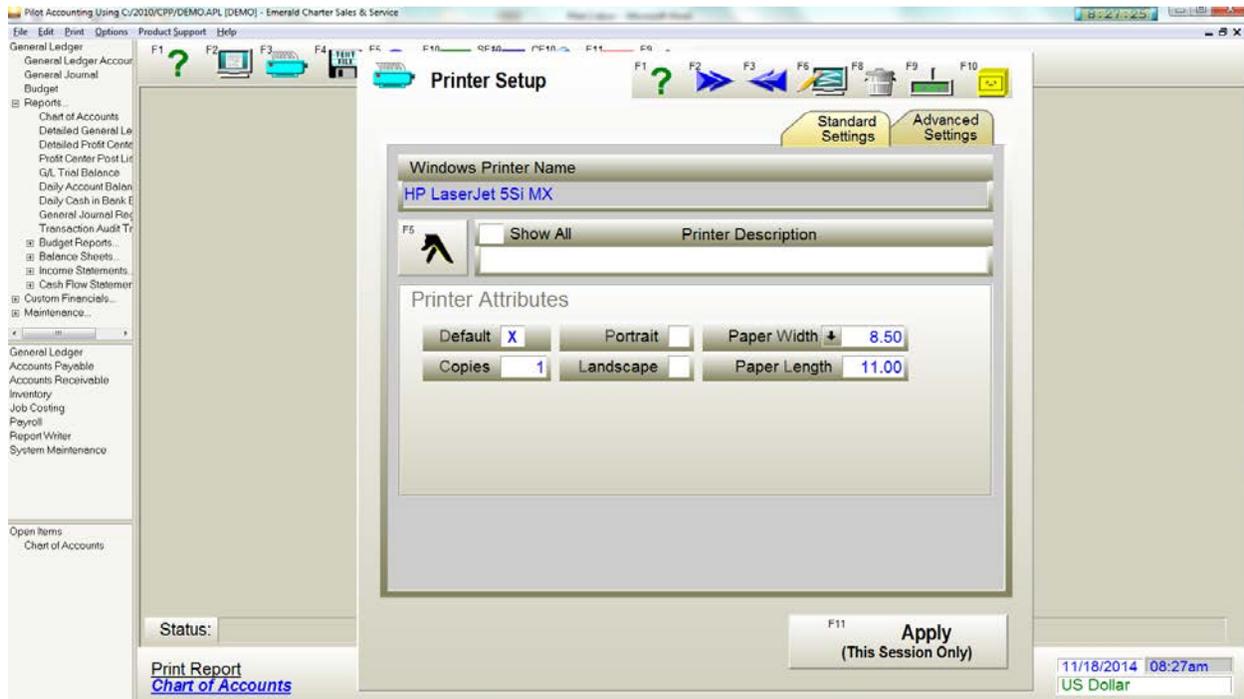
Printer Control – The Printer Setup Menu

If you're sending the report to a printer, Pilot 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. Pilot will remember the settings you choose for each printer, as long as you remain in Pilot. A printer should already be selected into the *Printer Setup* screen. This is either the Windows default printer, or the default printer for this user's login or for this report.

The Printer Setup Screen, Standard Settings Tab

The *Printer Setup* screen *Standard Settings* tab looks like this:



Printer Setup screen, Standard Settings tab

To choose from a list of printers available to Pilot, click on the walking fingers button or press [F5]. 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, orientation, character size, pitch, font and style, etc.

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

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 Pilot 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.

You don't have to save changes to a printer definition to use it. Until you select another definition or change this one, or exit Pilot, the selections on this definition remain active. To use a definition without saving it, just press [F11].

To save a printer 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  or press [F10].

You will be given the option to save temporarily or permanently. Temporary changes remain in effect while you stay in Pilot, and revert back to previous values when you exit. Permanent changes remain in effect until you change them again or delete the definition.

Printer Description

The optional *Printer Description* displays on the printer directory. Some reports will refer to the description when they automatically select a printer.

The Show All Checkbox

If you perform a printer lookup by clicking the walking fingers button with the *Show All* box checked, the printer definitions for every printer and every user will be displayed. Some of them may be for printers on other workstations or printers that you no longer have. These will be grayed-out, and you can't use them from your workstation. The *Show All* checkbox is for maintenance, so that you can find and delete old printer definitions.

Default

Check this box to set this printer as your Pilot default printer.

Copies

If you set this value greater than one, any report printed by this Pilot printer definition will print this number of copies.

Portrait/Landscape

Reports are most commonly printed in portrait orientation (tall and narrow). Wide reports may be more legible (particularly when printed on a dot matrix printer) if you select landscape orientation.

If neither of these boxes is checked, the print orientation is determined by the current printer settings. To force a desired orientation, check the box of your choice.

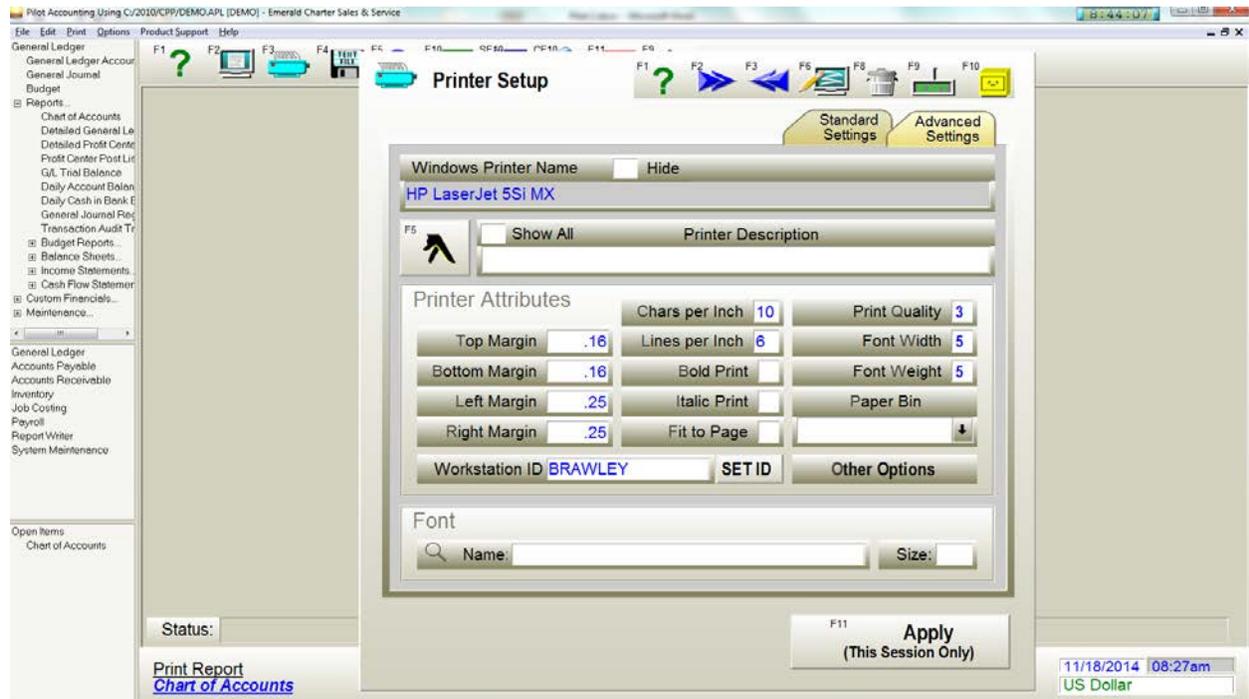
Paper Width/Paper Length

Most reports in Pilot, 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.

The Printer Setup Screen, Advanced Settings Tab

The **P**rinter Setup screen *Advanced Settings* tab looks like this:



Printer Setup screen, Advanced Settings tab

Margins

These fields are filled by default with the minimum values supported by the Windows printer driver of the selected printer. They are measured in decimal fractions of inches. You can increase these values to leave more whitespace (unprinted area) around your report pages. If you set these values to less than the defaults, the results are undefined.

Characters per inch/Lines per inch

Change these to condense or relax the character and line spacing. For most reports, characters per inch is automatically controlled by the page width and amount of data on the report line.

Bold Print/Italic Print

Select these options to print the entire report in bold or italic.

Fit to Page

For most reports, Pilot can automatically select the optimum character size and spacing required to format the report width appropriately for the paper width and orientation you've selected. To enable this feature, check the *Fit to Page* box.

Print Quality/Font Width/Font Weight

Use these options to adjust the output from dot-matrix style printers for maximum legibility.

Paper Bin

If this printer's driver supports the selection of specific bins (trays), you can choose one from this field's droplist.

Workstation ID

In Pilot, 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 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 Pilot.

Other Options

Click this button to display the Windows Printer control dialog for this printer.

Font Name/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, relationships 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 properly maintained.

When a report is printed to a text file, the file contains no font or font size information, but the font size has an important effect on the formatting of the file. A larger font places more space characters between the columns of the report. If data in adjacent columns runs together, solve the problem by enlarging the font.

Cursor Movement

When working with *Data Entry* 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] Move the cursor to the beginning of the line. If pressed again 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] Move the cursor to the end of the line. If pressed again 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.
- [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.

[Shift-Arrow]Highlight the text at the cursor for cut-and-paste.

Function Keys

Pilot 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 *Data Entry* screens. Shifted function keys (i.e., hold down the [Shift] key while pressing an [F#] key) behave the same way anywhere in Pilot. However, the unshifted function keys (i.e., pressing the [F#] key alone) work differently depending on whether they appear on a *Data Entry* screen or a *Report Parameters* screen.

Function Keys – Add/Change Screens

In Pilot, 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.
- [F10] Print the report to an Excel spreadsheet.
- [Shift-F10] Print the report to a Word document.
- [Ctrl-F10] Print the report to an email document.
- [F11] Print the report to a PDF document.
- [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.
- [F10] Print the report to an Excel spreadsheet.
- [Shift-F10] Print the report to a Word document.
- [Ctrl-F10] Print the report to an email document.

- [F11] Print the report to a PDF document.
- [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 Pilot

- [Shift-F1] Go to the Tasking function.
- [Shift-F2] Go to the *General Ledger* screen.
- [Shift-F3] Go to the *Name* screen.
- [Shift-F4] Go to the *Vendor* screen.
- [Shift-F5] Go to the *Customer* screen.
- [Shift-F6] Go to the *Employee* screen.
- [Shift-F7] Go to the *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 Pilot, 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 * to bring up a directory of the available screens.

Types of Data Fields

There are five types of data fields used in Pilot – 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 Y, 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 Pilot 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 *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

Pilot 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 2048 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 line is limited to 2048 characters, and an elastic field is limited to 65,536 lines. 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.

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. Move to the beginning of a report.
- [End] Move to the end of the field. Move to the end of a report.
- [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-Del] Delete everything in the field and/or everything in all of the fields that are on the same line. Pull lines below up.
- [Ctrl-B] Insert a new line at the cursor. Push lines below down.
- [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, Pilot 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 record that is displayed 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 a sales invoice number), so, at a minimum, you must change the identification code to a unique value. If you do not specify a unique identification code, Pilot automatically uses the last valid ID code from the System Defaults record and increments it by one before filing the record.

Setting Search Filters to Specify Selection Criteria

On a *Data Entry* screen, to select and display only the particular records you want, you can specify a search filter on one field or on as many fields as you want. Only records that match the specified search filters are retrieved from the database and displayed. Wildcard search characters may be used for approximate searches. (See below.)

To set a search filter, move the cursor to the field on which you wish to set selection criteria, then press [F5]. On the dialog box that appears, enter the selection criteria for your search filter, then press [Enter]. You can set only one search filter on each field, but you can set a filter on as many fields as you need to. When you have set all of the filters you need, press [F2] to step to the first matching record. This will display only the records that match all of the selection criteria. When you are searching with filters, you can press [F2] to step forward

(oldest to newest) in the database, press [F3] to step backwards, or press [F4] to display a directory list of matching records.

Wildcard Search Characters

Wildcard characters provide greater flexibility in your searches. In most cases, you are not searching for an exact match, but for records that fall in a range, or contain text similar to your template. Use wildcard characters to achieve this.

- * 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: SAN DIEGO, SANTA CLARA

Not: ODESSA, 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: SANDS

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...ABCDEFGH...abcdefgh...) to the largest. When comparing alphanumeric data, the value “20” is greater than the value “100”, but less than “twenty”, which is less than “TWENTY”. In Pilot, G/L accounts, invoice numbers, 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: SAN DIEGO, SANTA 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 * causes a directory to display.

Type: =SA [Enter]
Finds: SAN DIEGO, SANTA 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: ODESSA, SAN DIEGO, SANTA 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

Multiple search templates can be used simultaneously in different fields to find a set of data. However, only a single template can be set on each field. In order to use multiple templates on a single field, set one template using the logical operators:

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

Type: >=100 AND <=500 [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 Pilot, you may request a search directory at most 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  denotes a field where a directory is available. If you touch the magnifying glass, it highlights in green.

Clicking the magnifying glass with the left mouse button will display a directory of that field.

The directory search 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. Pressing just * displays every record available for a field.

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 [Esc] to quit without selecting a record. Select a record by typing its line number (or letter), or click on it with the mouse. You can also maneuver using the arrow keys, the scroll bar and the mouse wheel.

After a directory has displayed, you can sort it in column order by clicking on the title of any column. The first click sorts smallest to largest, and the second click reverses from largest to smallest. You can print a report from the directory by clicking one of the report buttons in the directory title area.

You can click and drag in the top border of a directory to move it. You can click and drag the edge of a directory to change the size of the window.

In some cases a directory is displayed automatically even though a lookup key was not pressed. 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™

Pilot 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. You will instantly be editing the record that value represents.

A similar capability is found in most Pilot reports when they are printed to the screen. Key data items appear in green, and they turn red when you touch them with the mouse. If you [LEFT-CLICK] on a red item, you will be editing the record that item represents. After you follow a link in a report, the link turns from green to blue.

The In-Field Calculator

In most data entry fields in Pilot, you can perform calculator-style computations on the data in the field. The result of your calculation replaces the data in the field. Enable the calculator function by pressing and holding the [Ctrl] key while typing numerals and math symbols. Release the [Ctrl] key to end the calculator function. If a field displays with a decimal point and decimal fill is turned off, you will need to use a decimal in your calculations. For example, to multiply 75 times 3, you will need to type $75.*3$. or your result would be $.75*.03=.0225$.

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].

Customizing Your Screens

Pilot allows you to make substantial changes to screens, including the prompt position and size, patch (caption), tab stops, input properties and other prompt attributes, and the default data in the prompt.

The *Edit Prompt Properties* screen is accessed by pressing [Ctrl-F1] from the prompt you wish to edit. The prompt editor screen pops up on top of the screen you are editing. You must log in with system-operator privilege for the screen you are changing in order to use this tool.

Fields on the Edit Prompt Properties Screen

Defaults List	

Prompt Properties screen

Prompt #

This is the number of the prompt you are currently editing. Use this number, along with the *Prompt Label* and *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.

Pages

If the screen you are editing has multiple pages, a prompt may display on one or more pages. You can move a prompt to a different page by typing a page number. If a different prompt already occupies that space, you will need to move prompts to make room. Use the Move Prompt button to do this.

Go To

When the operator presses [Enter] at this prompt, the cursor moves to the “next” prompt. If you want a different prompt to be the next prompt, enter the Prompt Label (not the Prompt #) of the prompt you want to go to.

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: Default, Yes or No.

Skip

The cursor skips this prompt when you are moving around the screen with the [Enter] 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.

Upper Case

All input will be forced to upper-case.

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

Pilot 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. The contents of list boxes is maintained in this field.

Move Prompt Button

Click this button to enter screen edit mode. The Prompt Properties screen will disappear and the original screen will be visible. The mouse will display a cross-hairs cursor when placed on a prompt, or a double-arrow cursor if touching the edge of a prompt. When the cursor is

touching a prompt, you can move the prompt or change its size by dragging with the mouse or pressing the arrow keys.

When you finish your changes, you must save them to make them permanent. Don't click the file icon that you see on the screen you are editing! This screen is not active, and your changes won't be saved. To save your changes, press [Esc] to re-enter the *Prompt Properties* screen, then press [F10].

If you want to undo changes that you have made with Move Prompt, select each prompt, then click the *Coord Defaults* button. If you click the *Screen Defaults* button, all of your changes will be lost and the screen will return to its original condition.

Edit Help Button

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

Prompt Defaults Button

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

Coord Defaults Button

Click this button to return this prompt's co-ordinates (location and size) 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. Pilot will prompt you for the name of the other database. The screen in the other database must have the same name as this one.

Use the  button and the  button to step through the screen prompts in number order. You can make changes to as many prompts as you need to before saving your changes with  .

When you have finished making your changes, save them before you exit the prompt editor.

Caution! Save by pressing [F10] or clicking the save icon on the Prompt Edit screen! Don't click the icon on the Data Entry screen!



If you don't want to save your changes, quit by pressing the  button.

After all changes have been saved, use the exit button (or press [Esc]) 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 your changes.

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.

You can even set listboxes on multi-line scrolling fields, such as the description of the *Sales Invoice* screen. When you do, a listbox button appears on each line.

Quantity Ordered	Quantity Shipped	Item Number	Description	Price Code	Unit Price	Line Total
			Terms: 6 monthly payments o ↓		.	.
				↓	.	.
				↓	.	.
				↓	.	.
				↓	.	.
				↓	.	.
				↓	.	.
				↓	.	.

Incrementing Document Numbers

For *Data Entry* screens representing documents (*Sales Invoice*, for example), or those representing customers, inventory items or any other records which must have a unique ID number, setting or changing a sequence is easy. Just place the cursor on the document number or ID field and press [Ctrl-F1] to display the *Prompt Edit* screen for that prompt. Type the starting number into the *Defaults List* field and save by pressing [F10].

Document or ID numbers can be alpha-numeric.

Fields like invoice numbers are incremented by default. To suppress this behavior, the value you enter in the *Defaults List* field must be preceded by “[#NOCHANGE]”, like this:

[#NOCHANGE]3456 The document number field always displays ‘3456’
or
[#NOCHANGE] The document number field is always blank

The number will not increment but you can override it for any new document.

Companies with multiple divisions or offices in different locations may need to maintain different document number sequences for the same document types based on location. For example, sales invoices produced within the Los Angeles office have a number beginning with ‘LA-’ and those from New York begin with ‘NY-’. Here’s how to achieve this:

- Give every Pilot workstation a Workstation ID indicating its location. For example, every Los Angeles workstation would have a Workstation ID beginning with ‘LA’. (An ID of ‘LA-ADMIN’ would be acceptable.) New York Workstation IDs would all begin with ‘NY’. See *Printer Setup Screen, Advanced Settings Tab*, earlier in this chapter, for instructions on setting a Workstation ID.
- On any document screen which requires a number sequence for each location, edit the document number field by pressing [Ctrl-F1]. Put two lines into the *Defaults List* field, like this:

[#LA]LA-5432
[#NY]NY-6789

Any workstation with a Workstation ID beginning with ‘NY’ will use and maintain the number on the line prefixed with ‘[#NY]’.

Any number of locations or divisions can be supported in this way.

Customizing Your Documents

Beautiful, professional documents are not an expensive luxury in Pilot. You may completely customize many of the document forms in Pilot 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 button.



When you click it, or press the [F6] key, the *Change Document Form* editing screen will display the current parameters for this document.

The Change Document Form Screen



Change Document Form screen

A prompt 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 attributes or adjustments for some items, indicated by the instruction column

In order for an item to be printable or have its intended effect, it must be turned on, or checkmarked. Hide or turn off items or features by removing the checkmark from the On column next to the feature. You can single-click on the On field to set or unset, or place the cursor there and press the spacebar.

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.

As indicated in the comments, some items may allow certain Attributes.

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.

Logos and Graphics

Most document forms can print up to four logos (bitmap images), any size and location. These images are loaded from files that you name, like this:

Feature	On	Row	Col	Wid	Dpth	Attribute	Caption	Comments
logo1	✓	0	0	1.25	0		pilotemerald.png	Coordinates and dimensions of first logo bitmap
logo2	✓	6	2	7.75	8.50	T=25	pilotwatermark.jpg	Coordinates and dimensions of second logo bitmap
logo3	✓	51	4	6.00	1.75		pilotagreement.bmp	Coordinates and dimensions of third logo bitmap
logo4		D	D	D	D		D	Coordinates and dimensions of fourth logo bitmap

Type logo pathname in caption field.
Example: logo_bmp = 'pacific\acme.bmp'
(Note: width and depth are in inches and decimals)

This invoice will print three images. The first is located in the upper-left corner and prints 1.25 inches in width. Note that the width and depth of an image is always in decimal inches, not columns and lines. However, the location of the image (row, col) is measured in lines and columns.

Notice that the first image has a depth of 0, which preserves its aspect ratio. Either the width or depth can be 0.

The second image is set as a watermark to cover most of the invoice behind the item lines. It has an Attribute of T=25, which sets transparency of 25% for the image. A higher value is more opaque, with values ranging from 0 to 100. The transparency attribute can be used with .JPG, .PNG and .TIF files.

The third image is a block of small text that prints near the bottom of the page. Follow these steps to create a text image:

- Type the text in a word processor.
- Adjust the text to produce a block of about the right dimensions.
- Print to a PDF file. View with Adobe Reader.
- Zoom the block to 400%.
- On the Tools->Select & Zoom menu, find the Snapshot tool.
- Right-click and Select All.
- Right-click and Copy Selected Graphic.
- Open Windows Paint and paste the image. Be sure the entire image was captured.
- Name it and save it. A type of PNG is recommended.
- When you place it on your document, you will adjust the dimensions precisely.

Several image types are supported:

JPG – best for photos. Very small size.

PNG – best for logos and artwork, the only type that supports alpha channel (transparency) internally. Very small size.

TIF – the format output by Microsoft Document Writer.

BMP – simple, flexible, but very large.

Saving and Updating

When you customize a document, the changes are saved in a text file for the database you are currently logged into. The document forms are not stored in your database file. The text file has the same first name as your database file and the extension “.INI”, and is in the same folder as your database file. Your backup routine should include this file. The form default values are stored in a text file called “FORMS.INI”, and this file may be updated with new forms or items when you update Pilot.

If you have other company databases in Pilot, they will have their own separate .INI files, and they 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.

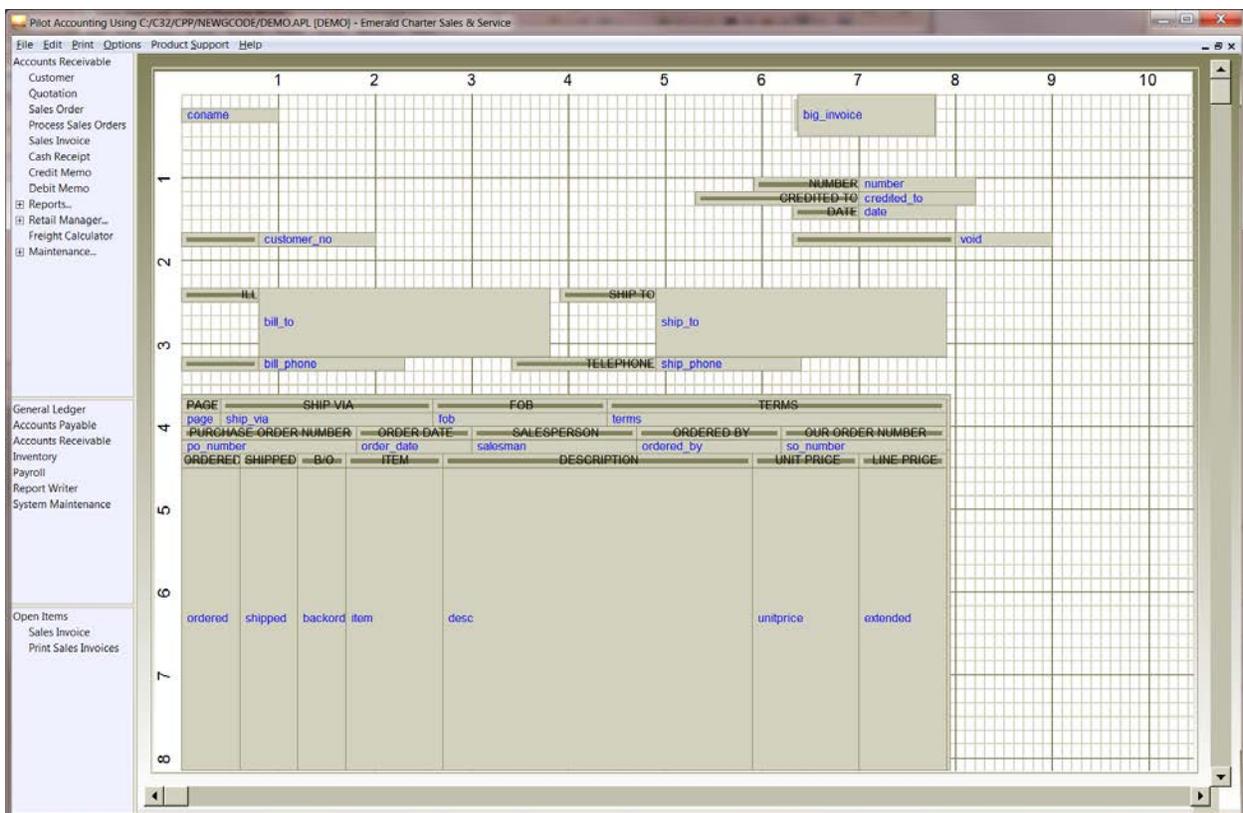
Log into the database into which you wish to copy a form (where the form is not customized yet). On the *Change Document Form* screen, verify that the correct form is displayed, by checking the form name in the upper right corner of the screen. The display won't show the customized features, but the 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 Pilot, 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 Pilot is installed. When you edit a form, any features found in FORMS.INI and not found in your database will be added to your form automatically.

If a recent Pilot update has caused a document to print improperly when you haven't made any changes, try moving an item over a column, then back to its original position, then save the form. This will update your form with any new items, and properly hide them unless you make them printable.

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.



Graphical Form Generator screen

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 cross-hairs, 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 prompt at the upper right describes the form.

If a recent Pilot update has caused a document to print improperly when you haven't made any changes, try moving an item over a column, then back to its original position, then save the form. This will update your form with any new items, and properly hide them unless you make them printable.

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 make a backup copy of your .INI file and 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.

If you frequently need to fax one of your forms, consider designing a separate version based on one of the miscellaneous forms, just for faxing. Turn off features such as blackbar, graybar, gradient and logos. Make the font larger. Consolidate items to make the form shorter.

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

Adjustable Report Setup

Several reports in Pilot have been designed with adjustable features so that you can select and move the data columns that print, hide columns that you don't want, sort and subsort by column, total and subtotal based on many data items, and save the customized report form. You will give the form a unique name so any user in the company can print reports from it.

You will follow a similar procedure to Customizing Your Documents (above) in order to create an adjustable report form.

Typical Adjustable Report launch screen

First, you will give your form a name. Type a unique name in the *Report Style* field. The name can contain spaces and punctuation characters. When you save your form, this name will be added to the Report Style listbox for this screen.



Next, press [F6] or click the  button to open the *Change Document Form* editing screen.

The screenshot shows the 'Change Document Form' editing screen for the 'Cash Disbursements Register'. The window title is 'Pilot Accounting Using C:/C32/PPP/NEWGCODE/DEMO.APL [DEMO] - Emerald Charter Sales & Service'. The menu bar includes File, Edit, Print, Options, Product Support, and Help. The toolbar contains icons for F1 (Help), F2 (Print), F3 (Options), F4 (Form Generator), F5 (Form Defaults), F6 (Form Rename), F7 (Form Copy), and F8 (Form Delete). The 'Form:' field is set to 'Cash Disbursement Register'.

Feature	On	Row	Col	Wid	Dpth	Attribute	Caption	Comments
								Cash Disbursements Register
form_owner	<input checked="" type="checkbox"/>	D	N/A	N/A	N/A			Use the column value to indicate the column or
reportname	<input checked="" type="checkbox"/>	D	N/A	N/A	N/A		CASH DISBURSEME	Enter one or more User IDs, separated by /
printer	<input checked="" type="checkbox"/>	D	N/A	N/A	N/A			Enter a printer name (Description) to select the
check	<input checked="" type="checkbox"/>	N/A	D	D	N/A		CHECK NO.	
nameid	<input checked="" type="checkbox"/>	N/A	D	D	N/A		NAME ID	
name	<input checked="" type="checkbox"/>	N/A	D-10	D	N/A		NAME	
date	<input checked="" type="checkbox"/>	N/A	D-10	D	N/A		DATE	
desc	<input checked="" type="checkbox"/>	N/A	D-10	D	D		DESCRIPTION	
memo	<input checked="" type="checkbox"/>	N/A	D	D	N/A		MEMO	
amount	<input checked="" type="checkbox"/>	N/A	D-40	D	N/A		AMOUNT	
discount	<input checked="" type="checkbox"/>	N/A	D-40	D	N/A		DISCOUNT	
net_amount	<input checked="" type="checkbox"/>	N/A	D-40	D	N/A		NET AMOUNT	
pi_control	<input checked="" type="checkbox"/>	N/A	D	D	N/A		INVOICE CONTROL	
vendor_invoice	<input checked="" type="checkbox"/>	N/A	D	D	N/A		VENDOR INVOICE M	
pi_date	<input checked="" type="checkbox"/>	N/A	D	D	N/A		INVOICE DATE	
due_date	<input checked="" type="checkbox"/>	N/A	D	D	N/A		DUE DATE	
received_date	<input checked="" type="checkbox"/>	N/A	D	D	N/A		RECEIVED DATE	
rec_date	<input checked="" type="checkbox"/>	N/A	D	D	N/A		RECONCILE DATE	
cash_gl	<input checked="" type="checkbox"/>	N/A	D	D	N/A		CASH ACCOUNT	
expense_gl	<input checked="" type="checkbox"/>	N/A	D	D	D		EXPENSE ACCOUN	
expense_pc	<input checked="" type="checkbox"/>	N/A	N/A	D	N/A		EXPENSE PROFIT C	
pi_desc	<input checked="" type="checkbox"/>	N/A	D	D	D		INVOICE DESCRIPT	

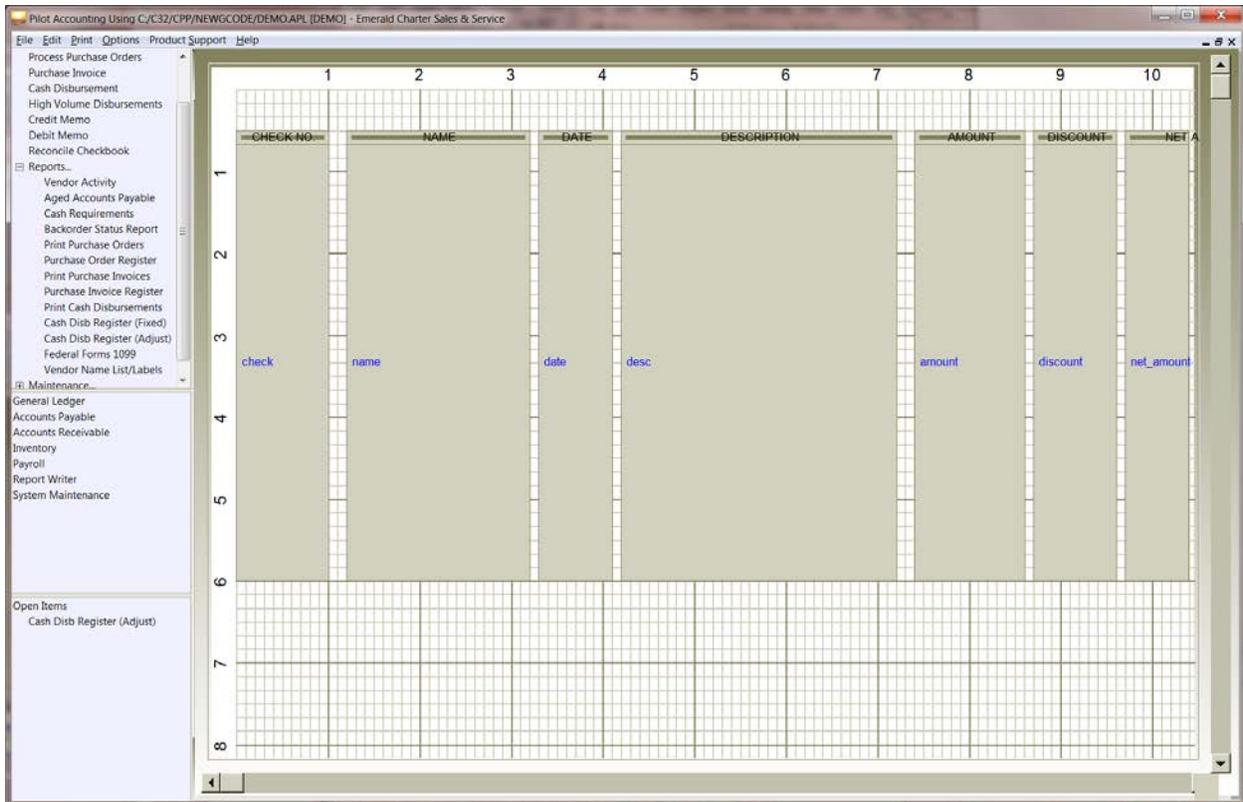
At the bottom of the screen, there is a status bar with the text 'Change Document Form', 'Emerald Charter Sales & Service', and '07/12/2010 09:17am US Dollar'.

Typical Change Document Form Editing screen

Turn on the columns that you want to print by placing a checkmark in the *On* column. You may want to move columns around on the report, or change their width.

The Form Generator Drag-and-drop Screen

Click the Form Generator button  or press [F6] to open the *Form Generator Drag-and-drop* screen where these changes can easily be made.



Form Generator Drag-and-drop screen

Use your mouse to drag the columns into position. The column heading appears at the top of each column. This heading name is found in the Caption of the *Change Document Form* screen, and you can change it. Double-click on any column to jump back to the *Change Document Form* screen and display that feature line.

When you place the mouse on a column, the cursor changes to crosshairs to move the column, or a double-arrow to change the width. To change the column order, drag one column past

another, either to the right or left. Columns can have from 0 to 2 spaces between, so you can prevent overlapping data. It is possible to have data that touches the next column.

When you have finished adjusting the columns, you must save your changes, but not on the *Form Generator Drag-and-drop* screen. Return to the *Change Document Form* screen and save your changes there. Return by pressing [Esc] or by double-clicking a column.

Some of the features don't cause a column to print, but offer control over the report. For example, the printer feature sets the default printer for this report. The report launch screen has several fields where you may want default launch parameters to appear:

- Sort By
- CD Status Flag
- Vendor Status
- Graybar (Y/N)
- Detail (Y/N)
- Pagebrk (Y/N)

sort1		N/A	N/A	N/A	0			Enter your sort/subsorts here. Type the sort name in the Caption field and remove the red dot from the Hide field. The sort must be spelled exactly like the values in the Sort/Subsort listbox. To subtotal on any subsort, set its depth to 1. NOTE: Not all subsorts will subtotal.
sort2		N/A	N/A	N/A	0			
sort3		N/A	N/A	N/A	0			
sort4		N/A	N/A	N/A	0			
sort5		N/A	N/A	N/A	0			
sort6		N/A	N/A	N/A	0			
sort7		N/A	N/A	N/A	0			
sort8		N/A	N/A	N/A	0			
sort9		N/A	N/A	N/A	0			
sort10		N/A	N/A	N/A	0			
defvendstatusflag		D	N/A	N/A	N/A			Caption is default value for Vendor Status Flag field
defstatusflag		D	N/A	N/A	N/A			Caption is default value for CD Status Flag field
detail		D	N/A	N/A	N/A			Caption is default value for Detail field Set row to 1 for summary detail
graybar		0	N/A	N/A	N/A			Caption is default value for Graybar field
pagebreak		D	N/A	N/A	N/A			Caption is default value for Pagebreak field

Near the end of the *Feature* list are features that set these default parameters. If your report should default to Detail = No, type N in the *Caption* of the detail line. You can change these parameters when you print the report without changing the form.

sort1	N/A	N/A	N/A	0			Enter your sort/subsorts here. Type the sort name in the Caption field and remove the red dot from the Hide field. The sort must be spelled exactly like the values in the Sort/Subsort listbox. To subtotal on any subsort, set its depth to 1. NOTE: Not all subsorts will subtotal.
sort2	N/A	N/A	N/A	0			
sort3	N/A	N/A	N/A	0			
sort4	N/A	N/A	N/A	0			
sort5	N/A	N/A	N/A	0			
sort6	N/A	N/A	N/A	0			
sort7	N/A	N/A	N/A	0			
sort8	N/A	N/A	N/A	0			
sort9	N/A	N/A	N/A	0			
sort10	N/A	N/A	N/A	0			
defvendstatusflag	D	N/A	N/A	N/A			Caption is default value for Vendor Status Flag field
defstatusflag	D	N/A	N/A	N/A			Caption is default value for CD Status Flag field
detail	D	N/A	N/A	N/A			Caption is default value for Detail field Set row to 1 for summary detail
graybar	0	N/A	N/A	N/A			Caption is default value for Graybar field
pagebreak	D	N/A	N/A	N/A			Caption is default value for Pagebreak field

The report can be sorted and subsorted on as many as 10 columns (data items), even if the column is hidden. On the adjustable report launch screen, the *Sort By* field displays a listbox of data items you may sort by. Type a data item, spelled exactly as it is in the listbox, into the Caption of one of the Sort lines. Set the Dpth (depth) to 1 if you also want to subtotal on that data item (subtotal when the item changes).

When you have saved your changes, a custom report will appear in the *Report Style* listbox with the name you gave it. If you left the form owner feature blank, all users in this company database can run your report. Set the form owner feature to one or more User Ids to limit the users who can see and print your report.

System Security – User by User

Pilot 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 Pilot 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.

Installing and Registering Pilot

Minimum Hardware Requirements:

- Microsoft® Windows® XP, Server 2003, Vista, Windows 7 or higher
- At least 500 Mbytes RAM memory
- At least 500 Mbytes available disk space
- 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 Pilot will have.

Installing Pilot on the Hard Disk

1. Insert the Pilot distribution CD-ROM into your CD-ROM drive. After a few seconds, the Setup Welcome displays. The appropriate setup routine will begin automatically. Alternatively, download current or archived versions of Pilot from www.pacificaresearch.com. A link on the home page identifies the current Pilot version, and the installer will run 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 Pilot files is C:\PILOT. 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.

Starting Pilot

Double-click the Pilot icon. The Login screen will be displayed.



The Pacifica Pilot Login screen

The setup program assigns Pilot 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.

Registering Pilot

On the *Product Registration* screen, enter your company's name, address, and phone number. Select all modules you wish to register by typing the number of users in the *Qty* field next to the module name.

The screenshot shows the 'Product Registration' screen with the following fields and data:

Company Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: () - _____
 Product: P
 Version: 5.2(B)
 Serial Number: PIL-00001-0001
 Hash Number: 131 240 431 233
 Registration: _____
 Expiration Date: _____

Registered Modules					
Standard	Qty	Plus	Qty	Other Add-Ons	Qty
G/L	2	G/L	2	Freight Calculator	0
A/P	2	A/P	2	Seed Inventory	0
A/R	2	A/R	2	Hay Brokerage	0
I/M	2	I/M	2	Entomology	0
P/R	2	P/R	2	Labor Contractor	0
POS	0	Multi-Currency	2	Sawblade Sharpening	0
		Fund Accounting	0	Coffee Roasting	0
		Project Mgmt	0	Packing Shed	0
		Job Costing	0		
		VAR Tools	0		
		Fault Tolerance	0		

Maintenance
 Product Registration

08/04/2010 08:04pm
 US Dollar

The Product Registration screen

Press [F2], and Pilot 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 Pilot and received your authorization key, you will not be able to enter more than five-hundred (500) transactions.

After 500 transactions, Pilot 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 Pilot

Double-click on the Pilot icon.

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]. Initially, both the OWNER and DEMO logins have no password. The OWNER login has special privileges which you will use in the future, and you will want to put a password on it, as described below.

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

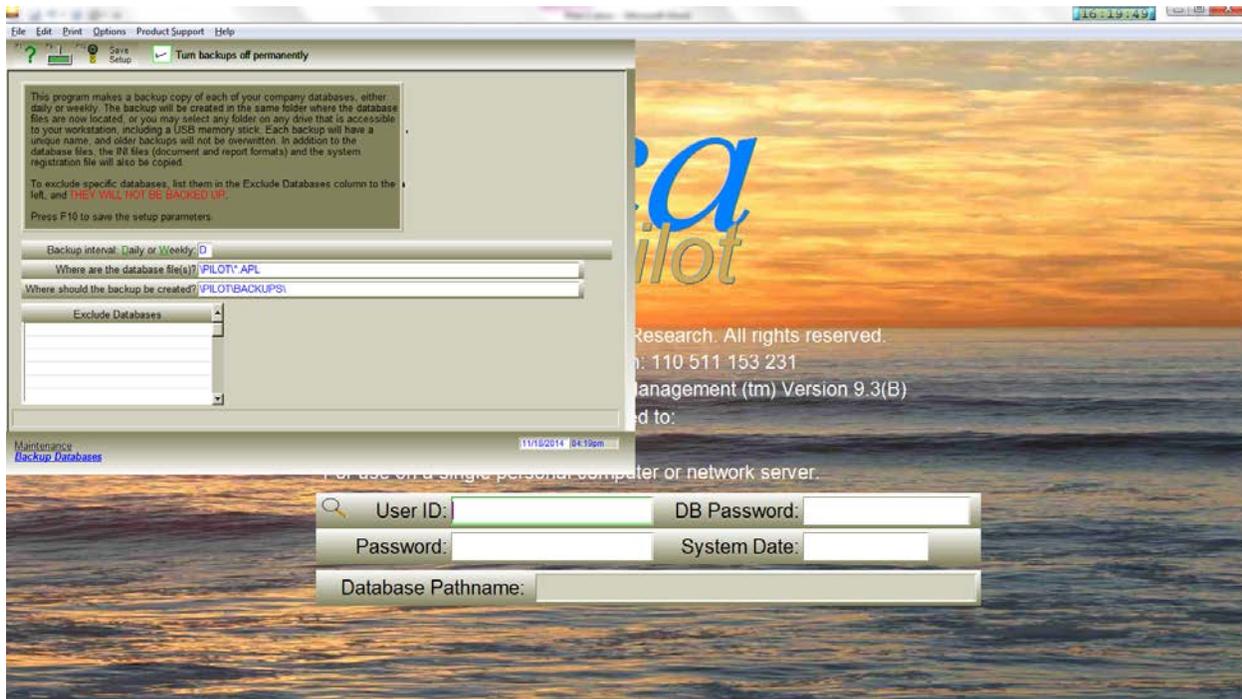
The Pilot Automatic Backup

Pilot includes a backup utility which makes a daily or weekly copy of each of your database files, including files which contain your company's customized forms and your registration and user IDs file.

This backup occurs as the first user of the day enters Pilot, and usually takes only a few seconds. After each file is backed up, it is verified.

Pilot makes a fresh copy of the files each time it backs up, identified as *copy nnn* and it's your responsibility to ensure that your backup device has sufficient free space.

From the *Pilot Login* screen, select *Options* → *Backup Preferences*. The *Backup Preferences* screen looks like this:



Backup Preferences screen

Backup Interval: Daily or Weekly

Set to either [D]aily or [W]eekly.

Where are the database file(s)?

This is the path to the folder where the database files (those with an extension name of .APL) are located. If the database files are on a server, use the server name (i.e. [\\SERVER1\C\PILOT\](#)) instead of a drive letter, or the backup will fail on workstations that map to the server with a different drive letter.

Where should the backup be created?

Enter the path to the folder where you want the backup files to be created. The default is a folder called \BACKUPS which is located within the \PILOT folder.

Exclude Databases

By default, any demo databases are excluded from the backup. You can exclude any others by entering the database name in this list.

Turn backups off permanently

If you have another backup procedure, you can disable the Pilot backup by checking this box.

When you save your settings by pressing [F10], Pilot closes. After you have set up your database(s), you should begin to see a brief message each time the backup occurs. Occasionally check the backups destination folder which you specified in the *Backup Preferences* to be certain that it contains current copies of your database files.

Adding a New User

Use the *System Maintenance* menu selection *Define User/New Company* to issue a unique user ID to every Pilot 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 Pilot. 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 into Pilot with a User ID of OWNER and select *Define User/New Company* from the *System Maintenance* menu.

Fields on the User Identification Screen

The *User Identification* screen looks like this:

The screenshot shows a software window titled "Change User Password". The window has a toolbar at the top with icons for F1 (Help), F8 (Delete), F9 (Print), and F10 (Exit), along with a "Create User Group" button. The main area contains several input fields: "User ID:" (with a search icon), "Password:", "Retype Password:", "Application:" (with a "Browse" button), and "Function: ACCOUNTING MENU". Below these fields is a table with three columns: "Module(s)", "Privilege(s)", and "User Groups". The table is currently empty. At the bottom of the window, there is a status bar with the text "Add/Change User Identification", "Emerald Charter Sales & Service", "11/01/2014 06:41pm", and "US Dollar".

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 OWNER and DEMO user IDs come without a password. You should put a password on the OWNER login now. Passwords are case-sensitive. Punctuation marks are acceptable.

Application

Enter the name of the new database. Every database has a name 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.

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

Note: If the database file is located in your \pilot folder (the default location), don't enter a pathname.

If a database file by that name doesn't already exist, Pilot 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 – Full or SYSOP - 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 – Full or 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.
- 8 – Limited view – Sensitive data fields are obscured.

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.

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:



OK

Initializing Pilot 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 Previous 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.
- 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 Out 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 Pilot 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 *User Identification*, the database lacked a General Ledger Chart of Accounts. Follow these instructions to add one:

- Enter Pilot, using the ID you just created for this company. (Select an ID with SYSOP privileges.)
- Choose *General Ledger Maintenance* from the *General Ledger* menu section, and choose *Select Chart of Accounts*.
- Click on the *Company Category* which most closely matches your own. A list of matching Company Styles will display.
- Select a company *Type* from the following:
 - Sole Proprietor
 - Partnership
 - Corporation
- Select a chart *Style* from the following:
 - Branching
 - Cascading
- 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 *General Ledger* screen for editing.
- 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 *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 *General Ledger* in the General Ledger section for further instruction on how to add and change accounts.

Set System Defaults – Miscellaneous Defaults

Pilot 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 *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 Pilot. 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 *Vendor* from the *Accounts Payable* menu. Please refer to the selection *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 *Customer* from the *Accounts Receivable* menu. Please refer to the selection *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 *Inventory* from the *Inventory* menu. Please refer to the selection *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 *Employee* from the *Payroll* menu. Please refer to the selection *Employee* in the [Payroll](#) section for detailed instructions on how to add and change employees.

Enter Beginning Vendor Balances

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

Use *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 *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't enter customer balances directly using *Customer*, you must enter a sales invoice to initialize any customer who has a current non-zero balance. Not only does this provide continuity between the previous method of accounting and Pilot, it also provides a computerized audit trail that can be replicated at any time on paper.

Use *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 *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 *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 *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't enter employees' balances for Year-to-date pay and deductions directly using *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 Pilot, 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 *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. Pilot 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 *Payroll Check* in the [Payroll](#) section for detailed instructions on how to add and change payroll checks.

Enter Beginning General Ledger Account Balances

You will use the balances from your previous accounting system to establish the General Ledger beginning balance for each account in Pilot.

Select *Journal Entry* from the *General Ledger* menu and make five journal entries, one for each broad accounting group – assets, liabilities, capital, income and expenses.

Some G/L accounts in Pilot will already have balances from the entries you made to set customer and vendor balances and YTD employee totals. For the entries we are about to make, put an X in the Bring to Balance field. This causes the G/L balance to become the amount in this General Journal entry (the amounts from your previous books).

Please refer to the selection *Journal Entry* in the [General Ledger](#) 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. Pilot 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. Pilot 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. Be sure to X the *Bring to Balance* field. 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 *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 to confirm that account balances from the previous accounting system and Pilot are in agreement.

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

Congratulations on a successful installation!

Optimizing Pilot for Maximum Performance

Pilot is designed to make the most efficient use of your computers' resources. It is a high-performance product when properly installed on adequate hardware. Pilot will operate

even when installed on minimal or outdated hardware. In a configuration such as this, you may find that performance is unsatisfactory.

In this section, we will suggest 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 Pilot 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 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 or in a multi-user environment 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 Pilot 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 faster 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 graphics. 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.

Pilot is a multi-threaded program. Different parts of Pilot run concurrently on each processor of multi-core or multi-processor computers for significant performance gains.

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.

Smaller files incur less overhead. On the other hand, Pilot uses only one data file because many small files incur much more overhead than one large file. Pilot 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 includes a utility which will “de-fragment” the files on your hard disk, substantially improving disk performance.

On a network, your habits may affect the performance of other workstations that are running Pilot at the same time. When you run large reports, network performance will 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.

Windows automatically caches database contents in memory if there is only one login to the database. Performance is dramatically faster when caching is on. As soon as a second user logs in, Windows shuts off the cache for that database. If you can log in at a time when you are the only user, reports will run many times faster, even across a network.

If your situation allows, you can copy a database to a private location such as your C: drive and create a login to it there. Yours will be the only login, and you will enjoy the best possible performance. Remember that any data that you enter or change in your private copy will not be synchronized with the original database.

Consider connecting users to the Pilot server through a Terminal Server or Remote Desktop connection. Most of the data stays on the server and traffic on your network is greatly reduced. Remote users connecting over the internet should always use Remote Desktop.



Overview

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

Pilot'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 Pilot – 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.

You can use the *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.

Pilot 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.

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 Pilot. 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 *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.

Pilot’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

Pilot 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 Pilot 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 up to four profit centers can be used in combination in an account field. Multiple profit centers can be attached to one account in the same account field.

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. Press the [End] key to add a second or third profit center after the first.

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 *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.

Pilot 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 *General Ledger* screen under *Acceptable P/C*.

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.

Pilot'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 *General Ledger* from the *General Ledger* menu.

General Ledger is divided into two pages. The first page displays general account and/or profit/cost center information. This includes description, type, balances, acceptable profit/cost centers, branching accounts and percentages. The second page displays accrual budgeting

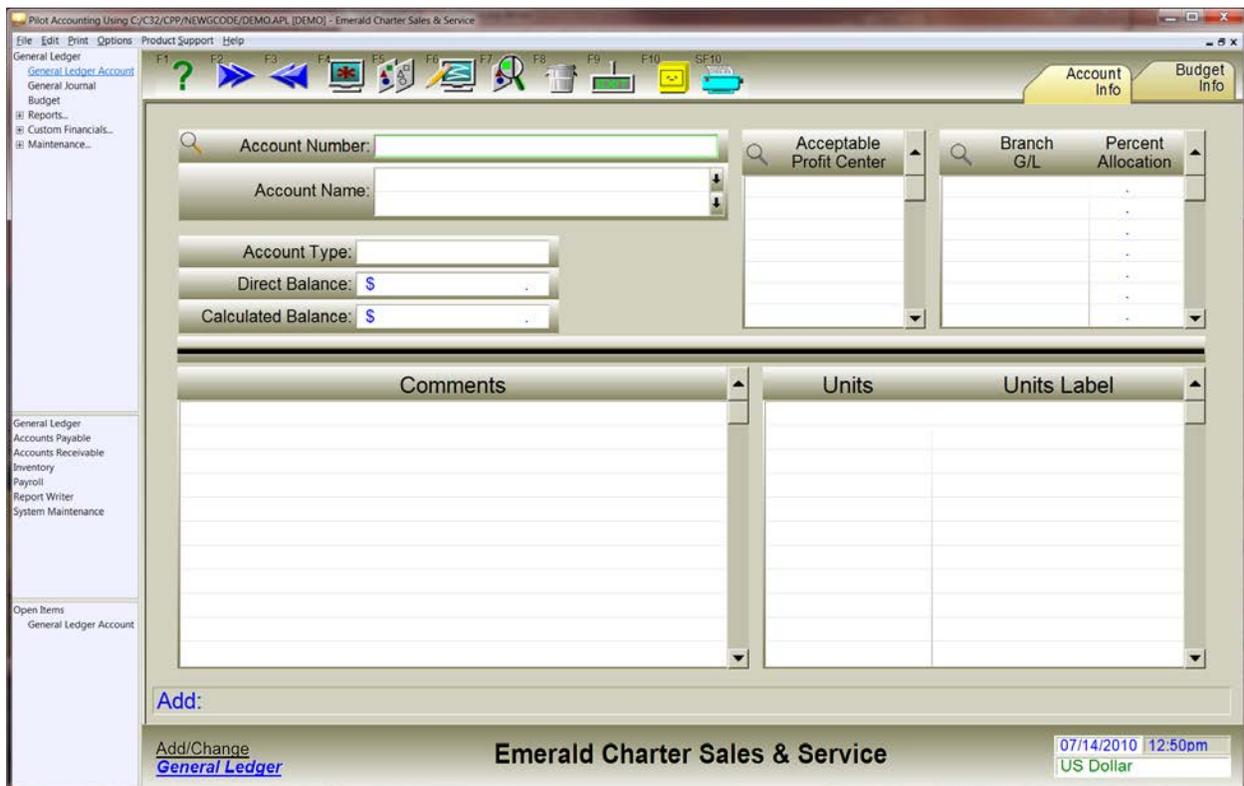
information for the current account or profit/cost center. Click the *Budget Info* tab to go the next page or the *Account Info* tab to return to the first page.

To change an existing General Ledger account or profit/cost center record, move to the *Account Number* field on *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 click  or press [F10] to refile the record.

To HotPrint the *Chart of Accounts* report, click  or press [Shift-F10].

Fields on the General Ledger Screen, Account Info Tab



General Ledger screen, Account Info tab

The following fields are located on the first tab of the *General Ledger* screen.

Account Number

The account or profit/cost center's unique 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 *. This field is the identification number for the general ledger record and requires a non-blank value. Numerals, letters and hyphens are permitted. If the account is a profit/cost center, it must start with a dot (.) or period. A period can only be used as the first character, and only in a profit/cost center.

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. The first ten characters of each 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 - Special Expense
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 – Title	

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 cannot 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 cannot 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 Allocation

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, *Units* could represent acres. If this is a

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 *Budgets* 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 *Budgets*. 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 *Budgets*. 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 *Budgets*, 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.

Effects on the Company Database

Using the *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 effect on any GL account balances.

General Journal

Use this menu selection to:

- Enter and post a transaction to a General Ledger account that cannot originate 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. *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 *General Journal* from the *General Ledger* menu.

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

Staying in Balance

Pilot 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.

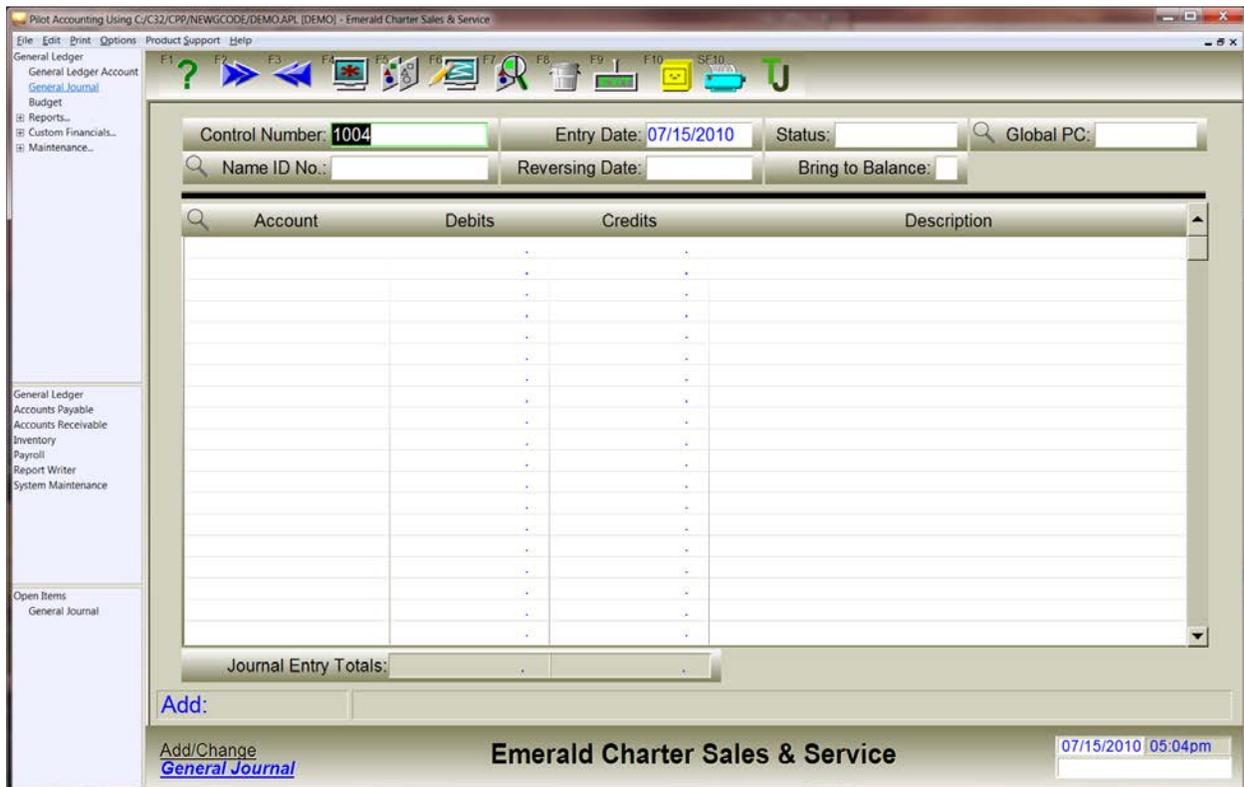
For example: Transferring \$5,000 from the company checking account to the company savings account and transferring \$200 from the company checking account to petty cash involves only

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, Pilot will complete the transaction for you with a balancing entry to the Suspense account.

Fields on the General Journal Screen



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 unique non-blank value. 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 first line of the *Defaults List* field to your starting value. Press [F10] on the *Prompt Edit* screen to save the changes.

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.

Status

This field is maintained by Pilot. The meaning of the status flags is as follows:

- 0 – Voided
- 1 – Reconciled
- 2 – Altered

3 - Closing Entry

6 – Printed

Bring to Balance

Pilot 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, Pilot computes the values required to achieve the trial balance at that date.

Global PC

If every line of this journal entry should post to a single profit center, enter the profit center here.

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.

Effects on the Company Database

Using the *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

Budgets

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.

Budgets 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 the *Create a New Budget* tab to move to screen tab 2.
- Leave the *Source Budget* 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 Budget* 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 the *Create a New Budget* tab to move to the second screen tab.
- 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 the *Create a New Budget* tab to move to the second screen tab.
- 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.

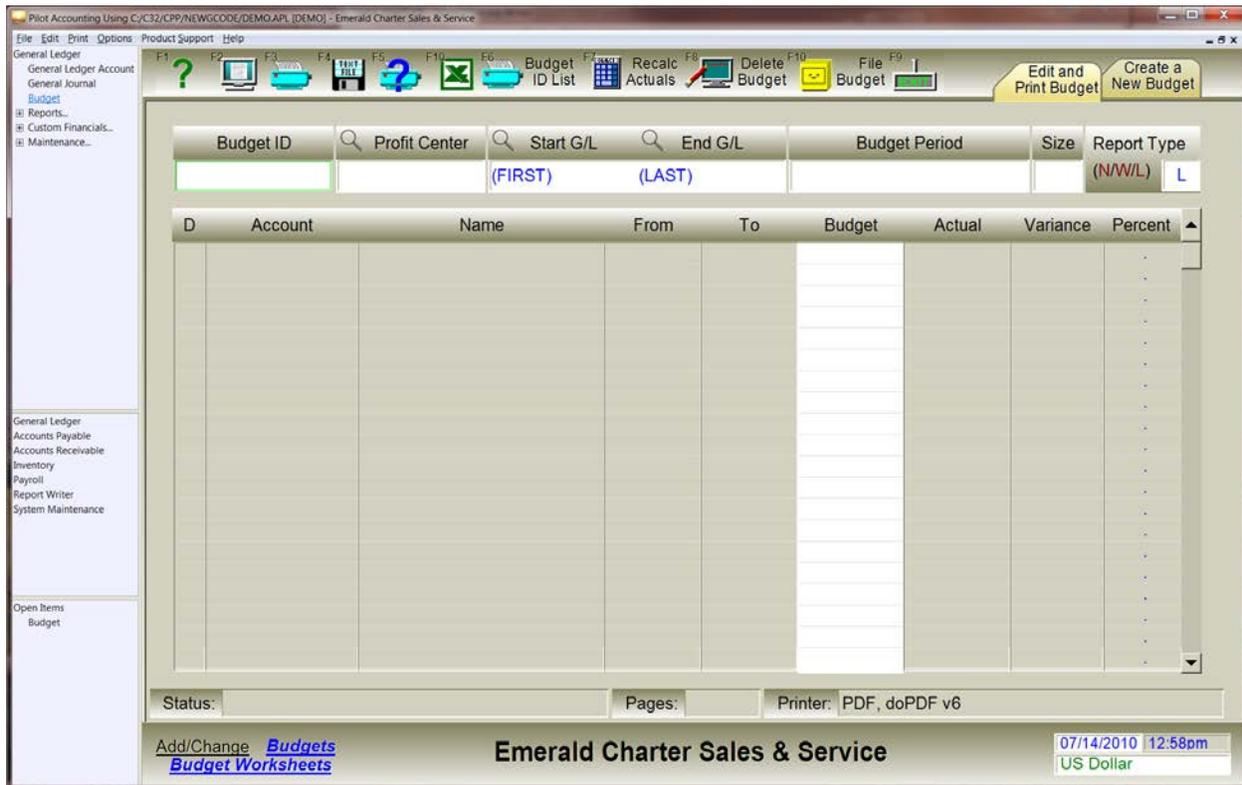
To enter, change or display budget information, select *Budgets* from the *General Ledger* menu.

Budgets 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.

To change an existing budget, move to the *Budget ID* field on *Budgets* screen, type the *Budget ID* and press [Enter]. If the budget was created with a profit center, type it into the *Profit Center* field, or leave the *Profit Center* field blank. Press [Enter] a second time to load the budget and display it. Make any changes you want, then press [F10] to refile the budget.

To print a list of budgets, press [F6]. To print the *Budget to Actual Comparison* report, press [F2].

Fields on the Budgets Screen, Edit and Print Budget Tab



Budgets screen, Edit and Print Budget tab

Budget ID

The *Budget ID* field is the identification number for each existing budget. When a budget is filed (saved), *Budgets* 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 Weekly, Monthly, Quarterly, or Yearly.

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].

Name

This is the account name of the G/L account on this line.

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 sign).

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.

Fields on the Budgets Screen, Create a New Budget Tab

Budgets screen, Create a New Budget tab

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.

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.

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: Weekly, Monthly, Quarterly, or Yearly.

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 *Budgets* menu selection may affect records from these files:

- General Ledger Accounts

Effects on General Ledger Accounts

- Has no effect on any GL account balances.

General Ledger Reports

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 Pilot 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 *Statements of Cash Flow* reports.

If accounts are incorrectly flagged as title accounts, Pilot 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.

Fields on the Chart of Accounts Report Parameters Screen

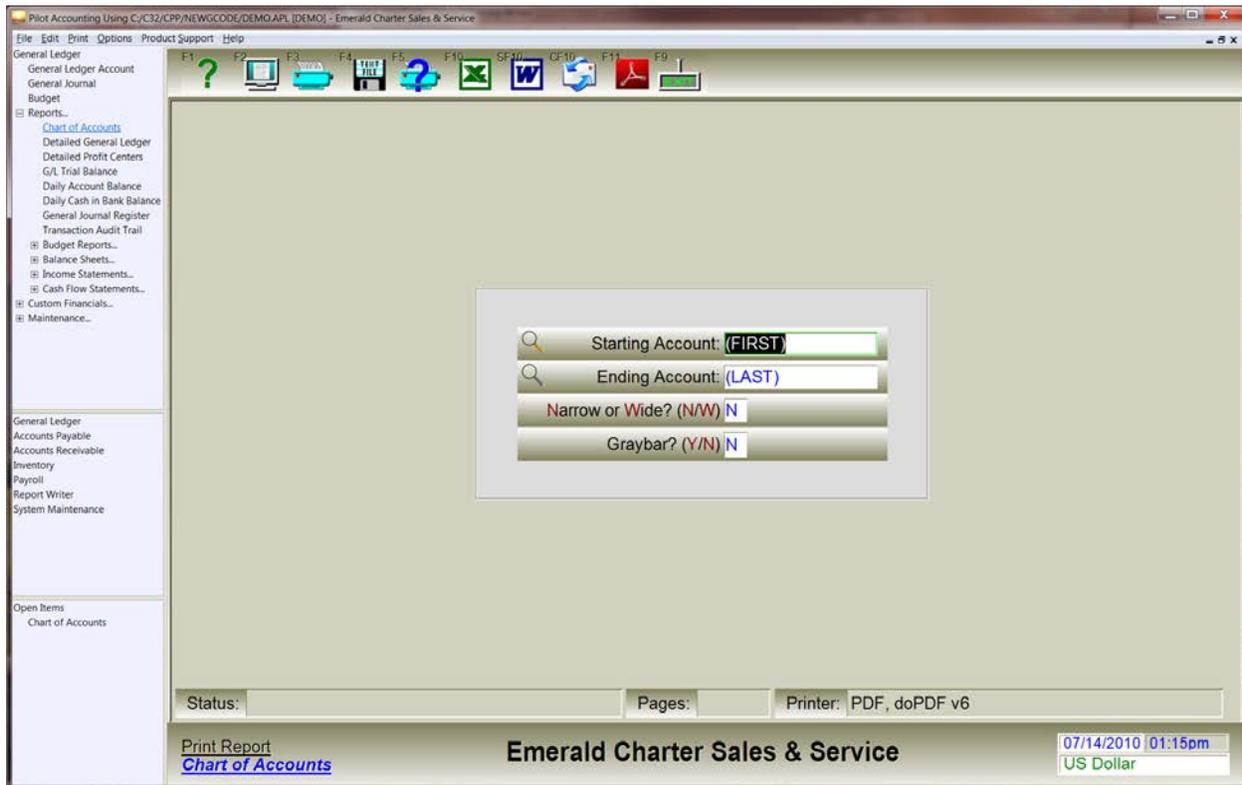


Chart of Accounts report parameters screen

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
Chart of Accounts

Printed at 09:53pm on 11/01/2014
Page 1

Account	Account Name	Type	Description
Profit Centers:			
.1	Retail Store	0	
.2	Maintenance	0	
.2013	Crop Year 2013	0	
.3	Fuel Trucks	0	
.4	Flight School	0	
.5	Rentals	0	
.ALF	Alfalfa	0	
.CONT	Contracted Crop	0	
.D8	Cat D8	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
104	Work in Progress	1D	Current
105	Cash On Hand	1AD	Cash, Current
106	Credit Cards Rcvbl	1D	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
2002	Credit Cards Pbl	2D	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

Chart of Accounts – Sample Printout

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.

Fields on the Detailed General Ledger Report Parameters Screen

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.

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

Account Type To Print

To include only G/L accounts of a selected type, enter one or more account types separated by commas. Use the exclamation mark (!) before a type to exclude it.

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? (Y/N)

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

Narrow or Wide Report? (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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service General Ledger Activity for All Journals From: 05/01/1996 To: 05/31/1996				Printed at 10:03pm on 11/01/2014 Page 1
Date	Transaction ID	Name	Reference	Amount
101 - Cash In bank, Checking				
05/07/96	D: 2311	Grandview Oil	Jet-A fuel	-12,000.00
05/07/96	D: 2312	West Coast Telephone C	April telephone expense	-832.66
05/17/96	S: 1034	John D. Pilla	Invoice Total	1,886.35
05/23/96	D: 2313	King County Water	Water utility expense	-45.00
05/23/96	R: 1010	Emerald Charter Sales &	Receipt Net	19,000.00
Activity				8,008.69
102 - Accounts Receivable				
05/01/96	R: 1009	Dale Suko	Old balance	-425.00
05/11/96	S: 1032	Transtech Inc.	Invoice Total	25,589.43
05/13/96	S: DM1000	Transtech Inc.	Invoice Total	27.03
05/16/96	R: 1008	Jonson Corp.	Rental Cessna SkyTwin	-5,099.62
05/24/96	S: CR1000	Transtech Inc.	Invoice Total	-1,081.00
05/25/96	S: 1036	Jonson Corp.	Invoice Total	1,677.75
Activity				20,688.59
103 - Inventory				
05/17/96	S: 1034	John D. Pilla	In# 400 - Pilot Headset	-930.00
05/17/96	P: 1869	Gordy's Pilot Shop	In# 400 - Pilot Headsets	5,000.00
05/20/96	S: 1033	Luis Ortiz	In# 125 - Jet-A fuel	-5,889.60
05/21/96	S: 1035	Cash	In# 200 - Sectional chart	-24.00
05/25/96	S: 1036	Jonson Corp.	In# 130 - Altimeter	-375.00
05/25/96	P: 1870	Grandview Oil	In# 120 - Airplane fuel - 120 octane	1,695.38
05/27/96	P: 1871	Gordy's Pilot Shop	In# 300 - Aviation Books	750.00
05/30/96	P: 1872	Gordy's Pilot Shop	In# 140 - Flight jackets	4,500.00
Activity				4,726.78
105 - Cash On Hand				
05/01/96	R: 1009	Dale Suko	Receipt Net	425.00
05/16/96	R: 1008	Jonson Corp.	Receipt Net	5,099.62
05/20/96	S: 1033	Luis Ortiz	Invoice Total	14,154.15
05/21/96	S: 1035	Cash	Invoice Total	97.29
05/23/96	R: 1010	Emerald Charter Sales &	Bank Deposit	-19,000.00
Activity				776.06
2000 - Accounts Payable				
05/01/96	P: 1027	Austin Pacific Jet Leasing	Invoice Total	-15,480.00
05/07/96	D: 2311	Grandview Oil	Jet-A fuel	12,000.00
05/07/96	D: 2312	West Coast Telephone C	April telephone expense	832.66
05/17/96	P: 1869	Gordy's Pilot Shop	Invoice Total	-5,056.00
05/23/96	D: 2313	King County Water	Water utility expense	45.00
05/25/96	P: 1870	Grandview Oil	Invoice Total	-1,695.38
05/27/96	P: 1871	Gordy's Pilot Shop	Invoice Total	-786.00
05/30/96	P: 1872	Gordy's Pilot Shop	Invoice Total	-4,645.00
Activity				-14,784.72

Detailed General Ledger – Sample Printout

Detailed Profit Centers Report

The *Detailed Profit Center* 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.

Fields on the Detailed Profit Centers Report Parameters Screen

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.

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? (G/P)

Set this field to G to sort by G/L account number, or P 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? (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.

Print G/L Comments? (Y/N)

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

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service					Printed at 07:37am on 11/03/2014
Profit Center Activity					Page 1
for All Journals					
From: 05/01/1996 To: 05/31/1996					
Date	Source	Number	Name	Description	Amount
*** Account Number 101 - Cash In bank, Checking ***					
Profit Center - None					
05/07/96	Disburse	2311	Grandview Oil	Jet-A fuel	-12,000.00
05/07/96	Disburse	2312	West Coast Telephone	April telephone expen	-832.66
05/17/96	Sales	1034	John D. Pilla	Pilot Headset	1,886.35
05/23/96	Disburse	2313	King County Water	Water utility expense	-45.00
05/23/96	Receipt	1010	Emerald Charter Sales &	Receipt Net	19,000.00
Subtotal					8,008.69
*** 101 - Cash In bank, Checking ***					8,008.69
Activity					
*** Account Number 102 - Accounts Receivable ***					
Profit Center - None					
05/01/96	Receipt	1009	Dale Suko	Old balance	-425.00
05/11/96	Sales	1032	Transtech Inc.	Invoice Total	25,589.43
05/13/96	Sales	DM1000	Transtech Inc.	Invoice Total	27.03
05/16/96	Receipt	1008	Jonson Corp.	Rental Cessna SkyT	-5,099.62
05/24/96	Sales	CR1000	Transtech Inc.	Invoice Total	-1,081.00
05/25/96	Sales	1036	Jonson Corp.	Invoice Total	1,677.75
Subtotal					20,688.59
*** 102 - Accounts Receivable ***					20,688.59
Activity					
*** Account Number 103 - Inventory ***					
Profit Center - None					
05/17/96	Sales	1034	John D. Pilla	In# 700 - NavCom Ra	-900.00
05/17/96	Sales	1034	John D. Pilla	In# 500 - Push to talk	-30.00
05/17/96	Purchase	1869	Gordy's Pilot Shop	In# 400 - Pilot Heads	5,000.00
05/20/96	Sales	1033	Luis Ortiz	In# 125 - Jet-A fuel	-5,889.60
05/21/96	Sales	1035	Cash	In# 200 - Sectional ch	-9.00
05/21/96	Sales	1035	Cash	In# 300 - Aviation Bo	-5.00
05/21/96	Sales	1035	Cash	In# 300 - Aviation Bo	-5.00
05/21/96	Sales	1035	Cash	In# 300 - Aviation Bo	-5.00
05/25/96	Sales	1036	Jonson Corp.	In# 130 - Altimeter	-365.00
05/25/96	Sales	1036	Jonson Corp.	In# 300 - Aviation Bo	-10.00
05/25/96	Purchase	1870	Grandview Oil	In# 120 - Airplane fue	1,695.38
05/27/96	Purchase	1871	Gordy's Pilot Shop	In# 300 - Aviation Bo	750.00
05/30/96	Purchase	1872	Gordy's Pilot Shop	In# 140 - Flight jacket	4,500.00
Subtotal					4,726.78
*** 103 - Inventory ***					4,726.78
Activity					
*** Account Number 105 - Cash On Hand ***					
Profit Center - None					
05/01/96	Receipt	1009	Dale Suko	Receipt Net	425.00
05/16/96	Receipt	1008	Jonson Corp.	Receipt Net	5,099.62
05/20/96	Sales	1033	Luis Ortiz	Jet-A fuel	14,154.15

Detailed Profit Centers – Sample Printout

G/L Trial Balance Report

To print the *Trial Balance*, select *G/L Trial Balance* from the *General Ledger Reports...* menu.

Fields on the G/L Trial Balance Report Parameters Screen

The screenshot displays the 'G/L Trial Balance' parameters screen. The interface includes a menu on the left, a central parameter form, and a status bar at the bottom. The parameter form contains the following fields:

Starting Date: 01/01/1900	Print Zero Balances? (Y/N) N
Ending Date: 07/14/2010	Omit Closing Entries? (Y/N) N
Starting Account: (FIRST)	Computation Method: (G/T) G
Ending Account: (LAST)	GL Account Type:

The status bar at the bottom indicates the printer is 'PDF, doPDF v6', the report is 'G/L Trial Balance', the company is 'Emerald Charter Sales & Service', the date and time are '07/14/2010 01:35pm', and the currency is 'US Dollar'.

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.

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.

Computation Method (T/G)

If you set this field to G (for General Ledger), Pilot 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), Pilot 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.

G/L Account Type

Enter one or more account type codes to limit the report to G/L accounts of that type. Use the exclamation mark (!) to exclude G/L accounts of that type.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service		Printed at 08:25am on 11/03/2014	
Trial Balance		Page 1	
For period ending: 11/03/2014			
Balances are based on the General Ledger.			
With closing entries included.			
Account number	Account name	Real Balance	Calc'd Balance
*** Assets ***			
1	Total Assets	0.00	595,056.76
10	Total Short Term Assets	0.00	215,056.76
101	Cash In bank, Checking	79,702.07	79,702.07
102	Accounts Receivable	82,003.09	82,003.09
103	Inventory	27,389.11	27,389.11
104	Work in Progress	7,278.39	7,278.39
105	Cash On Hand	1,484.10	1,484.10
13	Total Long Term Assets	0.00	380,000.00
130	Accum. Deprec. - Airplanes	17,200.00	17,200.00
131	Aircraft	380,000.00	380,000.00
*** Liabilities ***			
2	Total Liabilities	0.00	-577,671.29
20	Total Short Term Liabilities	0.00	-136,171.29
2000	Accounts Payable	-97,155.35	-97,155.35
2010	FIT Payable	-3,140.65	-3,140.65
2015	FICA Payable	-2,450.80	-2,450.80
2016	Medicare Payable	-573.18	-573.18
2020	FUI Payable	-196.61	-196.61
2035	SUI Payable	-332.92	-332.92
2040	Sales Tax Payable	-10,912.28	-10,912.28
2060	Interest Payable	-8,625.00	-8,625.00
2070	Health Ins Pbl	-865.00	-865.00
2080	Aircraft Rental	-11,919.50	-11,919.50
23	Total Long Term Liabilities	0.00	-441,000.00
2305	Notes Payable	-441,000.00	-441,000.00
24	Total Other Liabilities	0.00	-500.00
240	Customer Deposits	-500.00	-500.00
*** Income ***			
4	Total Gross Income	0.00	-97,388.73
401	Sales Income	-89,364.00	-9,884.15
401-C	Total Cost Of Sales	79,479.85	79,479.85
402	Airplane Rental Revenue	-33,600.75	-33,600.75
403	Mechanic/Service Revenue	-15,469.00	-15,469.00
404	Aircraft Charter Revenue	-7,100.00	-7,100.00
405	Sales Discounts	935.09	935.09
408	Fuel Sales Revenue	-11,977.92	-11,977.92
41	Total Other Income	0.00	-20,292.00
410	Total Other Income	-92.00	-92.00
411	Gain (Loss) On Sale Of Assets	-20,200.00	-20,200.00
*** Expenses ***			

General Ledger Trial Balance – Sample Printout

Daily Account Balance Report

The *Daily Account Balance* 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.

Fields on the Daily Account Balance Report Parameters Screen

The screenshot displays the 'Daily Account Balance' report parameters screen. The main window has a title bar 'Pilot Accounting Using C:\C32\CP9\NEWGCODE\DEMO.APL (DEMO) - Emerald Charter Sales & Service'. The left sidebar contains a menu tree with 'Reports...' expanded to show 'Daily Account Balance'. The central area features a dialog box with the following fields:

- Starting Date: 01/01/2010
- Ending Date: 07/14/2010
- G/L Account: (with a search icon)
- Print Detail? (Y/N) N
- Narrow or Wide? (N/W) N

At the bottom, the status bar shows 'Status:', 'Pages:', 'Printer: PDF, doPDF v6', and 'Emerald Charter Sales & Service'. The bottom right corner displays '07/14/2010 01:50pm' and 'US Dollar'.

Daily Account Balance report 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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
Daily Account Balance
 For Account 401, Sales Income
 From 05/01/1996 to 05/31/1996

Printed at 08:29am on 11/03/2014
 Page 1

Date	ID	Transaction	Amount	Account Balance	Description
Account: 401 - Sales Income					
05/01/96		Beg. Bal.		-75,005.00	Beginning Balance
05/13/96		S:DM1000	-25.00	-75,030.00	Transtech Inc.
End of day on 05/13/1996:			-25.00	-75,030.00	
05/17/96		S:1034	-395.00	-75,425.00	John D. Pilla
05/17/96		S:1034	-50.00	-75,475.00	John D. Pilla
05/17/96		S:1034	-1,300.00	-76,775.00	John D. Pilla
End of day on 05/17/1996:			-1,745.00	-76,775.00	
05/21/96		S:1035	-17.00	-76,792.00	Cash
05/21/96		S:1035	-49.00	-76,841.00	Cash
05/21/96		S:1035	-6.00	-76,847.00	Cash
05/21/96		S:1035	-18.00	-76,865.00	Cash
End of day on 05/21/1996:			-90.00	-76,865.00	
05/25/96		S:1036	-900.00	-77,765.00	Jonson Corp.
05/25/96		S:1036	-7.50	-77,772.50	Jonson Corp.
05/25/96		S:1036	-14.00	-77,786.50	Jonson Corp.
End of day on 05/25/1996:			-921.50	-77,786.50	
Grand Total Balances:			Beginning	Debits	Credits
			-75,005.00	0.00	2,781.50
					Ending
					-77,786.50

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

Daily Account Balance – Sample Printout

Daily Cash in Bank Balance Report

The *Daily Cash in Bank Balance* 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.

Fields on the Daily Cash in Bank Balance Report Screen



Daily Cash in Bank Balance report 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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service					Printed at 08:33am on 11/03/2014	
Daily Cash in Bank Balance					Page 1	
For Account 101						
From 05/01/1996 to 05/31/1996						
Date	Source	Number	Name	Description	Amount	
G/L	101 - Cash In bank, Checking				Balance	Activity
			Beginning of day on 05/01/96:		1,443.43	.00
05/07/96	Disburse	2311	Grandview Oil	Jet-A fuel		-12,000.00
05/07/96	Disburse	2312	West Coast Telephone Co.	April telephone expense		-832.66
G/L	101				Balance	Activity
			End of day on 05/07/96:		-11,389.23	-12,832.66
05/17/96	Sales	1034	John D. Pilla	Invent 500		1,886.35
G/L	101				Balance	Activity
			End of day on 05/17/96:		-9,502.88	1,886.35
05/23/96	Disburse	2313	King County Water	Water utility expense		-45.00
05/23/96	Receipt	1010	Emerald Charter Sales & Ser	Bank Deposit		19,000.00
G/L	101				Balance	Activity
			End of day on 05/23/96:		9,452.12	18,955.00
Grand Total Balances:			Beginning	Debits	Credits	Ending
			1,443.43	20,886.35	12,877.66	9,452.12

Daily Cash in Bank Balance – Sample Printout

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.

Fields on the General Journal Register Report Parameters Screen

The screenshot shows the 'General Journal Register' report parameters screen. The window title is 'Pilot Accounting Using C:\C32\CPP\NEWGCODE\DEMO.APL (DEMO) - Emerald Charter Sales & Service'. The left sidebar shows a menu with 'General Ledger' expanded, and 'General Journal Register' selected under 'Reports...'. The main area contains a dialog box with the following fields:

- Starting Date: 07/01/2010
- Ending Date: 07/14/2010
- Starting Control #: (FIRST)
- Ending Control #: (LAST)
- Specific Name ID: (ALL)
- Journal Entries? (Y/N) Y
- Inventory Changes? (Y/N) Y
- BOM Composes? (Y/N) Y
- Processes? (Y/N) Y
- Narrow or Wide? N

At the bottom of the dialog box, there are fields for Status, Pages, and Printer: PDF, doPDF v6. The footer of the window displays 'Emerald Charter Sales & Service', '07/14/2010 01:57pm', and 'US Dollar'.

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 *.

Journal Entries? (Y/N) / Inventory Changes? (Y/N) / BOM Composes? (Y/N) / Processes? (Y/N)

Answer Yes to include General Journal documents of these types, or No to exclude that type.

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.

Printing 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.

Emerald Charter Sales & Service General Journal Register From 01/01/1996 to 12/31/1996					Printed at 08:57am on 11/03/2014 Page 1	
Control # Account	Date	Reverse Date Account Name	Name ID	Cust/Vend 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
1002	09/26/96		100	Emerald Charter Sales & Service		
5115		Airplane Depreciation			19,000.00	
130		Accum. Deprec. - Airplanes				19,000.00
					19,000.00	19,000.00
Grand Totals:					957,825.00	957,825.00

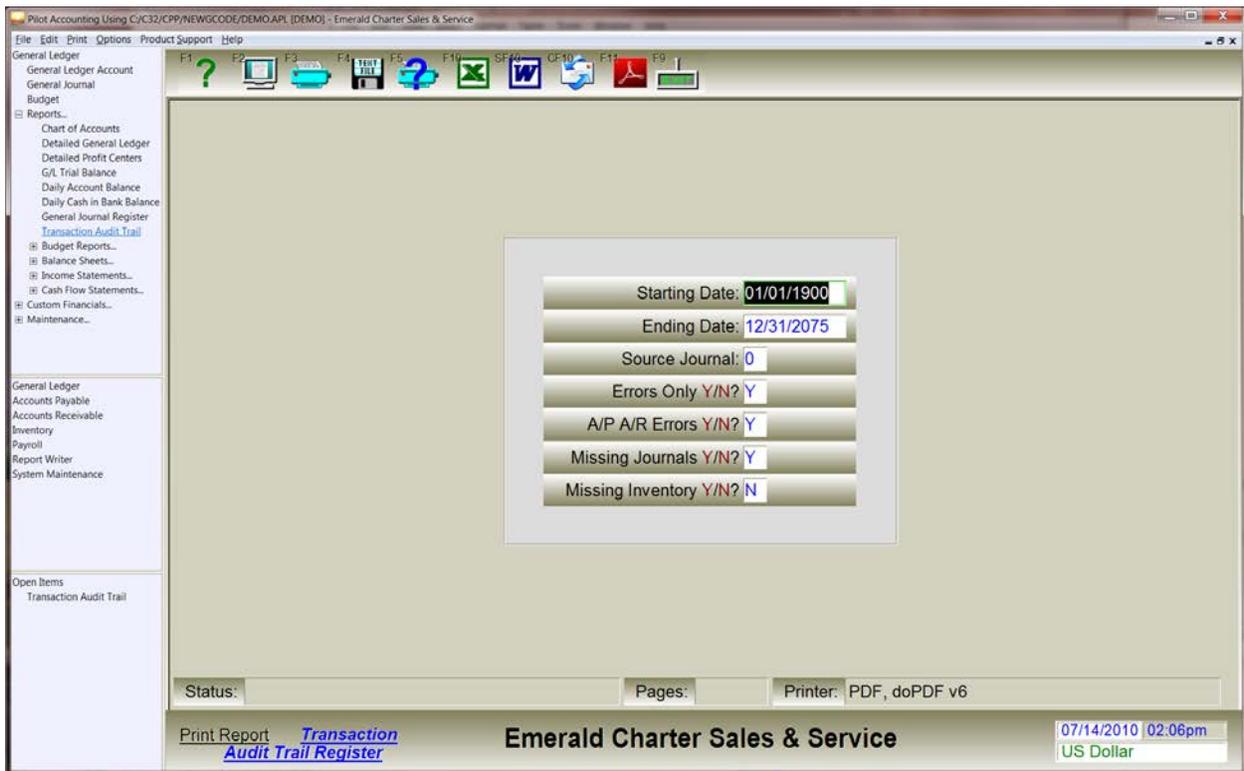
General Journal Register – Sample Printout

Transaction Audit Trail Report

The *Transaction Audit Trail* 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.

Fields on the Transaction Audit Trail Report Parameters Screen



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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

This report is designed to help you audit your accounting for errors. The most effective way to use it is to set Errors Only to Y, print to screen with [F2], then drill down to the records shown on the report to fix the errors.

The screenshot displays the 'Transaction Audit Trail' report for 'Emerald Charter Sales & Service' from 01/01/1900 to 12/31/2075. The report is printed at 04:56pm on 07/14/2010, Page 1. The data is presented in a table with the following columns: Date, ID/Account, Name/Description, Debit, and Credit.

Date	ID/Account	Name/Description	Debit	Credit
06/30/96	G:1003	Onetime		
	2000	Accounts Payable	9.50	
	102	Accounts Receivable		16.99
	320	Retained Earnings		16.99
*** Name is not a vendor ***				
06/30/96	G:1003	Onetime		
	2000	Accounts Payable	9.50	
	102	Accounts Receivable		16.99
	320	Retained Earnings		16.99
*** Name is not a customer ***				
PJ #: 1035 - missing transaction				
SI #: 1096 - missing transaction				
SI #: 1101 - missing transaction				

The interface also shows a menu bar (File, Edit, Print, Options, Product Support, Help), a toolbar with function keys (F1-F9), and a status bar at the bottom with the following information: Status: Page 1, Pages: 0, Printer: PDF, doPDF v6, Print Report [Transaction Audit Trail Register](#), Emerald Charter Sales & Service, 07/14/2010 05:04pm, US Dollar.

Transaction Audit Trail Print to Screen

Balance Sheets

Pilot 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.

G/L 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.

Fields on the Balance Sheet Report Parameters Screen

The screenshot displays the 'Balance Sheet Report Parameters' screen within the Pilot Accounting software. The window title is 'Pilot Accounting Using C:/C32/CP9/NEWGCODE/DEMO.APL [DEMO] - Emerald Charter Sales & Service'. The left-hand menu shows the navigation path: General Ledger > Reports... > Balance Sheets... > Balance Sheet. The main area contains the following parameters:

- Balance Date: 07/14/2010
- Account Numbers? (Y/N): N
- Percentages? (Y/N): N
- Level of detail: (1-9): 4
- Decimal Significance: 0
- Profit Center: (ALL)
- Page Between? (Y/N): N
- Dotted Lines? (Y/N): N
- Title: (empty field)

At the bottom of the screen, there is a status bar with the following information:

- Status: (empty)
- Pages: (empty)
- Printer: PDF, doPDF v6
- Print Report: [G/L Balance Sheet](#)
- Company Name: Emerald Charter Sales & Service
- Date and Time: 07/14/2010 05:08pm
- Currency: US Dollar

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

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

Printed at 09:10am on 11/03/2014
 Page 1

Assets:		
Short Term Assets:		
101	Cash In bank, Checking	\$82,649.89
102	Accounts Receivable	96,814.44
103	Inventory	27,863.75
105	Cash On Hand	-13,458.75
10	Total Short Term Assets	\$193,869.33
Long Term Assets:		
130	Accum. Deprec. - Airplanes	\$17,200.00
131	Aircraft	380,000.00
13	Total Long Term Assets	397,200.00
1	Total Assets	<u>\$591,069.33</u>
Liabilities:		
Short Term Liabilities:		
2000	Accounts Payable	\$90,618.99
2010	FIT Payable	2,225.07
2015	FICA Payable	1,905.20
2016	Medicare Payable	445.58
2020	FUI Payable	91.01
2035	SUI Payable	260.32
2040	Sales Tax Payable	10,839.78
2060	Interest Payable	8,625.00
2070	Health Ins Pbl	665.00
2080	Aircraft Rental	11,919.50
240	Customer Deposits	500.00
20	Total Short Term Liabilities	\$128,095.45
Long Term Liabilities:		
2305	Notes Payable	\$441,000.00
23	Total Long Term Liabilities	441,000.00
2	Total Liabilities	\$569,095.45
Capital:		
340	Net Profit Or Loss	\$21,973.88
3	Total Capital	21,973.88
399	Total Liabilities and Capital	<u>\$591,069.33</u>

Balance Sheet – Sample Printout

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.

Fields on the Comparative Balance Sheet Report Parameters Screen

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? (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

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service Comparative Balance Sheet		Printed at 09:15am on 11/03/2014 Page 1	
		Balances as of 03/31/1996	As of 06/30/1996
Assets:			
Short Term Assets:			
101	Cash In bank, Checking	\$10,354.40	\$6,927.70
102	Accounts Receivable	88,828.82	113,145.26
103	Inventory	13,889.62	15,879.59
105	Cash On Hand	73.04	166.74
10	Total Short Term Assets	\$113,145.88	\$136,119.29
Long Term Assets:			
131	Aircraft	\$645,000.00	\$645,000.00
13	Total Long Term Assets	645,000.00	645,000.00
1	Total Assets	\$758,145.88	\$781,119.29
Liabilities:			
Short Term Liabilities:			
2000	Accounts Payable	\$72,726.00	\$85,404.88
2010	FIT Payable	0.00	1,812.76
2015	FICA Payable	0.00	1,468.50
2016	Medicare Payable	0.00	343.44
2020	FUI Payable	0.00	1.80
2035	SUI Payable	0.00	202.21
2040	Sales Tax Payable	6,954.64	10,098.18
2070	Health Ins Pbl	0.00	510.00
2080	Aircraft Rental	5,779.50	5,779.50
20	Total Short Term Liabilities	\$85,460.14	\$105,621.27
Long Term Liabilities:			
2305	Notes Payable	\$645,000.00	\$645,000.00
23	Total Long Term Liabilities	645,000.00	645,000.00
2	Total Liabilities	\$730,460.14	\$750,621.27
Capital:			
340	Net Profit Or Loss	\$27,685.74	\$30,498.02
3	Total Capital	27,685.74	30,498.02
399	Total Liabilities and Capital	\$758,145.88	\$781,119.29

Comparative Balance Sheet – Sample Printout

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.

Fields on the Multi-Column Balance Sheet Report Parameters Screen

Starting Date: 01/01/1996 Level of Detail: 4

Ending Date: 12/31/1996 Account Numbers? (Y/N) Y

Period Size: M Page After Assets? (Y/N) N

Comparative Dates					
From	To	From	To	From	To
01/01/1996	04/01/1996	07/01/1996	10/01/1996	01/01/1997	
02/01/1996	05/01/1996	08/01/1996	11/01/1996		
03/01/1996	06/01/1996	09/01/1996	12/01/1996		

Status: Pages: Printer: PDF, doPDF v6

Print Report [Multi-Col Balance Sheet](#) Emerald Charter Sales & Service 07/14/2010 05:20pm
US Dollar

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service Comparative Balance Sheet Comparing Balances As Of												Printed at 09:20am on 11/03/2014 Page 1		
	01/01/06	02/01/06	03/01/06	04/01/06	05/01/06	06/01/06	07/01/06	08/01/06	09/01/06	10/01/06	11/01/06	12/01/06	01/01/07	
Short Term Assets:														
101	Cash In Bank - Checking	0.00	0.00	1,099.40	10,354.40	1,443.43	9,452.12	6,927.70	229,001.39	77,470.39	66,200.39	64,720.39	63,293.89	62,640.89
102	Accounts Receivable	0.00	84,789.89	85,200.89	88,028.82	88,510.40	110,623.99	113,145.26	92,038.68	99,314.44	99,314.44	96,914.44	96,014.44	96,914.44
103	Inventory	0.00	102.92	-725.18	13,889.62	13,200.61	17,967.39	15,079.58	16,548.39	16,036.39	18,196.39	22,411.15	25,933.75	27,863.75
105	Cash On Hand	0.00	0.00	518.89	73.04	488.04	849.10	166.74	30,588.44	-7,288.75	-15,958.75	-15,458.75	-15,458.75	-15,458.75
10	Total Short Term Assets	0.00	84,901.81	86,087.10	113,145.88	104,662.48	138,882.60	136,119.29	378,676.90	166,412.47	167,772.47	159,407.23	152,573.33	153,868.33
Long Term Assets:														
130	Accum. Deprec. - Airplanes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,200.00	36,200.00	17,200.00	17,200.00	17,200.00	17,200.00
131	Asset	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	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	397,200.00
1	Total Assets	0.00	84,901.81	731,087.10	758,145.88	749,662.48	783,882.60	781,119.29	795,176.90	602,612.47	584,972.47	587,607.23	589,773.33	581,868.33
Liabilities:														
Short Term Liabilities:														
200	Accounts Payable	0.00	55,645.00	57,145.00	73,558.66	83,867.66	88,172.38	85,404.88	72,657.88	76,715.88	81,461.88	85,661.64	87,885.48	90,618.88
2010	FT Payable	0.00	0.00	0.00	0.00	776.10	776.10	1,812.76	2,225.07	2,225.07	2,225.07	2,225.07	2,225.07	2,225.07
2015	FICA Payable	0.00	0.00	0.00	0.00	691.80	691.80	1,488.58	1,905.20	1,905.20	1,905.20	1,905.20	1,905.20	1,905.20
2016	Medicare Payable	0.00	0.00	0.00	0.00	147.76	147.76	348.44	445.58	445.58	445.58	445.58	445.58	445.58
2020	FUI Payable	0.00	0.00	0.00	0.00	1.80	1.80	1.80	91.01	91.01	91.01	91.01	91.01	91.01
2025	SUI Payable	0.00	0.00	0.00	0.00	200.53	200.53	200.21	260.32	260.32	260.32	260.32	260.32	260.32
2040	Sales Tax Payable	0.00	6,149.03	6,247.32	6,954.64	7,040.48	9,770.28	10,098.18	10,782.80	10,838.78	10,838.78	10,838.78	10,838.78	10,838.78
2060	Interest Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2070	Health Ins Pfl	0.00	0.00	0.00	0.00	255.00	255.00	510.00	665.00	665.00	665.00	665.00	665.00	665.00
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	11,579.50	11,579.50	11,579.50	11,579.50	11,579.50
240	Customer Deposits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	500.00	500.00	500.00	500.00
20	Total Short Term Liabilities	0.00	63,281.53	64,678.82	86,782.80	98,700.63	100,735.15	105,621.27	100,602.36	105,967.34	110,588.34	123,138.10	125,281.95	130,885.45
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	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	441,000.00
2	Total Liabilities	0.00	63,281.53	708,678.82	731,782.80	743,700.63	746,735.15	750,621.27	745,602.36	546,967.34	559,588.34	584,138.10	586,281.95	589,885.45
Capital:														
340	Net Profit Or Loss	0.00	21,620.28	21,217.28	26,953.08	5,891.85	38,147.45	30,488.02	48,574.54	58,045.13	25,094.13	25,548.13	23,491.38	21,973.88
3	Total Capital	0.00	21,620.28	21,217.28	26,953.08	5,891.85	38,147.45	30,488.02	48,574.54	58,045.13	25,094.13	25,548.13	23,491.38	21,973.88
399	Total Liabilities and Capital	0.00	84,901.81	731,087.10	758,145.88	749,662.48	783,882.60	781,119.29	795,176.90	602,612.47	584,972.47	587,607.23	589,773.33	581,868.33

Multi-Column Balance Sheet – Sample Printout

Income Statements

Pilot 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.

G/L 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.

Fields on the Income Statement Report Parameters Screen

The screenshot displays the 'Income Statement Report Parameters' dialog box within the Pilot Accounting software interface. The dialog box contains the following fields and values:

- Beginning Date: 01/01/1996
- Ending Date: 06/30/1996
- Account Numbers? (Y/N): Y
- Percentages? (Y/N): N
- Level of Detail: (1-9): 4
- Decimal Significance: 0
- Profit Center: (ALL)
- Omit Closing Entries? (Y/N): Y
- Dotted Lines? (Y/N): N
- Report Title: (empty field)
- Control File: (empty field)

The software interface includes a menu tree on the left with 'Income Statements...' selected, and a status bar at the bottom showing 'Emerald Charter Sales & Service' and the date/time '07/14/2010 05:24pm' with 'US Dollar' as the currency.

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service		Printed at 09:26am on 11/03/2014
Income Statement		Page 1
For period beginning 01/01/1996 and ending 12/31/1996		
Gross Income:		
Sales Income:		
402	Airplane Rental Revenue	\$33,600.75
403	Mechanic/Service Revenue	15,469.00
404	Aircraft Charter Revenue	7,100.00
408	Fuel Sales Revenue	11,977.92
410	Total Other Income	92.00
401	Sales Income	<u>\$156,708.67</u>
Cost Of Sales:		
405	Sales Discounts	\$99.09
401-C	Total Cost Of Sales	<u>79,710.58</u>
4	Total Gross Income	\$76,998.09
Expense:		
Operating Expense:		
5075	Shipping Expense	\$812.50
5110	Equipment Rental	19,540.00
5115	Airplane Depreciation	19,000.00
5120	Salaries & Wages	15,463.08
5125	Payroll Tax Expense	1,526.72
51	Total Operating Expense	<u>\$56,342.30</u>
General Expense:		
5000	Office Expense	\$91.75
5005	Postage & Courier Expense	7.50
5040	Utilities Expense	90.00
5050	Insurance	1,750.00
5055	Telephone Expense	832.66
5060	Space & Storage Rent	6,000.00
5070	Consulting & Professional Services	1,485.00
50	Total General Expense	<u>10,256.91</u>
5	Total Expense	66,599.21
Other Income:		
411	Gain (Loss) On Sale Of Assets	\$20,200.00
41	Total Other Income	20,200.00
Other Expense:		
5200	Interest Expense	\$8,625.00
52	Total Other Expense	8,625.00
340	Net Profit Or Loss	<u><u>\$21,973.88</u></u>

Income Statement – Sample Printout

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.

Fields on the Comparative Income Statement Report Parameters Screen

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? (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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service Comparative Income Statement		Printed at 09:30am on 11/03/2014 Page 1	
		01/01/1996 to 03/31/1996	04/01/1996 to 06/30/1996
Gross Income:			
Sales Income:			
402	Airplane Rental Revenue	9,050.75	15,480.00
403	Mechanic/Service Revenue	7,233.50	6,174.50
404	Aircraft Charter Revenue.....	0.00	7,100.00
408	Fuel Sales Revenue	1,149.96	10,761.96
410	Total Other Income	0.00	92.00
401	Sales Income	<u>92,403.21</u>	<u>44,728.96</u>
Cost Of Sales:			
405	Sales Discounts	56.59	37.09
401-C	Total Cost Of Sales	<u>63,146.47</u>	<u>10,367.50</u>
4	Total Gross Income	<u>29,256.74</u>	<u>34,361.46</u>
Expense:			
Operating Expense:			
5075	Shipping Expense	26.00	587.00
5110	Equipment Rental	0.00	15,480.00
5120	Salaries & Wages	0.00	11,987.04
5125	Payroll Tax Expense	0.00	1,109.98
51	Total Operating Expense.....	<u>26.00</u>	<u>29,164.02</u>
General Expense:			
5005	Postage & Courier Expense.....	0.00	7.50
5040	Utilities Expense	45.00	45.00
5055	Telephone Expense	0.00	832.66
5060	Space & Storage Rent	1,500.00	1,500.00
50	Total General Expense	<u>1,545.00</u>	<u>2,385.16</u>
5	Total Expense	<u>1,571.00</u>	<u>31,549.18</u>
340	Net Profit Or Loss	<u><u>\$27,685.74</u></u>	<u><u>\$2,812.28</u></u>

Comparative Income Statement – Sample Printout

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.

Fields on the Multi-Column Income Statement Report Parameters Screen

The screenshot displays the 'Multi-Column Income Statement' report parameters screen. The interface includes a menu on the left, a main parameter area with several input fields, and a 'Comparative Dates' table. The status bar at the bottom shows the report title 'Emerald Charter Sales & Service' and the currency 'US Dollar'.

Parameters:

- Starting Date: 01/01/1996
- Ending Date: 12/31/1996
- Period Size: M
- Level of Detail: (1-9) 4
- Account Numbers? (Y/N) Y
- Decimal Significance: 0
- Profit Center Key: (ALL)
- Omit Closing? (Y/N) Y

Comparative Dates Table:

From	To	From	To	From	To
01/01/1996	01/31/1996	06/01/1996	06/30/1996	11/01/1996	11/30/1996
02/01/1996	02/29/1996	07/01/1996	07/31/1996	12/01/1996	12/31/1996
03/01/1996	03/31/1996	08/01/1996	08/31/1996	01/01/1996	12/31/1996
04/01/1996	04/30/1996	09/01/1996	09/30/1996		
05/01/1996	05/31/1996	10/01/1996	10/31/1996		

Status: Pages: Printer: PDF, doPDF v6

Print Report: [Multi-Col](#)
[Income Statement](#)

Emerald Charter Sales & Service

07/14/2010 05:30pm
US Dollar

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service Comparative Income Statement Comparing Income by Dates From/To												Printed at 09:35am on 11/03/2014 Page 1	
	01/01/96 01/01/96	02/01/96 02/01/96	03/01/96 03/01/96	04/01/96 04/01/96	05/01/96 05/01/96	06/01/96 06/01/96	07/01/96 07/01/96	08/01/96 08/01/96	09/01/96 09/01/96	10/01/96 10/01/96	11/01/96 11/01/96	12/01/96 12/01/96	TOTALS
Gross Income:													
Sales Income:													
402	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403	2,736.00	711.50	3,786.00	0.00	6,069.50	105.00	45.00	2,016.00	0.00	0.00	0.00	0.00	15,468.00
404	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	796.46	313.50	40.00	1,023.66	8,069.20	1,640.10	66.00	0.00	0.00	0.00	0.00	0.00	11,677.92
410	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	\$78,649.96	\$1,325.00	\$11,828.25	\$1,059.66	\$36,621.20	\$4,948.10	\$8,620.50	\$10,956.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156,708.67
Cost Of Sales:													
405	0.00	0.00	\$-56.59	0.00	0.00	\$-37.09	0.00	\$-5.41	0.00	0.00	0.00	0.00	\$-99.09
401-C	-56,984.68	-820.00	-5,333.79	-859.01	-7,218.60	-2,489.89	-5,051.20	-345.41	0.00	0.00	0.00	0.00	-79,710.58
4	\$21,665.28	\$1,097.00	\$6,494.46	\$400.65	\$32,402.60	\$1,558.21	\$2,769.30	\$10,610.59	\$0.00	\$0.00	\$0.00	\$0.00	\$76,998.09
Expense:													
Operating Expense:													
5075	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	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00	0.00	0.00	0.00	0.00	16,000.00
5120	0.00	0.00	0.00	5,154.77	0.00	6,832.27	0.00	3,476.04	0.00	0.00	0.00	0.00	15,463.08
5125	0.00	0.00	0.00	592.11	0.00	517.87	0.00	416.74	0.00	0.00	0.00	0.00	1,526.72
51	0.00	0.00	\$26.00	\$5,746.88	\$15,717.00	\$7,700.14	0.00	\$7,998.78	\$16,136.00	0.00	0.00	\$17.50	\$56,342.30
General Expense:													
5000	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	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	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,750.00	0.00	0.00	0.00	0.00	1,750.00
5055	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	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00	6,000.00
5070	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,495.00	0.00	1,495.00
50	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	45.00	1,500.00	26.00	6,624.54	15,717.00	9,207.64	0.00	8,032.78	22,386.00	0.00	1,542.75	1,517.50	66,599.21
Other Income:													
411	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	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$8,625.00	0.00	0.00	0.00	0.00	\$8,625.00
52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,625.00	0.00	0.00	0.00	0.00	8,625.00
340	\$21,620.28	\$403.00	\$6,468.46	\$6,223.89	\$16,865.60	\$7,548.43	\$22,869.30	\$2,577.81	\$31,011.00	\$0.00	\$1,542.75	\$1,517.50	\$21,673.88

Multi-Column Income Statement – Sample Printout

Cash Flow Statements

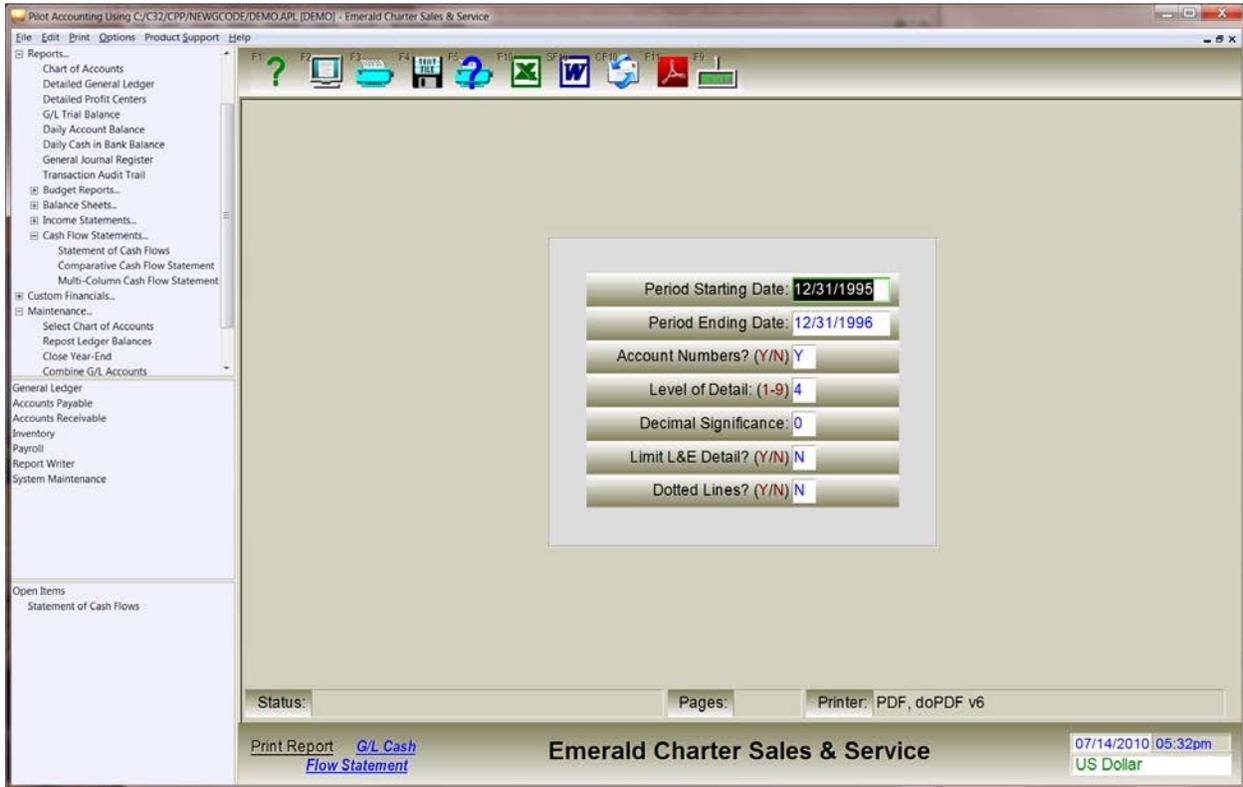
Pilot provides three standard cash flow statement formats; a conventional single period cash flow statement, a comparative (dual periods) cash flow statement, and a multi-column (up to 18 different periods) cash flow statement. All three cash flow statement formats employ the direct method of calculation, 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.

G/L 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.

Fields on the Cash Flow Statement Report Parameters Screen



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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
Statement of Cash Flows

Printed at 09:39am on 11/03/2014
Page 1

		Cash Basis Balances as of: 12/31/1995	As of: 12/31/1996
Cash and Cash Equivalents:			
101	Cash In bank, Checking	\$ 0.00	\$ 82,649.89
105	Cash On Hand	0.00	-13,458.75
H00	Cash and Cash Equivalents	<u>\$ 0.00</u>	<u>\$ 69,191.14</u>
	Net Change in Cash and Cash Equivalents		69,191.14
Change in Cash Basis Balances as of 12/31/1996			
Cash Flows from Operations:			
Cash from Sales:			
102	Accounts Receivable	\$	35,399.69
401	Sales Income		4,359.50
402	Airplane Rental Revenue		9,070.00
403	Mechanic/Service Revenue		11,553.50
408	Fuel Sales Revenue		8,517.70
H01	Cash from Sales	\$	<u>68,900.39</u>
Cash Production Costs:			
103	Inventory	\$	8,728.00
2000	Accounts Payable		-35,546.16
401-C	Total Cost Of Sales		-14,868.00
405	Sales Discounts		-99.09
H02	Cash Production Costs		<u>-41,785.25</u>
Cash Expense and Liability:			
2010	FIT Payable	\$	2,225.07
2015	FICA Payable		1,905.20
2016	Medicare Payable		445.58
2020	FUI Payable		91.01
2035	SUI Payable		260.32
2040	Sales Tax Payable		1,833.62
2070	Health Ins Pbl		665.00
2080	Aircraft Rental		6,140.00
240	Customer Deposits		500.00
5120	Salaries & Wages		-15,463.08
5125	Payroll Tax Expense		-1,526.72
H03	Cash Expense and Liability		<u>-2,924.00</u>
Taxes, Other Income and Expense:			
411	Gain (Loss) On Sale Of Assets	\$	<u>20,200.00</u>

Cash Flow Statement – Sample Printout

Effects of Reports on the Company Database

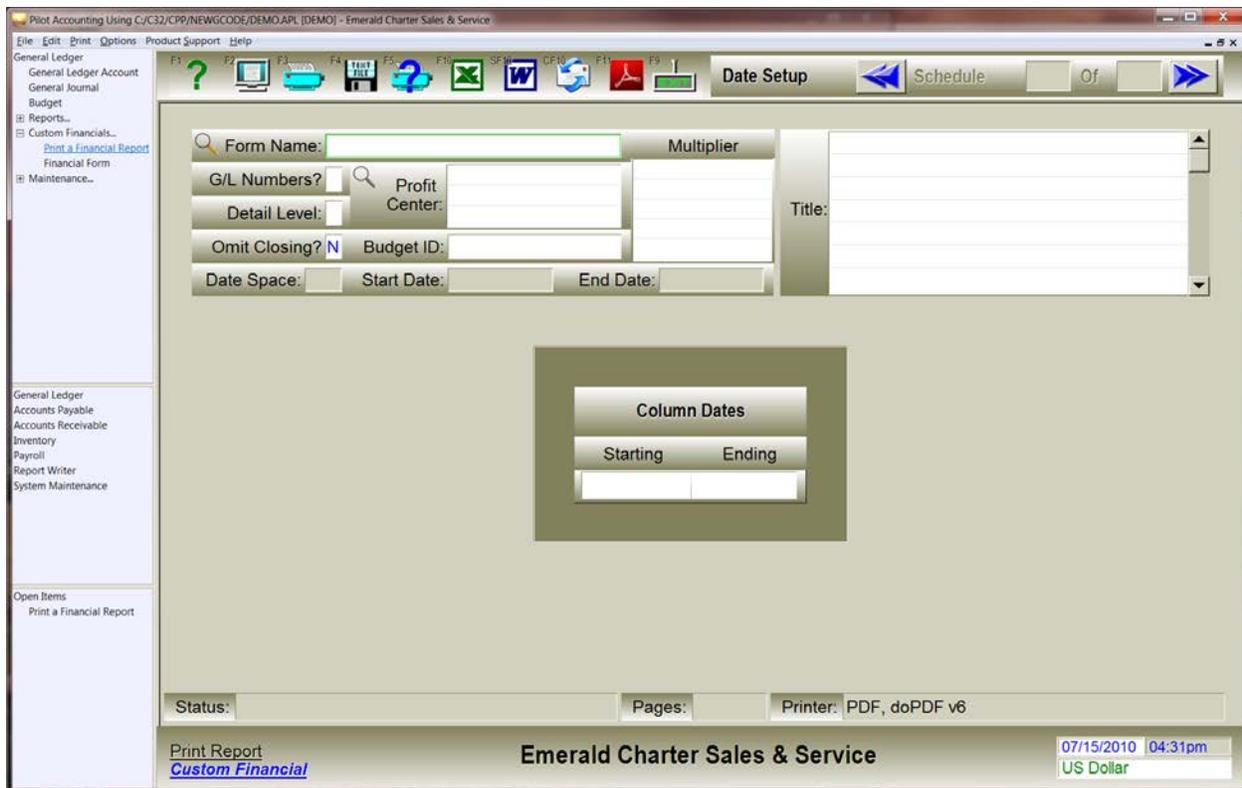
- G/L reports have no effect on the company database
- G/L reports have no effect on any GL account balances

The Custom Financial Report Writer

In addition to the financial reports already described, Pilot 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.

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*.



The Print Custom Financial Report Screen

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.

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 Pilot 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

Making a Report - The Basics

Begin by finding the *Custom Financials* option on the *General Ledger* menu. On the *Custom Financials* menu, select *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 Yes, 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 *Custom Financial Form*, display the template you wish to export
- 3 - Press [Ctrl-F10] and type a path name for the export file
- 4 - Log into the database which will receive the template
- 5 - In *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 Pilot 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 Pilot 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 Pilot 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, Pilot 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. Pilot 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 tabs, and we'll begin on tab one. Throughout the discussion of the fields of the report writer, we will work from left to right, top to bottom through the screens.

Fields on the Custom Financial Screen, Column Definitions Tab

The screenshot shows the 'Column Definitions' tab in the Pilot Accounting software. The interface includes a menu bar, a toolbar with function keys (F1-F10), and a sidebar with navigation options. The main area is divided into two sections:

Report Form Section:

- Report Form: [Text Field]
- Multiplier: [Spinner]
- Report Title: [Text Area]
- Report Type: [Dropdown]
- Next, Prev, Copy, Paste, Insert, Delete buttons
- Schedule #: 1, Of: 1

Global Control Section:

- Global Control: [Text Field]
- Global Budget: [Spinner]
- No. of Cols: [Spinner]
- 'S' Position: 12
- Indent Headings: 0
- Paper Width: 80
- Date Spacing: [Spinner]
- Indent Detail: 2
- Undrline Len: 10
- Date Char: /
- Indent Totals: 4
- Printer: [Text Field]
- Indent Cols: 8

Column Definitions Table:

Ln	Pos	Wid	In	Column Heading	Control	Date	Journal	Profit Ctr	Company	Formula
A	1	100			0					
B	11	300			1					
C										
D										
E										
F										
G										
H										
I										
J										

At the bottom, there is an 'Add:' button and a status bar showing 'Add/Change Custom Financial' and the date/time '07/15/2010 04:42pm'.

Custom Financial screen, Column Definitions tab

Tab one is divided into two sections. The top section defines general report parameters.

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

v	vertical offset	v=.5	value shifts to the left, positive shifts to the right. 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, code128, postnet, and you must have an appropriate font for that barcode, listed in your <i>User Preferences</i> .
b	bitmap	b=c:\Pilot\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, PNG 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 *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 Pilot 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 tabs). 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 multi-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 is 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
- W – Week
- M – Month
- Q – Quarter
- Y – Year

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.

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 judgment 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-Del].

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.

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 Pilot 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 prefilled 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 rightmost-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 tab 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 <i>Multiplier</i> 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. |

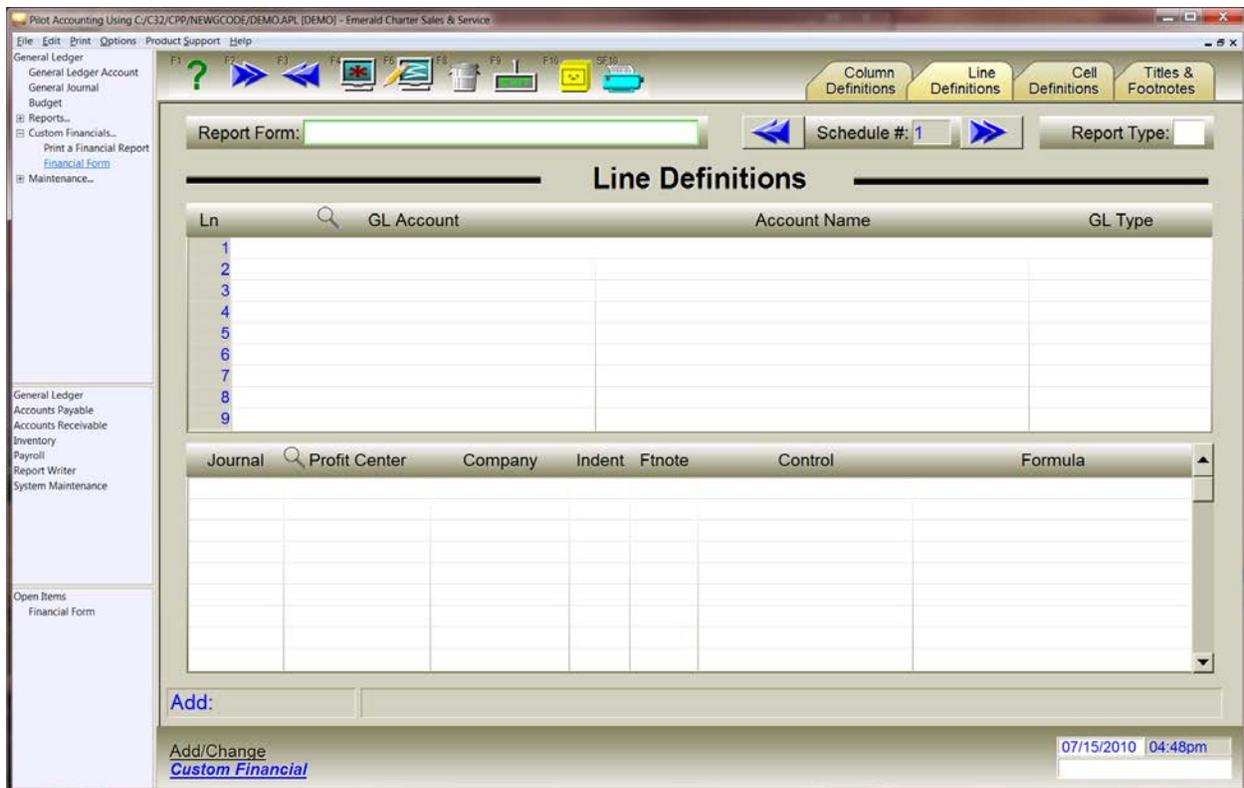
@UNAME(n) a text field (not for calculating) taken from the G/L or profit center record for this line. It names or titles the units described above. Used by itself as a column formula, it will print a column of names for the corresponding units.

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)$

Fields on the Custom Financial Screen, Line Definitions Tab



The lines of the financial form are defined on the *Line Definitions* tab of *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 Cartesian 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.

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 the *Cell Definitions* tab, 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 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 [Report Title](#) 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 subtotals

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 *Statement of Cash Flows*.

Y - Include Title (I) accounts

Normally, G/L accounts that are flagged as title accounts (with an *Account Type* of I) 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:

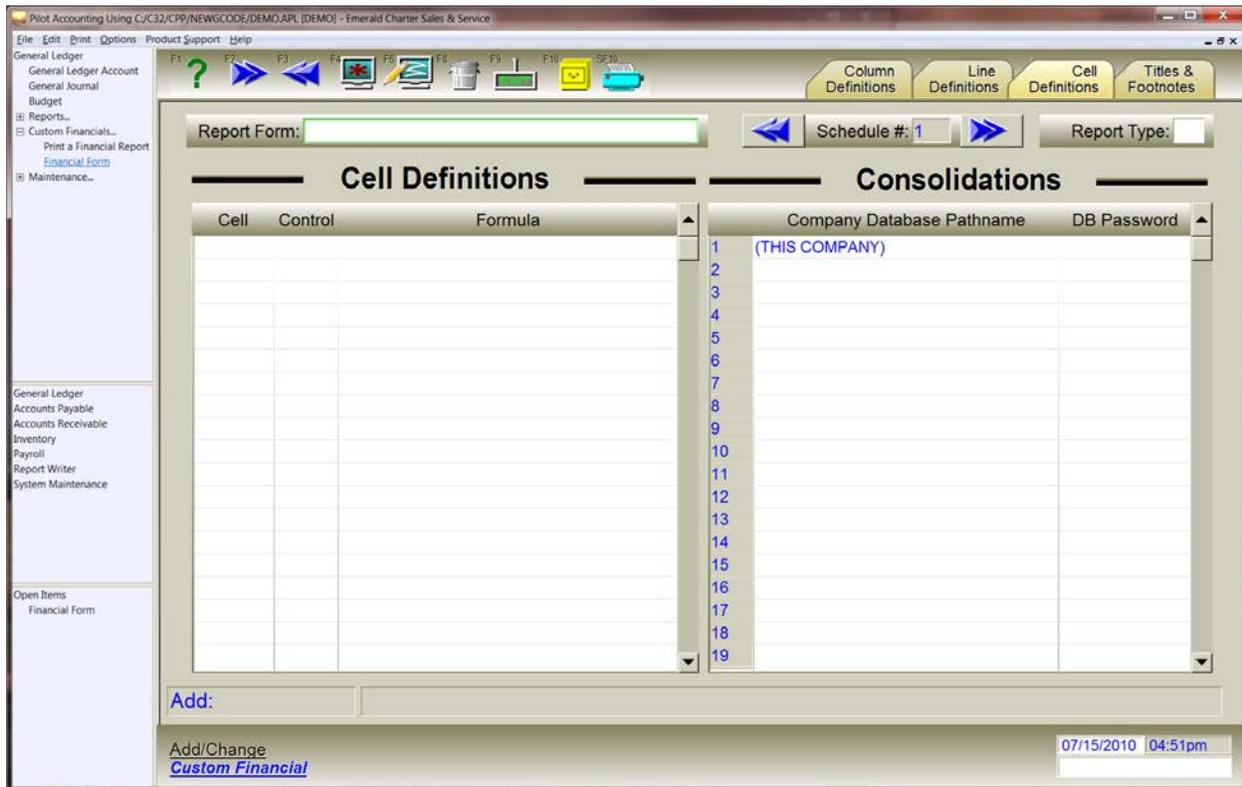
- @MULT(n) a numeric value taken from the *Multiplier* field on the report launch screen. This is a multi-line field, and n is the line number, starting with 1.
- @UNITS(n) a numeric value taken from the G/L or profit center account record for this line. This is a multi-line field, and n is the line 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)
```

Fields on the Custom Financial Screen, Cell Definitions Tab



Custom Financial screen, Cell Definitions tab

On the *Cell Definitions* tab of *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 normally 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
- 2 - Do formula only if cell # 0
- 3 - Do formula only if cell > 0
- 4 - Do formula only if cell >= 0
- 5 - Do formula only if cell < 0
- 6 - Do formula only if cell <= 0
- 7 - 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

Consolidations

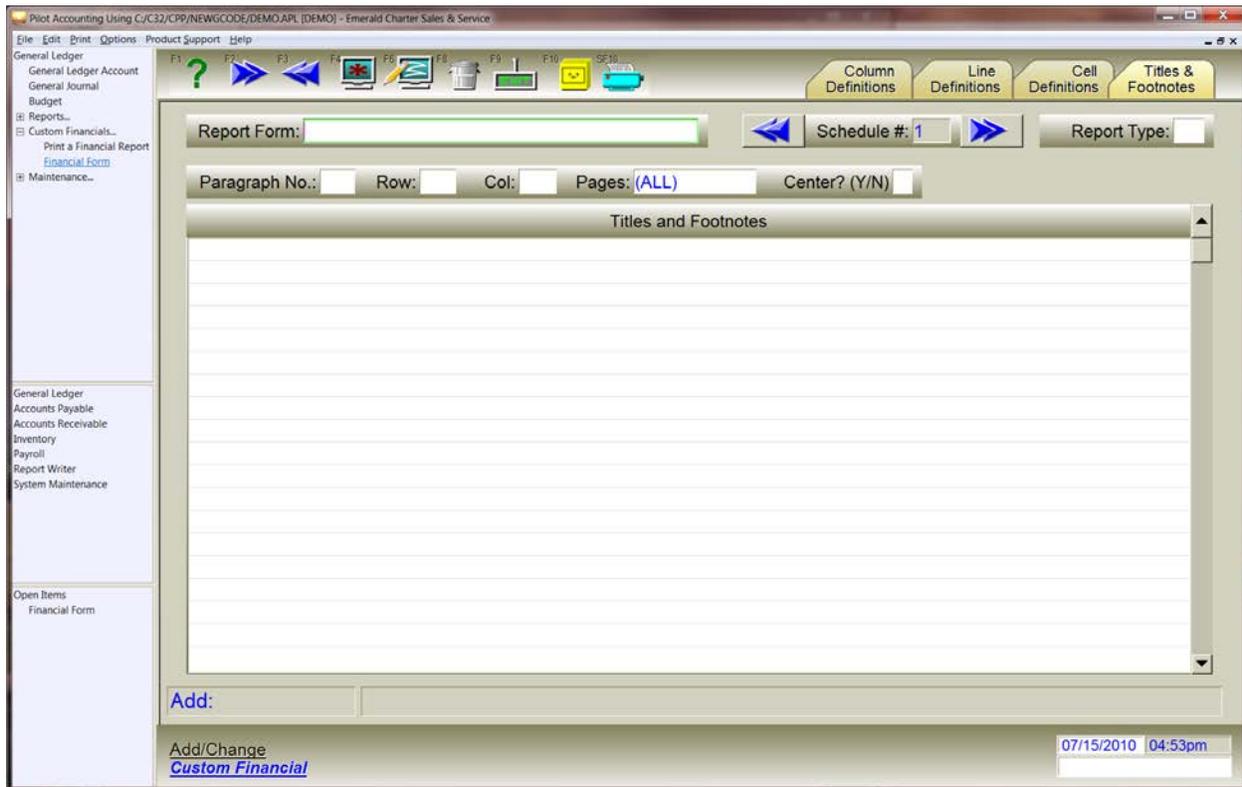
If your financial report should include data from databases other than the one you are logged into when printing the report, those databases must be named in the *Consolidations* section. These companies can then be referenced by their line numbers in column and line definitions. If you list additional 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.

Fields on the Custom Financial Screen, Titles & Footnotes Tab



Custom Financial screen, Titles & Footnotes tab

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.

Schedules of a financial report always print together, one after another, unless a schedule has been flagged as disabled by setting a 5 in the *Global Control* field.

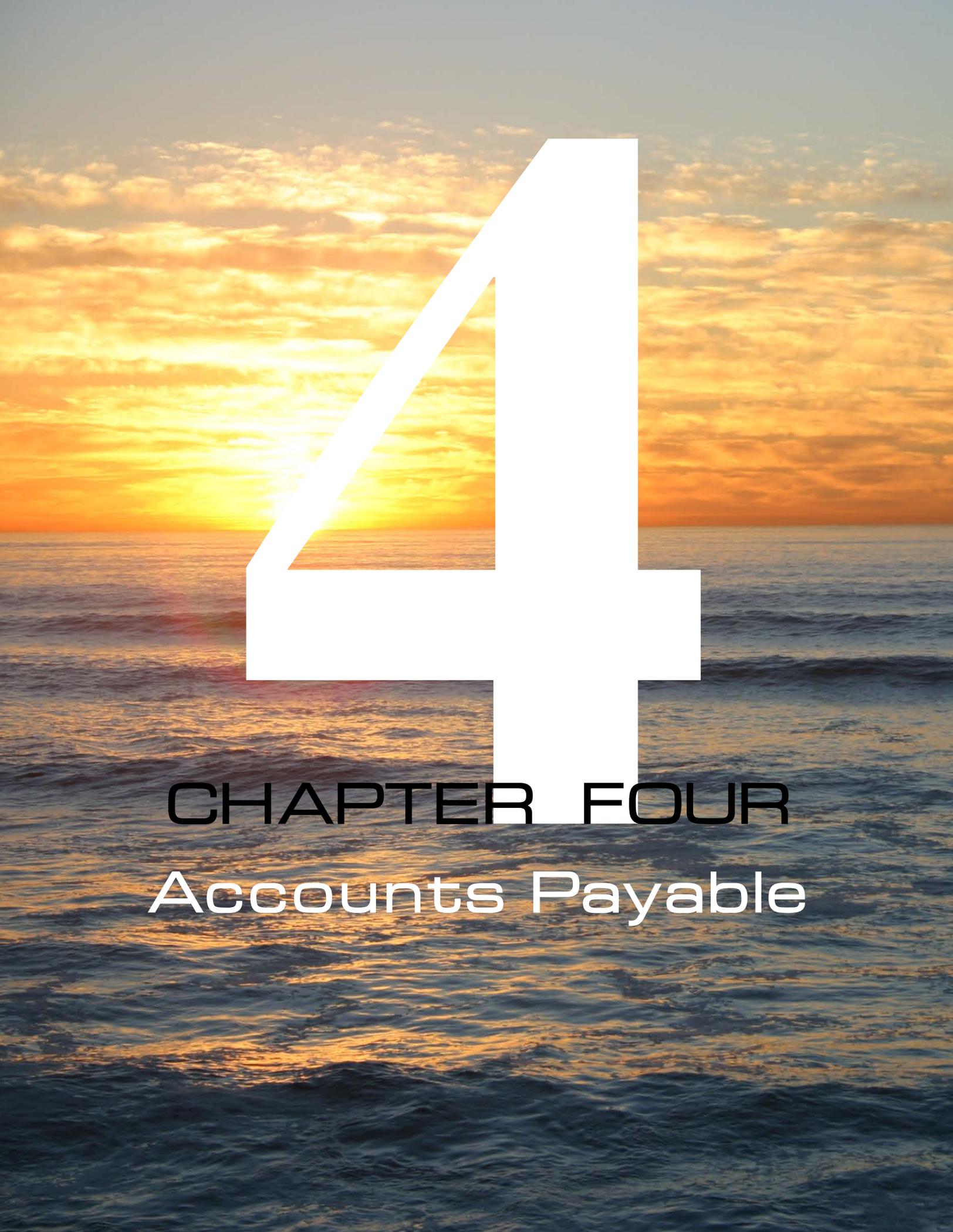
The statement of cash flows requires two schedules to print the first page, because the first few lines of a cash flow are in a two-column format, while the remainder is in a single column format. In this case, the schedules are tightly coupled, with no formfeed between. By default, schedules do not 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.

A large, white, sans-serif number '4' is centered on the page. The background is a photograph of a sunset over the ocean. The sun is low on the horizon, creating a bright orange and yellow glow that reflects on the water. The sky is filled with soft, golden clouds. The water in the foreground is dark blue with small waves.

4

CHAPTER FOUR
Accounts Payable

Overview

Pilot'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.

Vendor

Use this menu selection to:

- Add a new vendor to the file.
- Display or change the address information associated with a vendor.
- Display balance owing and history for a vendor quickly.

Vendor information is used in maintaining records of invoices, cash disbursements, and the balance your company owes to each vendor. The *Vendor* screen 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 *Purchase Invoice* screen to help you enter purchase invoices, and on the *Cash Disbursement* screen to help you enter checks, etc.

Vendor is divided into three display screen pages. The first tab displays identifying information about the vendor. The second tab displays information regarding your company's business relationship with them. The third tab displays historical detail of your business with the vendor. To switch from one screen page to the other, click one of the tab icons in the upper right corner.

Fields on the Vendor Screen, Name Info Tab

Vendor screen, Name Info tab

ID Number

The vendor's unique 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. 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 value you want, by pressing [Ctrl-F1] from the *ID Number* field, and setting the default value to your starting value. Numerals and letters are permitted. Save by pressing [F10] on the *Prompt Edit* screen. This number will increment automatically with each new vendor that you add.

If vendors, customers, employees and ship-to names should all share the same ID Number series, use [Ctrl-F1] to remove the starting number from this screen and put the starting value in the *Name* screen instead. Find *Name* on *System Maintenance* → *Name/Company*. Remember to remove the starting ID Numbers from the *Customer* and *Employee* screens as well.

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 two 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 Preferences* screen under the *System Maintenance* menu. If the search name that Pilot creates does not alphabetize correctly, click the SWAP button in the search name title bar, or type your own.

The search name is used for finding this record in directory searches and for alphabetizing reports. 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.

If you have trouble finding a vendor when entering invoices or checks, an incorrect search name is probably the reason. To find incorrect search names and fix them, print a *Vendor Name List* report and drill down to the vendors who are out of order.

Telephone, FAX #

Enter the vendor's current business telephone, FAX number, and any other phone numbers for this vendor. Use the Label field to further identify the number.

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.

Use the *Edit Prompt Properties* screen, [Ctrl-F1], to change the captions of these fields.

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. You will find an arrow button on the title bar of this field. This button opens the comments field to full-screen.

The first line of the *Comments* 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 Pilot simultaneously as a customer or an employee, it may also contain "Customer" or "Employee".

Fields on the Vendor Screen, Vendor Info Tab

Vendor screen, Vendor Info tab

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 *Purchase Invoice* screen when the vendor is entered.

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.

Assign Checks To

If this vendor has an assignee, enter the name here and set a value of B in the *Vendor Status* field. This is the name that will print on cash disbursement checks to this vendor. To print more than one line of name information, put a backslash (\) between name items.

FOB

This field specifies the location or point in time where ownership and responsibility for shipped

goods transfers from the vendor or shipper to you. It also may indicate whether the vendor pays freight charges. Customarily it stands for “Freight on board” or “Free on board”.

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:

- 0 – Vendor is inactive
- 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 – Payments to an attorney
- A – Hold on vendor activity
- B – Check sent to assignee
- C – 1099-INT 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 provided on each line of non-inventory purchase invoices and non-A/P checks for this vendor as they are entered.

This field can also include a profit center with the G/L account.

Type a few characters of the account name followed by * to display a directory of General Ledger accounts.

A/P Account

If you use multiple Accounts Payable accounts in your General Ledger, you can assign this vendor to one A/P account. This field can include a profit center.

Other Checking, Pay by Credit Card or Online Account

If you pay this vendor from a checking account that is different from the usual one, or pay by credit card or online, you can put a list of G/L accounts in this field to represent those payment methods. If this vendor is normally paid by a regular check, you should leave this field blank.

See the discussion [Paying by Credit Card or Online](#) in the [Cash Disbursements](#) section for more information.

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.

Opened Date

Enter the date you first did business with this vendor.

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.

If documents have been entered with a date in the future, their amounts will be included in the current balance.

Vendor Comments

Use this field for conversations, notes, observations or any other textual information about this vendor. Press [Ctrl-B] to push lines down and make a blank line.

You can enter a date corresponding to any comment line. You can mark lines as important and bring those lines to the top by clicking the “!” in the title bar. Click on any title heading to sort the comments under that heading.

You can enter up to 64,000 lines of information in this field.

Fields on the Vendor Screen, Vendor Snapshot Tab

The screenshot displays the Vendor Snapshot tab in the Emerald Charter Sales & Service software. The interface includes a search bar for ID Number (1008) and Name. A Current Balance field shows a dollar sign. Below these are several summary statistics: First Invoice, Last Invoice, Highest Balance, Biggest Invoice, Average Invoice, Number of Invoices, Last Payment, Avg Days to Pay, and Avg Late Days. A table with columns for Typ, Date, Document #, Remarks, and Amount is visible. The bottom of the screen shows the text 'Add/Change A/P Vendor' and 'Emerald Charter Sales & Service'.

Vendor screen, Vendor Snapshot tab

The *Vendor Snapshot* displays important historical detail for this vendor, including invoice and payment history. This detail is generated in real time when the snapshot tab is clicked, and may take a moment to display. The fields on this page are locked and can't be changed. Double-click on items in the *Document #* field to drill down to the document.

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 *Vendor* menu selection may affect records from the following files:

- Name records
- Vendor records
- Exceptional Events Log entries
- Has no effect on any G/L account balances

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 *Inventory Item* screen. When every item on a purchase order has been converted, the purchase order *Status* field is marked as "Completed".

The *Purchase Order* screen is divided into two display screen pages. The first tab displays most of the critical information regarding the order. The second tab displays comments and other information. To switch from one screen page to the other, click one of the tab icons in the upper right corner.

Fields on the Purchase Order Screen, Edit Lines Tab

The screenshot shows the 'Purchase Order' screen in the 'Edit Lines' tab. The interface includes a menu bar, a toolbar with function keys (F1-F10), and a sidebar with navigation options. The main area contains the following fields and sections:

- Order #:** 1000
- Ship To:** (dropdown menu)
- Or'd By:** (text field)
- Status:** (text field)
- Vendor #:** (text field)
- Terms:** NET 30
- Cycle Cd:** (text field)
- Order Date:** 07/09/2010
- One-Time Ship To:** (text field)
- Ship Via:** (text field)
- Ship Date:** 07/09/2010
- A/P Account:** 2000

Below these fields is a table with the following columns: Quantity Ordered, Not yet Received, Item #, Description, Unit Cost, Line Cost, and Account. The table is currently empty.

At the bottom right, there is a 'Purchase Order Total' button and a summary box. The status bar at the bottom shows 'Add/Change Purchase Order', 'Emerald Charter Sales & Service', and the date/time '07/09/2010 02:36pm'.

Purchase Order screen, Edit Lines tab

Order

Enter a unique order number or use the default provided by the screen. 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 alphanumeric 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 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 your starting value. Save by pressing [F10] on the *Prompt Edit* screen.

Vendor #

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.

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 ship-to 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.

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 Pilot.

- 0 – Void
- 1 – Completed
- 2 – Altered
- 6 – Printed
- E – Encumbrance

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 ">*".

The Line Item Fields

Each line in this section represents an item you are purchasing, with related quantities and cost. Blank lines are permitted, as well as lines with only a description. Press [Ctrl-B] to push the lines down and leave a blank line at the cursor. Press [Ctrl-Delete] to erase an entire line at the cursor and pull the other lines up.

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.

Fields on the Purchase Order Screen, Edit Notes Tab

The screenshot shows the 'Purchase Order' screen in the 'Edit Notes' tab. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help) and a toolbar with function keys (F1-F10, SE10). A left-hand navigation pane lists various accounting modules. The main form area contains the following fields:

- Order #: 1000
- Vendor #: [Empty]
- Order Date: 07/09/2010
- Ship Date: 07/09/2010
- Ship To: [Empty]
- One-Time Ship To: [Empty]
- Or'd By: [Empty]
- Terms: NET 30
- Ship Via: [Empty]
- A/P Account: 2000
- Status: [Empty]
- Cycle Cd: [Empty]

Below the form fields is a large 'Comments' text area with a scroll bar. At the bottom of the screen, there is an 'Add:' button, a status bar with 'Add/Change Purchase Order', the company name 'Emerald Charter Sales & Service', and a timestamp '07/09/2010 02:37pm'.

Purchase Order screen, Edit Notes tab

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  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  or press [F9] or [Esc].

Effects on the Company Database

Using the *Purchase Order* menu selection may affect records from the following files:

- Purchase Order
- Inventory records
- Exceptional Events Log entries
- Has no effect on any G/L account balances

Process Purchase Orders

Process *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.
- Record recurring payables based on open purchase orders.
- Record the current portion of long-term payables based on purchase orders.

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.

The screen is composed of three sections. At the top are fields which provide initial values for the invoices to be created, and filters to select the orders to be processed.

The center section shows the details of a single invoice which is summarized on one line in the bottom section. These lines can be edited.

The bottom section lists all of the invoices that are about to be created. Lines in this section can't be changed, but they can be deleted. Each line represents one purchase invoice generated from one purchase order. The same vendor may appear more than once if there are multiple purchase orders open for that vendor. When you scroll through this section, the invoice details display in the center section, where they may be edited.

If you wish to remove an invoice from the screen, highlight it in the bottom section so that it displays, then press [F8]. This does not delete the purchase order or modify the vendor; it only removes the purchase invoice from this batch.

Follow these steps to process purchase orders:

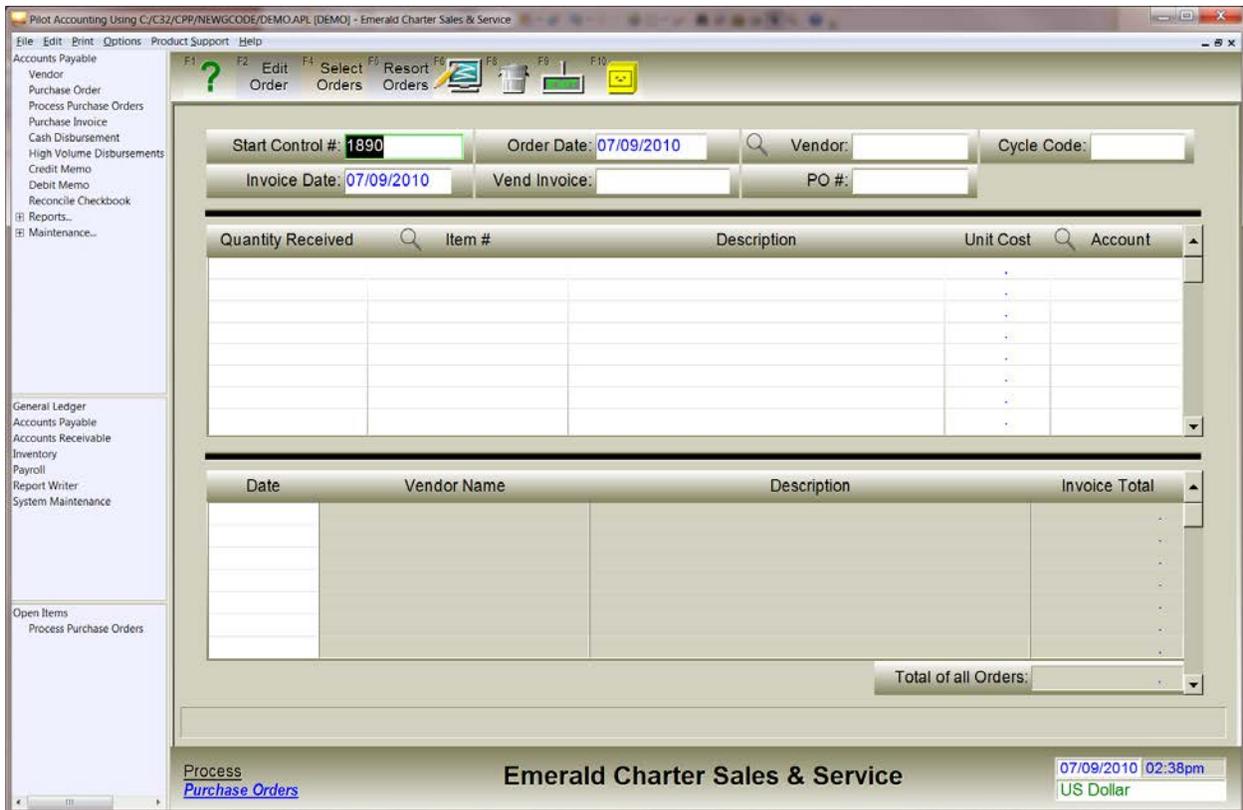
1. Enter the purchase order selection criteria. If you want to process only orders from a specific vendor, enter the vendor's ID number in the *Vendor ID #* field. If you leave this field blank, open orders from any vendor will be selected. If you want to process orders which are to be issued on or before 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, hi-lite the item line and press [F8].

- 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 hi-lite 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.

Fields on the Process Purchase Orders Screen



Process Purchase Orders screen

Start Control #

Pilot 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.

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

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 *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 *. 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 edit the description.

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.

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
- Transaction Journal

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Process Purchase Order* menu selection, conforming to generally accepted accounting practices (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)	

Purchase Invoice

Use this menu selection to:

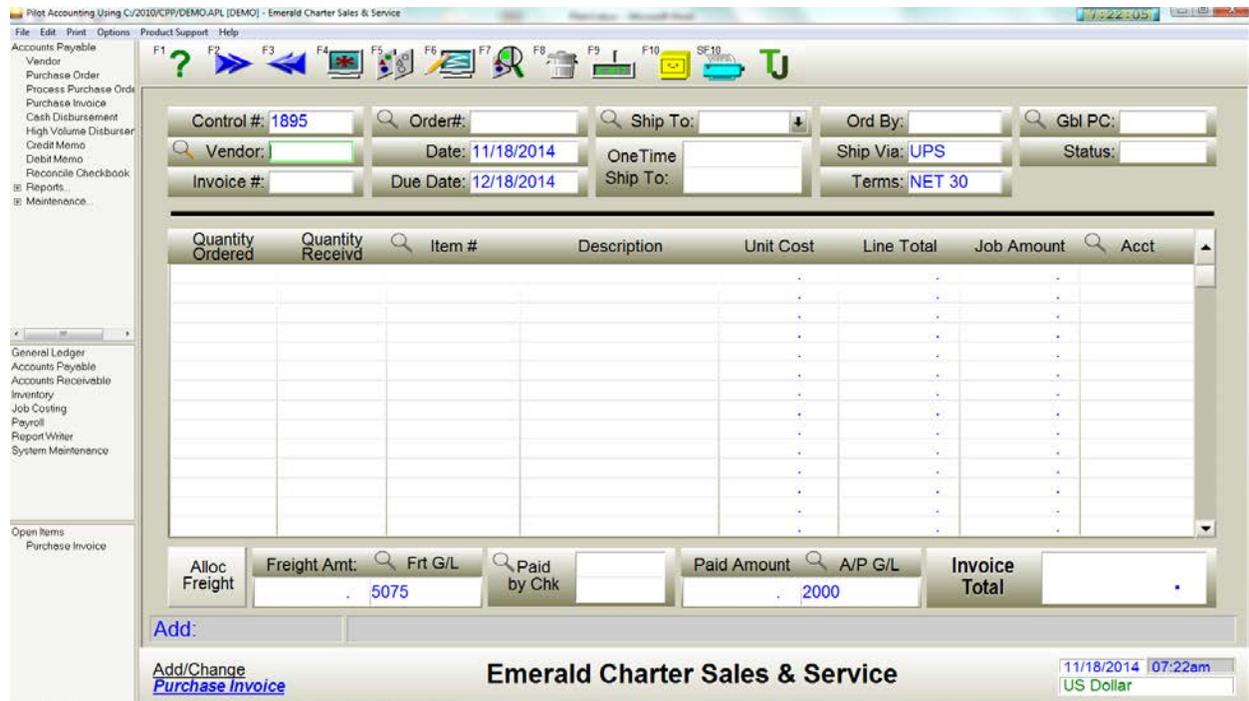
- Make a purchase of goods and/or services from a vendor.
- Receive inventory items into stock.
- Change information associated with a purchase invoice that has already been entered.

To add a new purchase invoice or to change an invoice already entered, select *Purchase Invoice* from the *Accounts Payable* menu.



To HotPrint Purchase Invoices, click  or press [Shift-F10].

Fields on the Purchase Invoice Screen



Purchase Invoice screen

Control

Pilot 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 your starting value. Save by pressing [F10] on the *Prompt Edit* screen.

Vendor

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. This number does not need to be unique, since different vendors may use the same number.

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.

When an order is invoiced, the quantities on the order are reduced. If the entire order is received and invoiced, the order will be closed automatically unless the order has a Cycle Code. A cycle code causes the order to remain open and the order quantities to be unchanged so that it may be invoiced over and over.

If the invoice receives only part of the order quantities, the order remains open and back-ordered. If the order is used on another invoice, the remaining quantities from the order are displayed on the invoice. By default, all of the order lines are displayed on the invoice, including lines with zero quantity. If you don't want the zero quantity lines to appear on the invoice, set a preference in the *Options* → *Preferences* screen to suppress them. On the *System Options* side, enter a Description of PI zero lines, a Key of PI ZERO LINES and a Value of N.

Date

Enter the date this invoice was created. The current system date automatically displays.

Due Date

Enter the date on which payment is due for this invoice. Pilot will calculate the due date based on the invoice date and credit terms.

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 ship-to 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.

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.

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.

Global PC

If the G/L account on every transaction line of this invoice should have the same profit center applied to it, enter the profit center in this field. The effect is the same as typing a profit center onto every account on the screen.

Status

The *Status* field represents the current condition of this invoice. This field is maintained by Pilot.

- 0 – Void
- 1 – Paid
- 2 – Altered

6 – Printed

7 – Hold, don't pay

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 Net Weight, Package Weight and Units Per Package on the second screen of Inventory. If there is no packaging and the item is one-to-a-box, just enter the Net 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.

Freight G/L Account

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.

Paid by Checks

This field lists the cash-disbursement checks (one or more) that were used to pay this purchase invoice. This field is maintained by Pilot 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 Pilot and should not be changed.

A/P G/L 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.

Invoice Total

This field displays the total amount of the invoice. You cannot edit this field directly, but you can adjust it by changing line totals and/or the freight amount.

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 *Purchase Invoice* menu selection may affect records from the following files:

- Purchase Orders
- Purchase Invoices
- General Ledger accounts
- Vendor records
- Transaction Journal

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Purchase Invoice* menu selection, conforming to generally accepted accounting practices (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)	

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 an expense without first entering a purchase invoice.
- Record a wire transfer or bank charge.
- Issue a refund check to a customer.

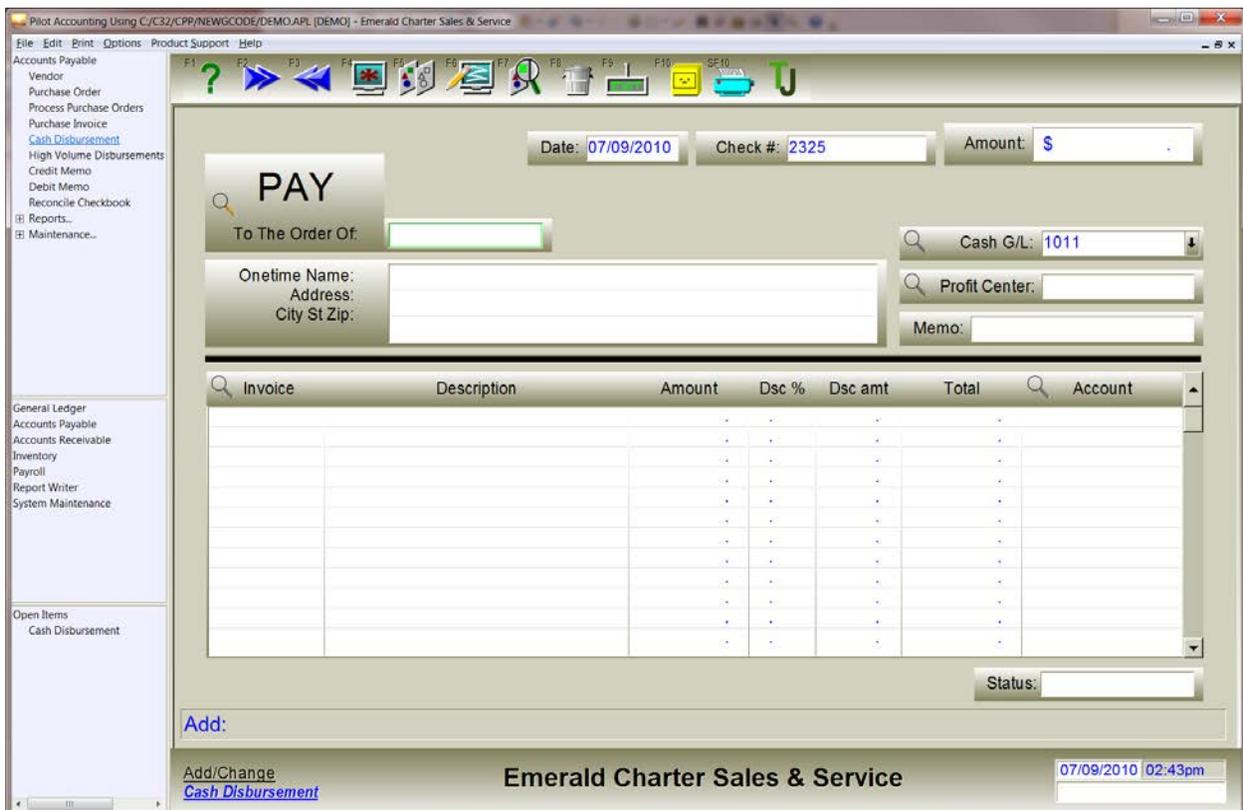
The Cash-in-Bank General Ledger account is credited (decreased) by a cash disbursement. Which account is debited depends on whether a check is issued in payment of a purchase invoice (the Accounts Payable account) or against an expense account you specify on a casual expense check (for a purchase without 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 *Cash Disbursement* from the *Accounts Payable* menu.



To HotPrint Cash Disbursement Checks, click  or press [Shift-F10].

Fields on the Cash Disbursement Screen



Cash Disbursement screen

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.

Check #

You can enter any unique check number here that you wish. If you enter an already-used check number, the check will be displayed for editing. This field is the identification number for the cash disbursement record and requires a non-blank value. Up to 20 characters are indexed and used in directory searches. Each check number must be unique; duplicate check numbers are not permitted. Each time you file a new check, the check number will increment.

You may set 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 your starting value. Save by pressing [F10] on the *Prompt Edit* screen.

If you also use payroll checks in the same bank checking account, you will want the paycheck numbers to increment in lockstep with the disbursement check numbers. In *System Preferences*, set *Same Checks* to Y to accomplish this. If paychecks are not locked together with disbursement checks, they are allowed to use overlapping check numbers.

If you write disbursement checks from multiple checking accounts, you can set starting check numbers for each of them. Press [Ctrl-F1] and set starting check numbers on separate lines of the default window, one for each account. Then, in the *Cash G/L* field, make a listbox containing the account numbers in the same order. When you select the Cash G/L account, the corresponding check number will display. Note that duplicate check numbers are not permitted, even for different checking accounts.

If you are recording a wire transfer or bank charge, use a check number sequence that will not interfere with your paper checks. You might use something like WIRE2501.

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 directly, but will change when you adjust the amounts on the individual lines under the *Amount* field below.

Pay to the Order Of (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.

Onetime 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 open invoices for this vendor, press *. Pay an invoice by selecting it from the directory list. If there are more open invoices, the directory will open again to show them. To close the directory, press [Esc].

If you select an invoice and pay less than the invoice amount (or more than the invoice amount), the invoice will remain open until it is paid in full. It will continue to appear on the open invoice directory.

If an invoice has an associated credit memo or debit memo, the memo will be automatically selected onto the check when you select the invoice, creating two lines on the check. This way, the memo is obvious, and is properly paid and closed.

If you leave the *Invoice* field blank while paying a vendor an accounts payable amount, the check will be applied to the vendor balance in a balance-forward manner. This is not recommended, as individual invoices will remain unpaid and open.

Description

A description for this line is displayed automatically after you enter the invoice number. You can edit the description. It will print on the check stub 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, and you may edit it. This is the amount debited to the vendor. If an invoice number was not entered, type the amount you wish to pay for 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, a discount will be calculated automatically. You can edit this field.

enter the percentage discount for this invoice line. For example, to enter two-and-one-half percent, type 2.5 [Enter]. The *Purchases Discounts G/L* account must be specified in the *System Defaults* record. 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.

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.

Total

This field displays the total for this line. The sum of this column is displayed in the *Check Amount* field and 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 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.

Cash G/L 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.

In order to handle multiple checking accounts, make a listbox of Cash in Bank accounts as described in the [Check #](#) section.

Profit Center

If you want the same profit center applied to every transaction line, enter it here.

Memo

Enter any optional text to describe this check. The Memo can print on the face of the check.

Status

This field is maintained by Pilot.

- 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're finished entering all required data, 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].

Paying by Credit Card or Online

The *Cash Disbursement* screen may be used to record payments to a vendor that you already paid by credit card or online. It may also print checks from multiple checking accounts and will automatically maintain the incrementing check numbers for those accounts.

When you pay a vendor by credit card, you must record the payment with a cash disbursement. If there are purchase invoices involved, they are paid by the cash disbursement. However, Cash

in Bank Checking is not credited as it would be for a printed check. Instead, you will credit a Credit Card Payable G/L account.

When you pay a vendor online, the usual Cash in Bank Checking account is used, but a different document number is assigned and you won't print a check.

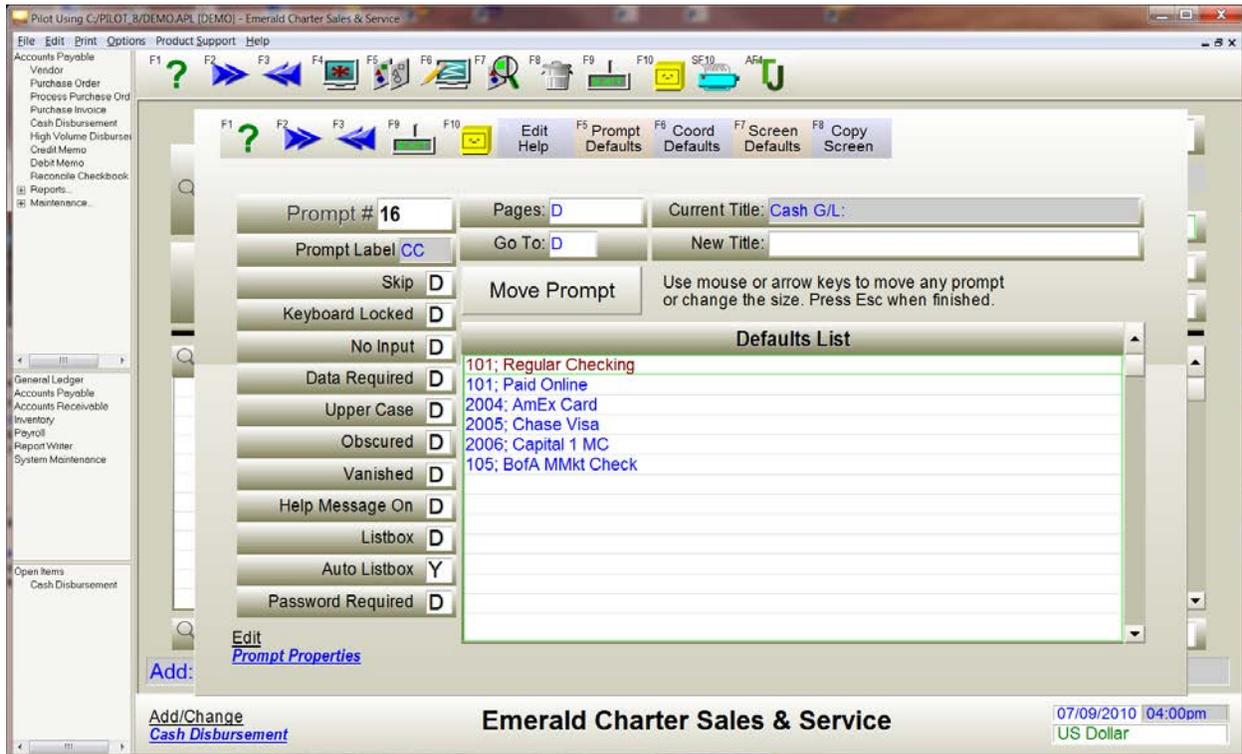
When you pay a vendor online, the cash disbursement accounting is essentially the same as for a printed check. An expense account or Accounts Payable is debited and Cash in Bank Checking is credited. When you pay a vendor with a credit card, the accounting is slightly different. The debit is still to an expense or Accounts Payable, but the credit is to a Credit Card Payable, not Cash in Bank Checking. When you receive and pay your credit card statement, you will print a check (or pay online) and will debit Credit Card Payable and credit Cash in Bank Checking.

In order to pay by credit card, you will need to create a separate general ledger Credit Card Payable account for each credit card. The account must have an Account Type of 2,D (Liability, Short term) and must not have a type of A (Cash in bank) or 8 (Accounts payable).

Each cash disbursement must have a unique check or document number, and the number sequence must be different for each checking, credit card and online account. Pilot will maintain these numbers automatically if you set them up properly. Here are the setup steps:

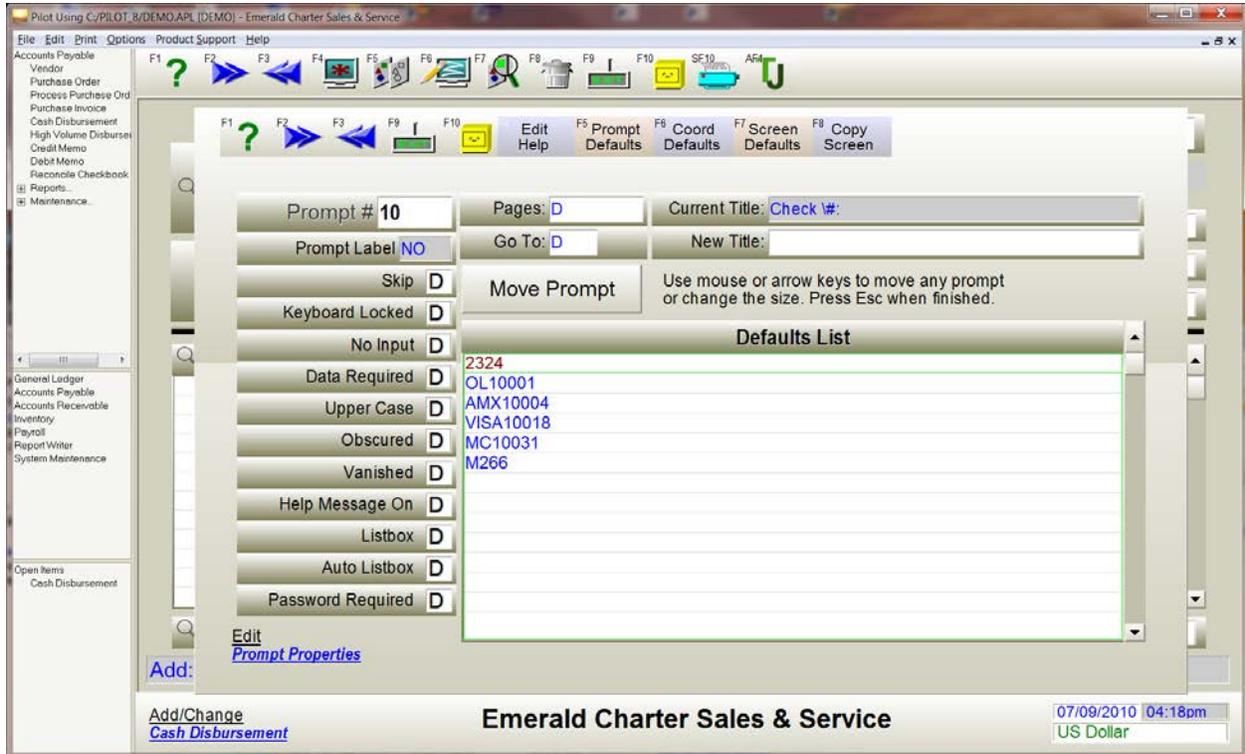
1. Create the general ledger accounts for credit cards and other checking accounts. The account for online payments should be the regular Cash in Bank Checking and should already exist.
2. Add a listbox to the *Cash G/L* prompt of the *Cash Disbursement* screen, containing the G/L account for each card, for other checking accounts and for online payments. The first account in the listbox must be the regular Cash in Bank Checking. On each listbox line at the end of the account number, put a semicolon and a descriptive comment to identify the card or payment method. For the Online account, the description must be "Paid Online".
3. Add a list (not a listbox) to the *Check #* prompt containing the starting check or document number for each G/L account in the Cash G/L listbox. Their order and position in the list must correspond to the Cash G/L listbox.

To create the account listbox and number list, you must log into your database as a System Operator (administrator). On the *Cash G/L* prompt of the *Cash Disbursement* screen, type [Ctrl-F1]. The *Edit Prompt Properties* screen will open. Type the account numbers and descriptions into the *Defaults List* prompt. On the left side, click on either the Listbox or the Auto Listbox until Y displays. Save your changes with [F10].



Edit Prompt Properties screen With Account Listbox Entries

On the *Check #* prompt, type [Ctrl-F1] to add the document number list. The document numbers in this list must align with the accounts in the listbox. Don't add comments to the document numbers. Don't set Listbox or Auto Listbox to Y.



Edit Prompt Properties screen With Document Number List Entries

To pay a vendor using one of the alternate methods, select an account from the listbox in the *Cash G/L* prompt. Pilot will warn you that the document number is about to change. Finish the cash disbursement and save it as usual. The alternate payment method is saved in the vendor record, and Pilot will offer the alternate method for this vendor from now on. If the vendor will not use the stored alternate method in the future, you can remove it from the *Other Checking...* prompt, found on the *Vendor Info* tab of the *Vendor* screen.

Effects on the Company Database

Using the *Cash Disbursement* menu selection may alter records from the following files:

- General Ledger records
- Vendor records

- 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 *Cash Disbursement* menu selection, conforming to generally accepted accounting practices (GAAP).

No-Invoice Payment for Non-Inventory	Debit Account	Credit Account
Always has...	General and/or Other Expense(asset) (expense)	Cash or Credit Card Pbl (liability)
May also have...		Purchase Discount (revenue)
No-Invoice Payment for Inventory	Debit Account	Credit Account
Always has...	Inventory (asset)	Cash or Credit Card Pbl (asset) (liability)
May also have...		Purchase Discount (revenue)
Payment on Account	Debit Account	Credit Account
Always has...	Accounts Payable (liability)	Cash or Credit Card Pbl (asset) (liability)
May also have...		Purchase Discount (revenue)
Customer Refund	Debit Account	Credit Account
Always has...	Accounts Receivable (asset)	Cash (asset)

High Volume Cash Disbursements

High 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 the database.

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.

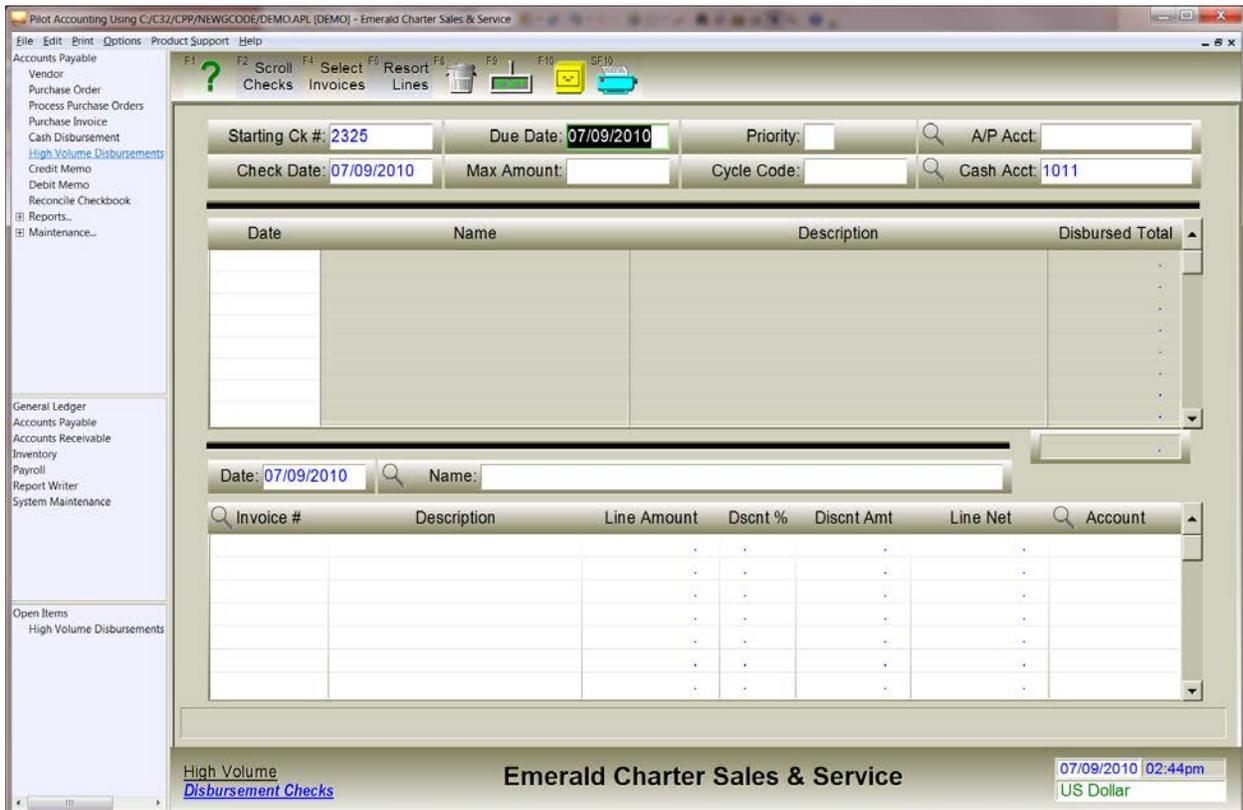
Follow these steps:

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, hi-lite the item line and press [F8].

- File the checks. When all checks are correct, click  or press [F10] to file them. You must type YES to verify your intention to file. The hi-lite 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 HotPrint Cash Disbursements, click  or press [Shift-F10].

Fields on the High Volume Cash Disbursements Screen



High Volume Cash Disbursements screen

Starting Check

Pilot 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. If this field is blank, any open invoice will be selected regardless of amount. The amount to pay on any invoice can be edited on this screen.

Priority

This field selects invoices which match a specified priority. Acceptable priorities are:

- 1 – High
- 2 – Medium
- 3 – Low

A/P Account

This is the Accounts Payable G/L account which will be used to select invoices which posted to this account. You can change this field or leave it blank to select any invoice, regardless of its A/P account.

Cash Account

This is the Cash in Bank G/L account that the checks will post to. It can be changed to any other cash in bank account.

Fields on the Disbursement Item Lines

Date

This is the date which will be applied to the disbursement check transaction. Press [F8] to remove this vendor from the screen.

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.

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.

Invoice #

This is the number of the purchase invoice being paid on this disbursement line. You can't change the number. You can delete an invoice line by pressing [Ctrl-Delete]. You can add other open invoices by pressing * and selecting them from the directory.

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, Pilot 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, Pilot will calculate the difference between the *Line Amount* field and the *Line Net* field as a discount.

Account

This field displays the accounts payable G/L account that the invoice posted to. You should not change it.

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
- 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 to generally accepted accounting practices (GAAP).

Payment on Account	Debit Account	Credit Account
Always has...	Accounts Payable (liability)	Cash (asset)
May also have...		Purchase Discount (revenue)

A/P 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 *Credit Memo* or *Debit Memo* from the *Accounts Payable* menu.

To HotPrint Credit/Debit Memos, click  or press [Shift-F10].

Fields on the Debit/Credit Memo Screen

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.

Memo #

Pilot 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 your starting value. Save by pressing [F10] on the *Prompt Edit* screen.

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.

Invoice # to Credit

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. The memo will be linked to the purchase invoice and, when the invoice is paid, the memo will appear together with the invoice and be paid at the same time.

The vendor of the memo must match the vendor of the purchase invoice.

Status

The *Status* field represents the current condition of this memo. This field is maintained by Pilot. 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, Pilot 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, Pilot 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

Pilot 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 *.

Paid Amount

Credit and debit memos are a special form of purchase invoice, and, like an invoice, they must be paid. When a memo is paid in full, the *Paid Amount* will equal the *Memo Total*, and the *Status* will contain a 1. You should not change this field.

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

When you have filled 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 *Debit/Credit Memo* screen, click  or press [F9] or [Esc].

Effects on the Company Database

Using the *Debit/Credit Memo* menu selection may alter records from the following files:

- General Ledger records
- Vendor records
- Purchase Invoices
- Transaction Journal
- Exceptional Events Log entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Debit/Credit Memo* menu selection, conforming to generally accepted accounting practices (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

Use this menu selection to:

- Reconcile a bank statement to your company's checking account and check register.

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, paychecks, deposits (cash receipts) and journal entries 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 statement, and the Cash-in-Bank G/L account upon which the documents were drawn, then press [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.

If you were working on a session previously and didn't finish and file reconciled documents at that time, you were given the opportunity to save the unfinished session. You can load one of these sessions instead of selecting with [F6]. When you do this, the screen will display your work just as it was when you saved the session. Separate sessions can be saved for 6 Cash in Bank accounts.

As Pilot is finding documents to display and computing balances, it is analyzing prior period data for changes that affect this Cash in Bank account, and would result in a beginning balance different from the ending balance from the previous reconcile. These changes cause balance errors that are difficult to diagnose, and Pilot will show the changes in a report.

The Columns on the Reconciliation 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.

Deposits, checks and charges which have cleared (are listed on the bank statement) are displayed with a green 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 green 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 Pilot, you will need to enter those now. You can do this without leaving the *Reconcile Checkbook* screen. If you need to enter a deposit, double-click on any deposit line to drill-down to the *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.

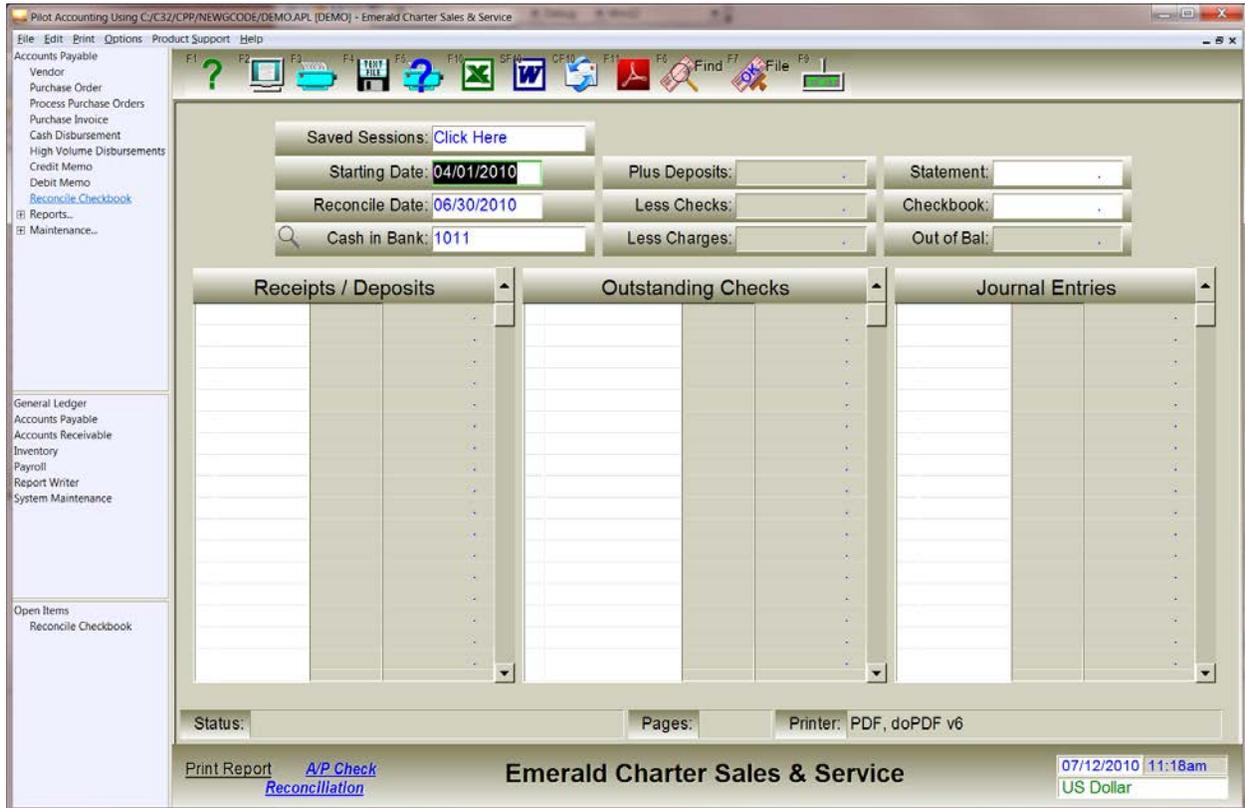
Statement Balance and *Checkbook Balance* will be equal and *Out of Balance* will be zero when all deposits, checks and charges have been brought into agreement with your bank statement. If *Statement Balance* and *Computer Balance* are not equal, your accounting is out of balance with the bank's accounting.

If you need to exit the reconciliation program before completion, Pilot will save your progress, and you will continue where you left off the next time you enter the reconciliation program. To save a 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. Move to the *Saved Sessions* field and a listbox will display the saved sessions you can select. Your previous adjustments will be displayed, along with any new records or adjustments made outside the *Reconcile Checkbook* program. You can save up to 6 sessions for different Cash in Bank G/L accounts, but only one session per account.

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 green dot must be permanently marked as cleared and reconciled. To mark the documents, press [F7].

Fields on the Reconcile Checkbook Screen



Reconcile Checkbook screen

Saved Sessions

If you have saved any incomplete reconciliation sessions, this field will show you a list of them and allow you to select one. If there are no saved sessions, “None Saved” will be displayed.

Starting Date

This field specifies the beginning date of the period to be considered when reconciling. Enter a Starting Date older than the oldest check that is still outstanding.

Only checks dated on or after this date will be included in this reconciliation.

If you set a Starting Date far in the past, it can take longer for Pilot to arrive at the current balance, but it won't affect your results.

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't be edited directly.

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't be edited directly.

Less Charges

This field displays the total of outstanding charges you entered. It can't be edited directly.

Statement

Enter the ending balance from your 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't be edited directly, 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.

Receipts/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.

Journal Entries

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.

Printing the Checkbook Reconciliation Report

At any time during the reconciliation process, you can print a report of the reconciled documents. To print, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
Checkbook Reconciliation
 For Statement Ending: 05/31/1996
 For Account: 101 - Cash In bank, Checking

Printed on: 11/04/2014 Page: 1

Deposits not shown on statement:

No outstanding deposits

Checks not shown on statement:

Check #	Date	Amount	Check #	Date	Amount
2313	05/23/1996	45.00			
Outstanding Checks					45.00

Charges not shown on statement:

No outstanding charges

Ending balance on bank statement	9,497.12
Plus outstanding deposits	0.00
Less outstanding checks	45.00
Less outstanding charges	0.00
Ending checkbook balance	9,452.12

Checkbook is balanced to statement on 05/31/1996

Checkbook Reconciliation – Sample Printout

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
- Has no effect on any G/L account balances.

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.

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.

Fields on the Vendor Activity Report Parameters Screen

The screenshot shows the Vendor Activity Report Parameters screen in the Pilot Accounting software. The window title is "Pilot Accounting Using C:/C32/CPP/NEWGCODE/DEMO.APL [DEMO] - Emerald Charter Sales & Service". The left sidebar contains a menu with options like "Purchase Invoice", "Cash Disbursement", "High Volume Disburse", "Credit Memo", "Debit Memo", "Reconcile Checkbook", and "Reports...". Under "Reports...", "Vendor Activity" is selected. The main area contains a form with the following fields:

- Starting Date: 01/01/2010
- Ending Date: 07/09/2010
- Starting Name: (FIRST)
- Ending Name: (LAST)
- Specific Name ID: (empty)
- A/P Account: 2000
- Print Inactive? (Y/N) Y
- Print Zero Balance? (Y/N) Y
- Include only A/P? (Y/N) Y
- Print Width: (NW) N

At the bottom of the screen, there is a status bar with the following information:

- Status: (empty)
- Pages: (empty)
- Printer: PDF, doPDF v6
- Print Report A/P Vendor Activity
- Emerald Charter Sales & Service
- 07/09/2010 02:51pm
- US Dollar

Vendor Activity Report parameters 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 balance at the Starting Date, which is the beginning balance for the report.

Ending Date

Enter the last date for 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. Only the first search name of each vendor is considered.

Ending Name

To include vendors by a range of names, enter the Search Name of the last vendor to include.

Specific Name ID

To print the report for a single vendor, enter that vendor's ID number.

To display a directory of vendors, press *.

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? (Y/N)

If this field is set to N, 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? (Y/N)

To include only transaction activity which affected an A/P account, set this field to Y. The running balance and ending balance includes only A/P transactions regardless of this setting.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service						Printed at 05:17pm on 11/04/2014
Vendor Activity Report						Page 1
with A/P transactions only						
From 01/01/1900 to 11/04/2014						
Date	Document	Vendor Invoice	Document Amount	Unpaid Amount	Balance	Reference
Vendor: 150		Alpha Vending Supply			(206)555-8903	
12/12/96	P:1888	232439	739.50	739.50	739.50	
01/05/01	P:1889		24.36	24.36	763.86	
Total Transactions: 2			Net Activity:		\$763.86	
Vendor: 130		Aragon Office Supply			(206)555-7799	
08/26/96	P:1879	213427	34.00	0.00	34.00	D:2322, 34.00
11/30/96	P:1885	1001	57.75	57.75	91.75	
12/02/96	D:2322		-34.00		57.75	P:1879, 34.00
Total Transactions: 3			Net Activity:		\$57.75	
Vendor: 1006		Austin Pacific Jet Leasing			(512)555-8348	
05/01/96	P:1027	8998-56255	15480.00	15480.00	15,480.00	
08/23/96	P:1029		4060.00	4060.00	19,540.00	
Total Transactions: 2			Net Activity:		\$19,540.00	
Vendor: 1008		Brawley Tractor			() -	
10/01/12	P:1890		1402.00	1402.00	1,402.00	
Total Transactions: 1			Net Activity:		\$1,402.00	
Vendor: 100 - Emerald Charter Sales & Service					(206)555-3456	
Total Transactions: 0			Net Activity:		\$0.00	
Vendor: 601		Friendly Aviation Insurance Co.			(490)459-3823	
09/20/96	P:1881	8347436	1750.00	1150.00	1,750.00	D:2323, 600.00
12/12/96	D:2323		-600.00		1,150.00	P:1881, 600.00
Total Transactions: 2			Net Activity:		\$1,150.00	
Vendor: 120		Fred Garvin			(206)555-4483	
11/01/96	P:1883	790	1485.00	1485.00	1,485.00	
Total Transactions: 1			Net Activity:		\$1,485.00	
Vendor: 550		General Express			(412)555-8903	

Vendor Activity – Sample Printout

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.

Fields on the Aged Accounts Payable Report Parameters Screen



Aged Accounts Payable Report parameters 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 Search Name (if Sort Order is alphabetical) or vendor ID Number (if Sort Order is numerical).

Ending Name ID

To include activity for a particular range of vendors, enter the ending vendor Search Name or vendor ID Number for 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:

Alphabetical - by vendor Search Name

Numerical - 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 vendors with credit balances.

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 by Date/Terms?

An invoice is normally considered past-due when it falls outside the "Current" column. The current period by Date may be different from the current period by Terms.

Select from these options:

Age by transaction Date
Age by Terms or due date

Days or Dates

The aging brackets can print with days (Current – 30 – 60 – 90) or dates.

Days to Age # 1 – Days to Age # 5

Select the number of days of aging or the date for each column.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Note: The columns titled 1 to 30, 31 to 60 and 61 and Over represent payables which are 1 to 30 days past due, 31 to 60 days past due and 61 days or more past due.

			Emerald Charter Sales & Service		Printed at 05:23pm on 11/04/2014		
			Aged Accounts Payable		Page 1		
			For 05/01/1996				
			G/L: 2000 - Accounts Payable				
Vendor ID, Name	Date	ID	Balance	Current	1 to 30	31 to 60	61 and Over
1006: Austin Pacific Jet Leasing	05/01/96	P:8998-562550	15,480.00	15,480.00 15,480.00	0.00	0.00	0.00
140: Gordy's Pilot Shop	04/28/96	D:2308 - Unapplied	510.00	510.00 510.00	0.00	0.00	0.00
125: Grandview Oil	03/09/96	P:3000	12,000.00	0.00	12,000.00 12,000.00	0.00	0.00
800: King County Water	04/20/96	P:STMT4/96	45.00	45.00 45.00	0.00	0.00	0.00
110: Nalco Airplane Parts	01/02/96	P:MAP-92775	55,000.00	0.00	0.00	0.00	55,000.00 55,000.00
201: West Coast Telephone Co.	04/01/96	P:0530922065550975	832.66	832.66 832.66	0.00	0.00	0.00
			Total	Current	1 to 30	31 to 60	61 and Over
			83,867.66	16,867.66	12,000.00	0.00	55,000.00
			100.00%	20.11%	14.31%	0.00%	65.58%

Aged Accounts Payable Report – Sample Printout

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.

Fields on the Cash Requirements Report Parameters Screen

Cash Requirements Report parameters screen

Aging Date

Select a beginning date for the report. Cash required will be computed as of this date.

Days per Period

Enter the number of days in each aging period. Four periods (8 periods for the condensed style) will be computed into the future, each of this size.

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 *.

PI Detail?

Enter Y to include purchase invoice item line detail.

Narrow/ Wide/Condensed

The wide version of the report provides more information on each line, but requires either a wide-carriage printer or condensed print mode.

The condensed version computes 8 aging periods rather than 4.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service					Printed at 05:28pm on 11/04/2014			
Cash Requirements					Page 1			
From 05/01/1996 to 07/30/1996								
A/P Account: 2000 - Accounts Payable								
Invoice	Invoice Date	Disc Date	Due Date	Discount Amount	05/01/1996 Amt Due	05/31/1996 Amt Due	06/30/1996 Amt Due	07/30/1996 Amt Due
1006: Austin Pacific Jet Leasing (512)555-8348								
P:8998-5625	05/01/96		06/01	0.00	0.00	15480.00	0.00	0.00
Total owed by 06/01/1996 to Austin Pacific Jet Leasing:								15,480.00
550: General Express (412)555-8903								
P:38433	06/26/96		07/26	0.00	0.00	0.00	350.00	0.00
Total owed by 07/26/1996 to General Express:								350.00
140: Gordy's Pilot Shop (800)555-9875								
P:58900	06/17/96		07/17	0.00	0.00	0.00	382.50	0.00
Total owed by 07/17/1996 to Gordy's Pilot Shop:								382.50
125: Grandview Oil (213)555-5105								
P:3456	05/25/96		06/25	0.00	0.00	195.38	0.00	0.00
Total owed by 06/25/1996 to Grandview Oil:								195.38
110: Nalco Airplane Parts (206)555-1010								
P:MAP-92775	01/02/96		02/02	0.00	55000.00	0.00	0.00	0.00
Total owed by 02/02/1996 to Nalco Airplane Parts:								55,000.00
				Discount Amount	05/01/1996 Amt Due	05/31/1996 Amt Due	06/30/1996 Amt Due	07/30/1996 Amt Due
Grand Totals:				0.00	55000.00	15675.38	732.50	0.00

Cash Requirements Report – Sample Printout

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.

Fields on the Backorder Status Report Parameters Screen

The screenshot displays the 'Backorder Status Report Parameters' dialog box within the Pilot Accounting software interface. The dialog box contains the following fields and options:

- Starting Date: 01/01/2010
- Ending Date: 07/12/2010
- Starting Invoice #: (FIRST)
- Ending Invoice #: (LAST)
- Starting Order #: (FIRST)
- Ending Order #: (LAST)
- Specific Item #: (Empty)
- Specific Vendor: (ALL)
- Invoices or Orders?: I
- Sort By: (I/V/D) D

The software interface includes a menu on the left with 'Backorder Status Report' selected under the 'Reports...' section. The bottom status bar displays 'Emerald Charter Sales & Service', the date '07/12/2010 11:10am', and the currency 'US Dollar'.

Backorder Status Report parameters 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 Orders?

Set this field to I to check for invoices with back ordered 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

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service Printed at 05:33pm on 11/04/2014
Back Order Report for Purchase Invoices Page 1
Beginning Date: 01/01/1996 Ending Date: 06/30/1996

Date	Inv/Ord	Vendor ID, Name	Qty	Item #	Description
03/20/96	1866	140: Gordy's Pilot Shop	3	700	NavCom Radio
05/17/96	1869	110: Nalco Airplane Parts	5	400	Pilot Headset
05/25/96	1870	125: Grandview Oil	354	120	Airplane fuel - 120 octane

Backorder Status Report – Sample Printout

Print Purchase Orders

This report prints purchase orders on plain paper or pre-printed forms. To execute, select *Print Purchase Orders* from the *Accounts Payable Reports...* menu.

Fields on the Print Purchase Orders Report Parameters Screen

The screenshot shows the 'Print Purchase Orders' report parameters screen. The interface includes a menu on the left with 'Print Purchase Orders' selected. The main area contains two input fields for 'Starting Order Number' and 'Ending Order Number'. The bottom of the screen displays 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. The footer contains 'Print Document', 'Purchase Order', 'Emerald Charter Sales & Service', '07/12/2010 09:03am', and 'US Dollar'.

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service

102400 Annex Parkway
Tahoma, WA 98000
206-555-1212

**PURCHASE
ORDER**

ORDER NUMBER: 1000

ORDER FROM: Gordy's Pilot Shop
Clermont County Airport
Batavia, IL 45103-9747

SHIP TO: SAME

TELEPHONE: (800)555-9875

TELEPHONE: (800)555-9875

PAGE	VENDOR NO.	ORDERED BY	VENDOR CONTACT	OUR ID NO.	
1	140	Tim	David Clark	63672828	
ORDER DATE	SHIP DATE	SHIP VIA		TERMS	
05/14/1996	05/17/1996	GENERAL EXPRESS		NET 30	
ORDERED	RECEIVED	OUR NO.	DESCRIPTION	UNIT COST	LINE COST
12	0	500	Push to talk switch	30.0000	360.00
2	0	700	NavCom Radio	900.0000	1800.00
6	0	400	Pilot Headset	200.0000	1200.00
				SUBTOTAL:	3,360.00

Print Purchase Orders – Sample Printout

Purchase Order Register

To execute, select *Purchase Order Register* from the *Accounts Payable Reports...* menu.

Fields on the Purchase Order Register Report Parameters Screen



Purchase 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 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:

Order number

Vendor name

Date

Include Closed? (Y/N)

To include only unfilled (open) orders, set this field to N.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Order No.		Date	Status	Description		Invoice No.	Unit Cost	Total Cost
Ordr	Recv	Due	Item #					
Emerald Charter Sales & Service Purchase Order Register From: 05/01/1996 To: 05/31/1996								
Printed at 09:03am on 07/12/2010 Page 1								
140: Gordy's Pilot Shop 1000 05/14/96 Open Printed Not Incl								
Order detail...								
12	0	12	500	Push to talk switch			30.0000	360.00
2	0	2	700	NavCom Radio			900.0000	1,800.00
6	0	6	400	Pilot Headset			200.0000	1,200.00
								33.60
151: Griffin Tire Corporation 1001 05/22/96 Open Altered Not Incl								
Order detail...								
18	0	18	100	Airplane tire			68.0000	1,224.00
125: Grandview Oil 1002 05/26/96 Open Not Incl								
Order detail...								
5600	0	5600	120	Airplane fuel - 120 octane			1.4700	8,232.00
4200	0	4200	125	Jet-A fuel			1.8500	7,770.00
72	0	72	127	Aviation mineral oil			0.9600	69.12
	0			Delivery			170.0000	0.00
								160.71
Grand Total Cost:								20,655.12

Purchase Order Register – Sample Printout

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.

Fields on the Print Purchase Invoices Report Parameters Screen

The screenshot displays the 'Print Purchase Invoices' report parameters screen. The main window title is 'Pilot Accounting Using C:\C32\CPP\NEWGCODE\DEMO.APL [DEMO] - Emerald Charter Sales & Service'. The left-hand menu is expanded to 'Reports...' and 'Print Purchase Invoices' is selected. The central area contains a dialog box with the following fields:

- Starting Date: 07/12/2010
- Ending Date: 07/12/2010
- Starting Receiver #: (FIRST)
- Ending Receiver #: (LAST)
- Specific Vendor ID: (ALL)
- Form Style: P

At the bottom of the screen, there is a status bar with 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. Below this, there is a 'Print Document' button and a link to 'A/P Purchase Invoice'. The company name 'Emerald Charter Sales & Service' is displayed in the center, and the date '07/12/2010' and time '09:26am' are shown on the right, along with the currency 'US Dollar'.

Print Purchase Invoices Report parameters 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.

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 Style (I/P)

Form Style options are:

Invoice stock forms

Plain Paper

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service

102400 Annex Parkway
 Tahoma, WA 98000
 206-555-1212

PURCHASE INVOICE

NUMBER: 1869
 VENDOR INVOICE: 5678
 OUR ID NUMBER: 63672828
 DATE: 05/17/1996

VENDOR: 140

ORDER FROM: Gordy's Pilot Shop
 Clermont County Airport
 Batavia, IL 45103-9747

REMIT TO: SAME

PAGE	ORDERED BY	P.O. NUMBER	DUE DATE	TERMS	
1			06/17/96	NET 30	
ORDERED	RECEIVED	ITEM NUMBER	DESCRIPTION	UNIT COST	LINE COST
25	18	JAV933772	Pilot Headsets	200.0000	3,600.00
20	20	PTTS6000	Push to talk switch	30.0000	600.00
6	6	B10987	Flight jacket, leather bomber	150.0000	900.00

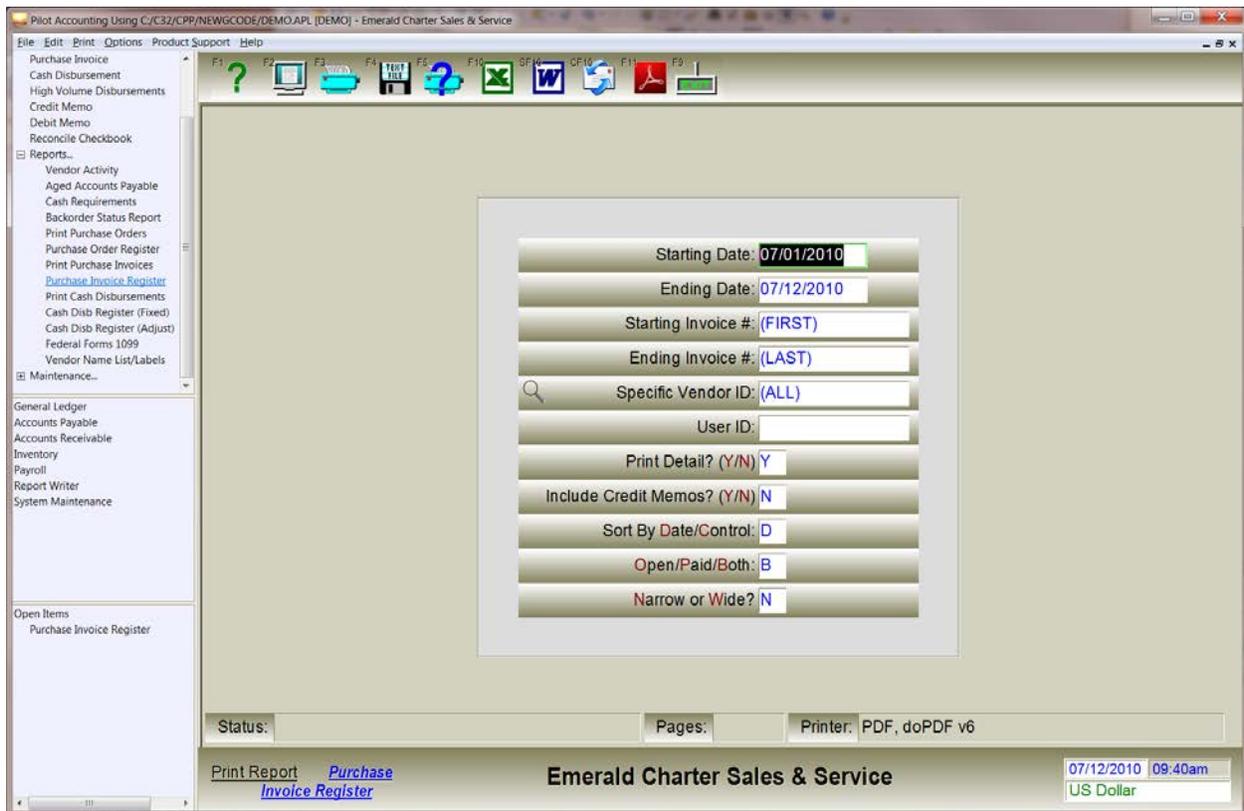
SUBTOTAL: 5,100.00
 SHIPPING: 56.00
 TOTAL: 5,156.00
 PAYMENT: 5,056.00
 BALANCE: 100.00

Print Purchase Invoices – Sample Printout

Purchase Invoice Register

To execute, select *Purchase Invoice Register* from the *Accounts Payable Reports...* menu.

Fields on the Purchase Invoice Register Report Parameters Screen



Purchase Invoice Register 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 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.

Specific Vendor ID

To include only invoices from a particular vendor, enter the vendor's ID number.

To display a directory of vendors, press *.

User ID

Enter a User ID to limit the report to invoices input by that user.

Print Detail? (Y/N)

To include only a summary line for each invoice, set this field to N.

Include Credit Memos? (Y/N)

To include credit / debit memos in this report, set this field to Y.

Sort By Date/Control (D/C)

The report can be sorted by Date or Control Number.

Open/Paid/Both (O/P/B)

Include invoices that are Open, Paid or Both.

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service				Printed at 06:39pm on 11/04/2014	
Purchase Invoice Register				Page 1	
From: 05/01/1996 To: 05/31/1996					
Invoice	Vendor Date	Due Date	Invoice Amount	Paid Amount	Balance Due
P:8998-562550 C:1027	1006: Austin Pacific Jet Leasi 05/01/96	06/01/96	15,480.00	0.00	15,480.00
Invoice detail...					
- Lear OC4400 rental			36 @ 430.00	15,480.00	
P:5678 C:1869	110: Nalco Airplane Parts 05/17/96	06/16/96	4,056.00	5,056.00	-1,000.00
Invoice detail...					
400 - Pilot Headsets			20 @ 200.00	4,000.00	
Shipping			@ 0.00	56.00	
P:3456 C:1870	125: Grandview Oil 05/25/96	06/25/96	1,695.38	1,500.00	195.38
Invoice detail...					
120 - Airplane fuel - 120 octane			1646 @ 1.03	1,695.38	
P:4805 C:1871	140: Gordy's Pilot Shop 05/27/96	06/27/96	786.00	786.00	0.00
Invoice detail...					
300 - Aviation Books			150 @ 5.00	750.00	
Shipping			@ 0.00	36.00	
P:5098 C:1872	140: Gordy's Pilot Shop 05/30/96	06/30/96	4,645.00	4,645.00	0.00
Invoice detail...					
140 - Flight jackets			30 @ 150.00	4,500.00	
Shipping			@ 0.00	145.00	
			26,662.38	11,987.00	14,675.38
			Total Purchases		26,425.38
			Total Shipping		237.00
			Total On Account		26,662.38

P = Purchase Invoice C = Control # DM = Debit Memo CM = Credit Memo

Purchase Invoice Register – Sample Printout

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.

Fields on the Print Cash Disbursements Report Parameters Screen

The screenshot shows the 'Print Cash Disbursements' report parameters screen. The main area contains two input fields for 'Starting Check Number:' and 'Ending Check Number:'. The bottom of the screen displays 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. The footer includes 'Print Document Disbursement Check', 'Emerald Charter Sales & Service', and the date/time '07/12/2010 09:53am' along with the currency 'US Dollar'.

Print Cash Disbursements Report parameters 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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

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, Pilot warns you that the check has been printed before allowing you to print it again.

Gordy's Pilot Shop			04/28/1996	2308	
Pil Date	Vendor Pil No.	Description	Invoice Amt	Disc Amt	Net Amt
01/13/96	57544	Push to talk switch	600.00	0.00	600.00
03/20/96	64554	NavCom Radio	3,626.00	0.00	3,626.00
		NavCom Radio, defective channel selector. returned per agreement with Jerry 04/04.	-510.00	0.00	-510.00
Our 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					

Print Cash Disbursements – Sample Printout

Cash Disbursement Register

Pilot has two types of *Cash Disbursement Register* reports; Fixed which prints a format that is not adjustable, and Adjust which allows the operator to turn columns on and off, move columns, adjust their width, choose columns on which to sort and subtotal the report, and save the adjusted form with a name so it can be used again later.

Cash Disbursement Register (Fixed)

To execute, select *Cash Disbursement Register (Fixed)* from the *Accounts Payable Reports...* menu.

The Fixed Column *Cash Disbursement Register* has a style and format that does not allow adjustment beyond the options on the launch screen, simplifying set-up.

Fields on the Cash Disbursement Register (Fixed) Report Parameters Screen

The screenshot displays the 'Cash Disbursement Register (Fixed) Report Parameters' dialog box. The fields are as follows:

- Starting Date: 07/01/2010
- Ending Date: 07/12/2010
- Starting Check #: (FIRST)
- Ending Check #: (LAST)
- Cash in Bank Account: 1011
- Specific Vendor ID #: (ALL)
- Include Paychecks? Y/N N
- Narrow or Wide? N
- Invoice Detail? (N/S/D) N

The status bar at the bottom indicates: Status: Pages: Printer: PDF, doPDF v6. The footer shows 'Emerald Charter Sales & Service' and the date/time '07/12/2010 10:21am' with 'US Dollar' as the currency.

Cash Disbursement Register (Fixed) report parameters 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 *.

Include Paychecks? (Y/N)

Answer Yes to include paychecks that are written on the selected Cash in Bank account.

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? (N/S/D)

Select a level of detail for the report.

N - Print no detail

S - Print Summary detail

D - Print line item Detail

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
Cash Disbursements Register
From 01/01/1996 to 06/30/1996
For Cash in Bank account: 101

Printed on: 11/04/2014

Page: 1

Check	Date	Vendor ID, Name	Gross Amount	Discount	Net Amount
D:2308	04/28/96	140: Gordy's Pilot Shop	3,716.00	0.00	3,716.00
D:2309	03/31/96	800: King County Water	45.00	0.00	45.00
D:2310	04/14/96	700: Johnson & Tate Property M	1,500.00	0.00	1,500.00
D:2311	05/07/96	125: Grandview Oil	12,000.00	0.00	12,000.00
D:2312	05/07/96	201: West Coast Telephone Co.	832.66	0.00	832.66
D:2313	05/23/96	800: King County Water	45.00	0.00	45.00
			<u>18,138.66</u>	<u>0.00</u>	<u>18,138.66</u>

Cash Disbursement Register (Fixed) – Sample Printout

Cash Disbursement Register (Adjustable)

To execute, select *Cash Disbursements Register (Adjust)* from the *Accounts Payable Reports...* menu.

The adjustable style of Pilot report allows the operator to turn columns on and off, move columns, adjust their width, choose columns on which to sort and subtotal the report, and save the adjusted form with a name so it can be used again later.

You can print an adjustable report without saving or choosing a Report Style. If you do, the format will be similar to the fixed column form of the report.

Naming, designing and saving an adjustable Report Style is similar for any of the adjustable reports, and is described in [Chap 2 - Adjustable Report Setup](#).

Fields on the Cash Disbursement Register (Adj) Report Parameters Screen

Cash Disbursement Register (Adjustable) report parameters screen

Report Style

This field displays a listbox of report styles that you or others have designed. When you design an adjustable report, you will give it a style name, and use that name to select it for printing.

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 Account

Enter a Cash in Bank G/L account to limit the report to a single account.

To display an account directory, press *.

Expense Account

Enter an expense G/L account to limit the report to item lines with that account number.

To display an account directory, press *.

Vendor ID #

To include only disbursements for a particular vendor, enter the vendor's ID number.

To display a directory of vendors, press *.

Vendor Status

Only include checks to vendors whose *Status* field matches. Select these status flags in any combination.

0 - Vendor is inactive

If you send this vendor an IRS form 1099-MISC 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 - Payments to an attorney

A - Hold on vendor activity

B - Check sent to assignee

- No flags set

! - NOT the selected flag

Reconcile Date

Enter a date to include only checks reconciled on that date.

Sort By

When you enter this field a listbox will display the items by which you may sort the report. If you select more than one, the first is the primary sort, the others are subsorts. You can sort by:

Cash Account

Check Date

Check Number

Expense Account

Expense Profit Center

Invoice Date

Invoice Due Date

Invoice Control Number

Invoice Number

Line Amount

Vendor Name

Subtotal

If you click in the column to the right of a sort item, a dot will appear, indicating that the report will be subtotaled by that sort category. For example, if you sort by Check Date and put a dot next to it, a subtotal will print each time the Check Date changes.

CD Status Flag

To filter the report by the *CD Status* field, select these status flags in any combination.

- 0 – Void
- 2 – Altered
- 3 – Reconciled
- 4 – Recurring
- 6 – Printed

- No flags set

! - NOT the selected flag

Graybar? (Y/N)

To print gray lineguides on the page, enter Yes.

Detail? (Y/N/S)

To include item line detail, enter Yes. To summarize the entire check into one line, enter Summary.

Note: Some sort options don't permit Summary.

Pagebrk? (Y/N/L)

To begin a new page after each major sort break, enter Yes.

To follow each major sort break with an underline, enter Line.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
CASH DISBURSEMENT REGISTER

Printed at 06:56pm on 11/04/2014
Page: 1

For effective dates 01/01/1996 to 12/31/1996

CHECK NO.	NAME	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
2308	Gordy's Pilot Shop	04/28/96	Push to talk switch	600.00		600.00
2308	Gordy's Pilot Shop	04/28/96	NavCom Radio	3,626.00		3,626.00
2308	Gordy's Pilot Shop	04/28/96	NavCom Radio, defective channel sele	-510.00		-510.00
2308	Gordy's Pilot Shop	04/28/96	returned per agreement with Jerry 04/0	0.00		0.00
2309	King County Water	03/31/96	Feb water bill	45.00		45.00
2310	Johnson & Tate Property	04/14/96	Rent	1,500.00		1,500.00
2311	Golf Oil	05/07/96	Jet-A fuel	12,000.00		12,000.00
2312	West Coast Telephone Co.	05/07/96	April telephone expense	832.66		832.66
2313	King County Water	05/23/96	Water utility expense	45.00		45.00
2314	Grandview Oil	07/13/96	Airplane fuel - 120 octane	1,500.00		1,500.00
2315	Gordy's Pilot Shop	07/13/96	Pilot Headsets	5,056.00		5,056.00
2315	Gordy's Pilot Shop	07/13/96	Aviation Books	786.00		786.00
2315	Gordy's Pilot Shop	07/13/96	Flight jackets	4,645.00		4,645.00
2316	Johnson & Tate Property	07/17/96	Rent	1,500.00		1,500.00
2317	Austin Pacific Jet Leasing	08/18/96	King-Air lease	204,000.00		204,000.00
2318	General Express	08/19/96	DELIVERY CHARGES	350.00		350.00
2319	Johnson & Tate Property	10/11/96	Rent	1,500.00		1,500.00
2320	Gordy's Pilot Shop	11/09/96	Sectional charts	382.50		382.50
2320	Gordy's Pilot Shop	11/09/96	Aviation Sweatshirt	720.00		720.00
2321	Golf Oil	11/09/96	Aviation mineral oil	334.00		334.00
2322	Bigfoot Office Supply	12/02/96	Waste baskets	34.00		34.00
2323	Friendly Aviation Insuranc	12/12/96	Insurance premium	600.00		600.00
				239,546.16	0.00	239,546.16

Cash Disbursement Register (Adjustable) – Sample Printout

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.

Note: A vendor may require more than one Form 1099 if he was paid for more than one type of service.

To execute, select *Federal Form 1099* from the *Accounts Payable Reports...* menu.

Fields on the Federal Form 1099 Report Parameters Screen

The screenshot shows the 'Federal Forms 1099' parameters screen. The main window contains the following fields and options:

- Company Name:** Emerald Charter Sales & Service
- Address:** 102400 Annex Parkway
- City, State, Zip:** Tahoma, WA 98000
- Phone #:** (206) 555-1212
- Fed ID #:** 95-1234567
- State ID #:** 801-6543210
- Calendar Year:** 2009
- 1099 Type:** 0
- Minimum Amount:** .
- Corrected?:** (Y/N) N
- Print 1096?:** (Y/N) N
- Preadressed?:** (Y/N) N
- Number of 1099s:** 0
- 1096 Amount:** \$
- Starting Name ID:** (FIRST)
- Ending Name ID:** (LAST)
- Specific Name ID:** (Searchable field)

On the right side, there is a 'G/L Accounts' table with a search icon and a list of accounts.

At the bottom of the screen, there are status and printer information:

- Status:** (Empty field)
- Pages:** (Empty field)
- Printer:** PDF, doPDF v6
- Print Document:** [Federal Forms 1099](#)
- Emerald Charter Sales & Service**
- Date/Time:** 08/06/2010 02:01pm
- Currency:** US Dollar

Federal Form 1099 report parameters screen

Company Name

This field is filled by default from the *System Defaults* record, and may be edited.

Company Address

This field is filled by default from the *System Defaults* record, and may be edited.

City, State, Zip

This field is filled by default from the *System Defaults* record, and may be edited.

Federal ID #

This field is filled by default from the *System Defaults* record, and may be edited.

State ID #

This field is filled by default from the *System Defaults* record, and may be edited.

Calendar Year

Enter the year in which the payments to this vendor were made.

Minimum Amount

To suppress the printing of 1099s if the dollar value is below a specified minimum, enter the minimum amount here.

Print 1096? (Y/N)

Enter Yes to print form 1096.

Number of 1099s

This field will automatically accumulate the number of 1099 forms just printed, which the form 1096 requires. To print a 1096 without printing 1099s, enter a quantity in this field.

1099 Type

Enter a type flag specifying the type of 1099 form that you wish to print.

0 - All types for 1099-MISC

Or one of the following using form 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 - Payments to an attorney

Other 1099 Form types:

- A - Interest paid using form 1099-INT

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.

Pre-addressed? (Y/N)

If you answer Yes, your 1096 form has an address label, and Pilot will not print an address.

1096 Amount

This field will automatically accumulate the total dollar amount of 1099 forms just printed, which the form 1096 requires. To print a 1096 without printing 1099s, enter an amount in this field.

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.

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
102400 Annex Parkway
Tahoma, WA 98000

(206)555-1212

95-1234567

Fred Garvin

1485.00

2906 3rd Ave. Suite 3001
Seattle, WA 98101

Federal Form 1099 – Sample Printout

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.

Fields on the Vendor Name List/Labels Report Parameters Screen



The screenshot displays the 'Vendor Name List/Labels' report parameters screen. The interface is organized into several functional areas:

- REPORT FORMAT:** Contains a dropdown for 'Report Format' (set to N/W/L), a search field for 'Specific Name ID', and a magnifying glass icon.
- INCLUDES & RANGES:** Features dropdown menus for 'Include City' (ALL), 'Exclude City' (NONE), 'Include State' (ALL), 'Exclude State' (NONE), 'Incl Country' (ALL), and 'Excl Country' (NONE). It also includes fields for 'Start Name' (FIRST to LAST), 'Start ID #', and 'Start Zip'.
- SORTS:** Includes a 'Comments?' dropdown (Y/N), a 'Comment Key' field, and four 'Sort' fields (Sort 1 through Sort 4).
- LABEL FORMAT:** Contains fields for 'Lines per Label' (6), 'Labels Across' (1), 'Number of Spaces per Label' (35), 'Top Margin' (0), 'Left Margin' (0), 'Pause Between Labels?' (Y/N), 'Number of Labels per Name' (1), and 'Print Name ID Number?' (Y/N).

At the bottom of the window, the status bar shows 'Status:', 'Pages:', 'Printer: PDF, doPDF v6', 'Print Report', 'Vendor Name List/Labels', 'Emerald Charter Sales & Service', '08/06/2010 02:27pm', and 'US Dollar'.

Vendor Name List/Labels report parameters screen

Report Format (N/W/L)

The format choices are:

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 this screen.

Specific Name ID

To include only a specific vendor, type his name ID number here. This is especially useful for printing a single mailing label.

Comments? (Y/N)

If you set this field to Y, 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.

Sort 1 – Sort 4

If you used the *Sort* fields on the second page of *Vendor*, you can use those values to filter into the report only those vendors with a matching *Sort* field.

Include City

To include only vendors from a specific city, type the city here.

Exclude City

To exclude vendors from a specific city, type the city here.

Include State

To include only vendors from a specific state, type the state here.

Exclude State

To exclude vendors from a specific state, type the state here.

Include Country

To include only vendors from a specific country, type the country here.

Exclude Country

To exclude vendors from a specific country, type the country here.

Starting to Ending Name

To include vendors by a range of names, type the search name of the first to last vendor to include.

Starting to Ending Name ID

To include vendors by a range of ID numbers, type the ID number of the first to last vendor to include.

Starting to Ending Zip-Code

To include vendors by a range of zip codes, type the zip code of the first to last vendor to include.

Label Format

The following fields allow you to control the formatting of mailing labels.

Number 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 vertical 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.

Number 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 3 1/2 inches (common for mailing labels) type 35 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.

Number of Labels per Name

If you set this field to a value greater than 1, the specified number of labels will print for each name before continuing to the next name.

Print Name ID Number? (Y/N)

Set this field to Y to include the vendor's ID number on the label.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
Vendor Name List

Printed at 07:07pm on 11/04/2014
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
1006	Austin Pacific Jet Leasing	1970 LBJ Parkway	Austin	TX	66020
1008	Brawley Tractor				-
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 3001	Seattle	WA	98101
550	General Express	1000 Lincoln Blvd. Suite 24	Tulsa	OK	72055
140	Gordy's Pilot Shop	Clemont County Airport	Batavia	IL	45103-
125	Grandview Oil	3456 Costa Mesa Highway	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 Manageme	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
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 (name list)

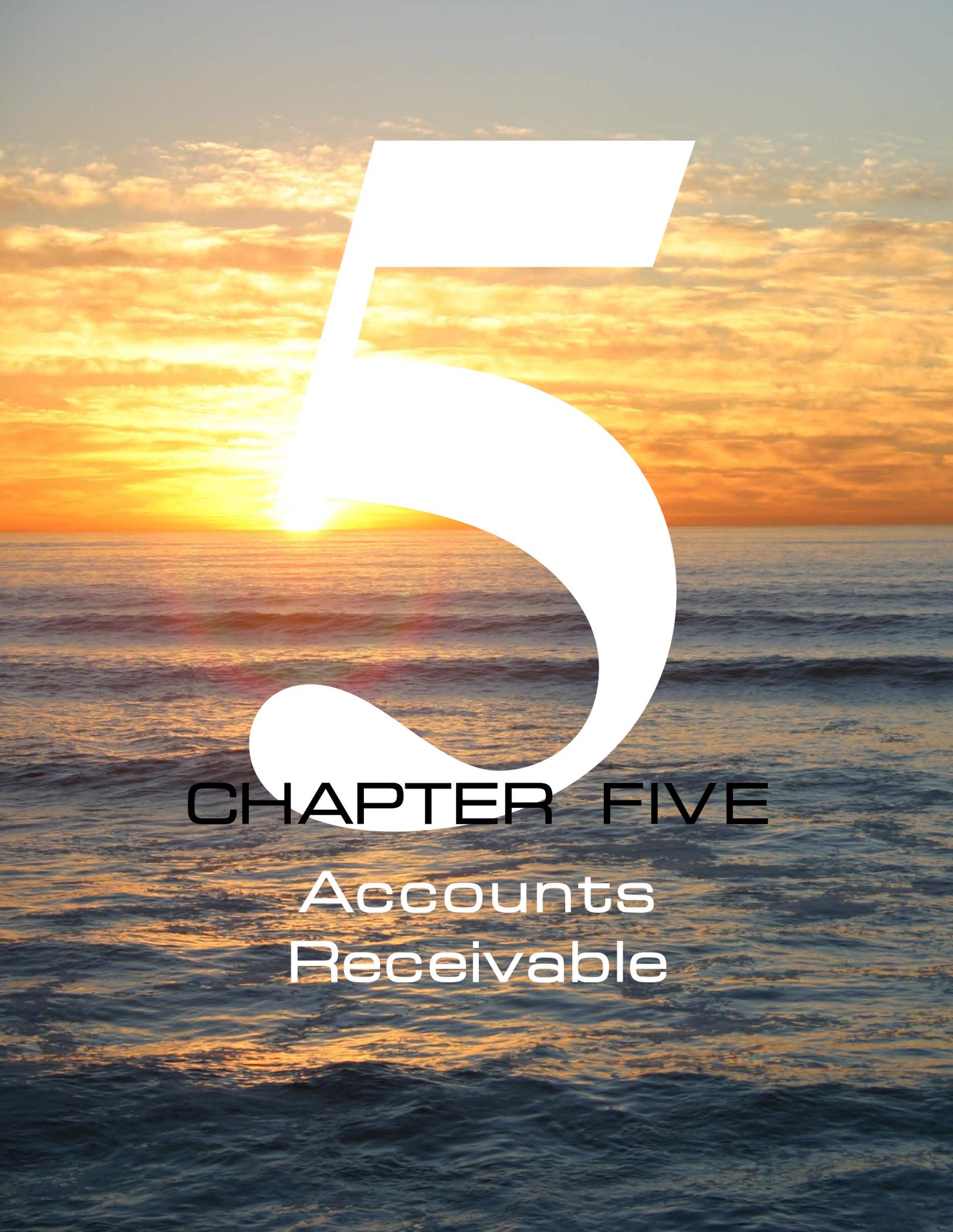
Alpha Vending Supply 4000 Garison Street Seattle, WA 98100	150	Aragon Office Supply 1320 Tara Blvd #300 Bellevue, WA 98006	130
Austin Pacific Jet Leasing 1970 LBJ Parkway Austin, TX 66020	1006	Brawley Tractor	1008
Emerald Charter Sales & Service 104200 Annex Parkway Tacoma, WA 98401	100	Friendly Aviation 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	U.S. Airmen's Association 3456 180th Street Los Angeles, CA 98901	600
West Coast Telephone Co. 700 Main Street Seattle, WA 98101	201		

Vendor Name List/Labels – Sample Printout (labels)

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
- Has no effect on any G/L account balances.



5

CHAPTER FIVE

Accounts Receivable

Overview

Pilot'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 adjusts 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, cash receipts and general journal entries.

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 is associated with a particular invoice, credit memo or debit memo.

Generally, the open-item accounting method is preferred, whether the customer specifies the invoices he intends to pay or you select invoices chronologically. Auditing a customer account is simpler when payments can be matched to invoices. Pilot always provides balance-forward information, even for open-item customers. 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 Pilot, the only difference between open-item accounting and balance-forward accounting is the method by which you enter payment information. If you specify invoice numbers on cash receipts, you are using open-item accounting. If you specify only the customer number on those transactions, you are using balance-forward accounting.

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.
- Take a quick look at customer history and many valuable metrics such as days-to-pay and profitability.

Customer information is used in maintaining records of invoices, cash disbursements, and the balance your company is owed by each customer.

The *Customer* screen 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 *Sales Invoice* screen to help you enter sales invoices.

To enter, change or display customer information, select *Customer* from the *Accounts Receivable* menu.

The *Customer* screen is divided into five tabs. The first tab displays identifying information about the customer. The second tab displays operating information related to how you do business with them. The third tab maintains credit application information that establishes the customer's credit-worthiness. The fourth tab maintains custom inventory pricing specific to this customer. The fifth tab displays a snapshot of customer history and accounting metrics. To switch from one tab to the other, click the tab corresponding to the page that you want to display.

To HotPrint the *Customer Activity Report*, click  or press [Shift-F10].

Fields on the Customer Screen, Name Info Tab

Customer screen, Name Info tab

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 unique, 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 value you want, by pressing [Ctrl-F1] from the *ID Number* field, and setting the default value to your starting value. Numerals and letters are permitted. Save by pressing [F10] on the *Prompt Edit* screen. This number will increment automatically with each new customer that you add.

If customers, vendors, employees and ship-to names should all share the same ID Number series, use [Ctrl-F1] to remove the starting number from this screen and put the starting value in the *Name* screen instead. Find *Name* on *System Maintenance* → *Name/Company*. Remember to remove the starting ID Numbers from the *Vendor* and *Employee* screens as well.

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. 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. If the search name that Pilot creates does not alphabetize correctly, click the SWAP button in the search name title bar, or type your own.

The search name is used for finding this record in directory searches and for alphabetizing reports. 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.

If you have trouble finding a customer when entering invoices or receipts, an incorrect search name is probably the reason. To find incorrect search names and fix them, print a Customer Name List report and drill down to the customers who are out of order.

Telephone, FAX #

Enter the customer's current business telephone, FAX number, and any other phone numbers for this customer.

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.

Use the *Edit Prompt Properties* screen, [Ctrl-F1], to change the captions of these fields.

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. You will find an arrow button on the title bar of this field. This button opens the comments field to full-screen.

Record Type

This field will always have "Customer" listed. However, if a person is also entered in the Pilot system simultaneously as a vendor or an employee, there may be "Vendor" or "Employee".

Fields on the Customer Screen, Customer Info Tab

The screenshot displays the 'Customer Info' tab in the Pilot Accounting software. The window title is 'Pilot Accounting Using C:\C32\CPP\NEWGCODE\DEMO.APL [DEMO] - Emerald Charter Sales & Service'. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help) and a toolbar with function keys (F1-F10, SF10). The main area is divided into several sections:

- Customer Identification:** ID Number: 1013, Name: [empty], Ship To: [empty], Contact: [empty], Salesperson: [empty], Region: [empty].
- Shipping and Vendor Information:** Resale Permit: [empty], Exp Date: [empty], Our Vendor ID #: [empty], Ship Via: UPS.
- Financial and Accounting Data:** Current Balance: \$ [empty], Income Account: [empty], A/R Account: [empty], Sales Tax Acct: [empty], Income Mask: [empty], Inventory Mask: [empty], Sales Tax Rate: [empty], Credit Limit: 500.00, Terms: NET 30, Discount %: [empty], Price Code: A.
- Operational Details:** Inventory Location: [empty], Customer Status: [empty], Opened Date: 07/16/2010.
- Customer Comments:** A table with columns for Date, Code, Action, and Customer Comments.

At the bottom, there is an 'Add:' button and a status bar showing 'Add/Change A/R Customer', 'Emerald Charter Sales & Service', and the date/time '07/16/2010 02:11pm'.

Customer screen, Customer Info tab

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 a listbox at the *Ship To* field 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

salesperson 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/Exp Date

If this customer resells goods purchased and is thus exempt from state sales tax, enter their state resale permit number here and its expiration date in the *Exp Date* field. If this is an in-state retail customer, leave this field blank. If an out-of-state retail customer is tax-exempt, enter "OS" or "OUT OF STATE".

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.

A/R Account

If sales to this customer should post to an Accounts Receivable G/L account that is different from the one on the *System Defaults* screen, enter it here.

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.

Income Mask

If the sales income G/L account is provided by (and varies by) the inventory item selected on that item line, it can be modified according to the customer you choose.

For example, the sales accounts in your inventory records are these...

- 4011 - hardware sales
- 4111 - sporting goods sales
- 4211 - food/beverage sales

...but when you pick a non-profit customer (a school, for instance), you want to automatically change to these accounts instead.

- 4021 - NP hardware sales
- 4121 - NP sporting goods sales
- 4221 - NP food/beverage sales

To accomplish this, put ??2* into the mask field of all of your non-profit customers. The default sales account will be compared to the mask, and adjusted like this: The question mark ignores (leaves alone) the single character in that position. The "2" means that whatever character was in that position will be replaced with a 2. The asterisk means that all remaining characters are ignored.

Inventory Mask

If the inventory G/L account is provided by (and varies by) the inventory item selected on that item line, it can be modified according to the customer you choose.

For example, the inventory accounts in your inventory records are these...

- 1011 - hardware inventory
- 1111 - sporting goods inventory
- 1211 - food/beverage inventory

...but when you pick a non-profit customer (a school, for instance), you want to automatically change to these accounts instead.

1021 - NP hardware inventory

1121 - NP sporting goods inventory

1221 - NP food/beverage inventory

To accomplish this, put `??2*` into the mask field of all of your non-profit customers. The default sales account will be compared to the mask, and adjusted like this: The question mark ignores (leaves alone) the single character in that position. The "2" means that whatever character was in that position will be replaced with a 2. The asterisk means that all remaining characters are ignored.

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.

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 *Sales Invoice* screen when the customer is entered.

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.

- 0 - This customer is inactive.
- 1 - Do not charge this customer finance charges.
- 2 - Obtain authorization before selling to this customer.
- 3 - Can't charge on account, CASH only.
- 4 - Customer requires a purchase order.
- 5 - Do not print customer statement.
- 6 - Customer added from internet/website.
- 7 - Do not print bill of lading.
- 8 - Broker – this name and address prints as company on orders, invoices and BOLs.

Opened Date

Enter the date you first did business with this customer.

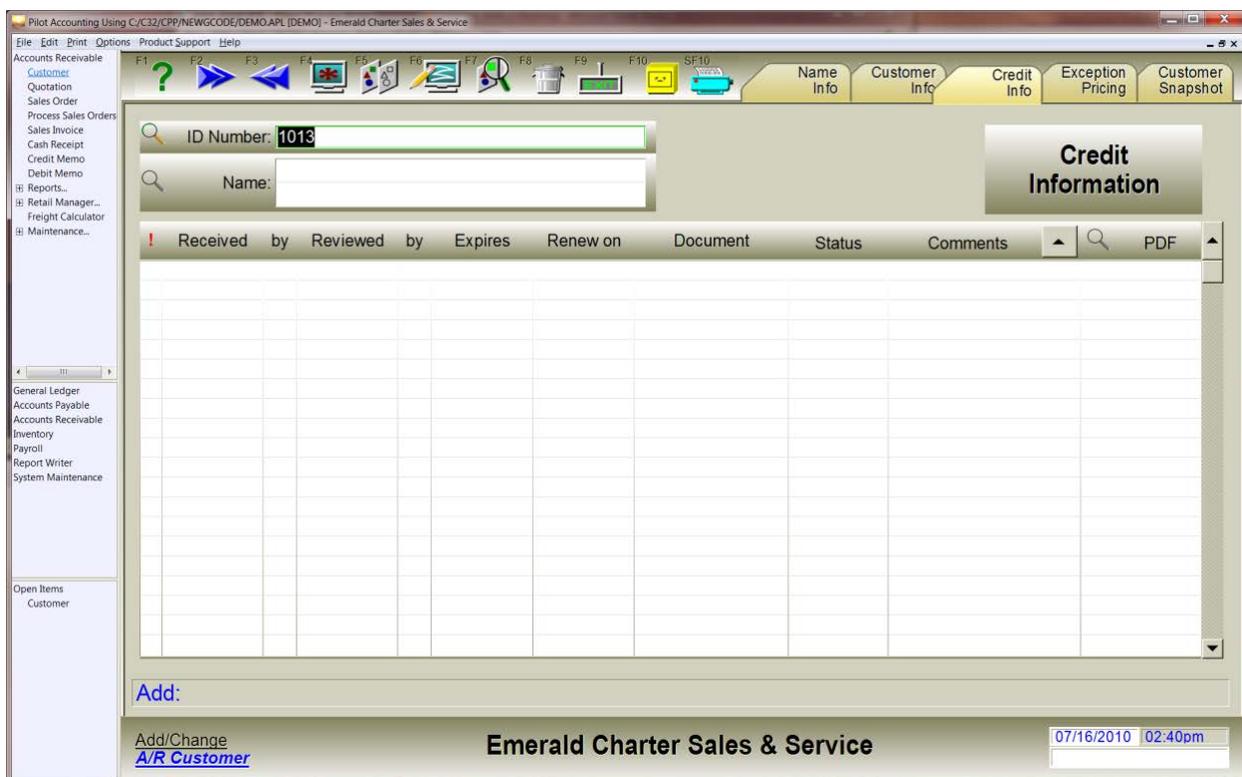
Customer Comments

Use this field for conversations, notes, observations or any other textual information about this customer. Press [Ctrl-B] to push lines down and make a blank line.

You can enter a date corresponding to any comment line. You can mark lines as important and bring those lines to the top by clicking the “!” in the title bar. Click on any title heading to sort the comments under that heading.

You can enter up to 64,000 lines of information in this field.

Fields on the Customer Screen, Credit Info Tab



Customer screen, Credit Info tab

Tab 3 of the *Customer* screen displays any documentation that you require in order to extend

credit to this customer. Each line can represent one or more documents.

Important (!)

A line may be flagged Important by clicking this field to place an exclamation mark (!). Click the title bar to bring the important lines to the top.

Received by

Enter the date and initials of the responsible person who received this document.

Reviewed by

Enter the date and initials of the responsible person who reviewed and approved this document.

Expires

Enter the date on which this approval expires.

Renew on

Enter the date by which this documentation must be re-approved to keep the customer's credit privileges in effect.

Document

Enter a brief name for this document.

Status

Enter a code to indicate this document's stage in the approval process.

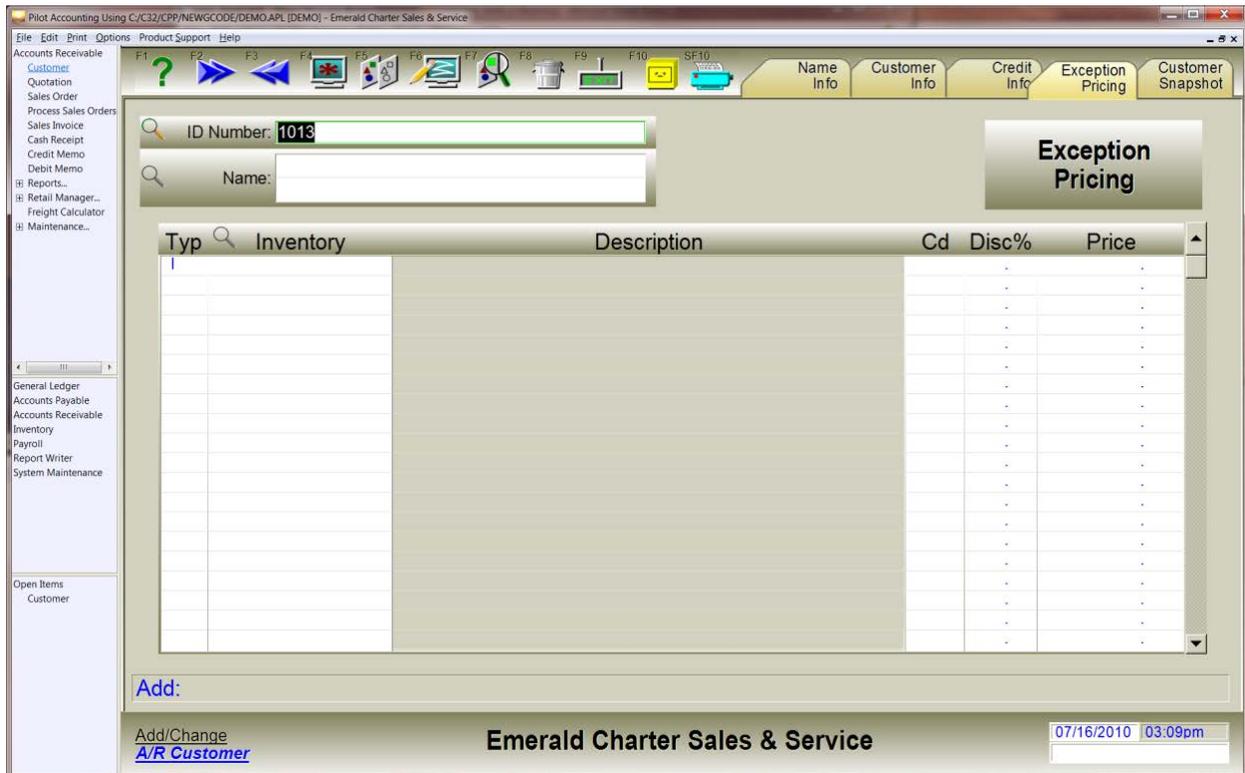
Comments

Enter any comments regarding this document. Click the expand button to view the comments full-screen.

PDF

A scan or printout of this document in PDF format can be referenced at this field. Specify the filename here. If the PDF PATH preference is set, enter the name only. The .PDF extension is optional.

Fields on the Customer Screen, Exception Pricing Tab



Customer screen, Exception Pricing tab

Tab 4 of the *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.

Fields on the Customer Screen, Customer Snapshot Tab

The screenshot displays the 'Customer Snapshot' tab in the Accounts Receivable software. The window title is 'Pilot Accounting Using C:\C32\CPP\NEWGCCODE\DEMO.APL - DEMO - Emerald Charter Sales & Service'. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help), a toolbar with function keys (F1-F10, SF10), and a navigation pane on the left with options like Customer, Quotation, Sales Order, Process Sales Orders, Sales Invoice, Cash Receipt, Credit Memo, Debit Memo, Reports, Retail Manager, Freight Calculator, and Maintenance. The main area shows the 'Customer Snapshot' tab with fields for ID Number (1013), Name, and Current Balance. Below these are summary statistics for invoices and profits. At the bottom is a table with columns Typ, Date, Document #, Remarks, and Amount, and an 'Add:' button.

Customer screen, Customer Snapshot tab

Tab 5 of the *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.

The information on this screen can't be changed.

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.

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  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  or press [F9] or [Esc].

Effects on the Company Database

Using the *Customer* menu selection may affect records in the following files:

- Name Records
- Customer Records
- Exceptional Events Log Entries
- Has no effect on any GL account balances.

Quotation

Use 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 *Quotation* from the *Accounts Receivable* menu.

To HotPrint quotes, click  or press [Shift-F10].

Fields on the Quotation Screen, Edit Lines Tab

Quotation screen, Edit Lines tab

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 your starting value. Save by pressing [F10] on the *Prompt Edit* screen.

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.

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, Pilot 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 Pilot.

- 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.

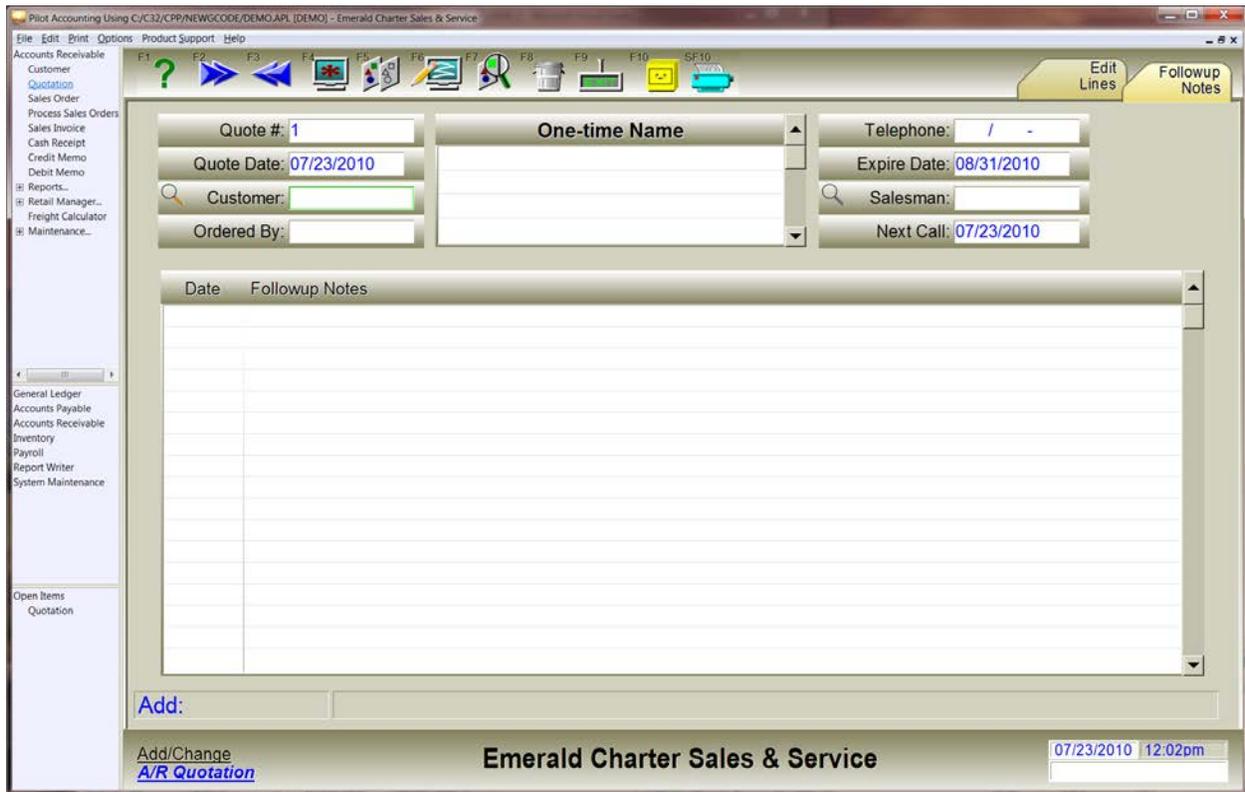
%Profit

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.

Fields on the Quotation Screen, Followup Notes Tab



Quotation screen, Followup Notes tab

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  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 *Quotation* menu selection may affect records from the following files:

- Quotations
- Exceptional Events Log Entries
- Has no effect on any GL account balances.

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 *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 *Qty 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 *Sales Order* from the *Accounts Receivable* menu.

To HotPrint sales orders, click  or press [Shift-F10].

Fields on the Sales Order Screen, Edit Lines Tab

Sales Order screen, Edit Lines tab

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 characters) you want, by pressing [Ctrl-F1] from the *Order #* field, and setting the default value to your starting value. Save by pressing [F10] on the *Prompt Edit* screen.

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 WEDNESDAY, 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

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 ">*".

F.O.B.

The F.O.B. (free on board) point is the location where responsibility or ownership of goods transfers to the buyer. Typically, this is VENDOR, meaning that buyer takes responsibility as soon as goods leave vendor's premises, or DESTINATION, which means seller is responsible during transit and buyer takes responsibility at time of delivery to buyer.

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.

Status

The *Status* field represents the current condition of this order. This field is maintained by Pilot.

- 0 – Void
- 1 – Completed
- 2 – Altered
- 3 – Eliminating
- 4 - Backordered items
- 6 - Printed

Quote

To generate an order from a quote, enter the number of the quote, or click the magnifier icon or press "*" for a list of open quotes for this customer.

If a quote has been processed into an order or invoice, it is flagged as closed and will not appear in the open quotes list. You can use a closed quote by typing its number.

You can use a quote that belongs to a different customer by typing its number. When you do this, the customer of this Sales Order will be set to the customer of the quote. You must then change the Sales Order customer.

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 displayed 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.

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 two or four digits to the right of the fixed decimal. To change this, set a preference in Options->Preferences->System Options. The preference Key is: UNIT PRICE DECIMALS, and the Value is 2 (for 2 decimals) or 4 (for 4 decimals). This preference applies to both Sales Order and Sales Invoice.

Line Price

The extended price for the items on this line is computed when the Quantity or Unit Price is changed. If you change the Line Price, the Unit Price will be recomputed.

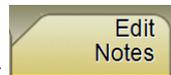
Account

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 tab 2 of the *Sales Order* screen, click



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Fields on the Sales Order Screen, Edit Notes Tab

Sales Order screen, Edit Notes tab

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 64,000 lines of information in this field.

Filing the Sales Order

When you've entered data into all the fields that you want, click  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  or press [F9] or [Esc].

Effects on the Company Database

Using the *Sales Order* menu selection may affect records from the following files:

- Inventory Records
- Sales Orders
- Exceptional Events Log Entries
- Has no effect on any GL account balances.

Process Sales Orders

Use this selection to:

- Convert open sales orders into sales invoices.
- Perform cycle billing for groups of similar customers.

Process Sales Orders generates sales invoices from a selection of open sales orders.

As sales orders are processed, the *Qty Not Shipped* field of the Sales Order 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 complete, it no longer appears on the list of sales orders to be processed. The *Quantity on Sales Order* field of *Inventory* is also adjusted to reflect the quantity of each inventory item that was shipped when an order was processed.

If the Sales Orders are intended for Cycle Billing, the behavior is slightly different. The *Qty Not Shipped* field of the Sales Order is not adjusted and the Sales Order is not marked as completed. The Sales Order stays open, and can be cycled over and over.

Follow these steps to use the *Process Sales Orders* screen:

1. Set the selection parameters. Make sure the *Order Date* field contains the date you want. If you are performing cycle billing, enter a Cycle Code.

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 to the invoices. 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 save the batch of invoices.

4. File all of the sales invoices. Click  or press [F10] to file. Pilot 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 ( or [F9]).

5. To HotPrint sales invoices, click  or press [Shift-F10].

Fields on the Process Sales Orders Screen

Process Sales Orders screen

The screen is divided into three sections. The top section consists of selection parameters to filter the orders that will be invoiced.

The middle section displays the details of a single invoice. You may edit the invoice in this area.

The bottom section displays a list of all invoices in this batch. Each order produces one invoice, and the same customer may have multiple invoices and multiple lines in this section. The invoice that is highlighted here is displayed in detail in the middle section.

Fields of the Selection Parameters Section

Starting Invoice

The starting invoice number from the *Sales Invoice* screen is automatically incremented and displayed. Pilot will use the starting invoice number to calculate an invoice number for each sales order that is filed.

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

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.

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 Sales 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 ">*".

Fields of the Invoice Details Section

Invoice Date

If the date provided for this invoice is not acceptable, you may change it here.

Last Invoice Date

The sales order was last processed on this date.

Sales Order

This is the Order Number of the Sales Order that produced this invoice. This field can't be edited.

Quantity Shipped

The quantity of goods Not Yet Delivered on the *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 edit this field.

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 edit this field.

Unit Price can have two or four digits to the right of the fixed decimal. To change this, set a preference in Options->Preferences->System Options. The preference Key is: UNIT PRICE DECIMALS, and the Value is 2 (for 2 decimals) or 4 (for 4 decimals). This preference applies to both Sales Invoice and Sales Order.

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 edit this field.

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 edit this field. Type Y for taxable, or N for non-taxable.

Date

This is the invoice date of the converted sales order. This field can't be edited directly. To modify the invoice date, edit the *Invoice Date* field in the middle section of the screen.

Customer Name

This field displays the name of the customer associated with the sales order that created this line of the sales invoice. This field can't be edited.

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't be edited directly. It will recompute if you change the tax status (Tx) of the detail lines in the middle section.

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 editing the detail lines of the invoice.

Effects on the Company Database

Using the Process Sales Orders menu selection may change records in the following files:

- Sales Orders
- Sales Invoices
- Customer Records
- Inventory Records
- Lot and Serial Number Records
- Transaction Journal
- General Ledger Accounts

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the Process Sales Order menu selection, conforming to generally accepted accounting practices (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)

Sales Invoice

Use 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 three pages. The first page includes common invoicing information, the second page includes inventory costing information, and the third page includes fields for processing credit and debit card sales and returns.

To enter a sales invoice or to change an invoice already entered, select *Sales Invoice* from the *Accounts Receivable* menu.

To HotPrint sales invoices, click  or press [Shift-F10].

Fields on the Sales Invoice Screen, Edit Prices Tab

The screenshot shows the 'Sales Invoice' screen in the 'Edit Prices' tab. The interface includes a menu bar, a toolbar with function keys (F1-F10, SF10), and a sidebar with navigation options. The main area contains the following fields and sections:

- Invoice Information:** Invoice Number (1142), Invoice Date (07/23/2010), Customer ID, Order No., Ship To ID, Onetime Name, Order Date (07/23/2010), Ship Date, Salesman, Ordered By, Cust PO, F.O.B., Ship Via (UPS), Terms (NET 30), Gbl PC, and Status.
- Item Table:** A table with columns: Quantity Ordered, Quantity Shipped, Item Number, Description, Price Code, Unit Price, Line Total, Income Account, and Tx.
- Summary Totals:** Cash Amt (105), Paid Amt, A/R Amount (102), Tx Rate, Sales Tax (2040), and Total.
- Footer:** Add/Change Sales Invoice, Emerald Charter Sales & Service, and Date/Time (07/23/2010 02:31pm).

Sales Invoice screen, Edit Prices tab

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 your starting value. Save by pressing [F10] on the *Prompt Edit* screen.

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 listbox 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.

F.O.B.

The F.O.B. (free on board) point is the location where responsibility or ownership of goods transfers to the buyer. Typically, this is VENDOR, meaning that buyer takes responsibility as soon as goods leave vendor's premises, or DESTINATION, which means seller is responsible during transit and buyer takes responsibility at time of delivery to buyer.

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.

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. If this field is left blank, terms of CASH will be used.

The *Terms* field determines whether this invoice affects customer accounts receivable or not. CASH, credit card or debit card terms do not affect the customer balance of A/R customers, and the invoice is paid when written. A personal or company check at time of sale is considered CASH.

Any NET terms or COD is a sale on account, the invoice is open (not paid) and the customer's account will be adjusted. The invoice must be paid with a separate Cash Receipt. Sales on account may only be made to valid A/R customers.

Global PC

If a specific G/L profit center should be appended to every G/L account on this invoice which doesn't already have a profit center, type the profit center here.

This profit center will also be appended to Cost of Sale and Inventory lines which are visible on the second page of the *Sales Invoice* screen.

Status

The *Status* field represents the current condition of this invoice. This field is maintained by Pilot.

- 0 – Void
- 1 – Paid
- 2 – Altered
- 3 - Service charge
- 4 - Backordered items
- 5 - Credit memo
- 6 – Printed
- 8 - Debit memo

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 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 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 *. 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.

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.

For more information, see 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 two or four digits to the right of the fixed decimal. To change this, set a preference in Options->Preferences->System Options. The preference Key is: UNIT PRICE DECIMALS, and the Value is 2 (for 2 decimals) or 4 (for 4 decimals). This preference applies to both Sales Invoice and Sales Order.

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 *Taxable* field for the customer and/or 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-On-Hand 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.

A Cash-in-Bank checking account SHOULD NOT be used in this field. Cash invoices don't directly affect any bank balance, and Cash-in-Bank should be adjusted when a bank deposit is prepared.

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 or CC (credit card), 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.

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.

Total

This field displays the invoice total of all line items and sales tax. It can't be edited directly.

Fields on the Sales Invoice Screen, Edit Costs Tab

Sales Invoice screen, Edit Costs tab

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.

If you sell something that does not come from inventory, it will not have an invoice cost of sale, and its cost (if any) will be realized in some other way, such as a purchase expense or payroll expense, so the Unit Cost will be blank.

COS Account

This is the G/L account number for the Cost of Sales account.

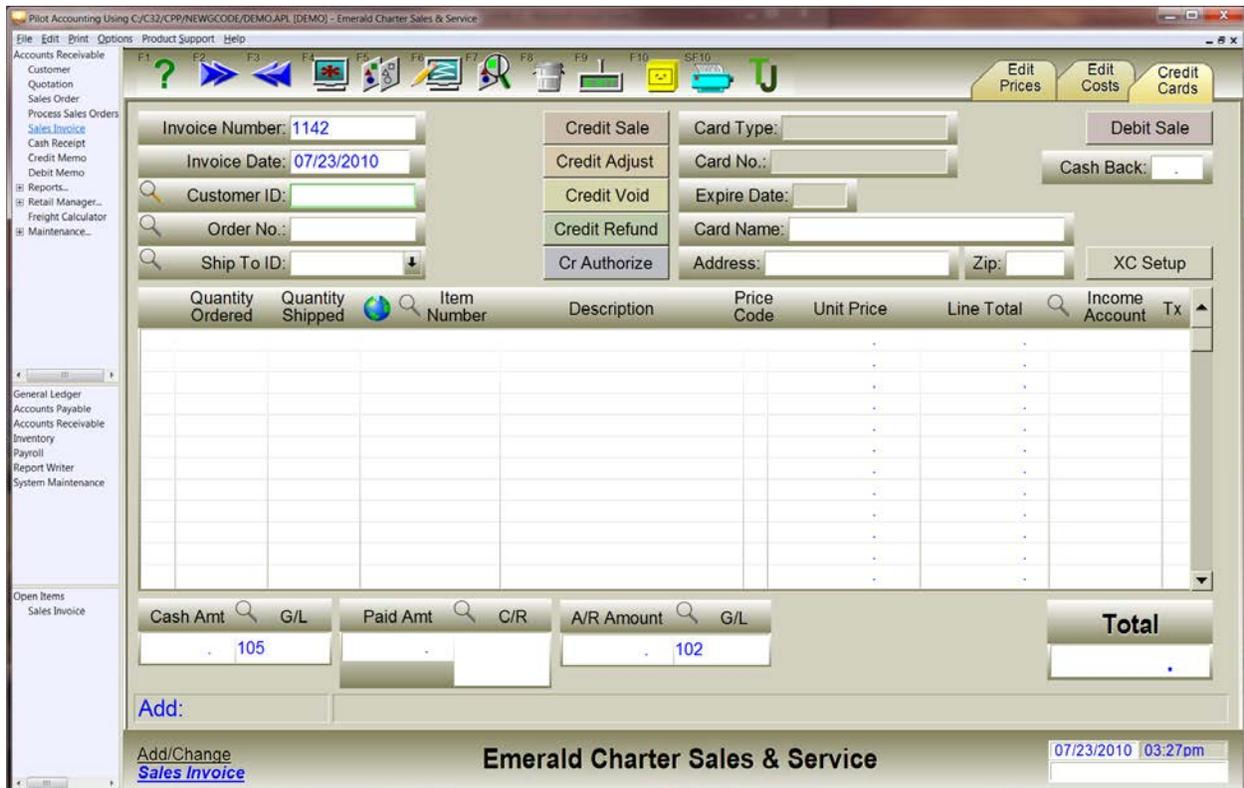
Inventory Account

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 G/L transaction directly by clicking  .

Fields on the Sales Invoice Screen, Credit Cards Tab



The screenshot displays the 'Sales Invoice' screen with the 'Credit Cards' tab selected. The interface includes a menu bar, a toolbar with function keys (F1-F10, SF10), and a main data entry area. The data entry area is divided into several sections:

- Invoice Information:** Invoice Number (1142), Invoice Date (07/23/2010), Customer ID, Order No., and Ship To ID.
- Credit Card Information:** Card Type, Card No., Expire Date, Card Name, Address, and Zip.
- Transaction Type:** Credit Sale, Credit Adjust, Credit Void, Credit Refund, Cr Authorize, Debit Sale, and Cash Back.
- Table:** A table with columns: Quantity Ordered, Quantity Shipped, Item Number, Description, Price Code, Unit Price, Line Total, Income Account, and Tx.
- Summary:** Cash Amt (105), Paid Amt, A/R Amount (102), and Total.
- Footer:** Add/Change Sales Invoice, Emerald Charter Sales & Service, and date/time (07/23/2010 03:27pm).

Sales Invoice screen, Credit Cards tab

Before the fields for credit card processing can be used, you must subscribe through a credit card processor to transact with credit and debit cards, and install the appropriate software and hardware (card scanner or pin pad and signature capture terminal).

Currently, Pilot supports processing through X-Charge Payment Processing, from Accelerated Payment Technologies.

Certain preferences must be set in Options->Preferences->System Options.

SYSTEM OPTIONS		
Description	Key	Value
CC Processor	CC PROCESSOR	XC
CC User ID	CC USER ID	system
CC Password	CC PASSWORD	system
CC Merchant ID	CC MERCHANT ID	1892834
CC Market Type	CC MARKET TYPE	R
CC Signature Folder	CC SIGNATURE FOLDER	c:\pilot\signatures

System Options screen

CC PROCESSOR must be set to XC.

CC USER ID, CC PASSWORD and CC MERCHANT ID are assigned by X-Charge.

If you use a signature capture terminal, each signature creates an image file which will be stored in the folder named in CC SIGNATURE FOLDER.

Pilot does not store credit card numbers, PIN numbers, card track data, or any other sensitive credit or debit card data. Credit card numbers cannot be typed into Pilot.

Credit Card Sale

Enter all invoice items and verify that the invoice total is correct. Click the Credit Sale button. The X-Charge processing window will display. Swipe the credit card or key the card number into the X-Charge window. If the transaction is accepted and you are using a signature capture terminal, X-Charge asks the customer to sign. This completes the transaction.

If the card is declined, a message will inform you of this, and you must collect some other form of payment.

Debit Card Sale

Enter all invoice items and verify that the invoice total is correct. Click the Debit Sale button. The X-Charge processing window will display. Swipe the debit card. When a debit card is used,

there is never an option to key the card number; the debit card must be present and must be swiped using an encrypted PIN pad provided by X-Charge.

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 *Sales Invoice* menu selection may affect records from the following files:

- Sales Invoice
- Customer Records
- General Ledger Accounts
- Inventory Records
- Lot and Serial Number Records
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Sales Invoice* menu selection, conforming to generally accepted accounting practices (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)

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 (or debit) memo is similar to entering a sales invoice. To enter a debit memo, see the instructions following this section.

A credit memo can be associated with a sales invoice in order to reverse part or all of the invoice and return inventory items to your stock. A credit memo can apply to the customer's A/R balance without being associated with any sales invoice. In both cases, accounts receivable is credited, the opposite of a sales invoice.

A credit memo, like a sales invoice, must be paid to close it. Normally, a credit memo is paid by including it on a Cash Receipt along with open sales invoices when the customer pays his bill.

If you need to issue a refund check to an accounts-receivable customer, a credit memo can be included (and paid) on the *Cash Disbursement Check* screen. In this case, the credit memo will not be included on any Cash Receipt.

To enter a credit memo or to change a credit memo already entered, select *Credit Memo* from the *Accounts Receivable* menu.

To HotPrint credit memos, click  or press [Shift-F10].

Fields on the Credit Memo Screen

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 your starting value. Save by pressing [F10] on the *Prompt Edit* screen.

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 *.

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.

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 *.

Invoice to Credit

Enter the number of the invoice with which this credit memo is associated.

Global PC

If a specific G/L profit center should be appended to every G/L account on this credit memo which doesn't already have a profit center, type the profit center here.

Status

The *Status* field represents the current condition of this invoice. This field is maintained by Pilot. In addition to other status flags, credit memos have a 5 in this field. In addition to other status flags, debit memos have an 8 in this field.

- 0 – Void
- 1 – Paid
- 2 – Altered

5 - Credit memo

6 – Printed

8 - Debit memo

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.

General Ledger Distributions**Sales 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.

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.

On Account 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.

A/R 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.

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 Credit 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 *Credit Memo* menu selection may alter records from the following files:

- Sales Invoice
- Customer Records
- General Ledger Accounts
- Inventory Records
- Lot and Serial Number Records
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Credit Memo* menu selection, conforming to generally accepted accounting practices (GAAP).

Credit Memo on Account	Debit	Credit
always has...	Accts Receivable (asset)	Sales (revenue)
may also have...	Cost of Goods (expense)	Inventory (asset)

Debit Memo

Use 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 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 *Debit Memo* from the *Accounts Receivable* menu. The same screen is used for Credit Memos and Debit Memos.

Fields on the Debit Memo Screen

Debit Memo screen

Refer to the [Credit Memo](#) section for a detailed description of the screen.

Effects on the Company Database

Using the *Debit Memo* menu selection may affect records from the following files:

- Sales Invoice
- Customer Records
- General Ledger Accounts
- Inventory Records
- Lot and Serial Number Records
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Accounts

The table below shows the specific accounting results for the *Debit Memo* menu selection, conforming to generally accepted accounting practices (GAAP).

Debit Memo on Account	Debit	Credit
always has...	Accts Receivable (asset)	Sales (revenue)
may also have...	Cost of Goods (expense)	Inventory (asset)

Cash Receipt

Use this menu selection to:

- Accept a customer payment on their credit account.
- Prepare a bank deposit.
- Change information associated with a cash receipt that has already been entered.

If a customer pays for a purchase at the time of the sale, the sales invoice shows terms of CASH, the invoice doesn't affect the customer's A/R account, and no cash receipt is required.

If the customer pays for a purchase after a sales invoice has been entered for the sale, enter a cash receipt showing how much was paid toward that invoice.

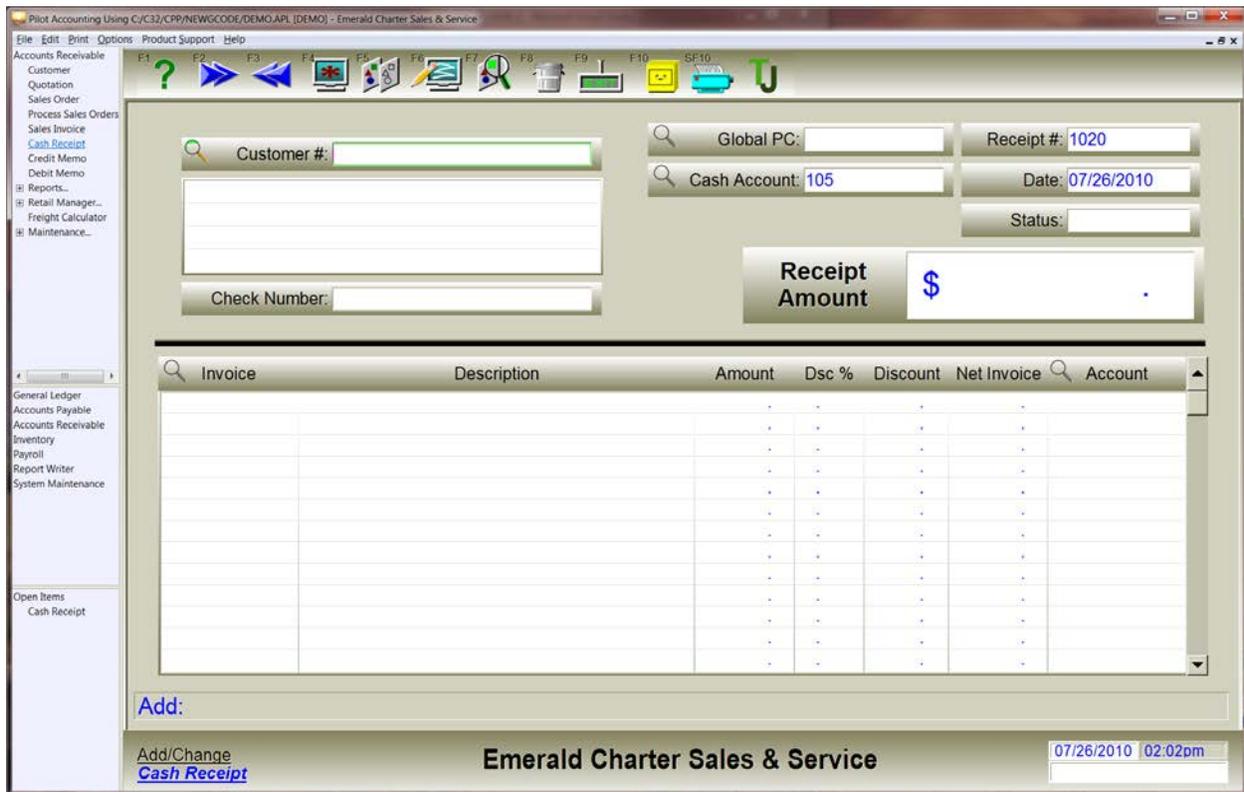
To record a bank deposit, use the *Cash Receipt* screen to move amounts from a Cash On Hand account to a Cash in Bank account. Normally you will enter, as credits, several Cash On Hand amounts, each representing a customer's check or total cash. You will enter one debit amount to Cash in Bank.

If a prepayment or deposit 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 customer 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 *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.

To enter a cash receipt or to change a cash receipt already entered, select *Cash Receipts* from the *Accounts Receivable* menu.

Fields on the Cash Receipt Screen



Cash Receipt screen

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.

Global PC

If a specific G/L profit center should be appended to every G/L account on this invoice which doesn't already have a profit center, type the profit center here.

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 Cash Receipt 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.

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 your starting value. Save by pressing [F10] on the *Prompt Edit* screen.

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.

Status

The *Status* field represents the current condition of this invoice. This field is maintained by Pilot.

- 0 – Void
- 1 – Reconciled
- 2 – Altered
- 6 – Printed

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, 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 found in 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 found 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.

If you enter the total amount paid into this field before you begin selecting invoices to pay, the Receipt Amount will be used as a cutoff amount when invoices totaling this amount have been selected.

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 *Cash Receipt* menu selection may affect records from these files:

- Cash Receipt
- Customer Records
- General Ledger Accounts
- Sales Invoices
- Transaction Journal
- Exceptional Events Log Entries

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the *Cash Receipt* menu selection, conforming to generally accepted accounting practices (GAAP).

Receipt on Account	Debit	Credit
always has...	Cash (asset)	Accts Receivable (revenue)
may also have...	Sales Discount (expense)	

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.

Customer Activity Report

Use this report to see activity (sales, receipts and adjustments) for a specific customer or all customers, for any time period.

To execute, select Customer Activity from the Accounts Receivable Reports... menu.

Fields on the Customer Activity Report Parameters Screen



Customer Activity Report parameters 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.

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.

Print Width (N/W)

Select wide for more description about each document.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

**Emerald Charter Sales & Service
Customer Activity Report**
with A/R transactions only
From 01/01/1996 to 06/30/1996

Printed at 02:57pm on 07/26/2010
Page 1

Date	Doc No.	Amount	Invoice Bal.Due	Customer Bal.Frwd	Reference
Customer: 953		Brian Burns		(206)555-9876	
01/27/1996	S:1022	860.97	0.00	860.97	R:1019, 360.97
03/04/1996	R:1005	-500.00		360.97	R:1005, 500.00 CHK#: ck 7894 S:1022, 500.00
Total Transactions: 2			Net Activity:	\$360.97	
Customer: 950		Jim Campbell		(206)555-5876	
01/07/1996	S:1021	81,108.50	81,108.50	81,108.50	
06/03/1996	S:1037	813.99	0.00	81,922.49	R:1016, 813.99
Total Transactions: 2			Net Activity:	\$81,922.49	
Customer: 910		Marlene Gordon		(206)555-7176	
02/10/1996	S:1024	405.00	405.00	405.00	
Total Transactions: 1			Net Activity:	\$405.00	
Customer: 955		Jonson Corp.		(206)555-8960	
05/16/1996	R:1008	-5,099.62		-5,099.62	CHK#: 8377 S:1028, 5,099.62
05/25/1996	S:1036	1,692.75	1,692.75	-3,406.87	
06/08/1996	S:1039	1,518.81	1,518.81	-1,888.06	
Total Transactions: 3			Net Activity:	\$-1,888.06	
Customer: 901		John D. Pilla		(206)555-3422	
03/16/1996	S:1029	1,854.73	0.00	1,854.73	R:1011, 1,854.73
06/21/1996	R:1011	-1,817.64		0.00	CHK#: S:1029, 1,854.73 AR Disc: -37.09
06/30/1996	S:1040	270.25	0.00	270.25	R:1015, 270.25
Total Transactions: 3			Net Activity:	\$270.25	
Customer: 951		Dale Suko		(206)555-8743	
05/01/1996	R:1009	-425.00		-425.00	CHK#: 5236 Unapplied, 425.00

Customer Activity Report – Sample Printout

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.

Fields on the Aged Accounts Receivable Report Parameters Screen

The screenshot shows the 'Aged Accounts Receivable Report Parameters' screen in the Pilot Accounting software. The window title is 'Pilot Accounting Using C:\C32\CPP\NEWGCODE\DEMO.APL (DEMO) - Emerald Charter Sales & Service'. The interface includes a menu on the left, a toolbar at the top, and a status bar at the bottom.

The main area contains the following parameters:

- Aging Date: 07/26/2010
- Days to Age #1: Current
- Starting Name ID: (FIRST)
- Days to Age #2: 30
- Ending Name ID: (LAST)
- Days to Age #3: 60
- Skip 'Cash' Cust? (Y/N): N
- Days to Age #4: 90
- Individual Name ID: (ALL)
- Days to Age #5: 120
- Salesman ID: (ALL)
- A/R Account No: (ALL)
- Customer Status:
- Sort Order A/N? A
- By Salesman Y/N? N
- Print Detail Y/N? N
- Aging Method A/T? A
- Omit Credits Y/N? N
- Print Width N/W? N
- Past Due Only Y/N? N
- Age by Days or DaTe? D

The status bar at the bottom shows: Status: , Pages: , Printer: PDF, doPDF v6. The title bar at the bottom reads 'Emerald Charter Sales & Service'. The bottom right corner shows the date and time: 07/26/2010 03:05pm, and the currency: US Dollar.

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.

Skip 'Cash' Customer? (Y/N)

If you write many sales invoices to a "CASH" customer (whose ID Number and Name are CASH), it should have no effect on accounts receivable, and you can skip it to save time.

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 *.

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.

Customer Status

You can include only customers whose status matches the flag(s) set. Use “!” to exclude by flag or “#” to include only customers with a blank status.

- 0 - This customer is inactive.
- 1 - Do not charge this customer finance charges.
- 2 - Authorization required before sales to customer.
- 3 - Can't charge on account, CASH only.
- 4 - Customer requires Purchase Order.
- 5 - Do not print customer statement.

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 open 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.

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

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Note: The columns titled 1 to 30, 31 to 60 and 61 and Over represent receivables which are 1 to 30 days past due, 31 to 60 days past due and 61 days or more past due.

			Emerald Charter Sales & Service		Printed at 03:05pm on 07/26/2010			
			A/R Aging Report for 06/30/1996			Page 1		
			Aged by Date					
Customer ID, Name	Date	Document	Terms	Balance	Current	1 to 30	31 to 60	61 and Over
953: Brian Burns				360.97	0.00	0.00	0.00	360.97
Transaction detail...								
01/27/96	S:1022		NET 30					360.97
950: Jim Campbell				81922.49	813.99	0.00	0.00	81108.50
Transaction detail...								
01/07/96	S:1021		NET 30					81108.50
06/03/96	S:1037		NET 30		813.99			
910: Marlene Gordon				405.00	0.00	0.00	0.00	405.00
Transaction detail...								
02/10/96	S:1024		NET 10					405.00
955: Jonson Corp.				-1888.06	-3580.81	1692.75	0.00	0.00
Transaction detail...								
05/25/96	S:1036		NET 30			1692.75		
06/08/96	S:1039		NET 30		1518.81			
06/30/96	Unapplied Payments				-5099.62			
901: John D. Pilla				270.25	270.25	0.00	0.00	0.00
Transaction detail...								
06/30/96	S:1040		NET 30		270.25			
951: Dale Suko				-425.00	0.00	0.00	-425.00	0.00
Transaction detail...								
05/01/96	R:1009		C/R - Unapplied Payments				-425.00	
954: Transtech Inc.				26308.41	1772.95	24535.46	0.00	0.00
Transaction detail...								
05/11/96	S:1032		NET 30			25589.43		
05/13/96	DM:DM1000		NET 30,DRMEMO			27.03		
05/24/96	CM:CR1000		NET 30,CRMEMO			-1081.00		
06/22/96	S:1038		NET 30		1772.95			
930: Frank Zuccarelli				1106.58	0.00	0.00	1106.58	0.00
Transaction detail...								
04/23/96	S:1031		NET 30				1106.58	
				Total	Current	1 to 30	31 to 60	61 and Over
				108,060.64	-723.62	26,228.21	681.58	81,874.47
				100.00%	0.67%	24.27%	0.63%	75.77%

Aged Accounts Receivable Report – Sample Printout

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.

Fields on the Customers by Salesman Report Parameters Screen

The screenshot shows the 'Customers by Salesman' report parameter screen. The main area contains the following fields:

Narrow/Wide/Labels: N	Include if Sales Fr: _____	Include if Sales To: _____
Salesman ID #: (ALL)	Exclude if Sales Fr: _____	Exclude if Sales To: _____
Region: _____	Include City: (ALL)	Exclude City: (NONE)
Print Comments? (Y/N) N	Incl State: (ALL)	Excl State: (NONE)
Comment Key: _____	Incl Country: (ALL)	Excl Country: (NONE)
Sort 1: _____	Starting Alpha Name: (FIRST)	Vertical Lines per Label: 6
Sort 2: _____	Ending Alpha Name: (LAST)	Number of Labels Across: 1
Sort 3: _____	Starting ID Number: _____	Horizontal Spaces per Label: 35
Sort 4: _____	Ending ID Number: _____	Top Margin: 0 Left Margin: 0
Cust Flag: _____	Starting Zip: _____	Pause Between Labels? (Y/N) N
	Ending Zip: _____	Times to Repeat Each Name: 1

At the bottom of the screen, there is a status bar with the following information:

- Status: _____
- Pages: _____
- Printer: **PDF, doPDF v6**
- Print Report: [Customers by Salesman/Sales](#)
- Company Name: **Emerald Charter Sales & Service**
- Date/Time: **07/26/2010 03:24pm**
- Currency: **US Dollar**

Customers by Salesman Report parameters 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 *.

Region

To include only customers for a particular region, enter a region or sales territory name.

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.

Include Country

To include only customers from a specific country, type the country here.

Exclude Country

To exclude customers from a specific country, type the country here.

Sort 1 – Sort 4

Enter a word or phrase to match in the *Sort* fields from the customer record.

Begin the word with “\$” to perform an instring search. End the word with “*” to match starting with the word you entered.

Customer Flag

You can include only customers whose status matches the flag(s) set. Use “!” to exclude by flag or “#” to include only customers with a blank status.

- 0 - This customer is inactive.
- 1 - Do not charge this customer finance charges.
- 2 - Authorization required before sales to customer.
- 3 - Can't charge on account, CASH only.
- 4 - Customer requires Purchase Order.
- 5 - Do not print customer statement.
- 6 - Customer added from internet/website.
- 7 - Do not print bill of lading.
- 8 - Broker - this name and address prints as the company on orders, invoices and BOLs.

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 vertical 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 3 1/2 inches (common for mailing labels) type 35 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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
Customer List

Printed at 03:24pm on 07/26/2010
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
Cash	CASH				-
Emerald Charter Sales & Service	100	104200 Annex Parkway	Tacoma	WA	98401
Elmer Fudd	1012	1234 Easy St	Bellingham	WA	98226
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

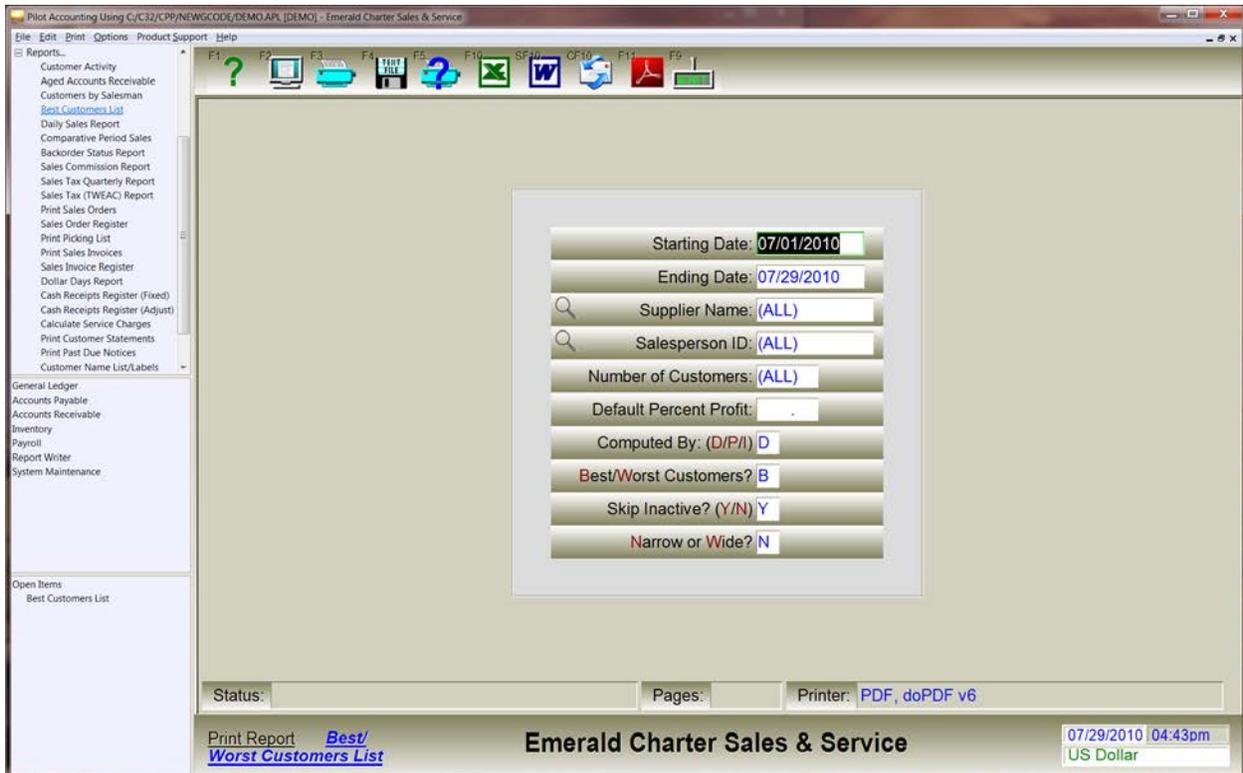
Customers by Salesman Report – Sample Printout

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.

Fields on the Best Customers List Report Parameters Screen



Best Customers List 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.

Supplier Name ID

To include only invoices with inventory from a particular supplier, enter the supplier's ID number.

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:

Dollars (gross sales)

Profit

Invoices (raw invoice count)

Best or Worst Customers?

This report defaults to Best 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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
Best Customers List
 From 01/01/1996 To 06/30/1996

Printed at 09:04am on 07/30/2010
 Page 1

Computed on Basis of Dollar Sales Volume

Customer Name	Name ID	City	State	Invoice Totals			Pct Prft
				\$Amount	#	Average	
Jim Campbell	950	Bellevue	WA	75,989.00	2	37,994.50	23.22
Transtech Inc.	954	Seattle	WA	24,337.10	4	6,084.28	1.84
Jonson Corp.	955	Seattle	WA	7,713.50	3	2,571.17	31.65
John D. Pilla	901	Seattle	WA	3,710.75	3	1,236.92	34.97
Frank Zuccarelli	930	Seattle	WA	3,641.16	2	1,820.58	39.40
Dale Suko	951	Seattle	WA	1,062.50	2	531.25	29.74
Brian Burns	953	Seattle	WA	796.46	1	796.46	37.58
Marlene Gordon	910	Seattle	WA	405.00	1	405.00	0.00
				117,655.47	18	6,536.42	20.30

Best Customers List – Sample Printout

Daily Sales Report

To execute, select Daily Sales Report from the Accounts Receivable Reports... menu.

Fields on the Daily Sales Report Parameters Screen



Daily Sales 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.

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service						Printed at 02:36pm on 07/30/2010	
Daily Sales Report						Page 1	
For accounts AR: (ALL), Cash: (ALL), Tax: (ALL)							
Date	Invoice	Customer ID, Name	Cash Paid	On Account	Sales Tax	Ship	Invoice Total
05/11	1032	954: Transtech Inc.	0.00	25589.43	1917.43	0.00	25589.43
			0.00	25589.43	1917.43	0.00	25589.43
05/13	DM1000	954: Transtech Inc.	0.00	27.03	2.03	0.00	27.03
			0.00	27.03	2.03	0.00	27.03
05/17	1034	901: John D. Pilla	1886.35	0.00	141.35	0.00	1886.35
			1886.35	0.00	141.35	0.00	1886.35
05/20	1033	:	14154.15	0.00	655.95	0.00	14154.15
			14154.15	0.00	655.95	0.00	14154.15
05/21	1035	:	97.29	0.00	7.29	0.00	97.29
			97.29	0.00	7.29	0.00	97.29
05/25	1036	955: Jonson Corp.	0.00	1692.75	101.75	0.00	1692.75
			0.00	1692.75	101.75	0.00	1692.75
06/03	1037	950: Jim Campbell	0.00	813.99	60.99	0.00	813.99
			0.00	813.99	60.99	0.00	813.99
06/08	1039	955: Jonson Corp.	0.00	1518.81	113.81	0.00	1518.81
			0.00	1518.81	113.81	0.00	1518.81
06/22	1038	954: Transtech Inc.	0.00	1772.95	132.85	0.00	1772.95
			0.00	1772.95	132.85	0.00	1772.95
06/30	1040	901: John D. Pilla	0.00	270.25	20.25	0.00	270.25
			0.00	270.25	20.25	0.00	270.25
			16137.79	31685.21	3153.70	0.00	47823.00

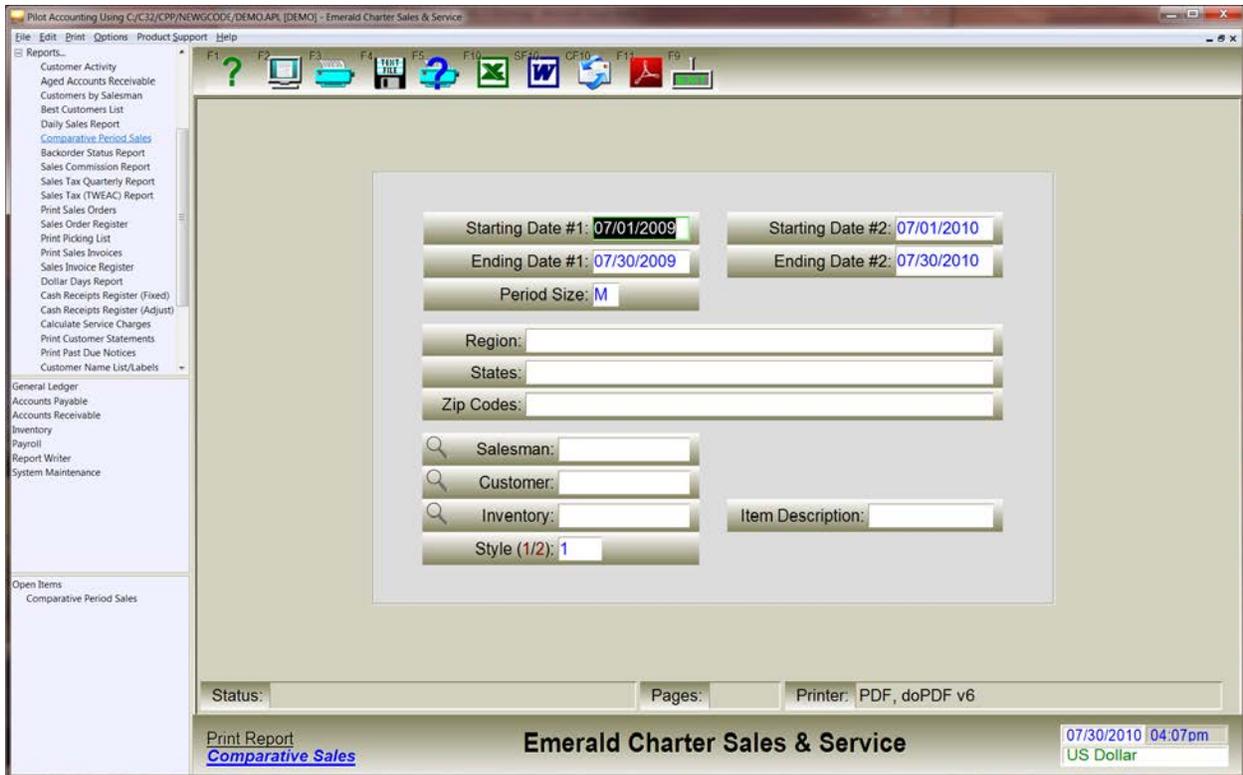
Daily Sales Report – Sample Printout

Comparative Period Sales Report

This report compares two date periods or one date span divided into evenly-spaced date periods, subtotaled by customer and salesperson. If there are dollar amounts in adjacent columns, a percentage increase or decrease is printed between the columns.

To execute, select Comparative Period Sales Report from the Accounts Receivable Reports... menu.

Fields on the Comparative Period Sales Report Parameters Screen



Comparative Period Sales Report parameters 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 Day, Week, Month, Quarter or Year.

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.

Style (1/2)

- 1 - By salesman, by customer.
- 2 - By salesman, by customer, by inventory item.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service											
Comparative Sales Report											
Quantities from 01/01/1996 to 12/31/1996 by Month											
Printed on: 07/30/2010 Page: 2											
Fr 01/01	Fr 02/01	Fr 03/01	Fr 04/01	Fr 05/01	Fr 06/01	Fr 07/01	Fr 08/01	Fr 09/01	Fr 10/01	Fr 11/01	Fr 12/01
To 01/31	To 02/29	To 03/31	To 04/30	To 05/31	To 06/30	To 07/31	To 08/31	To 09/30	To 10/31	To 11/30	To 12/31
Salesman: Judy Cromwell											
Total: Jonson Corp. 2.75											
Total: Transtech Inc. 73.00											
<hr/>											
73.00 2.75											
-96.23%											
Salesman: Cindy Geske											
Total: Unspecified 184.00											
Total: Brian Burns 17.08											
Total: Jim Campbell 8.00											
Total: John D. Pilla 10.75 342.50											
Total: Dale Suko 2.00											
Total: Frank Zuccarelli 620.40											
<hr/>											
10.75 622.40 8.00 17.08 526.50											
5689.77% 113.50%											
Salesman: Brad Hunt											
Total: Transtech Inc. 994.00											
<hr/>											
994.00											
Salesman: Rhoda Worthington											
Total: Jonson Corp. 17.75											

Comparative Period Sales Report – Sample Printout

Emerald Charter Sales & Service Comparative Sales Report					
Printed on: 07/30/2010	--- 01/01/1996 to 06/30/1996 ---		--- 07/01/1996 to 12/31/1996 ---		Page: 1
Inventory #	Quantity	Amount	Quantity	Amount	Ratio
Salesman: Cindy Geske					
Unspecified					
125 - Jet-A fuel			180.00		
127 - Aviation mineral oil			4.00		
Total: Unspecified		0.00		305.00	0.00%
Brian Burns					
Unspecified - Not available			4.33		
100 - Airplane tire			2.00		
400 - Pilot Headset			1.00		
500 - Push to talk switch			1.00		
700 - NavCom Radio			1.00		
900 - Full service certification			7.75		
Total: Brian Burns		0.00		2,680.63	0.00%
Jim Campbell					
140 - Flight jacket, leather bon	1.00				
400 - Pilot Headset	1.00				
600 - Aviation Sweatshirt	6.00				
Total: Jim Campbell		753.00		0.00	0.00%
John D. Pilla					
120 - Airplane fuel - 120 octane			330.00		
127 - Aviation mineral oil			12.00		
820 - Rental Cessna SkyTwin	9.25				
880 - Aircraft prep for rental	1.50				
900 - Full service certification			0.50		
Total: John D. Pilla		1,715.75		613.50	35.76%
Dale Suko					
600 - Aviation Sweatshirt	2.00				
Total: Dale Suko		36.00		0.00	0.00%
Frank Zuccarelli					
120 - Airplane fuel - 120 octane	620.40				
Total: Frank Zuccarelli		1,023.66		0.00	0.00%
Salesman Total:		3,528.41		3,599.13	102.00%
Grand Total:		3,528.41		3,599.13	102.00%

Comparative Period Sales Report – Sample Printout

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.

Fields on the Backorder Status Report Parameters Screen

The screenshot displays the 'Backorder Status Report' parameters screen within the 'Pilot Accounting' application. The window title is 'Pilot Accounting Using C:/C32/CPPI/NEWCODE/DEMO.APL [DEMO] - Emerald Charter Sales & Service'. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help) and a toolbar with function keys (F1-F9). A left-hand navigation pane lists various reports under 'Reports...' and 'Open Items'. The main area contains a central form with the following fields:

- Starting Date: 01/01/2010
- Ending Date: 07/30/2010
- Starting Invoice #: (FIRST)
- Ending Invoice #: (LAST)
- Starting Order #: (FIRST)
- Ending Order #: (LAST)
- Specific Item #: (with search icon)
- Specific Customer: (ALL) (with search icon)
- Invoices, Orders or Both?: B
- Sort by I/C/D: D

At the bottom of the screen, there is a status bar with 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. The footer includes 'Print Report', 'Sales Backorder Status', 'Emerald Charter Sales & Service', and a date/time stamp '07/30/2010 05:09pm' along with 'US Dollar'.

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, Orders or Both? (I/O/B)

You may search for backorders in Invoices, Orders or Both.

Sort By? (I/C/D)

Choose a sort order from the following options:

- Inventory item
- Customer name
- Date

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service				Printed at 05:09pm on 07/30/2010	
Back Order Report for Sales Invoices				Page 1	
From: 01/01/1996 To: 12/31/1996					
Date	Document	Quantity	Item Number	Description	Name ID: Search
Sales Invoices:					
06/22/96	1038	6.00	125	Jet-A fuel	954: TRANSTECH

Backorder Status Report – Sample Printout

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.

Fields on the Sales Commission Report Parameters Screen

The screenshot shows the 'Sales Commission Report Parameters' screen in the Pilot Accounting software. The window title is 'Pilot Accounting Using C:\C32\CPP\NEWGCODE\DEMO\APL [DEMO] - Emerald Charter Sales & Service'. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help) and a toolbar with function keys (F1-F9). A left-hand menu lists various reports, with 'Sales Commission Report' selected. The main area contains the following parameters:

- Starting Inventory #: (with a search icon)
- Ending Inventory #: (with a search icon)
- Starting Date:
- Ending Date:
- Salesperson Name ID: (with a search icon)
- Vendor Name ID: (with a search icon)
- Customer Name ID: (with a search icon)
- Default Profit Markup: %
- Percentage Commission: %
- Commission Basis:
- Print Invoice Costs? (Y/N)
- Paid Only? (Y/N)
- Paid On/After Date:
- Paid On/Before Date:
- Print Narrow or Wide?

Below the parameters is a table with two columns: 'Include' and 'Exclude'. The table is currently empty. At the bottom of the screen, there is a status bar with 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. The footer displays 'Print Report A/R Sales Commissions', 'Emerald Charter Sales & Service', and '07/30/2010 05:14pm US Dollar'.

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)

Print Invoice Costs?

Set this field to Yes to include invoice cost as well as price on the report.

Paid Only? (Y/N)

To consider only invoices which have been fully 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).

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service							Printed at 05:14pm on 07/30/2010	
Sales Commission Report							Page 1	
From: 01/01/1996 To: 06/30/1996								
Computed on selling price minus cost at a rate of 25.00%								
For fully paid invoices paid from 01/01/1996 to 12/31/2009								
For Salesman: Cindy Geske								
Inventory	Part #	Description						
Date	Invoice #	Quantity	Price	Cost	Profit	Commission		
120		120OCTANE				Airplane fuel - 120		
04/23/96	1031	620.40	1,023.66	639.01	37.58%	96.16		
120		620.40	1,023.66	639.01	37.58%	96.16		
140		B10987				Flight jacket, leath		
06/03/96	1037	1.00	250.00	150.00	40.00%	25.00		
140		1.00	250.00	150.00	40.00%	25.00		
400		JAV933772				Pilot Headset		
06/03/96	1037	1.00	395.00	308.10	22.00%	21.73		
400		1.00	395.00	308.10	22.00%	21.73		
600		3447HV945N				Aviation Sweatshirt		
04/09/96	1030	2.00	36.00	20.00	44.44%	4.00		
06/03/96	1037	6.00	108.00	60.00	44.44%	12.00		
600		8.00	144.00	80.00	44.44%	16.00		
820		RENT-SKY				Rental Cessna SkyTwi		
03/16/96	1029	9.25	1,655.75	1,073.00	35.20%	145.69		
820		9.25	1,655.75	1,073.00	35.20%	145.69		
880		PREP				Aircraft prep for re		
03/16/96	1029	1.50	60.00	46.80	22.00%	3.30		
880		1.50	60.00	46.80	22.00%	3.30		
			Total Price	Total Cost	Profit	Commission		
			3,528.41	2,296.91	34.90%	307.88		

This report does not include shipping, sales tax and non-commission items.

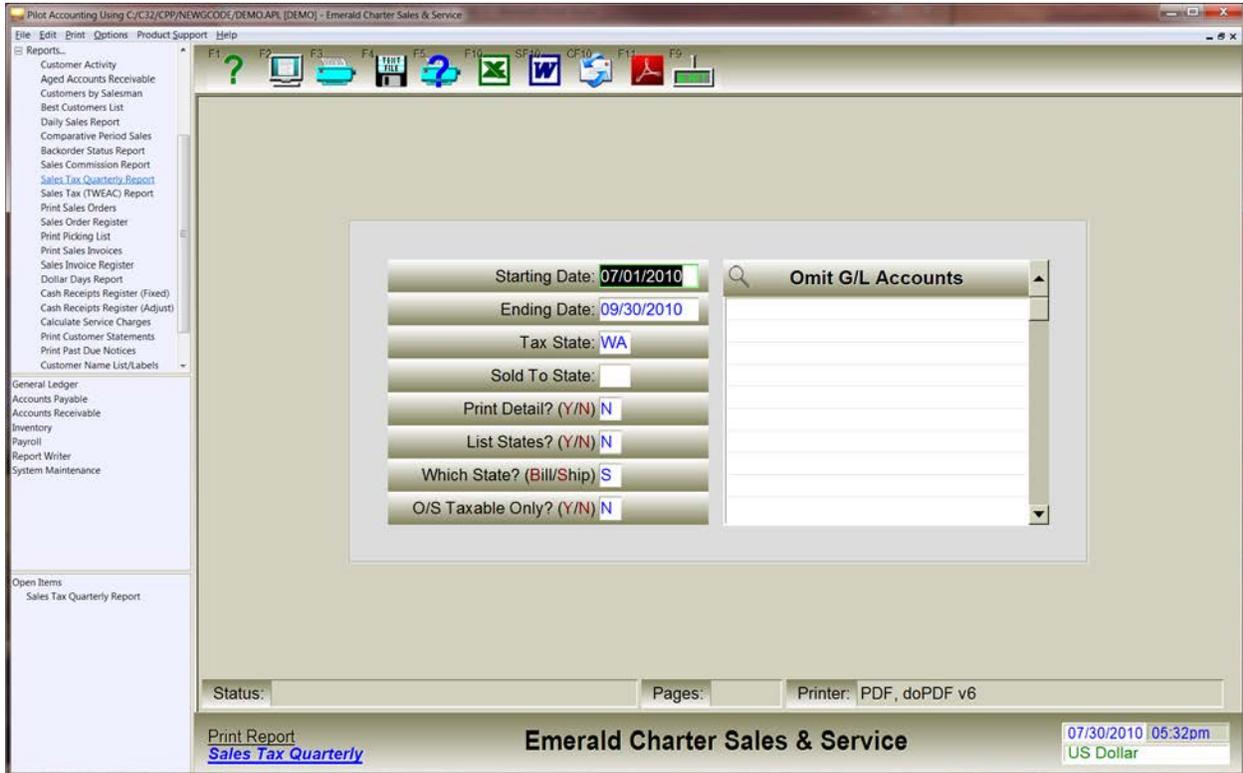
Sales Commission Report – Sample Printout

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.

Fields on the Sales Tax Quarterly Report Parameters Screen



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.

Print 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.

Omit G/L Accounts

If certain revenue g/l accounts should not be included in gross sales, list those accounts here.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

		Emerald Charter Sales & Service Sales Tax Quarterly Report for WA From: 04/01/1996 To: 06/30/1996				Printed at 05:32pm on 07/30/2010 Page 1	
Invoice	Customer ID, Name	WA - Retail & Retail Nontax	WA-Wholesale	Out of State Retail	Out of State Wholesale	Sales Tax Withheld	Invoice Total
Invoices for WA:							
1030	951: Dale Suko	36.00	0.00	0.00	0.00	2.70	38.70
1031	930: Frank Zuccarell	1,023.66	0.00	0.00	0.00	82.92	1,106.58
1032	954: Transtech Inc.	23,672.00	0.00	0.00	0.00	1,917.43	25,589.43
1033	Onetime: Luis Ortiz	13,498.20	0.00	0.00	0.00	655.95	14,154.15
1034	901: John D. Pilla	1,745.00	0.00	0.00	0.00	141.35	1,886.35
1035	Onetime: Cash	90.00	0.00	0.00	0.00	7.29	97.29
1036	955: Jonson Corp.	1,591.00	0.00	0.00	0.00	101.75	1,692.75
1037	950: Jim Campbell	753.00	0.00	0.00	0.00	60.99	813.99
1038	954: Transtech Inc.	1,640.10	0.00	0.00	0.00	132.85	1,772.95
1039	955: Jonson Corp.	1,405.00	0.00	0.00	0.00	113.81	1,518.81
1040	901: John D. Pilla	250.00	0.00	0.00	0.00	20.25	270.25
CR1000	954: Transtech Inc.	-1,000.00	0.00	0.00	0.00	-81.00	-1,081.00
DM1000	954: Transtech Inc.	25.00	0.00	0.00	0.00	2.03	27.03
Totals for WA:		44,728.96	0.00	0.00	0.00	3,158.32	47,887.28
Totals:		44,728.96	0.00	0.00	0.00	3,158.32	47,887.28

Sales Tax Quarterly Report – Sample Printout

Print Sales Orders

This screen prints several styles of sales order documents, including UPS COD labels. You must design the Order, Bill of Lading and Miscellaneous styles before you can print them. This permits you to create specialized order documents for pick lists, packing slips or other purposes.

To execute, select Print Sales Orders from the Accounts Receivable Reports... menu, or use

HotPrint by clicking  or pressing [Shift-F10] from the *Sales Order* screen.

Fields on the Print Sales Orders Report Parameters Screen

The screenshot shows the 'Print Sales Orders Report Parameters' screen. The main form contains the following fields:

- Starting Order #:
- Ending Order #:
- Form Type:
- Payment Type: (1/2)

At the bottom of the screen, the status bar displays:

- Status:
- Pages:
- Printer: PDF, doPDF v6
- Print Document: [A/R Sales Orders](#)
- Emerald Charter Sales & Service
- 07/30/2010 05:46pm
- US Dollar

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

Select the type of form to print from these options:

- Order
- Bill of Lading
- Label (3 inch mailing)
- COD tag
- Hand COD tag
- Miscellaneous Form #1
- Miscellaneous Form #2
- Miscellaneous Form #3
- Miscellaneous Form #4
- Miscellaneous Form #5
- Miscellaneous Form #6

Payment Type? (1/2)

This field pertains only to UPS COD labels.

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Sales Order Register

To execute, select Sales Order Register from the Accounts Receivable Reports... menu.

Fields on the Sales Order Register Report Parameters Screen

The screenshot shows the 'Sales Order Register' report parameters screen. The interface includes a menu on the left with options like 'Customer Activity', 'Aged Accounts Receivable', and 'Sales Order Register'. The main area contains a form with the following fields:

Starting Date:	01/01/2010	Sort By:	(O/C/D/S) D
Ending Date:	08/02/2010	Orders, Quotes, Both:	(O/Q/B) O
Starting Order #:	(FIRST)	Include Shipped Items?	(Y/N) N
Ending Order #:	(LAST)	Include Closed?	(Y/N) N
Specific Customer ID:	(ALL)	Include Invoices?	(Y/N) N
Salesman ID:	(ALL)	Narrow or Wide?	(N/W) N
Item # or Keyword:		Print Detail?	(Y/N/S) Y

At the bottom of the screen, there is a status bar with 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. The title bar reads 'Emerald Charter Sales & Service' and the system clock shows '08/02/2010 05:49pm' with 'US Dollar' as the currency.

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 *.

Salesman ID

If you only want the sales orders for a specific salesman to print, enter the ID number of the salesman.

Item # or Keyword

To include only orders containing a particular inventory item number, enter the complete item number here.

If you want to print any item whose number matches a certain keyword, enter the the first few characters to use as a match. Keyword searches will compare both the inventory item and description.

Sort by O/C/D/S

The format sort order options are:

- Order number
- Customer name
- Date
- Ship date

Orders, Quotes, Both (O/Q/B)

To include selected documents:

- O – Include only orders.
- Q – Include only quotes.
- B – Include both orders and quotes.

Include Shipped Items? (Y/N)

Set this field to Y to include orders even if they have been shipped.

Include Closed? (Y/N)

To include only unfilled (open) orders, set this field to N.

Include Invoices? (Y/N)

You can include a list of the sales invoices which have been shipped on each sales order. This will make the report run more slowly.

Narrow or Wide? (N/W)

N – Narrow report (80 columns).

W – Wide report.

Print Detail? (Y/N/S)

Y – Line item detail.

N – One summary line per order.

S – Only the line item with matching inventory.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service						Printed at 09:24am on 08/03/2010	
Sales Order Register						Page 1	
From: 06/01/1996 To: 07/31/1996							
Order	OrdDate	ShipDate	InvDate	Status	Invoice No.		
Ordr	Ship	Due	Item #	Description	Unit Price	Total Price	
1007: Indian Ridge Country Club							
1000	06/16/96	06/20/96	06/22/96	Open Altered Printed	Not Incl		
Order detail...							
4	0	4	100	Airplane tires	112.0000	448.00	
100	0	100	120	Airplane fuel - 120 octane	1.6500	165.00	
					Sales Tax:	49.66	662.66
953: Brian Burns							
1002	07/02/96	07/10/96	11	Open Altered	Not Incl		
Order detail...							
25000	600	24400	125	Jet-A fuel	1.6500	40,260.00	
					Sales Tax:	3,261.06	43,521.06
951: Dale Suko							
1003	07/23/96	07/23/96	07/23/96	Open Altered	Not Incl		
Order detail...							
4	0	4	100	Airplane tire	145.0000	580.00	
					Sales Tax:	46.98	626.98
						Grand Total Price:	44,810.70

Sales Order Register – Sample Printout

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.

Fields on the Print Picking List Report Parameters Screen

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
 102400 Annex Parkway
 Tahoma, WA 98000
 206-555-1212

PICKING LIST
 SALES ORDER: 1003
 ORDER DATE: 07/23/96

CUSTOMER: 951

BILL TO:
 Dale Suko
 3200 Woodside Lane
 Seattle, WA 98111

SHIP TO:
 Dale Suko
 3200 Woodside Lane
 Seattle, WA 98111

PAGE 1		SHIP VIA UPS	TERMS NET 30	F.O.B ORIGIN			
ORDERED BY Frank		P.O. NUMBER	SALESPERSON	OUR ORDER NUMBER 1003			
Ordered	Packed	Part Number	Description	Asl	Shl	Bin	OnHand
4	_____	100	Airplane tire				4

Picked By: _____ Date: ___ / ___ / ___ Boxes: _____

<p>Emerald Charter Sales & Service</p> <p>Dale Suko 3200 Woodside Lane Seattle, WA 98111 Phone: (206)555-8743</p>	<p>Emerald Charter Sales & Service</p> <p>Dale Suko 3200 Woodside Lane Seattle, WA 98111 Phone: (206)555-8743</p>
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Print Picking List – Sample Printout

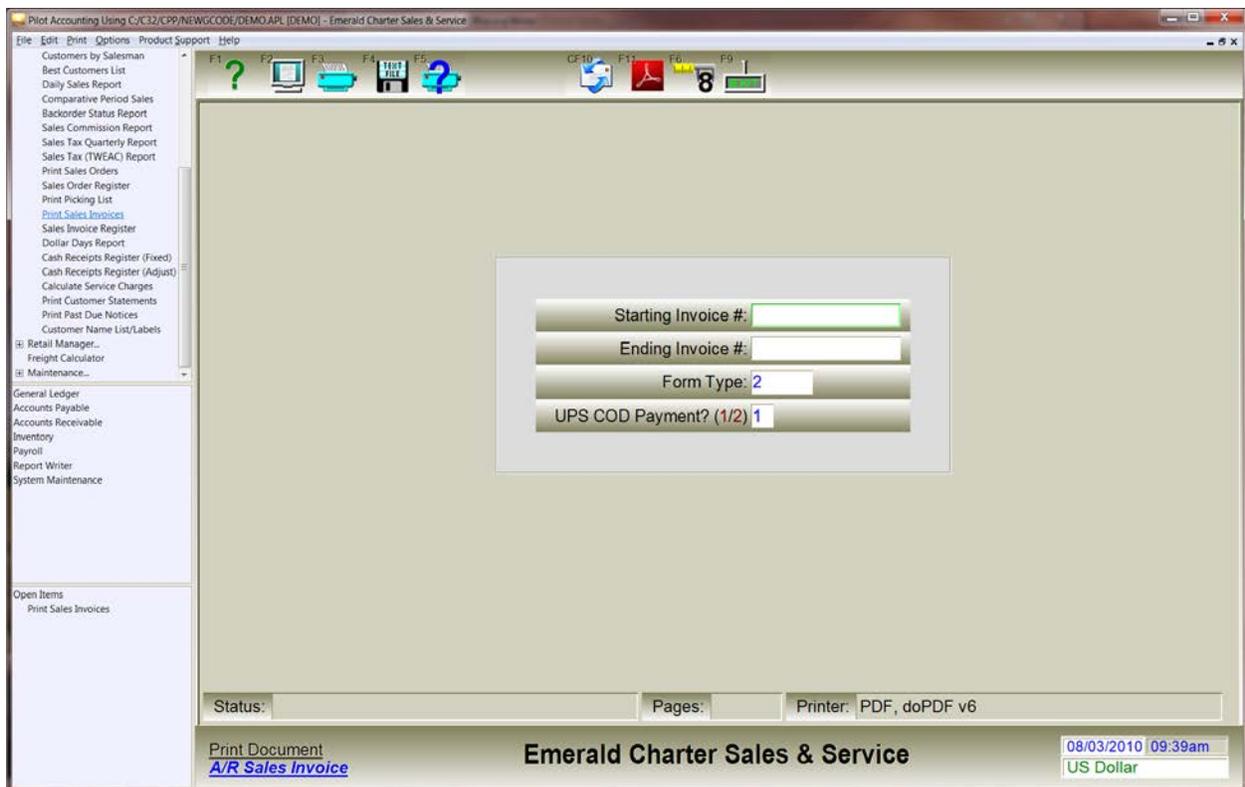
Print Sales Invoices

Before you print invoices for the first time, you should design an invoice form for each kind of document that you will need to print. You can design your forms from a long list of data items, print them in any location and include logos, graphics, lines, boxes and background gradients. See **Error! Reference source not found.** for more information.

To execute, select Print Sales Invoices from the Accounts Receivable Reports... menu, or use

HotPrint by clicking  or pressing [Shift-F10] from the *Sales Invoice* screen.

Fields on the Print Sales Invoices Report Parameters Screen



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:

Select the style of the invoices to be printed. Valid types are:

- 1 – Invoice on pre-printed form
- 2 – Invoice on plain paper form
- 3 – Packing list
- 4 – Pick ticket
- 5 – Bill of lading form
- 6 – Other invoice form
- 7 – Other invoice form
- 8 – Other invoice form
- C – UPS COD label
- H – UPS hand COD label
- L – 3 inch mailing label
- I – Same as invoice #1 style
- P – Same as invoice #2 style

If each document should print more than one form, enter two or more types. For example, to print an invoice and a packing list, enter 1,3.

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

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.



SALES INVOICE

NUMBER: 1026
DATE: 03/05/1996
CUSTOMER: 1005

Emerald Charter Sales & Service
102400 Annex Parkway
Tahoma, WA 98000
206-555-1212

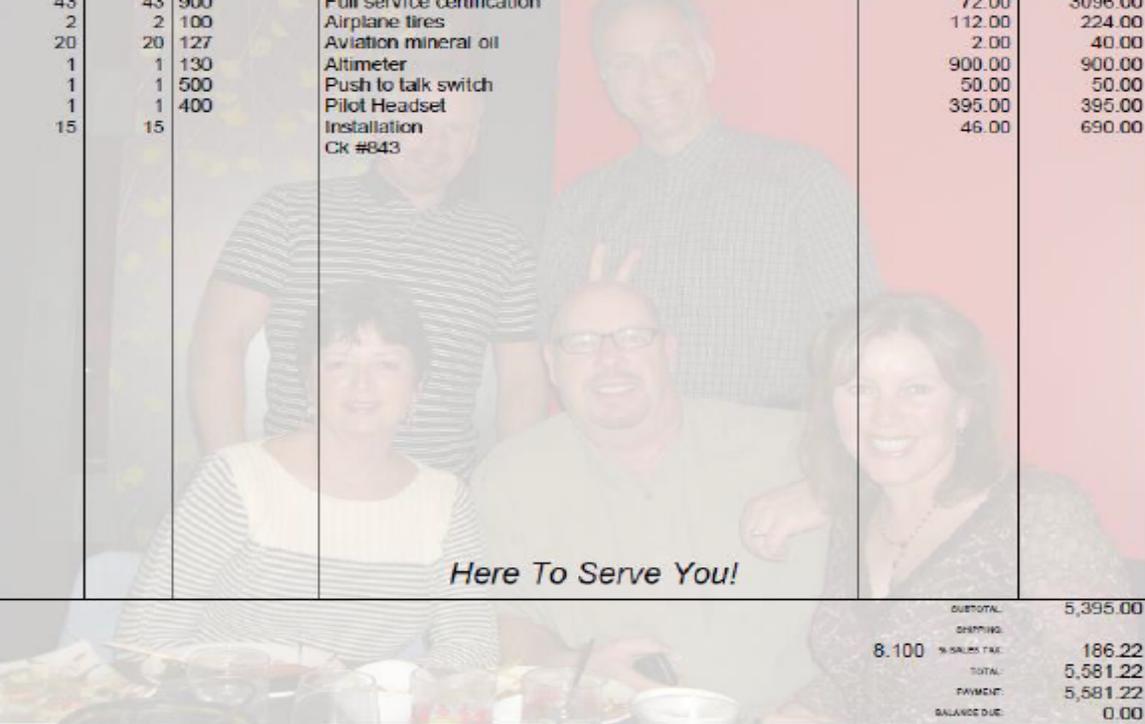
BILL TO: **Jill's Temp Service**
8374 Moton Lane
Bellevue, WA 98007

TELEPHONE: (555)555-6789

SHIP TO: **SAME**

TELEPHONE: (555)555-6789

PAGE		SHIP VIA		FOR		TERMS	
1		UPS		VENDOR		CASH	
PURCHASE ORDER NUMBER		ORDER DATE		SALESPERSON		ORDERED BY	
		03/05/1996					
ORDERED	SHIPPED	ITEM	DESCRIPTION			UNIT PRICE	LINE PRICE
43	43	900	Full service certification			72.00	3096.00
2	2	100	Airplane tires			112.00	224.00
20	20	127	Aviation mineral oil			2.00	40.00
1	1	130	Altimeter			900.00	900.00
1	1	500	Push to talk switch			50.00	50.00
1	1	400	Pilot Headset			395.00	395.00
15	15		Installation Ck #843			46.00	690.00
						SUBTOTAL:	5,395.00
						SHIPPING:	8.100
						% SALES TAX:	186.22
						TOTAL:	5,581.22
						PAYMENT:	5,581.22
						BALANCE DUE:	0.00



Here To Serve You!

Print Sales Invoices – Sample Printout

Sales Invoice Register

To execute, select Sales Invoice Register from the Accounts Receivable Reports... menu.

Fields on the Sales Invoice Register Report Parameters Screen

The screenshot shows the 'Sales Invoice Register' report parameters screen. The interface includes a left-hand navigation pane with categories like 'Reports...', 'General Ledger', and 'Open Items'. The main area contains a form with the following fields:

- Starting Date: 08/01/2010
- Ending Date: 08/03/2010
- Starting Invoice #: (FIRST)
- Ending Invoice #: (LAST)
- Sales G/L: (ALL)
- State: []
- Default Markup: []
- Invoice/Memo/Both: (I/M/B) B
- Print Costs? (Y/N) Y
- Sort Order: (I/C) I
- Specific Customer ID: (ALL)
- Onetime Customer Name: []
- Salesperson ID: (ALL)
- Starting Zipcode: []
- Ending Zipcode: []
- User ID: []
- Open/Paid/Both: (O/P/B) B
- Print Detail? (Y/N) Y
- Narrow or Wide? (N/W) N

At the bottom, there is a status bar with 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. The footer displays 'Print Report Sales Invoice Register', 'Emerald Charter Sales & Service', and the date/time '08/03/2010 04:23pm' along with 'US Dollar'.

Sales Invoice Register 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 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.

Sales G/L

To include only invoices containing a particular sales G/L account, enter the account number.

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.

User ID

Enter a User ID to limit the records selected to those entered by a particular user.

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.

Invoice/Memo/Both (I/M/B)

The report can include invoices, credit and debit memos or both.

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

Open/Paid/Both (O/P/B)

The report can include open invoices, paid invoices or both.

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service				Printed at 04:23pm on 08/03/2010		
Sales Invoice Register				Page 1		
From: 03/01/1996 To: 03/31/1996						
Invoice	Quantity	Date	Name ID, Name	Invoice Amt	Total Cost	Bal. Due
		Item #, Description		Line Price Tx	Line Cost	Profit
1026		03/05/96	1005: Jill's Temp Service	5,581.22	985.20	0.00
		Invoice detail...				
	43.00	900 - Full service certification		3,096.00 N	0.00	100.00%
	2.00	100 - Airplane tires		224.00 Y	136.00	39.29%
	20.00	127 - Aviation mineral oil		40.00 Y	19.20	52.00%
	1.00	130 - Altimeter		900.00 Y	600.00	33.33%
	1.00	500 - Push to talk switch		50.00 Y	30.00	40.00%
	1.00	400 - Pilot Headset		395.00 Y	200.00	49.37%
	15.00	Installation		690.00 Y	0.00	100.00%
		Ck #843				
		8.100% sales tax		186.22		
1028		03/12/96	955: Jonson Corp.	5,099.62	3,219.00	0.00
		Invoice detail...				
	27.75	820 - Rental Cessna SkyTwin		4,717.50 Y	3,219.00	31.76%
		Charter service round trip from Seattle to San Fra				
		8.100% sales tax		382.12		
1029		03/16/96	901: John D. Pilla	1,854.73	1,073.00	0.00
		Invoice detail...				
	9.25	820 - Rental Cessna SkyTwin		1,655.75 Y	1,073.00	35.20%
	1.50	880 - Aircraft prep for rental		60.00 Y	0.00	100.00%
		8.100% sales tax		138.98		
				Total Sales		11,828.25
				Total Shipping		0.00
				Total Sales Tax		707.32
				Total Cash		5,581.22
				Total On Account		6,954.35
				Total Cost		5,277.20
				Average Profit %		55.38

Sales Invoice Register – Sample Printout

Cash Receipts Register

To execute, select Cash Receipts Register from the Accounts Receivable Reports... menu.

Fields on the Cash Receipts Register Report Parameters Screen

The screenshot shows the 'Cash Receipts Register (Fixed)' report parameters screen. The main area contains the following fields:

- Starting Date: 08/01/2010
- Ending Date: 08/03/2010
- Starting Receipt #: (FIRST)
- Ending Receipt #: (LAST)
- Cash in Bank Account: (ALL)
- Specific Customer ID: (ALL)
- Narrow or Wide?: N
- Invoice Detail? (N/S/D): N

The status bar at the bottom indicates 'Status: ', 'Pages: ', and 'Printer: PDF, doPDF v6'. The footer shows 'Print Report A/R Cash Receipts Register', 'Emerald Charter Sales & Service', and the date/time '08/03/2010 04:37pm' along with 'US Dollar'.

Cash Receipts Register Report parameters 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.

Invoice Detail (N/S/D)

Specify the level of invoice detail associated with each cash receipt to print.

N - Prints no detail

S - Prints summary detail

D - Prints line item detail

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service Cash Receipts Register For Cash in Bank account: (ALL) From: 01/01/1996 To: 06/30/1996						
Printed on: 08/03/2010						Page: 1
Receipt	Date	Customer ID, Name	Check#	Gross Amt	Discount	Net Amt
R:1005	03/04/96	953: Brian Burns	ck 7894	500.00	0.00	500.00
	Invoice Detail...					
	01/27/96	S:1022		500.00	0.00	500.00
	Airplane fuel - 120 octane			462.54		
	Sales Tax			37.46		
R:1006	03/22/96	930: Frank Zuccarelli	562	2,829.52	56.59	2,772.93
	Invoice Detail...					
	01/30/96	S:1023		2,829.52	56.59	2,772.93
	Rental Cessna 172			2,537.50		
	Aircraft prep for rental			80.00		
	Sales Tax			212.02		
R:1007	03/27/96	100: Emerald Charter Sales & S Bank Deposit (No Invoice)	Deposit	9,300.00 9,300.00	0.00 0.00	9,300.00 9,300.00
R:1008	05/16/96	955: Jonson Corp.	8377	5,099.62	0.00	5,099.62
	Invoice Detail...					
	03/12/96	S:1028		5,099.62	0.00	5,099.62
	Rental Cessna SkyTwin			4,717.50		
	Charter service round trip from Seattle to San Francisco					
	Sales Tax			382.12		
R:1009	05/01/96	951: Dale Suko Old balance (No Invoice)	5236	425.00 425.00	0.00 0.00	425.00 425.00
R:1010	05/23/96	100: Emerald Charter Sales & S Bank Deposit (No Invoice)	Deposit	19,000.00 19,000.00	0.00 0.00	19,000.00 19,000.00
R:1011	06/21/96	901: John D. Pilla		1,854.73	37.09	1,817.64
	Invoice Detail...					
	03/16/96	S:1029		1,854.73	37.09	1,817.64
	Rental Cessna SkyTwin			1,655.75		
	Aircraft prep for rental			60.00		
	Sales Tax			138.98		
R:1012	06/29/96	100: Emerald Charter Sales & S Bank Deposit (No Invoice)	Deposit	2,500.00 2,500.00	0.00 0.00	2,500.00 2,500.00
				41,508.87	93.68	41,415.19

Cash Receipts Register – Sample Printout

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.

If you bill the service charges, a sales invoice is created for each customer's past-due amount. You have the option to display each amount so that you can edit it before creating the invoice.

If certain customers should not receive a service charge, set the *Customer Status* field of those customers with a 1 before running this program.

To execute, select Calculate Service Charges from the Accounts Receivable Reports... menu.

Fields on the Calculate Service Charges Report Parameters Screen

The screenshot shows the 'Calculate Service Charges' report parameters screen. The interface includes a menu bar at the top with options like File, Edit, Print, Options, Product Support, and Help. A toolbar with function keys (F1-F9) is visible below the menu. On the left, there is a navigation pane with categories: Reports, General Ledger, and Open Items. The main area contains the following fields:

Statement Date: 08/31/2010	Monthly Percentage Rate: 1.50
Last Statement Date: 07/31/2010	Minimum Service Charge: 0.00
Starting Name ID: (FIRST)	Report or Bill? B
Ending Name ID: (LAST)	Compute By Age or Terms? A
Specific Name ID: [Search]	Omit Service Charges? (Y/N) Y
Starting Invoice #: 1143	Ask Before Billing? (Y/N) Y
A/R Account: (ALL)	
Customer Name: [Text Box]	
Total Balance: [Text Box]	Current: [Text Box] Past Due: [Text Box]
Edit This Amount or Press [Enter] to Bill: [Text Box]	

At the bottom, there is a status bar with 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. The footer includes 'Print/Bill Service Charges', 'Emerald Charter Sales & Service', and a timestamp '08/03/2010 05:07pm US Dollar'.

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.

Minimum Service Charge

If the computed service charge is less than this amount, the service charge will not be applied and the customer will be skipped.

Report or Bill? (R/B)

To preview the service charges without actually billing the customer, select Report.

Compute by Age or Terms? (A/T)

Select Age to use the invoice's date to determine its past due status.

Omit Service Charges? (Y/N)

If previous service charges are past-due, they can be omitted from the computation so that they don't add to the current service charge amount.

Ask Before Billing? (Y/N)

If you set this field to Y, Pilot will prompt you before computing service charges for any past due customer. You will have a chance to change the service charge amount or skip that customer.

The following fields are active only when you are billing, and Ask Before Billing is Y.

Customer Name

This field displays the customer who is receiving a service charge.

Total Balance

This is the total amount owed to you by this customer.

Current

This is the current portion of the customer's balance.

Past Due

This is the past-due portion of the customer's balance. The service charge is based upon this amount.

Edit This Amount or Press [Enter] to Bill

The displayed amount will be charged on a service charge invoice when you press [Enter]. You may change the amount in this field, then press [Enter] to bill it, press the space bar to skip this service charge and go to the next customer, or press [Esc] to end processing.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service
A/R Service Charges
For Period Ending: 06/30/1996
Last Statement Date: 05/31/1996

Printed on: 08/03/2010 Page: 1

Name	ID No.	Telephone	Total	Current	Past Due	S/C
Brian Burns	953	(206)555-9876	2,500.00	0.00	2,500.00	37.50
Jim Campbell	950	(206)555-5876	81,922.49	813.99	81,108.50	1216.63
Marlene Gordon	910	(206)555-7176	405.00	0.00	405.00	6.08
Transtech Inc.	954	(206)555-2395	26,308.41	1,772.95	24,535.46	368.03
Frank Zuccarelli	930	(206)555-3211	1,106.58	0.00	1,106.58	16.60
			112,242.48	2,586.94	109,655.54	1644.84

Calculate Service Charges – Sample Printout

Customer Statements

Before you print customer statements for the first time, you should design a statement form. Refer to Chap 2 – Customizing Your Documents for details on how to do this.

If some customers should not receive a statement, be sure those customers have a 5 in the *Customer Status* field.

To execute, select Print Customer Statements from the Accounts Receivable Reports... menu.

Fields on the Print Customer Statements Parameters Screen

The screenshot displays the 'Print Customer Statements Parameters' screen within a software application. The interface includes a left-hand menu with various report options, a main parameter configuration area, and a footer with status and printer information.

Statement Date: 08/03/2010	Zero Balances? (Y/N) N	Age Days Current 30 60 90 120
Last Statement Date: 07/31/2010	Omit Neg. Bal.? (Y/N) Y	
Payment Due Date: 08/10/2010	Past Due Only? (Y/N) N	
Starting Name: (FIRST)	Old Detail? (Y/N) N	
Ending Name: (LAST)	Print Aging? (Y/N) Y	
Specific Name ID: [Search]	Age by terms? (Y/N) N	
Region: [Search]	Plain Paper? (Y/N) N	
A/R Account: (ALL)	Age by Days or daTe? D	
Minimum Amount: []	How many copies? 1	

Statement Message

Status: [] Pages: [] Printer: PDF, doPDF v6

Print Report
[A/R Statements](#)

Emerald Charter Sales & Service

08/03/2010 05:46pm
US Dollar

Print Customer Statements 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 *.

Region

If your customers have region or sales territory information, only customers whose Region matches will be included for a statement.

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, Pilot 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.

Omit Negative Balances? (Y/N)

To skip customers with a credit balance, 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? (D/T)

If you choose to age by Days, 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 Date, 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 to print on each statement, enter up to 3 lines of up to 60 characters per line.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

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.

Fields on the Print Past Due Report Parameters Screen

The screenshot displays the 'Print Past Due Notices' parameters screen. The interface includes a menu on the left with options like 'Reports...', 'General Ledger', and 'Open Items'. The main area contains the following fields and sections:

- Past Due Date:** 06/30/1996
- Starting Name ID:** (FIRST)
- Ending Name ID:** (LAST)
- Specific Name ID:** (with search icon)
- A/R Account:** 102
- Minimum Amount:** (empty field)
- Print Aging? (Y/N):** Y
- Dunning Notes:**
 - Over 30: Your account is past due. Please remit at your e
 - Over 60: Your account is now seriously delinquent. Pleas
 - Over 90: Your account is over 90 days delinquent. Pleas
 - 120 +: Your account has been turned over for collection
- Statement Message:**

You are a valued customer, and your business is important to us. Perhaps this invoice was overlooked, or your accounting is not in agreement with ours. Please attend to this as soon as possible.

At the bottom, the status bar shows 'Page 1', 'Pages: 4', 'Printer: PDF, doPDF v6', and the company name 'Emerald Charter Sales & Service'. The date and time are '08/04/2010 10:42am' and the currency is 'US Dollar'.

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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service

102400 Annex Parkway
 Tahoma, WA 98000
 206-555-1212

**PAST DUE
 NOTICE**

DATE: 06/30/1996

PAGE: 1

ACCOUNT: 954

Transtech Inc.
 720 Olive Way Suite 3900
 Seattle, WA 98101

SALESMAN:

Document	Date	Reference	Terms	Due Date	Amount Due
1032	05/11/96	Invoice	NET 30	06/10/96	5,589.43
DM1000	05/13/96	Invoice	NET 30,DRMEMO	06/12/96	27.03
CR1000	05/24/96	Invoice	NET 30,CRMEMO	06/23/96	-1,081.00

You are a valued customer, and your business is important to us. Perhaps this invoice was overlooked, or your accounting is not in agreement with ours. Please attend to this as soon as possible.

Total Past Due > \$4,535.46

PLEASE NOTE:
 Your account is past due. Please remit at your earliest convenience.

Print Past Due Notices – Sample Printout

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.

Fields on the Customer Name List/Labels Report Parameters Screen

The screenshot displays the 'Customer Name List/Labels' report parameters screen. The interface is organized into several functional areas:

- REPORT FORMAT:** Contains a dropdown for 'Report Format: (N/W/L) N', a search field for 'Specific Name ID', and a magnifying glass icon.
- INCLUDES & RANGES:** Features multiple rows of dropdown menus for 'Include City: (ALL)', 'Exclude City: (NONE)', 'Include State: (ALL)', 'Exclude State: (NONE)', 'Incl Country: (ALL)', 'Excl Country: (NONE)', 'Name: (FIRST) to (LAST)', 'Name ID: to', 'Zip-Code: to', and 'Date: to'.
- FILTERS:** Includes a 'Comments? (Y/N) N' dropdown, a 'Comment Key:' text field, and four 'Sort' dropdowns (Sort 1, Sort 2, Sort 3, Sort 4). A 'Price Level Code:' field is also present.
- LABEL FORMAT:** Contains several numeric input fields: 'Lines per Label: 6', 'Labels Across: 1', 'Number of Spaces per Label: 35', 'Top Margin: 0', and 'Left Margin: 0'. It also has 'Pause Between Labels? (Y/N) N' and 'Number of Labels per Name: 1' dropdowns, and a 'Print Name ID Number? (Y/N) Y' dropdown.

At the bottom of the window, the status bar shows 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. The footer includes 'Print Report [Customer Name List/Labels](#)', the company name 'Emerald Charter Sales & Service', and the date/time '08/04/2010 03:04pm' along with the currency 'US Dollar'.

Customer Name List/Labels Report parameters screen

Report Format (N/W/L)

The format choices are:

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.

Specific Name ID

To include only a specific customer, type his name ID number here. This is especially useful for printing a single mailing label.

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.

Sort 1 – Sort 4

You may filter customers according to a word or phrase in their customer *Sort* fields. Only customers whose *Sort* field contains a match for this key will be included. The search is case-insensitive.

Price Level Code

If you used the *Price Level Code* field on the second page of *Customer*, you can use that value to filter into the report only those customers with a matching *Price Level Code* field.

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.

Include Country

To include only customers from a specific country, type the country here.

Exclude Country

To exclude customers from a specific country, type the country here.

Starting to Ending Name

To include customers by a range of names, type the search name of the first and last customers to include.

Starting to Ending Name ID

To include customers by a range of ID numbers, type the ID number of the first and last customers to include.

Starting to Ending Zip-Code

To include customers by a range of zip codes, type the zip code of the first and last customers to include.

Starting to Ending Date

To include only customers who had invoice activity between these dates (inclusive), enter a starting and ending date.

Label Format

The following fields allow you to control the formatting of mailing labels.

Number 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 vertical 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.

Number 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 3 1/2 inches (common for mailing labels) type 35 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.

Number of Labels per Name

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 customer's ID number on the label.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

**Emerald Charter Sales & Service
Customer Name List**

Printed at 03:04pm on 08/04/2010
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
CASH	Cash				-
100	Emerald Charter Sales & Service	104200 Annex Parkway	Tacoma	WA	98401
1012	Elmer Fudd	1234 Easy St	Bellingham	WA	98226
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 3900	Seattle	WA	98101
930	Frank Zuccarelli	1901 Aloha Street	Seattle	WA	98101

Customer Name List/Labels – Sample Printout (name list)

Brian Burns 10493 10th Ave. So. Seattle, WA 98166	953	Brian Burns 10493 10th Ave. So. Seattle, WA 98166	953	Brian Burns 10493 10th Ave. So. Seattle, WA 98166	953
Jim Campbell 3432 Welsh Blvd Bellevue, WA 98007	950	Jim Campbell 3432 Welsh Blvd Bellevue, WA 98007	950	Jim Campbell 3432 Welsh Blvd Bellevue, WA 98007	950
Cash	CASH	Cash	CASH	Cash	CASH
Emerald Charter Sales & Service 104200 Annex Parkway Tacoma, WA 98401	100	Emerald Charter Sales & Service 104200 Annex Parkway Tacoma, WA 98401	100	Emerald Charter Sales & Service 104200 Annex Parkway Tacoma, WA 98401	100
Elmer Fudd 1234 Easy St Bellingham, WA 98226	1012	Elmer Fudd 1234 Easy St Bellingham, WA 98226	1012	Elmer Fudd 1234 Easy St Bellingham, WA 98226	1012
Marlene Gordon 67655 11th Ave. So. Seattle, WA 98168	910	Marlene Gordon 67655 11th Ave. So. Seattle, WA 98168	910	Marlene Gordon 67655 11th Ave. So. Seattle, WA 98168	910
Indian Ridge Country Club 101 Country Club Drive Indian Ridge, WA 98606	1007	Indian Ridge Country Club 101 Country Club Drive Indian Ridge, WA 98606	1007	Indian Ridge Country Club 101 Country Club Drive Indian Ridge, WA 98606	1007
Jonson Corp. 5600 East Pine Seattle, WA 98101	955	Jonson Corp. 5600 East Pine Seattle, WA 98101	955	Jonson Corp. 5600 East Pine Seattle, WA 98101	955
John D. Pilla 49894 174th St. South Seattle, WA 98397	901	John D. Pilla 49894 174th St. South Seattle, WA 98397	901	John D. Pilla 49894 174th St. South Seattle, WA 98397	901
Maurice Powell 3500 Lakefront Road Kirkland, WA 98004	952	Maurice Powell 3500 Lakefront Road Kirkland, WA 98004	952	Maurice Powell 3500 Lakefront Road Kirkland, WA 98004	952
Joel Simpson 568 Lincoln Drive Bellevue, WA 98007	920	Joel Simpson 568 Lincoln Drive Bellevue, WA 98007	920	Joel Simpson 568 Lincoln Drive Bellevue, WA 98007	920

Customer Name List/Labels – Sample Printout (labels)

Effects on the Company Database

Using the Accounts Receivable Reports... menu selection may affect records from these files:

- Sales Orders
- Sales Invoices
- Has no effect on any GL account balances.

A large, white, stylized number '6' is centered on the page. The background is a photograph of a sunset over the ocean. The sky is filled with orange and yellow clouds, and the sun is visible on the horizon. The water is dark blue with some whitecaps.

6

CHAPTER SIX

Inventory

Overview

Inventory Management 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 *Accounts Payable* module and the *Accounts Receivable* 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.

Inventory Item

Use 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. *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 *Purchase Invoice* screen and on the *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.

To enter, change or display inventory information, select *Inventory Item* from the *Inventory* menu.

Inventory Item is divided into four pages. The *General Info* tab displays the fields that are changed most frequently. The *Weights & Misc* tab displays other identifying information about the item. The *Bill of Materials* tab 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, click a tab with your mouse. To view a photo of the item (if any), click the thumbnail photo in the lower right.

To HotPrint the *Inventory Activity* report, click  or press [Shift-F10].

Fields on the Inventory Item Screen, General Info Tab

The screenshot shows the 'Inventory Item' screen in the 'General Info' tab. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help), a toolbar with function keys (F1-F10), and a sidebar with navigation options like 'Inventory Items', 'Serial/Lot/Location', 'Inventory Transfer', 'Compose Inventory BOM Items', 'Reconcile Physical Inventory', 'Inventory Labels', 'Reports...', and 'Maintenance...'. The main area contains several input fields and tables:

- Item #:** A text field for the item's ID number.
- Description:** A text field for the item's description.
- Part #, Type, Vendor:** A table with columns for Part #, Type, and Vendor.
- Product Line, Aisle, Shelf, Bin:** Text fields for product location details.
- Category:** A text field for the item's category.
- %MU, Price, Qty Break, Cd, Incm, GL, Tx:** A table with columns for these fields.
- List Price, Sale Price, Current Cost, Sale Start, Margin Cost, Sale End:** Text fields for pricing and cost information.
- On Hand, Unit Cost, S/N, Lot #, Loctn, Invc:** A table with columns for these fields.
- POs, SOs:** Text fields for Purchase Orders and Sales Orders.
- How Costed:** A dropdown menu set to 'FIFO'.
- Status:** A text field for the item's status.
- Total:** A text field for the total value.

The bottom of the screen shows the 'Add/Change Inventory' button, the company name 'Emerald Charter Sales & Service', and the date/time '08/06/2010 05:00pm'.

Inventory Item screen, General Info tab

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 30 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, UPC codes, box codes, functionally equivalent or obsolete part numbers, standard vendors, internal control numbers, label forms, 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 20 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.

Type

The types currently in use are:

UPC – The part number is a UPC code.

BOX – The part number is a box code.

UPC LABEL – The part number is a UPC label printing format.

BOX LABEL – The part number is a box label printing format.

You may assign other types to suit your business.

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

Pilot 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 the customer's record contains Exception Pricing information for this inventory item, that price will be used.
- If more than one of the four 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, and no Exception Pricing exists for this customer, 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 *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 *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 *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 Unit-Pricing Structure 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.

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 * .

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 *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

F - 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.

L - 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.

S - 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 *Unit Cost* field found on the first page of the *Inventory Item* screen. If S is chosen, Unit Cost is not updated by the last purchase of this item.

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.

A - 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 bulk products where the origin and cost of an individual unit can't be determined, such as fuel from a tank. Average-costed items will then reflect cost changes, but won't fluctuate capriciously with the market as FIFO or LIFO items might.

C - 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 *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.

P - Percent of selling price

The P must be followed by the percentage (example: P40). Percentage must be a whole number - decimals are not allowed.

This method is useful for items purchased as a group that have different selling prices, such as a display rack of sunglasses which sell for \$8.95 to \$19.95, but all have a 40% markup.

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.

Note: If you apply a conversion to an item, do not change the conversion in the future. For instance, if you buy an item from one vendor in a 4-pack and another vendor supplies the same item in a 6-pack, this isn't a candidate for a conversion.

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 Thumbnail Frame

At the bottom right corner of the *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.

Fields on the Inventory Item Screen, Weights & Misc Tab

The screenshot shows the 'Weights & Misc' tab of the 'Inventory Item' screen. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help) and a toolbar with function keys F1-F10. The main area contains several input fields and sections:

- Item #:** [Text Field]
- Description:** [Text Field]
- Unit Measurement:** [Text Field]
- Convert Factor:** [Text Field]
- Reorder Point:** [Text Field]
- Maximum On Hand:** [Text Field]
- % Commission:** [Text Field]
- Unit Net Weight:** [Text Field]
- Packaging Weight:** [Text Field]
- Units Per Package:** [Text Field]
- Photos:** [List Box]
- Sort 1-4:** [List Boxes]
- Miscellaneous G/Ls:**

Inventory:	103
Cost of Sales:	401-C
Sales Revenue:	401
Labor Expense:	103
Burden Expense:	
- Comments:** [Text Area]

At the bottom, there is an 'Add:' button, a status bar with 'Add/Change Inventory', the company name 'Emerald Charter Sales & Service', and the date/time '08/09/2010 11:29am'.

Inventory Item screen, Weights & Misc tab

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: If you apply a conversion to an item, do not change the conversion in the future. For instance, if you buy an item from one vendor in a 4-pack and another vendor supplies the same item in a 6-pack, this isn't a candidate for a conversion.

If you must change or eliminate the convert factor after purchases have been made, there are two ways to deal with the ensuing cost and quantity difficulties.

Flag the item as dormant/obsolete, create a new item and move the quantity from the old item to the new one with an inventory transfer record.

Repost inventory balances, perform a physical inventory count and adjustment on the item, then adjust the cost as necessary with an inventory transfer record.

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.

If the *Status* field includes an H, this field represents dollars, not a percentage.

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.

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)

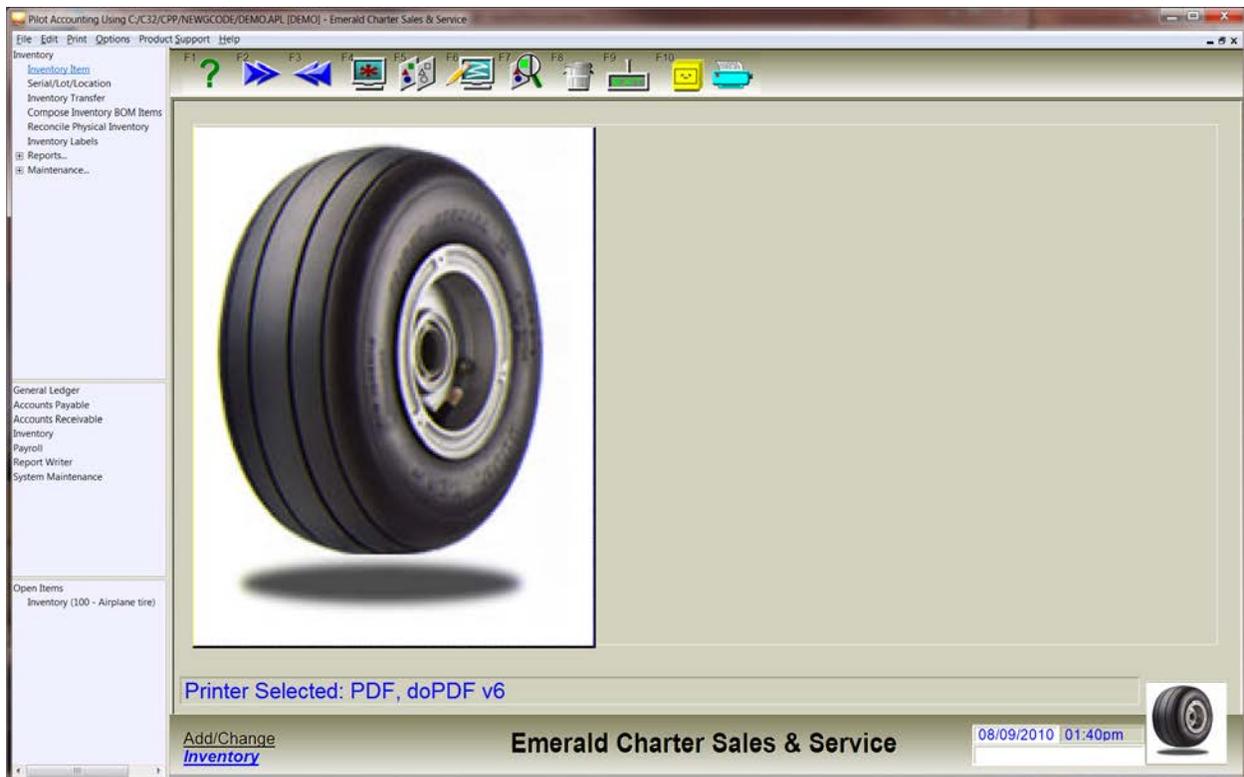
- .TIF (tagged image file format)
- .PNG (portable network graphic)



Enter the full pathname to the photograph file, or use the  button to browse your computer 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:



Inventory Photo Display Page

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 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  .

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 captions by pressing [Ctrl-F1] and typing a caption into the *New Title* field. 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.

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 *.

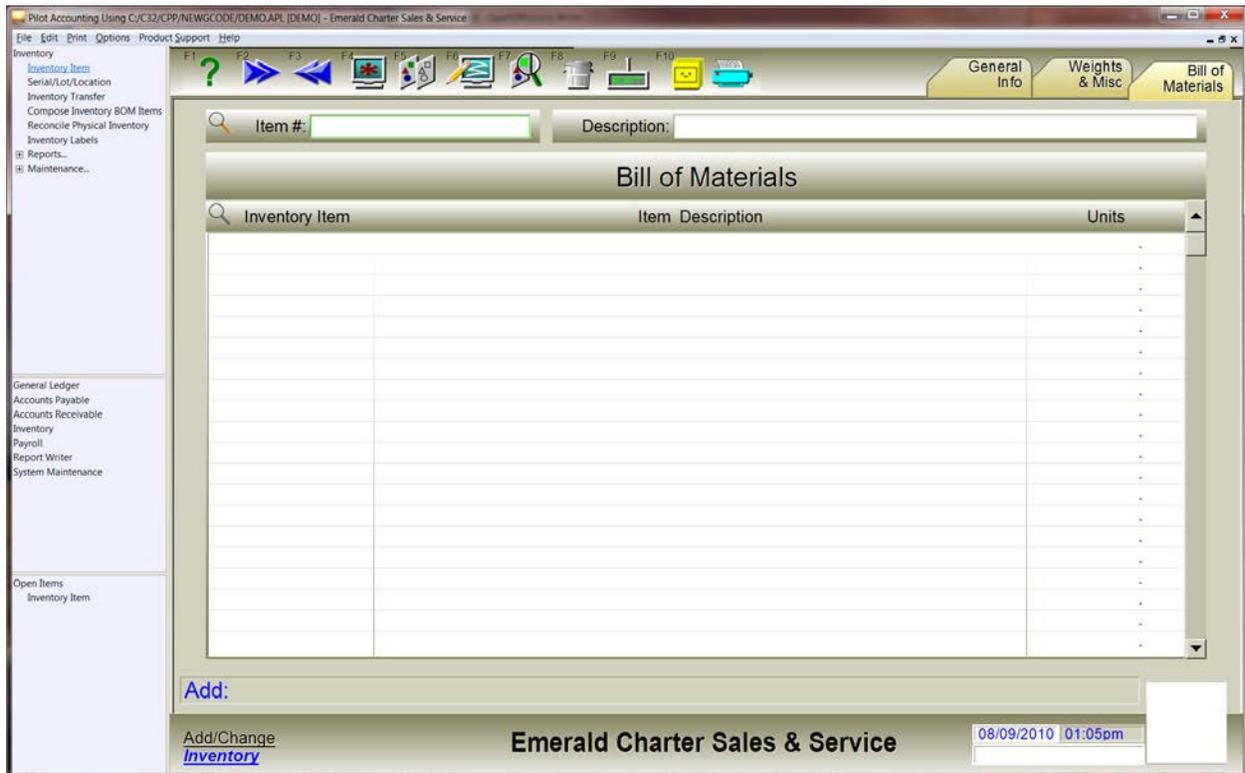
Entering account numbers in these fields is optional but strongly recommended to insure correct accounting on sales and purchase transactions involving this item.

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.

Fields on the Inventory Item Screen, Bill of Materials Tab



Inventory Item screen, Bill of Materials tab

Inventory Item

This field lists the inventory items that, together as a bill of materials, kit or assembly, 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 *.

Bill of materials items can be intangible and/or non-depleting, such as labor, paint or shrink wrap.

This field can be used to describe either a bill of materials (one inventory item composed of multiple raw materials or finished goods) or a kit (a list of finished goods sold in a group). 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 *Status* field.

When a kit item is sold, the components of the kit are listed on the sales invoice as separate line items with their own inventory numbers, and the component inventory is costed and depleted.

When a bill of materials item is sold, only the finished good item is displayed, costed and depleted on the sales invoice. To maintain correct quantity and cost information for both the finished good and component inventory, the finished good item must be “composed”. This process depletes the inventory items on the bill of materials list, costing each item according to its assigned costing method, and increases the finished good quantity and updates its cost. Use the *Compose Inventory BOM Items* screen for this.

Item Description

This field displays the description of the inventory item you selected. You may edit 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 bill of materials item.

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 *Inventory* menu selection may affect records of the following files:

- Inventory Records
- Exceptional Events Log Entries
- Has no effect on any GL account balances.

Serial/Lot/Location

Use this menu selection to:

- Add a serial number or a lot number or a location to your inventory.
- 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 can be applied to any inventory item. Each serial number or lot or location is a record in the *Inventory Aux* table of the database, and is closely related to one or more inventory records (items).

A Serial Number relates to one inventory item, and has a valid quantity of either 1 (it's in your stock) or 0 (it's been sold). For a serialized inventory item, there should be one Serial Number record for each unit that you have on-hand or have sold.

A Lot Number relates to one inventory item, and has a valid quantity greater than or equal to zero. For a lot-controlled inventory item, there can be one or more Lot Number records representing the entire quantity on-hand and sold. One lot-controlled item may have quantities in multiple lots at once.

A single Location record may relate to many inventory items. Its quantity is not significant, but will be zero or greater. One location-controlled inventory item may have quantities in multiple locations at once.

Serial/Lot/Location are used in conjunction with an inventory number on orders and invoices. The inventory number is followed by a dot (period), then by serial, lot or location numbers. An inventory number can be used with a serial AND lot AND location all at once, by separating each with a dot.

Only one of each can be used; you can't apply two serial numbers on the same item line. For instance, if you purchase 10 motors with serial numbers, you will input 10 item lines on the purchase invoice, with one motor (and serial number) per line.

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 *Purchase Invoice* screen and on the *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-controlled 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.

To enter, change or display lot and serial number information, select *Serial/Lot/Location* from the Inventory menu.

Fields on the Serial/Lot/Location Screen

Lot/Serial Number screen

Serial #/Lot #/Location

The ID number identifying a specific serial, lot or location number. This number must be unique within the same inventory number. The same Serial/Lot/Location number may be used for different inventory numbers. 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 *. 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.

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

Item

If this is a serial number or a lot number, enter the inventory item number of the inventory item associated with it. If this is a location number, leave the *Item #* field blank.

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 open purchase orders. This field is updated when purchase orders are created and/or received.

Sales Orders

This field contains the number of units of this inventory item currently on open sales orders. This field is updated when sales orders are created and/or shipped.

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.

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 Lot/Serial Number menu selection may affect records from the following files:

- Lot and Serial Number Records
- Exceptional Events Log Entries
- Has no effect on any GL account balances.

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 *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 *Inventory Transfer* from the *Inventory* menu.

Fields on the Inventory Transfer Screen

Inventory Transfer screen

Control Number

This number is provided by Pilot 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 Pilot. The values 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.

Global Pft Ctr

The profit center in this field will be applied to every G/L account in the transaction unless you type a different profit center on selected accounts.

Item Lines

Up to 1000 item lines may be entered on a transfer record. Each item line is comprised of the following fields:

Quantity In

Enter the quantity adjustment, with an optional decimal fraction. This column increases the inventory quantity.

On any line, the *Qty In* field or the *Qty Out* field can have a value, but not both.

Quantity Out

Enter the quantity adjustment, with an optional decimal fraction. This column decreases the inventory quantity.

On any line, the *Qty In* field or the *Qty Out* field can have a value, but not both.

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".

Unit Amount

Enter the inventory cost per unit of the items going into or out of inventory.

Debits

If the quantity on this line is in the *Qty In* field, the *Debits* field will display the extended cost (quantity in X unit amount).

Credits

If the quantity on this line is in the *Qty Out* field, the *Credits* field will display the extended cost (quantity out X unit amount).

Account

If you are adjusting the General Ledger for the item on this line (the *Debits* or *Credits* field has a value), enter the G/L account number you want to affect here.

You may display a G/L directory by pressing *.

TJ

To examine or edit the transaction associated with a transfer, first display the transfer record,

then click on the  button.

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  button or by pressing [F10]. To exit this screen, click  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 practices (GAAP).

Inventory Items Used	Debit	Credit
always has...	Inventory (asset)	Inventory (asset)

Compose Inventory Bill of Materials

Use this menu selection to:

- Increase the on-hand quantity of an inventory finished goods item using the inventory items on the bill of materials.
- Recompute the current cost of a finished goods item when component costs have changed.
- Decompose finished goods inventory to put raw materials back on the shelf.

Pilot supports multi-level bill of materials for inventory items. An item record that contains a bill of materials list is called a BOM. A BOM 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 BOM Items.

For each inventory BOM selected, a specified number of complete units will be created from the available component inventory items. An inventory transfer record is created to reflect the composition of the inventory BOMs. The cost-of-goods sold account is credited and the inventory account is debited for the inventory BOM item. The reverse is true for the component inventory items used to compose the BOM.

If an inventory item with a bill of materials is flagged as a Kit (Status contains B), the item can't be composed and will never have a quantity. When you sell a kit, you actually sell the individual components of the kit, itemized on the invoice.

To enter, change or display inventory information, select Compose Inventory Kits from the Inventory menu.

Fields on the Compose Inventory Kits Screen

The screenshot shows the 'Compose Inventory Kits' screen. The main form contains the following fields:

- Composition Date: 08/09/2010
- Prompt before composing? (Y/N): N
- Compose to specific level? (Y/N): N
- Compute Current Cost Only? (Y/N): N
- Update Current Cost? (Y/N): Y
- Control Filename: (empty text box)

Below the form is a table with the following columns:

Quantity to Compose	Item #
+	
+	
+	
+	
+	
+	
+	
+	
+	
+	

The bottom status bar displays: Compose [Inventory from BOM](#), Emerald Charter Sales & Service, 08/09/2010 04:01pm, US Dollar.

Compose Inventory Kits screen

Composition Date

If the date is different from the current system date, enter the date when inventory should be converted from raw material to finished BOM items.

Prompt before composing? (Y/N)

If you want to be prompted for confirmation before an inventory BOM 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. If the current onhand is greater

than Quantity to Compose, a negative quantity will be composed (the BOM will be decomposed).

Compute Current Cost Only? (Y/N)

If you only want to update the BOM cost from the component costs without composing any quantity, press Y.

Update Current Cost? (Y/N)

If you also want to update the BOM cost from the component costs when composing, press Y.

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 BOM 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 BOM to compose.

The file must contain only plain text, and Windows Notepad is a simple way to create it.

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].

A quantity of zero is valid when you have already sold a BOM item, you no longer have any of the item, and you are composing to relieve component inventory.

Item #

Enter the inventory item number of the inventory BOM to compose. To display a directory of all inventory items on file, press * [TAB].

Filing the Compose Inventory BOMs

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  or press [F9].

Effects on the Company Database

Using the Compose Inventory BOM Items menu selection may affect records from the following files:

- Inventory Records
- General Journal (Inventory Transfer) Records
- General Ledger Accounts

Effects on General Ledger Account Balances

The table below shows the specific accounting results for the Compose Inventory BOM Items menu selection, conforming with generally accepted accounting practices (GAAP).

Inventory Items Used always has...	Debit Cost of Goods (expense)	Credit Inventory (asset)
Inventory Kit created always has...	Debit Inventory (asset)	Credit Cost of Goods (expense)

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. The most accurate physical inventory adjustment will be obtained if the physical inventory count takes place after-hours, after today's orders have been fulfilled and inventory is not being

moved. The physical inventory worksheets can be input into Pilot at any time. This has the least impact on order processing and invoicing and 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 Reconcile Physical Inventory from the Inventory menu.

Fields on the Reconcile Physical Inventory Screen

The screenshot shows the 'Reconcile Physical Inventory' screen in Pilot Accounting. The interface includes a menu bar at the top, a toolbar with function keys (F1-F11), and a main data entry area. The data entry area contains the following fields:

Inventory Count Date: 08/09/2010	Include ONLY Aisle: (ALL)
Adjusting Entry Date: 08/09/2010	Include ONLY Shelf: (ALL)
Starting Item #: (FIRST)	Include ONLY Vendor ID: (ALL)
Ending Item #: (LAST)	Include ONLY Category: (ALL)
Item Location: (NONE)	Include ONLY Product Line: (ALL)
Sort By: (Aisle/Desc/Number/Variance) N	Journal Description: Physical Inventory Adjustment
Print On Hand Quantities? (Y/N) Y	Inventory Transfer Entry #: 1
Include Dormant Items? (Y/N) N	Inventory G/L #: 103
Print Width? (W/N) N	Shrinkage G/L #: 5210
	Company Name ID #: 100

At the bottom of the screen, there is a status bar with the following information:

- Status: [Empty]
- Pages: [Empty]
- Printer: PDF, doPDF v6
- Maintenance [Reconcile Physical Inventory](#)
- Emerald Charter Sales & Service
- 08/09/2010 04:26pm
- US Dollar

Reconcile Physical Inventory screen

Inventory Count Date

This is the date on which you are actually counting the inventory items. This date represents the end of the day, and Pilot will include that day's sales and purchases in the computed balances. If you do the physical count in the morning before any sales or purchases, use the previous day as the Count Date.

Avoid counting during the business day, or your reconciliation will be less accurate.

Adjusting Entry Date

This is normally the same date as the Inventory Count Date, but doesn't have to be. The inventory transfer records will have this 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 By (Aisle/Desc/Number/Variance)

The specified inventory items can be sorted by:

- location (Aisle, shelf and bin).

- item Description.

- item Number.

- Variance (percentage deviation from expected on-hand quantity).

Print On Hand Quantities? (Y/N)

To print the quantity on hand for each inventory item included on the Physical Inventory Worksheet, 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 Physical Inventory Worksheet 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.

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.

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:

- Inventory Records
- General Journal (Inventory Transfer) Records
- Transaction Journal
- General Ledger Accounts

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 practices (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

Pilot contains a label printing system which allows you to design labels in any format and include inventory, serial number and lot data, text, photographs, graphic elements and barcodes.

You can design and print three general types of labels

- Inventory labels
- Address labels
- Freeform labels

Inventory labels derive their information from inventory, purchase orders or invoices, sales orders or invoices, vendors and customers.

Address labels derive their information from vendors, customers, employees and ship-to names.

Freeform labels don't require data from records in the database. Everything they need to print is imbedded in the label design or taken from the *Freeform Text/Numbers* field of the *Labels* screen.

Labels can be printed on any printer, including laser and color laser, inkjet, dot matrix and specialized label printers, as long as a windows printer driver is available.

The *Labels* screen is used to both design labels and to print them. When you have designed a label layout, you must name and save it. The label layouts that you have saved appear in the label style listbox. You can create and save as many label layouts as you need.

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.

The *Labels* 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 changing the layout. We will discuss this operation first.

Inventory Barcode Labels Screen, Label Printing Tab

The screenshot shows the 'Inventory Barcode Labels' screen in the 'Label Printing' tab. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help) and a toolbar with function keys (F1-F10). A left-hand navigation pane lists various accounting modules. The main area is divided into several sections:

- Label Style:** A dropdown menu.
- Qty Labels per Inventory Item:** A numeric input field set to 1.
- Starting Item #:** (FIRST)
- Ending Item #:** (LAST)
- Invent Vend ID:** (ALL)
- Category:** (ALL)
- Product Line:** (ALL)
- Starting Serial #:** (FIRST)
- Ending Serial #:** (LAST)
- Lot:** (ALL) and **Location:** (ALL)
- From Name?** (N) and **Cust/Vend/Emp/Shipto/All:** (A)
- Starting:** (FIRST) and **Ending:** (LAST)
- Individual Name ID:**
- Contact:**
- Keyword:**

On the right side, there are additional filters and a preview area:

- From: PO:** **PI:** **SO:** **SI:** **IC:**
- Start Doc #:** (FIRST) and **End Doc #:** (LAST)
- Start Date:** 01/01/1900 and **End Date:** 12/31/2099
- Vendor/Customer ID:** (ALL)
- Company Name:** Emerald Charter Sales & Service
- Sort Order:** 0
- Starting Label Position on Sheet:** 1
- Freeform Text/Numbers:** A table with columns for text and numbers.
- Sheet Layout:** A button to open the sheet layout configuration.

At the bottom, there is a status bar showing 'Status:', 'Pages:', 'Printer: PDF, doPDF v6', and a footer with 'Print Report Inventory Barcode Labels', 'Emerald Charter Sales & Service', and '08/10/2010 05:17pm US Dollar'.

Inventory Barcode Labels screen, Label Printing tab

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.

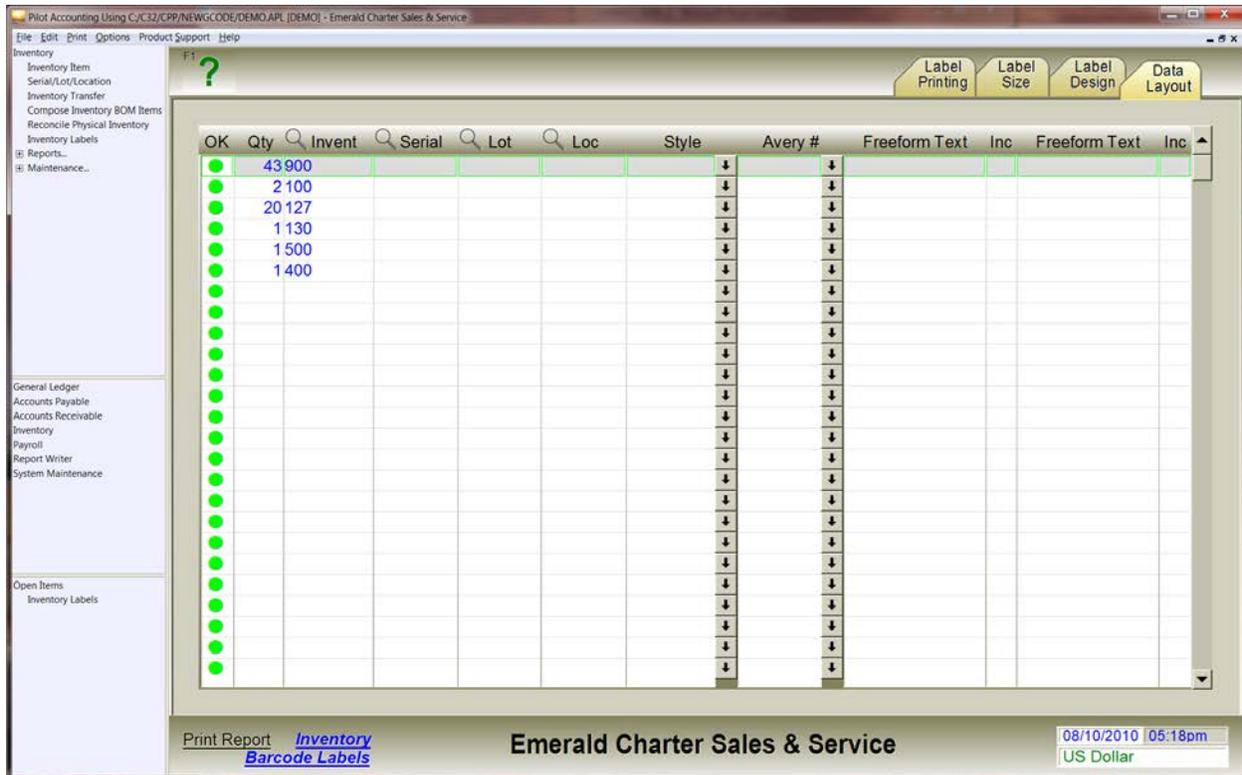
Next, input the inventory and other document ranges in the *Starting Item #*, *Ending Item #*, *Vendor ID*, *Category*, *Product Line*, *Starting Serial #*, *Ending Serial #*, *Lot*, *Location*, *Start Doc #* and *End Doc #* fields.

If you want to print one or more labels for an inventory item or range of items, you don't need a document number. If you want labels for all the items on an invoice or order, you only need

to enter a document number and its type. If this is an address label, set From Name to Yes and fill in the name fields.

If you are printing from an order or invoice, you can input more detailed data selection criteria by clicking the *Data Layout* Tab and defining the print run label by label. The *Data Layout* screen looks like this:

Inventory Barcode Labels Screen, Data Layout Tab



Inventory Barcode Labels screen, Data Layout tab

You must select starting and ending document numbers before displaying the *Data Layout* screen, and when it displays, the columns of the *Data Layout* screen will be filled with quantities, inventory items 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 green dot will be removed.

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 [F10-Sheet Layout] button (after you select a label style) for a visual representation of the label positions on the sheet, 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 quantity 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

When you require a label that hasn't been designed yet, you can

- Design new label layouts to suit your needs.
- Modify existing layouts and save them.
- Print labels and discard the changes without saving.
- Copy a new layout from an existing one.
- Delete layouts that you no longer use.

When you create and save a label layout, you can specify 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.

The text for your label may come from records in your database (inventory, orders, invoices, vendors, customers, employees, ship-to names) or the freeform window, or it may be imbedded into the label layout.

To design a label layout from scratch, start with a blank *Labels* screen and type a unique name in the *Label Style* field. To base your new label layout on an existing layout, select and display a label style, then type a unique Label Style name. The original label layout will not be changed, only copied. To modify an existing label layout, select a label style and don't change the name.

After creating or changing a label layout, click the  or press [F10] to save your changes.

Each label has a size, and the labels may be arranged on a sheet or roll of label stock. Use the *Label Size* tab to specify these dimensions.

Inventory Barcode Labels Screen, Label Size Tab



Inventory Barcode Labels screen, Label Size tab

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 Horiz* and *Vert*, *Spc (Space) Between Horiz and Vert*, *Margin Top* and *Left* and *Labels Across* and *Down* fields.

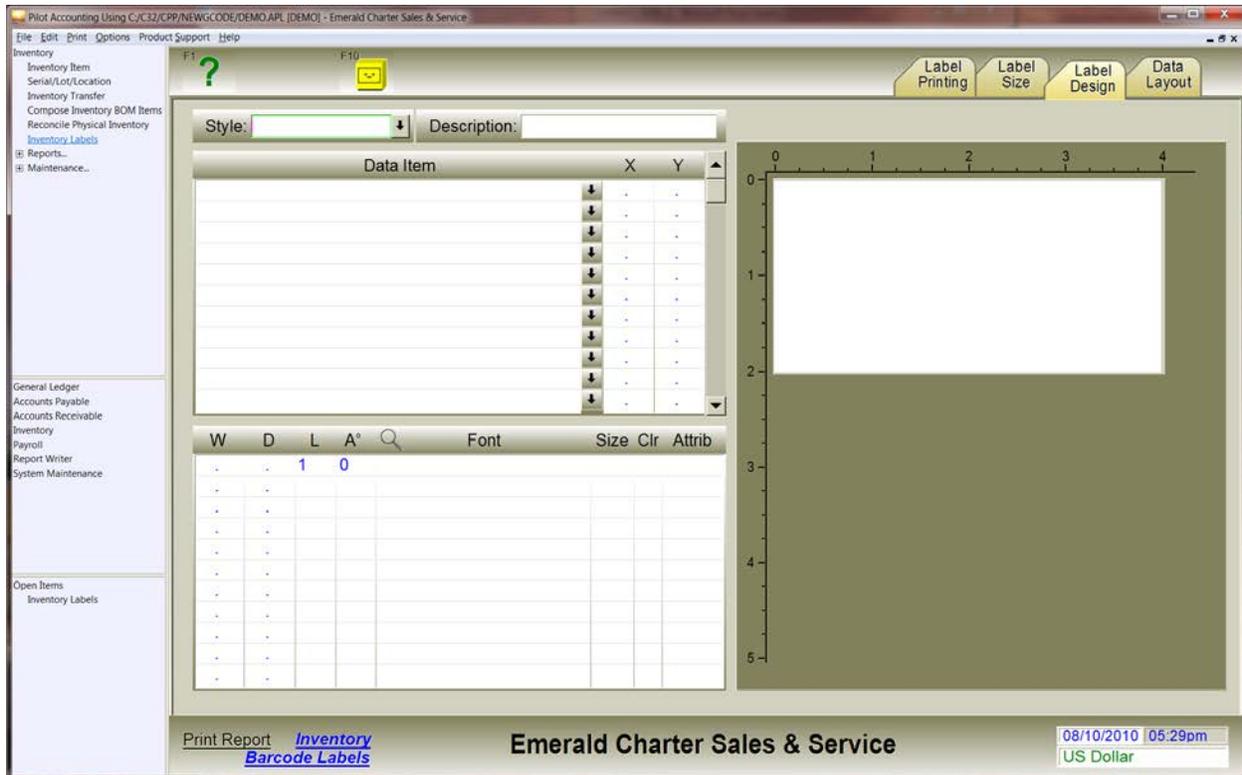
If you are using labels on roll stock, *Spc Between*, *Margin*, *Page Length* and *Page Width* can be blank and *Labels Across* and *Down* should be 1.

If this label should print to a particular printer, enter the Pilot printer description (not the Windows printer name) into the *Printer* field. This is especially useful if you frequently change the stock in a dedicated label printer.

If this is an inventory label, set a 0 in the *Control Flags* field. If it's not based on inventory, leave blank. For example, a name label or a label that prints entirely from literal or freeform data should not have 0 in this field.

If you are printing large numbers of the same label, you can skip one label between print jobs as a visual cue to help you find the end of the run. Set a 1 in the *Control Flags* field to do this.

Inventory Barcode Labels Screen, Label Design Tab



Inventory Barcode Labels screen, Label Design tab

To begin designing the label itself, click on the *Label Design* tab.

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.

Note: 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 separate 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.

When the mouse cursor touches an item on the label picture (right side of screen), the item will be highlighted with a blue rectangle surrounding it. You can then drag the item with the mouse. If you hold down the [Ctrl] key while dragging an item, the position co-ordinates will be adjusted in 1/16 inch increments.

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 [INVENTORY NUMBER], 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.

Freeform text is intended to be changed with each label print run. You don't change and re-save the label layout when you change the freeform text. Literal text in the *Data Item* field prints on the label just like freeform text, but it can't be changed as the label is printed.

If Freeform text or incrementing numbers will print on your label, use a Data Item of [freeform(n)] and replace the "n" with the line number of the text in the *Freeform Text/Numbers* field on the *Label Printing* tab. Type text into the *Freeform Text/Numbers* field and it will be stored in the label layout when you save it. You can change it when you print labels.

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, PNG, 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 for photos. PNG is ideal for artwork.

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.



Photo Labels — Sample Printout

Printing Bar Codes

Any text or numeral can be printed as a bar code. Select one of the bar code symbologies from the *Attributes* field. There are limitations on the character sets of each bar code 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 bar code is for postal zip codes only.

When an attribute of Barcode is selected, the entire data element is printed as a bar code. This means that text, graphics and bar codes can't be mixed on one element line.

Many bar code fonts are TrueType, which implies that they are scalable and printable in any size. This is not necessarily true. A font may not scan reliably at some sizes. Many fonts will only work with an encoder program from the font publisher. You must always test your bar codes by scanning them yourself when you design a label.

Inventory Management Reports

Use 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.

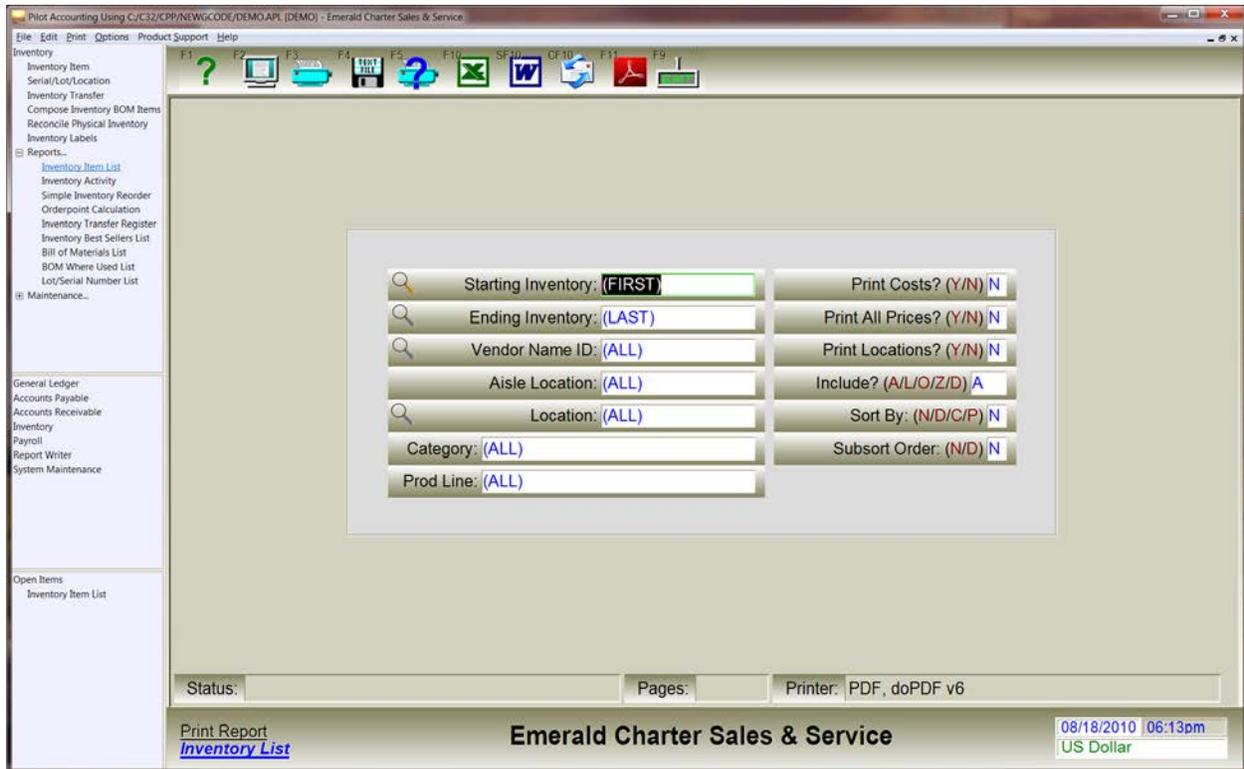
To print inventory management reports, select *Inventory Reports...* from the *Inventory* menu.

Inventory 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.

Fields on the Inventory Item List Report Parameters Screen



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? (Y/N)

If you want the report to include the aisle, shelf and bin location for each item, set this field to Y.

Include? (A/L/O/Z/D)

Select items to include on the report from the following options:

- All items
- Low quantities (below reorder level)
- Onhand not zero items

Zero onhand items

Dormant items

Sort By: (N/D/C/P)

Select a report sorting order from the following options:

Number

Description

Category

Product line

Subsort Order: (N/D)

If you selected Category or Product line above, Select a report subsorting order from the following options:

Number

Description

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service			Printed at 06:13pm on 08/18/2010			
Inventory Item List			Page 1			
Inventory	Description	Part	On Hand	Min	Max	Unit Price
100	Airplane tire	45451	4.00	0	0	113.33
120	Airplane fuel - 120 octane	120OCTANE	-853.10	0	0	1.65
125	Jet-A fuel	JETAOCTAN	-2,342.00	0	0	1.65
127	Aviation mineral oil	22MINGRAD	2.00	0	0	2.00
130	Altimeter	1556	1.00	0	0	900.00
140	Flight jacket, leather bomber	B10987	3.00	0	0	250.00
200	Sectional chart	SEC3847636	470.00	0	0	1.50
300	Aviation Books	BOOKS	84.00	0	0	7.00
400	Pilot Headset	JAV933772	12.00	0	0	395.00
500	Push to talk switch	PTTS6000	30.00	0	0	50.00
600	Aviation Sweatshirt	3447HV945N	41.00	0	0	18.00
700	NavCom Radio	NR7243626	-3.00	0	0	1,300.00
810	Rental Cessna 172	RENT-172	0.00	0	0	145.00
820	Rental Cessna SkyTwin	RENT-SKY	0.00	0	0	179.00
880	Aircraft prep for rental	PREP	0.00	0	0	40.00
900	Full service certification	SERVICE	0.00	0	0	90.00
BB101	Beech Bonanza 1966	BONANZA	0.00	0	0	0.00
	Grand Totals		-2,551.10			

Inventory Item List – Sample Printout

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.

Fields on the Inventory Activity Report Parameters Screen

The screenshot shows the 'Inventory Activity Report Parameters' screen. The interface includes a menu bar at the top with options like File, Edit, Print, Options, Product Support, and Help. A left-hand navigation pane lists various reports and maintenance options. The main area contains a grid of input fields for report parameters:

- Starting Item #: (FIRST)
- Ending Item #: (LAST)
- Starting Date: 01/01/2010
- Ending Date: 08/18/2010
- Location: (ALL)
- Lot: (ALL)
- Serial #: (ALL)
- Include Activity: (A/S/P/T/B) A
- Purchase Vendor ID: (ALL)
- Sort By Inventory/Category: I
- Inventory Vendor ID: (ALL)
- What Items to Include: (1-8) 1
- Customer ID: (ALL)
- Print On-Hand Values? (Y/N) Y
- Category: (ALL)
- Print Invoice Detail? (Y/N) Y
- Product Line: (ALL)
- Print Narrow or Wide Report? N

At the bottom, there is a status bar with 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. The footer displays 'Print Report', 'Inventory Activity', 'Emerald Charter Sales & Service', and the date/time '08/18/2010 06:24pm' along with 'US Dollar'.

Inventory Activity Report parameters 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 Transfers 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.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service				Printed at 06:38pm on 08/18/2010			
Inventory Activity				Page 1			
From: 01/01/1996 To: 06/30/1996							
For Supplier: Gordy's Pilot Shop							
For items with activity during period.							
Date	Journal Document	Unit Purch/Sale	Percent Profit	Qty In	Qty Out	OnHand Bal	
140						0	
05/17/96	P:1869	150.00		6		6	
05/30/96	P:1872	150.00		24		30	
06/03/96	S:1037	250.00	40.00%		1	29	
06/30/96	S:1040	250.00	40.00%		1	28	
	Item # 140		40.00%	30	2	28	
200						0	
05/21/96	S:1035	1.50	50.00%		12	-12	
05/25/96	S:1036	1.50	50.00%		5	-17	
06/17/96	P:1874	0.75		500		483	
	Item # 200		50.00%	500	17	483	
300						0	
05/21/96	S:1035	6.00	16.67%		1	-1	
05/21/96	S:1035	17.00	70.59%		1	-2	
05/21/96	S:1035	49.00	89.80%		1	-3	
05/25/96	S:1036	7.00	28.57%		2	-5	
05/27/96	P:1871	5.00		122		117	
	Item # 300		70.93%	122	5	117	
400						0	
03/05/96	S:1026	395.00	49.37%		1	-1	
05/17/96	P:1869	200.00		18		17	
05/17/96	S:1034	395.00	49.37%		1	16	
06/03/96	S:1037	395.00	0.00%		1	15	
	Item # 400		66.24%	18	3	15	
500						0	
01/13/96	P:1862	30.00		20		20	
03/05/96	S:1026	50.00	40.00%		1	19	
05/17/96	P:1869	30.00		20		39	
05/17/96	S:1034	50.00	40.00%		1	38	
	Item # 500		40.00%	40	2	38	
600						0	
04/09/96	S:1030	18.00	44.44%		2	-2	
06/03/96	S:1037	18.00	44.44%		6	-8	
	Item # 600		44.44%	0	8	-8	
Grand Totals							
	Purchases \$	Sales \$	Profit	Total In	Total Out	On Hand	Total Value
	\$10,285.00	\$2,040.50	57%	710	37	673	\$9,287.25

Inventory Activity Report – Sample Printout

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 on order and on backordered invoices.

To execute, select *Simple Inventory Reorder* from the *Inventory Reports...* menu.

Fields on the Simple Inventory Reorder Report Parameters Screen

The screenshot shows the 'Simple Inventory Reorder' parameters screen within the 'Pilot Accounting' application. The window title is 'Pilot Accounting Using C:\C32\CP9\NEWCODE\DEMO.APL [DEMO] - Emerald Charter Sales & Service'. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help) and a toolbar with function keys (F1-F9). A left-hand navigation pane lists various reports and maintenance options. The main area contains a central dialog box with the following fields:

- Starting Inventory #:
- Ending Inventory #:
- Vendor Name ID:
- Basis: On Hand/Available
- Basis: Min (1) / Max (2)
- Index Percentage:
- Sort Order: (N/D)
- Skip Invoice Backorders? (Y/N)

At the bottom of the screen, there is a status bar with 'Status:', 'Pages:', and 'Printer: PDF, doPDF v6'. The footer includes 'Print Report' and 'Simple Inventory Reorder' links, the company name 'Emerald Charter Sales & Service', and the date/time '08/18/2010 06:43pm' along with the currency 'US Dollar'.

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 to order will not consider any quantities on open purchase orders, sales orders or on backordered invoices.

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 Number or by item Description.

Skip Invoice Backorders? (Y/N)

To ignore invoice backorders, enter Y. This will allow the report to compile faster.

Printing the Report

When all parameters are set as you wish, press [F2] to display the report on screen, press [F3] to print the report on the selected printer or press [F5] to see other printing options.

Emerald Charter Sales & Service							Printed at 07:15pm on 08/18/2010		
Inventory Reorder List							Page 1		
Based on On Hand Quantities									
Bring stock levels to 100.00% of minimum									
Vendor: ALL Our ID: NONE Contact: NONE Phone:									
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	3	3	12	0	9	150.00	1,350.00
Estimated Cost from Gordy's Pilot Shop:									1,350.00
Vendor: 125 - Grandview Oil Phone: (213)555-5105									
120	120OCTANE	Airplane fuel - 120 octane	-853	4647	400	0	1253	1.03	1,290.59
127	22MINGRAD	Aviation mineral oil	2	72	48	0	46	0.96	44.16
125	JETAOCTANE	Jet-A fuel	-2342	-22542	500	0	2842	1.20	3,410.40
Estimated Cost from Grandview Oil:									4,745.15
Vendor: 151 - Griffin Tire Corporation Phone: (214)444-9087									
100	45451	Airplane tire	4	14	8	0	4	68.00	272.00
Estimated Cost from Griffin Tire Corporation:									272.00
Vendor: 110 - Nalco Airplane Parts Phone: (206)555-1010									
130	1556	Altimeter	1	1	2	0	1	365.00	365.00
700	NR7243626	NavCom Radio	-3	-1	1	0	4	900.00	3,600.00
Estimated Cost from Nalco Airplane Parts:									3,965.00
Estimated Total Cost:									10,332.15

Simple Inventory Reorder Report – Sample Printout

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.

Fields on the Orderpoint Calculation Report Parameters Screen

The screenshot shows the 'Orderpoint Calculation' parameters screen. The window title is 'Pilot Accounting Using C:\2010\CPPI\DEMO.APL [DEMO] - Emerald Charter Sales & Service'. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help) and a toolbar with function keys (F1-F9). A left-hand navigation pane lists various reports and maintenance options. The main area contains a central form with the following fields:

- Calculation Date: 11/05/2014
- Starting Inventory #: (FIRST)
- Ending Inventory #: (LAST)
- Vendor Name ID: (ALL)
- Lead Time in Days: 1
- Weeks Supply: 4
- Months to Evaluate: 12
- Years to Evaluate: 1
- Basis: On Hand / Available A
- Apply Bias? (Y/N) N
- Sort Order: (N/D) D
- Show Overstock? (Y,N,Z) Z

At the bottom, there is a status bar with 'Status:', 'Pages:', and 'Printer: HP LaserJet 5Si MX'. The footer includes 'Print Report', 'Inventory Order-Point Calculator', 'Emerald Charter Sales & Service', and a timestamp '11/05/2014 03:17pm' with 'US Dollar' selected.

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: On Hand or Available

Base the reorder quantity on either On hand (ignores quantities on order and on back order) or Available (considers quantities on order and on backorder).

Apply Bias? (Y/N)

If current sales should receive more consideration in the reorder calculation, enter Y. This weights newest sales at 125% and oldest sales at 80%.

Sort Order: (N/D)

Select the report sort order from the following options:

Inventory Number

Inventory Description

Show Overstock As: (Y/N/Z)

If a particular inventory item is overstocked, there are three ways this may be indicated:

Y - Show overstock as negative quantity with negative cost

N - Omit overstock from the report

Z - 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.

Emerald Charter Sales & Service													Printed at 03:32pm on 11/05/2014		
Inventory Order-Point Calculation													Page 1		
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: 06/01/1995 To: 05/31/1996															
Sale Dates Shown From: 12/02/1995 To: 05/31/1996															
Item #	Description	Qty Avail	On Hand	On PO	On SO	Quantity Sold Last 6 Months						Order Point	Order Qty	Current Cost	Total Cost
						MAY	APR	MAR	FEB	JAN	DEC				
Vendor: None															
860	Aircraft prep for rental	-10	-10	0	0	0	0	2	0	2	0	1	11	0.00	0.00
120	Airplane fuel - 120 octane	8027	8027	0	0	0	620	0	0	483	0	221	0*	1.03	0.00
100	Airplane tires	227631	227631	0	0	0	0	2	0	0	0	1	0*	79.00	0.00
130	Altimeter	0	0	0	0	1	0	1	1	0	0	1	1	365.00	365.00
300	Aviation Books	145	145	0	0	5	0	0	0	0	0	5	0*	5.00	0.00
127	Aviation mineral oil	280	280	0	0	0	0	20	0	0	0	7	0*	0.96	0.00
600	Aviation Sweatshirt	63	63	0	0	0	2	0	0	0	0	1	0*	10.00	0.00
BB101	Beech Bonanza 1966	0	0	0	0	0	0	0	0	1	0	0	0	0.00	0.00
140	Flight jacket, leather bomber	28	28	0	0	0	0	0	0	0	0	0	0*	150.00	0.00
900	Full service certification	-198	-198	0	0	82	0	43	7	38	0	34	232	0.00	0.00
125	Jet-A fuel	3918	3918	0	0	4908	0	0	190	0	0	1275	0*	1.20	0.00
700	NavCom Radio	-1	-1	0	0	1	0	0	0	0	0	1	2	900.00	1,800.00
PART	New part	-1	-1	0	0	0	0	0	0	0	0	0	1	0.00	0.00
400	Pilot Headset	17	17	0	0	1	0	1	0	0	0	1	0*	200.00	0.00
500	Push to talk switch	18	18	0	0	1	0	1	0	0	0	1	0*	30.00	0.00
810	Rental Cessna 172	-22	-22	0	0	0	0	0	0	18	0	4	26	0.00	0.00
820	Rental Cessna SkyTwin	-87	-87	0	0	0	0	37	0	0	0	12	99	0.00	0.00
200	Sectional chart	482	482	0	0	17	0	0	0	0	0	17	0*	0.75	0.00
GASKET	Valve gasket	26806	26806	0	0	0	0	0	0	0	0	0	0*	67.00	0.00
														Estimated Cost from Vendor: None: 2,165.00	
* Indicates satisfactory On Hand quantities - do not reorder													Estimated Total Cost: 2,165.00		

Orderpoint Calculation Report – Sample Printout

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.

Fields on the Best Sellers List Report Parameters Screen

The screenshot displays the 'Best Sellers List' report parameters screen. The interface includes a menu on the left with options like 'Inventory Item List', 'Inventory Activity', and 'Inventory Best Sellers List'. The main area contains a grid of input fields:

- Starting Inventory #: **FIRST**
- Ending Inventory #: **(LAST)**
- Starting Invoice Date: **11/01/2014**
- Ending Invoice Date: **11/05/2014**
- Supplier Name ID #: **(ALL)**
- Customer Name ID #: **(ALL)**
- Salesperson Name ID: **(ALL)**
- Best or Worst Sellers?: **B**
- Computed By: **(D/P/U) P**
- Skip Inactive Items? (Y/N): **Y**
- Number of Items Listed: **(ALL)**
- Print Narrow or Wide?: **N**

At the bottom, there is a status bar with 'Status:', 'Pages:', 'Printer: HP LaserJet 5Si MX', and a footer showing 'Emerald Charter Sales & Service', '11/05/2014 03:24pm', and 'US Dollar'.

Best Sellers List report 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 Best.

To see your worst performing inventory items, with the very worst displayed at the top of the report, select Worst.

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.

Emerald Charter Sales & Service				Printed at 03:35pm on 11/05/2014		
Inventory Best Sellers				Page 1		
From 01/01/1996 To 05/31/1996						
Computed on Basis of Profit of Sales						
Item #	Description	Units Sold	Total Cost	Total Price	Total Profit	Pct Prf
BB101	Beech Bonanza 1966	1	55,000.00	72,500.00	17,500.00	24.14
900	Full service certification	169	0.00	12,337.00	12,337.00	100.00
125	Jet-A fuel	5,098	6,117.60	8,411.70	2,294.10	27.27
820	Rental Cessna SkyTwin	37	4,292.00	6,373.25	2,081.25	32.66
130	Altimeter	3	1,565.00	2,700.00	1,135.00	42.04
810	Rental Cessna 172	18	1,487.50	2,537.50	1,050.00	41.38
120	Airplane fuel - 120 octane	1,103	1,136.19	1,820.12	683.93	37.58
400	Pilot Headset	2	200.00	790.00	590.00	74.68
700	NavCom Radio	1	900.00	1,300.00	400.00	30.77
880	Aircraft prep for rental	4	0.00	140.00	140.00	100.00
100	Airplane tires	2	136.00	224.00	88.00	39.29
300	Aviation Books	5	25.00	86.00	61.00	70.93
500	Push to talk switch	2	60.00	100.00	40.00	40.00
127	Aviation mineral oil	20	19.20	40.00	20.80	52.00
200	Sectional chart	17	9.00	25.50	16.50	64.71
600	Aviation Sweatshirt	2	20.00	36.00	16.00	44.44
			<u>70,967.49</u>	<u>109,421.07</u>	<u>38,453.58</u>	<u>35.14</u>

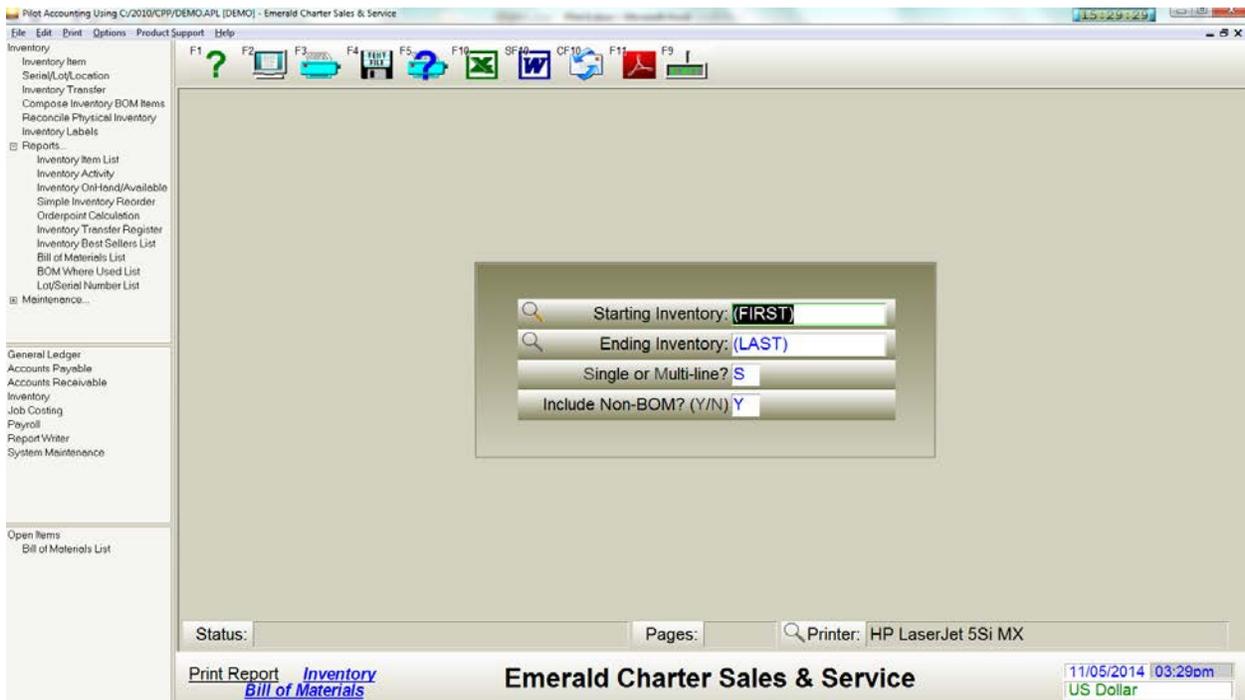
Inventory Best Sellers List – Sample Printout

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.

Fields on the Bill of Materials List Report Parameters Screen



Bill of Materials 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.

Single or Multi-line

If you select Single, the BOM items are listed in summary format, without costing information, as many items as will fit on each line.

Include Non-BOM? (Y/N)

To omit items which have no bill of materials, 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.

Req'd Inventory		Description	On Hand	Unit Cost	Extnd Cost
400		Pilot Headset	17.00	0.00	0.00
(0)	410	Basic headset	0.00	265.00	0.00
(0)	500	Push to talk switch	18.00	30.00	540.00
(0)	420	Headset cord	0.00	24.60	0.00
(0)	430	Headset battery unit	0.00	87.00	0.00

Bill of Materials List – Sample Printout

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.

Fields on the Lot/Serial Number List Report Parameters Screen



Lot/Serial Number List report parameters 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? (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

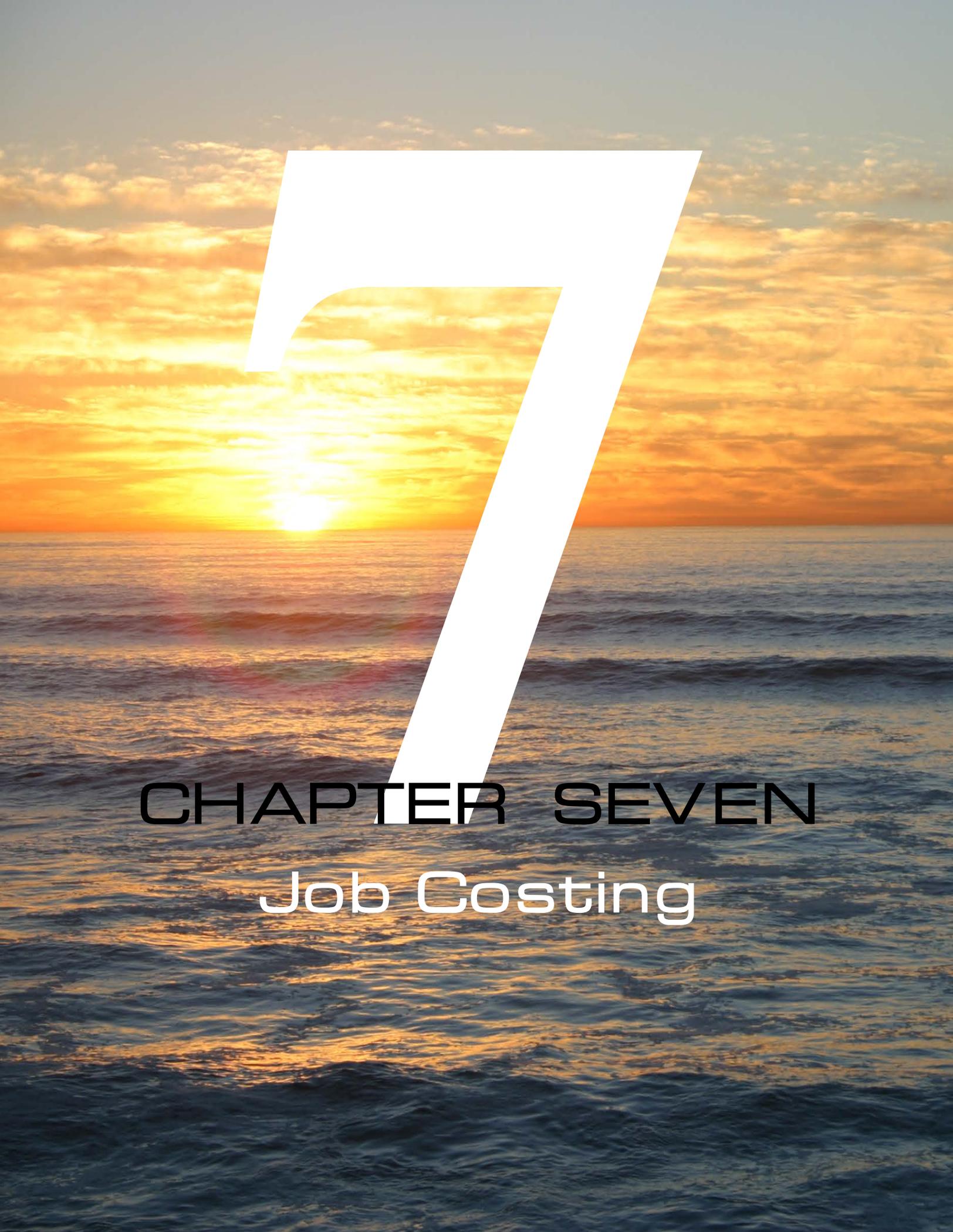
When all parameters are set as you wish, press [F2] to display the report, press [F3] to print the report on the selected printer, press [F4] to send the report to a disk file, or press [F5] to select a different printer.

Lot/Serial No		Inventory	Description	Prod Date	Sell By	Expiration	OnHand	IC Adj.	Purch Ivc.	Sales Ivc.
F67335-1	410		Basic headset				1.00			
GM-H45	700		NavCom Radio				1.00			
Grand Total:							3.00			

Lot/Serial Number List – Sample Printout

Effects of Inventory Reports on the Company Database

- Has no effect on the company database.
- Has no effect on any G/L account balances.

A large, white, stylized number '7' is the central focus, set against a background of a sunset over the ocean. The sun is low on the horizon, casting a golden glow across the sky and reflecting on the water's surface. The sky is filled with soft, orange and yellow clouds. The water in the foreground is dark blue with gentle ripples.

7

CHAPTER SEVEN

Job Costing

Overview

The *Job Costing* module tracks the progress, cost and profit of complex projects. These projects (jobs) can be processes that create inventory sub-assemblies or finished goods inventory or a non-inventory saleable product, or they may be service projects, such as a repair.

During the course of building the finished product or completing the project, the job may consume company-owned inventory, employees' labor, and outside goods and services. Each step or phase of the job can incur costs which add value to the resulting product.

Each phase can also optionally accrue billable customer charges, particularly if this job doesn't create inventory.

A job may consist of a single phase, or multiple hierarchical phases, without limit. A farm implement could be completed in a single phase, including various parts and labor. A homebuilder would probably structure his job more like this:

- Spring Hill Subdivision
 - Infrastructure/Roads/Sewer/Ground prep
 - Home 1
 - Pad
 - Foundation
 - Trenching
 - Plumbing
 - Forms
 - Concrete
 - Framing
 - Electrical
 - Plumbing
 - Windows
 - Drywall
 - Painting
 - ...
 - Home 2
 - ...

Each phase can optionally use inventory and accrue costs of labor and outside materials and services, as well as generate customer charges, and will pass those costs and charges to the next-higher phase (if there is one). In the example above, concrete labor charges will accrue to the *Concrete* job, and also pass up to the *Foundation* job, and to the *Home 1* job, and finally to the *Spring Hill Subdivision* job.

Although a job is not part of the general ledger, all costs are accrued to one or more work-in-process (WIP) G/L accounts until the job is completed. Upon completion of the job, the costs move from WIP to inventory, or WIP to cost of sales, depending on the type of job.

If the job includes customer billing (a service or repair job, for example), the job can be billed or partially billed at any time. A sales invoice is automatically created.

Jobs and Sub-jobs

In its simplest form, a job requires just one job record. All of the project detail could be maintained there, without limit. However, it may be more manageable to break the project into phases or sub-jobs.

For instance, building a complex finished goods inventory item could include sub-jobs that represent the production of the various sub-assemblies that comprise the final product. A construction or service or repair project could include sub-jobs that represent various timelines which must be completed in the correct order.

Sub-jobs, if used, relate to their respective job in a hierarchical structure. There is always one controlling (master) job representing the overall project, with one or more (usually more than one) sub-jobs attached. Any sub-job can have an additional level of sub-jobs (a third level) attached, and so on to any number of levels, without limit.

Note: Each sub-job always has a master-job. This is the level ABOVE. Any job or sub-job can optionally have one or more sub-jobs. If so, this is the level BELOW.

Any activity to a sub-job affects its master-job above, which in turn affects its master-job, until the highest level of the project is reached.

Multi-phase projects are often completed by phase, instead of all at once. As a phase (sub-job) is completed, it may be closed, preventing further posting of activity. A job or sub-job can only be closed if all sub-jobs below it are already closed.

If a sub-job is re-opened, any jobs in levels directly above it are also re-opened.

Classes

Commonly, projects or project phases are similar and repetitive. They will never be identical, because dates, hours of labor and many other factors will vary, but they may be alike enough that having a template or model as a starting point is helpful.

You can define any number of templates (called classes), each representing a distinct project phase. A class can represent one sub-job, or a complex multi-level sub-job structure. For example, a farm implement builder could create a class for welding and another for painting. A homebuilder could create a multi-level class that represents an entire two-bedroom house, and another for a three-bedroom house.

If a class contains one or more levels of sub-jobs, each of these sub-jobs must also be classes which you have already defined.

Once created, a class can be used as any sub-job anywhere (on any level) of a job. When the job is saved, all included classes are saved as sub-jobs. The class itself is never part of the job, and it is never changed or posted to due to job activity.

Note: A job class must include a Status Flag of 5.

Job Cost System Preferences

*J*ob Cost needs to be aware of the general ledger accounts that it updates as activity is posted to a job. *System Preferences* provides the defaults for these G/L accounts.

The first preference is required and the other two are optional. The *Keys* and their *Values* are:

Key: WIP GL	Value: your Work in Process G/L account (asset)
Key: WIP LABOR GL	Value: your Labor Work in Process G/L account (asset) (if you don't declare this key, WIP GL will be used instead)

Key: OVERHEAD GL Value: your Reserve for WIP G/L account (expense) (if you don't declare this key, Cost of Sales G/L will be used instead)

Note: Each job can optionally maintain a WIP G/L and a WIP labor G/L which will override the system preference G/Ls.

Employee Setup

If a job includes employee labor, the hours and dollars are recorded on payroll timeslips as a cost to the job. The employee's hourly wages are the greatest part of that cost, but there are other significant payroll costs as well, such as taxes, vacation and sick pay and employee benefits. If these other costs aren't included, the cost to the job will be understated.

These additional costs are called burden, and they may increase labor's cost by 50% or more. The burdened cost is the cost we want to apply to the job. Pilot offers two methods to apply a burden rate to labor cost.

The first is a *System Preference* called BURDEN. To use this method, add a *System Preference* key called BURDEN with a value representing the burden factor, like this:

Key: BURDEN Value: *1.35 (this multiplies the employee's hourly wages by 1.35 for the burdened cost)

or

Key: BURDEN Value: +12 (this adds \$12.00 per hour to the employee's hourly wages for the burdened cost)

or

Key: BURDEN Value: 75 (this charges a unit (hourly) cost to the job of \$75.00 regardless of the employee's pay rate)

This method applies to all employees' wages unless an individual employee overrides the system default burden rate.

The second method allows the burden rate to be set differently for each employee. The Employee screen has a *Burden* field on the *Wages Info* tab that specifies a burden factor. It's used the same way as described above, but applies only to this employee.

The screenshot shows the 'Wages Info' tab of the Employee screen. At the top, there are four tabs: 'Name Info', 'Wages Info', 'YTD Info', and 'Auto Deduct'. Below the tabs, there is a 'Deposit? (Y/N)' checkbox. A table with columns 'Routing No.', 'Bank Account No.', 'DD Amt.', 'DD %', and 'C/S' is present. Below the table are several input fields: 'r's License: [] Exp: []', 'o Ins Proof: [] Exp: []', 'Training #: [] Date: []', 'on Hrs: [] Next: [] Days: []', 'ck Hrs: [] Job Rt: [] Burden: []', and 'pany-paid Health Ins: [] Compute? (Y/N) N'. The 'Burden' field is circled in red.

Burden field on the Employee screen, Wages Info tab

This employee's labor may also be billed to the customer. If the billable rate is determined by individual employee, put the hourly rate in the *Job Rt* field, just to the left of the *Burden* field. If the billed rate for this labor type is the same regardless of the employee, leave the *Job Rt* field blank and use a labor class (a type of inventory record) instead.

Using the Job Screen

Select the *Job* screen from *Job Costing* → *Job*.

The *Job* screen includes five tabbed pages; *Job Info*, *Schedule Work Orders*, *Enter Charges*, *Estimates Worksheet*, and *Invoice This Job*.

Fields on the Job Screen, Job Info Tab

Job screen, Job Info tab

This screen is required for all jobs and sub-jobs.

Job Number

A unique number. Pilot usually provides a sequential number for you, and you can edit this number. Alpha characters are allowed. If you enter an existing number, the corresponding job will be retrieved for editing.

When you create a job with classes representing sub-jobs, Pilot assigns sub-job numbers based on the level(s) of the sub-job(s). For example, if this job number is 1073 and you've included three sub-job classes, Pilot will create three sub-jobs numbered 1073-1, 1073-2 and 1073-3. If there is another level below 1073-2, its first sub-job would be numbered 1073-2-1.

This field must be filled.

Job Title

A brief description of this project. If Pilot created this job from a class, the title will be the class's title.

This field is indexed and can be used to look this job up later.

This field must be filled.

Class

If Pilot created this sub-job from a class, the class's job number will display here.

Bid Date

The proposal (or today's) date.

If this is a class, this date will not be saved.

Start Date

The date this project or phase is to begin.

If this is a class, this date will not be saved.

Completion Date

The date this project or phase is to be completed.

If this is a class, this date will not be saved.

Customer

If this job will be charged to a customer (as opposed to building inventory) enter the customer's ID number. You can find the customer by typing a few characters of the customer's name.

Ship To

If the finished product (inventory or repaired item, for example) should be shipped somewhere, enter the ID number of the destination. A name record must exist representing the Ship To.

Units

If this job has an associated quantity (acres, for example) enter it here. This value is used on certain reports to compute this job's cost and revenue per unit.

Facility

Your company's facility (location) where this project is based. A name record must exist.

Master Job

Each sub-job will display the job (above) to which it is attached.

Status

Shows the current condition of this job:

- 0 – Void
- 1 – Closed
- 3 – Change Order
- 5 - Class

Job Description

A more complete description of this project.

Proposal Text

A detailed description of this project, perhaps including a contract. Click the up-arrow symbol to expand the field to full-screen for easier editing.

Proposal Estimate

Estimated customer billing for this project or project phase.

Contract Amount

Contracted customer billing for this project or project phase.

Payment Terms

Description of customer payment obligations.

Amount Charged

As this job and any sub-jobs below accrue chargeable activity (labor, inventory, outside services, etc.) the accumulated total displays here.

Amount Spent

As this job and any sub-jobs below accrue cost activity (labor, inventory, outside services, etc.) the accumulated total displays here.

Amount Billed

Displays the total customer billings to date of this job and any sub-jobs below.

Global PC

This job or sub-job can optionally provide one or more (up to four) profit center G/L accounts to any transaction line to which this job is associated. If this is a sub-job with a job above which also has a Global PC, that profit center will be applied also.

A class can have a Global PC which will become a part of any sub-job created from that class.

Inventory G/L

The WIP inventory asset G/L account to be used instead of the system default.

Labor G/L

The WIP labor asset G/L account to be used instead of the system default.

Sub-job List

If this job or sub-job has sub-jobs below it, they will be displayed here.

You can attach additional sub-jobs or classes here by entering their ID numbers, or typing a few characters of their job title.

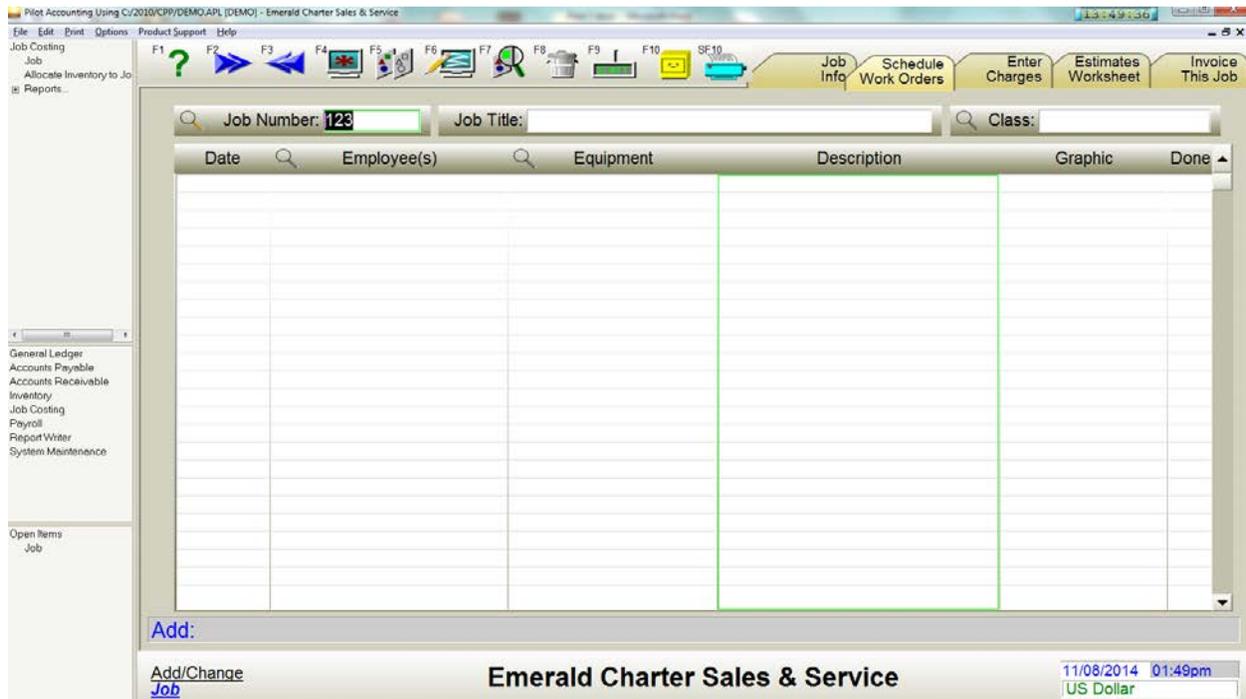
Filing the Job Record

When you've filled the fields on the Job Info tab, file the job by clicking  or pressing the [F10] button. If you've used any classes or class structures on this job,

they will be automatically replaced with sub-jobs.

Now you can begin posting activity to this job or any of its sub-jobs.

Fields on the Job Screen, Schedule Work Orders Tab



Job screen, Schedule Work Orders tab

Use the *Schedule Work Orders* tab to set up daily tasks for employees or employee crews and any required equipment. This tab is optional. The columns on this tab are:

Date

The date this task is to begin.

Employee(s)

Up to 50 employees can be selected to complete this task.

Click in the *Employee* column for this date's task, and the employee list will open. After you've entered the employee ID numbers, press [F10] to store the list, or press [esc] if you don't want to store the list.

Equipment

Up to 25 separate pieces of equipment can be assigned to this line's task. Each piece of equipment must be an item in your inventory.

Click in the *Equipment* column for this date's task, and the equipment list will open. After you've entered the equipment inventory numbers, press [F10] to store the list, or press [esc] if you don't want to store the list.

Description

Click in the *Description* column for this date's task, and an edit box will open. Enter as much descriptive text as you want, then press [F10] to store the description, or press [esc] if you don't want to store the description.

Graphic

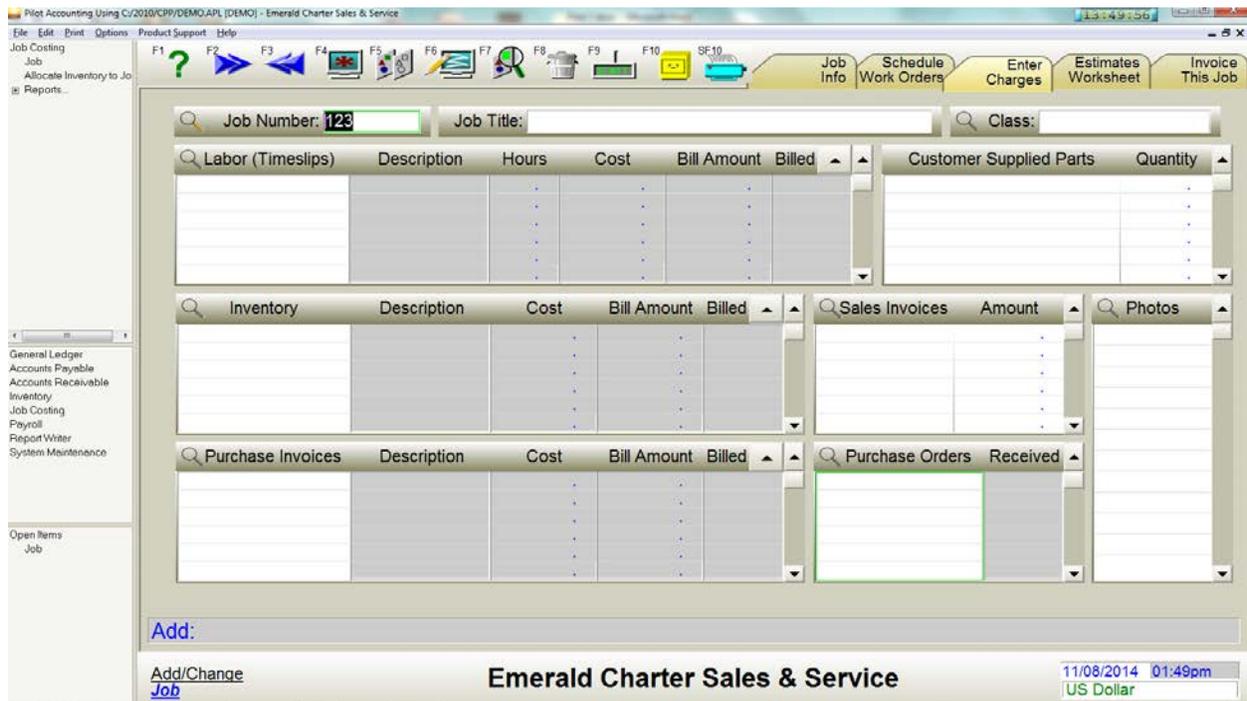
Click in the *Graphic* column for this date's task, and a list box will open. Enter up to 25 graphic file names, including the path name. Common graphics formats are supported, including .PNG, .JPG, and .BMP. Press [F10] to store the list, or press [esc] if you don't want to store the list.

Done

When this task line has been completed, click here to put a checkmark in this line's column.

You can print a Work Orders report for each line, which includes the job number and title, the work order description from this line, the employees list and equipment list from this line, and all graphics on this line. To print the report, select Print Job Work Order from the HotPrint menu.

Fields on the Job Screen, Enter Charges Tab



Job screen, Enter Charges tab

The *Enter Charges* tab displays the activity posted to this job or sub-job. If activity has been posted to a sub-job below this job, or to a job above this job, that activity will not show here. The tab is divided into six major sections; *Labor*, *Inventory*, *Purchase Invoices*, *Customer Supplied Parts*, *Sales Invoices*, *Purchase Orders* and *Photos*.

Labor

Labor is maintained on timeslip records within the *Payroll* module, even if you don't use Pilot's payroll to write paychecks. Each employee on this job must have an employee record and one or more timeslips. Each period of time the employee spends on this job or any other job is represented by one line on the timeslip, which maintains the hours, cost per hour to this job, and a billable rate per hour. Reference this job on any timeslip line by appending the job number onto the end of that line's G/L number, following a '+' (plus sign).

Example: 501+JOB123 (where 501 is Wages expense)

Any line on the timeslip which references this job will post to this job.

Double-click a line in the Labor column to open a timeslip. If you double-click a line which already displays an employee name, his current timeslip will open.

As you add hours to the employee timeslip represented by this line, the *Hours*, *Cost* and *Bill Amount* columns will be populated with the timeslip totals for this job. The *Billed* column indicates whether the customer has been billed for this timeslip's charges.

See the [Payroll](#) section of the [User's Guide](#) for more information.

Inventory

If this job uses items or sub-assemblies from your inventory, use these fields to manage one or more lists of inventory applied to this job. The list maintains each inventory item, quantity, cost and chargeable amount, and those totals will display here.

Double-click a line in the *Inventory* section to open and edit the inventory list.

The *Billed* column indicates whether the customer has been billed for these inventory items.

See the [Inventory](#) section of the [User's Guide](#) for more information.

Purchase Invoices

A job can include outside parts and services. This is represented by one or more purchase invoices which add costs to this job. They can also add customer charges to the job.

Double-click a line in the *Purchase Invoices* column to open the *Purchase Invoice* screen, or to edit an existing purchase invoice.

Reference this job on any invoice line by appending the job number onto the end of that line's G/L number, following a '+' (plus sign).

Example: 560+JOB123 (where 560 is an expense, such as Outside Fabrication)

Any line on the invoice which references this job will post to this job.

The *Billed* column indicates whether the customer has been billed for these outside charges.

Customer Supplied Parts / Quantity

This is a reference list of any parts (or other services) supplied by the customer. This is informational only and has no dollar effect on the job.

Sales Invoices

If a customer is billed for the charges on this job, one or more sales invoices are created. Any invoices created for this job or sub-job will be displayed here. The total charges will also be carried to jobs above us.

Double-click on any invoice number to examine that invoice.

Purchase Orders

During the course of a job, inventory, supplies and outside services may be ordered using purchase orders. Individual purchase order lines (or all order lines) may reference this job, by appending a '+' and the job number to the G/L account on that order line.

The *Received* column shows if that order line has been received. Consider whether you want to bill or close a job which contains un-received orders.

Photos

This is a list of graphics or PDFs which pertain to this job.

Fields on the Job Screen, Estimates Worksheet Tab

Job screen, Estimates Worksheet tab

Use this screen to build a job estimate. This tab has no effect on the actual costs or charges for this job. It may be helpful in preparing a proposal or quote.

Quantity Ordered

The quantity of either the inventory items or labor hours represented by this line.

Item

The inventory item or the labor class (which also must be an inventory item). The item should have both a unit cost and a selling price or charge amount.

If this line represents an item or charge which is not in your inventory, such as outside service, skip this field and manually enter a description, cost and price.

Description

Pilot fills this field from the inventory item description.

Price Code

If the customer for which you're preparing this estimate has a price code which may offer him a lower price, enter it here.

Unit Cost

Pilot fills this field from the inventory record.

Unit Price

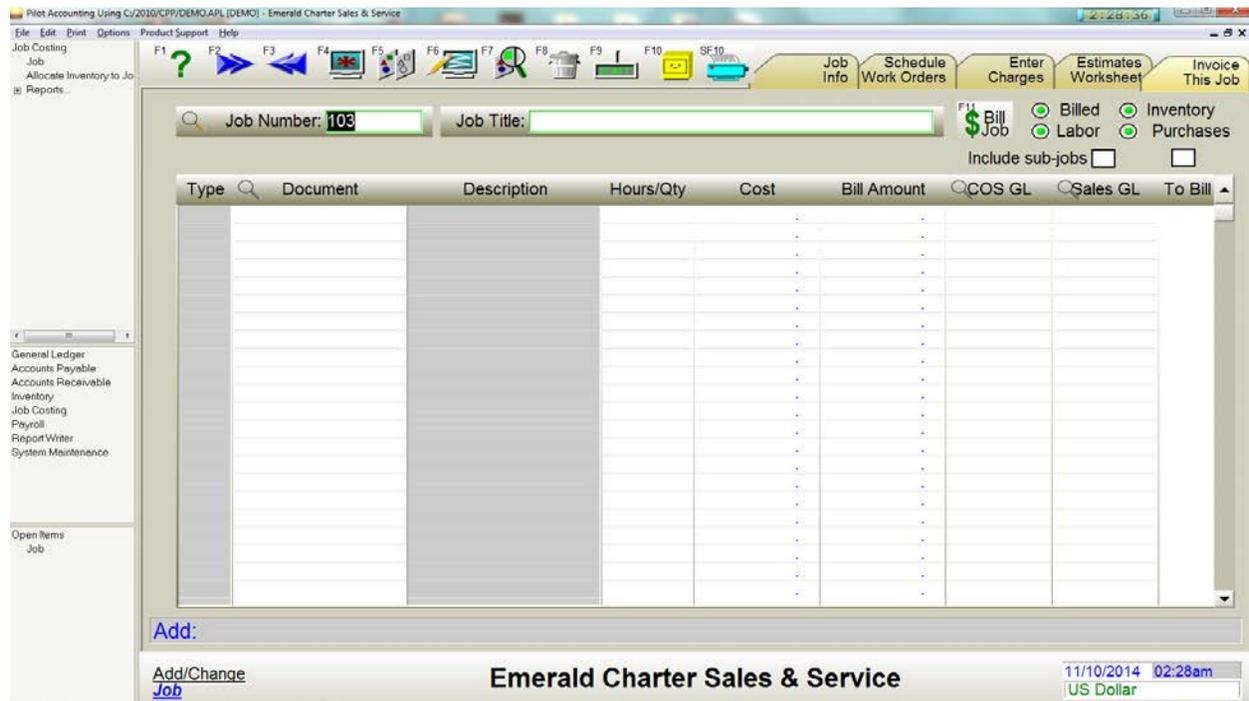
Pilot fills this field from the inventory record.

Total fields at the top of the screen.

Pilot fills these fields from the line information you entered below. If the inventory item(s) are flagged as labor, they sum into the *Labor Cost* and *Labor Price* fields. If the line(s) aren't inventory, they sum into the *Other Cost* and *Other Price* fields. Anything else sums into the *Inventory Cost* and *Inventory Price* fields.

The *Cost* and *Price* fields display the estimate totals for this job.

Fields on the Job Screen, Invoice This Job Tab



Job screen, Invoice This Job tab

If this job is eventually charged to a customer, the *Invoice This Job* tab will automatically create one or more sales invoices. A new invoice is created with each billing.

A job can be billed at any time before it's closed, and it can be billed in stages, which makes progress billing easy.

You can choose which class of charges to bill (inventory, labor or outside purchases) or you can selectively approve or disapprove each charge line-by-line.

When you select the *Invoice This Job* tab, the screen is automatically populated with all activity previously entered on this job or sub-job. Activity on jobs above us is not displayed. Activity on sub-jobs below us can optionally be displayed.

Type

This column identifies the source of this charge;

Labor
Inventory
Purchase

Document

The document ID number of the inventory used list or purchase invoice, or the employee name (timeslips aren't identified by document number).

Description

A description from the document.

Hours/Qty

The number of inventory units or labor hours to be billed on this line.

Cost

The total cost of all of the lines on this document which affected this job.

Bill Amount

The total amount to be billed of all of the lines on this document which affected this job.

COS GL

The cost of sales G/L account (usually an expense G/L account, but could be a contra-revenue G/L account) which will be debited for this line on the sales invoice.

Sales GL

The sales revenue G/L account which will be credited for this line on the sales invoice.

To Bill

This column has a gray checkmark for each line which has already been billed on a prior sales invoice.

Caution! If you try to de-select one of the gray checkmarks, Pilot offers you the option of un-billing the line. Use this option with care!

Any line which will now be billed has a black checkmark. Any of these lines can be alternately selected/de-selected by clicking on that line. If you de-select a line (no checkmark) that line will not be billed on this sales invoice.

At the top of this column is a separate checkbox. Click this to select/de-select all lines at once. Remember, you can't de-select gray checkmarks.

To the left is a checkbox for *Include sub-jobs*. Select this checkbox to include billing for all of this job's sub-jobs. De-select to exclude billing for sub-jobs.

Additionally, there are four radio buttons above the column; *Billed*, *Labor*, *Inventory* and *Purchases*. Selecting or de-selecting these includes or removes all lines of this type from the billing screen.

For example, if you de-select *Billed*, all previously billed lines (those with a gray checkmark) disappear. If you re-select *Billed*, they re-appear. This is useful if you want to bill only one class of charges on this invoice.

When you've checkmarked all lines that you want to bill (and unchecked those that you don't),

click  or press the [F11] button. A sales invoice will be produced which includes all item lines you selected. If you go to the *Enter Charges* tab, the sales invoice will be displayed in the *Sales Invoices* section of the screen, and you can double-click it to open it for editing or printing.

A large, white, stylized number '8' is centered on the page. The background is a sunset over the ocean, with the sun low on the horizon, casting a golden glow across the sky and reflecting on the water. The sky is filled with soft, orange and yellow clouds. The ocean is dark blue with gentle waves.

8

CHAPTER EIGHT

Report Writer

Overview

Pilot's *Report Writer* 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 Pilot 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 ways. Your custom reports, when carefully designed, will behave in every way as the standard system reports do.

Your reports can have:

- Access to all data in your database
- Access to as many as 18 databases consolidated on one report
- 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, spreadsheet or PDF
- Hotspot drill-down links to records referenced in your report
- Use any font, including Truetype proportional fonts
- Font control by field, including size, bold, italic, color, rotation
- Graphics, logos and photos
- Barcodes
- Locked, highlighted title bar on-screen
- Multiple levels of headings, data and subtotals
- Sorts and subsorts to 12 levels
- Simple or complex data filtering
- Summary detail, full detail, or for-export detail
- Decision logic in the body or subtotal report items
- Inline editing to modify the report source code
- Symbolic source code debugger support

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 Pilot database presented in the format you specify. When you specify the format for a custom report using *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 *Custom Report*. You do not need to know how to program in order to design a report. In addition to the compiled report, Pilot 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.

The reports that you design are safe from a data security standpoint. The report designer must have system-operator (SYSOP) privilege in the *System Maintenance* section. Reports cannot modify data directly unless very deliberate hand-coded instructions have been inserted into the report, a technique that is beyond the expertise of the general user.

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 data entry 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 learn, for each step, what you are responsible for, and what Pilot will be doing. Many reports may 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. Your report may 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 *Report Writer* screen.

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.

- Decide what the report should print. Sketch a picture of the report. Plan headings, sorts and subtotals. Do this before you run the Custom Report program.
- Using Custom Report, declare the report and build the heading and main body. Try frequent test prints to see how you're doing.
- Design sub-headers and subtotals.
- Choose a source file and index, design a sort and filter.
- Create a launch screen.
- Repeat steps 2 through 5 until the report prints just as you want it to.

Plan the Report

Before you run the *Custom Report* program, plan the report with pencil and paper. Make a rough sketch of headings, footers, subtotals, etc. Start with a simple design 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. Pilot 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 *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 folder that you specify, and that code is compiled into the company database in which you are currently working. The report is visible and runnable 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 *Custom Report*. Retrieve the report form by typing the report name and directory, then save and compile it just as you did in the first company database. You can compile reports from a memory stick into multiple companies in this way.

Before you copy a report to a different company, be sure you have adjusted and tested it thoroughly.

It's a good idea to create all of your reports in the same folder, even if you are making them for different company databases. That way, every database will show the same list of report source files in the source lookup window. When you name the report file, you will choose the first name for the source code file. 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, and part of 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 header, we find the report body. The body consists of three important elements:

- Body heading (optional)
- Body data (required)
- Body subtotal (optional)

To illustrate:

<i>Customer ID - Name: MO102 - Jacob Moffitt</i>			<i>(body heading)</i>
<i>1002</i>	<i>Airplane Tires</i>	<i>185.00</i>	<i>(body data)</i>
<i>1146</i>	<i>Flight Log</i>	<i>16.50</i>	
<i>1592</i>	<i>Repair Altimeter</i>	<i>602.80</i>	
<i>Total for Jacob Moffitt: \$804.30</i>			<i>(body subtotal)</i>

<i>Customer ID - Name: NE100 - Mike Nelson</i>			<i>(body heading)</i>

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 sorting and 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, underlines, or added text make the report clear and easy to read.

This is what the printed page looks like, 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 *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 designing" when you run one of these; they are ready to use now.

When you choose a report from the print menu, Pilot loads the report form, (it's stored right here in your database, in compiled form) and runs it. 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 default 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 performance), and may build an index of its own (if you requested a sort).

This data gathering takes place in two sections or loops of program code. The first loop collects data from throughout the database. If you have defined a sort, this loop builds an index from the gathered data, which causes the output to be sorted. Then the 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 any 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 test to decide when 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 *Custom Report* program.

Creating a Custom Report

The *Create Custom Report* program consists of several screens (tabs) which all play a part in creating the final report form. There is no strict order of passage through the screens while designing or changing a report. You can change screen pages by clicking the tab for the screen you wish to display.

To create a new report or make changes to an existing report, select *Create Custom Report* from the *Report Writer* menu.

Create Custom Report screen

To retrieve an existing report, type the correct folder path name in the *Directory* field, then press [F4] for a list of reports found in that folder 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. Type a file name for the report source code into the *File Name* field. When you press [Enter], Pilot 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 proceed to the next tab, 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 the General Screen

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.
[F10] - File	File this custom report in the database.
[Ctrl-F10] - Compile	Compile this custom report.
[Shift-F10] - Run	Compile and run 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.

Fields on the Create Custom Report Screen, General Tab

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.

Company Database for Consolidation

This is a list of pathnames for databases that will be included on this report. To the left of each name is a green or gray dot. If the dot is green, that database will be included. To exclude a database, click its dot to turn it gray. If this field is blank, the database you are logged into is included by default. To exclude the logged-in database, type its name and click the dot to turn it gray. In that case, you must one or more other database names.

Directory

Enter the folder name or path where the SPL report source code will be stored. All of your reports should reside in the same folder. 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 a file name without an extension. Pilot 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 to be broken apart at word

boundaries and wrapped to the next line if it is too long to fit in the space allocated. A string uses an edit mask of “/— —- /” or ~. 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

Doublespace?

Answer Yes to print the body of the report with one blank space between each line.

Graybar Text?

Answer Yes to print alternating lines of the body of the report with a light gray background.

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 Yes, 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 No. 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 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 the *Totals* tab). The first row of the heading is row 1. The first column (on the left) is column 1.

On each of the next three screen tabs, the bottom portion of the screen 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* tab, separated by commas. If you do this, the whole group will be positioned by a single Row and Col.

When you use Centered or Right 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* tab 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 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 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 report writer data items defined in the master data dictionary for you to use, and you can also use record data from the database, formulas and 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 Pilot 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, in alphabetical order. 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 body 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 (in this case, 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 table 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 Pilot 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 *Report Body*.

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 Pilot 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, Pilot 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 Yes, 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.
This 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: 04/01/2010 To: 04/22/2010

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	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

			A custom color can be created using the <code>rgb(r,g,b)</code> function in place of the color name. Replace the <code>r</code> with the red value (from 0 to 255). Replace the <code>g</code> with the green value and the <code>b</code> with the blue value. Higher values create brighter (more saturated) colors.
<code>mi</code>	microspace	<code>mi=36</code>	Use with a width value (in columns) to fit the following text to the desired width.
<code>z</code>	end control	<code>z</code>	Use alone inside its own angle brackets. May be used between other codes. Turns off or resets codes.
<code>x</code>	x coordinate	<code>x=10</code>	Sets current x printing position (column). Cursor coordinate settings are zero-based. <code>x=0</code> represents the left margin.
<code>y</code>	y coordinate	<code>y=.75</code>	Sets current y printing position (line). <code>y=0</code> represents the currently printing line.
<code>h</code>	horiz offset	<code>h=-6</code>	Shifts current printing position (column). Negative value shifts to the left, positive shifts to the right.
<code>v</code>	vertical offset	<code>v=.5</code>	Shifts current printing position (line). Negative value shifts up, positive shifts down.
<code>r</code>	right justify	<code>r=50</code>	The text following this code, up to the next code, will be right justified at the column specified. The column value is zero-based (<code>r=79</code> is the rightmost column on a letter sized report).
<code>d</code>	decimal justify	<code>d=50</code>	The text following this code, up to the next code, will be decimal justified at the column specified. The column value is zero-based (<code>r=79</code> is the right most column on a letter sized report).
<code>cn</code>	center justify	<code>cn=50</code>	The text following this code, up to the next code, will be centered at the column specified. The column value is zero-based (<code>r=79</code> 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, code128, 2 of 5, postnet, and you must have an appropriate font for that barcode, listed in your User Preferences.
b	bitmap	b=c:\Pilot\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, PNG 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 adjust 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 much 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 Tab

The following function keys are available on the Heading tab 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.
[F10] - File	File this custom report in the database.
[Ctrl-F10] - Compile	Compile this custom report.
[Shift-F10] - Run	Compile and run this custom report.

Fields on the Create Custom Report Screen, Heading Tab

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 Left, Center or Right. 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:

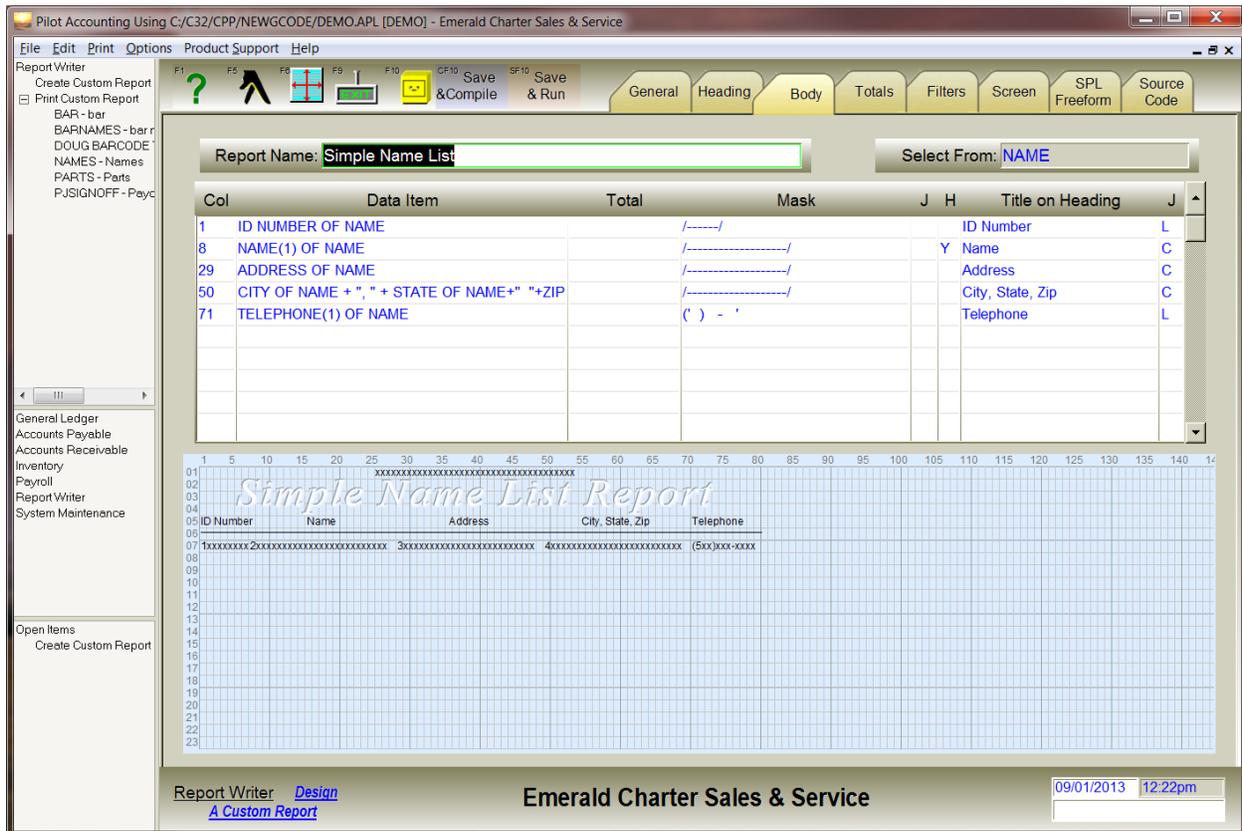
1 of screen
or
2 OF SCREEN

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.

Create Custom Report Screen, Body Tab



Create Custom Report screen, Body tab

The fields on the *Body* tab are similar to those of the *Heading* tab. 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 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 drill-down 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
- Sort and filter the data 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 others, 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 and push the other lines down. To delete a column, place the cursor on the line that defines the column and press [Ctrl-Delete]. 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. However, multiple data items can be concatenated and printed into a single mask, like this:

<i>Data Item</i>	<i>Mask</i>
<i>city of name + “ , ” + state of name + “ ” + zip of name</i>	<i>/-----/</i>

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 all must have some relationship because, when the report runs, one data table must form the basis for the report, and everything must tie back to that table. This is not at all restrictive. Your report can select data from many different tables at once, and relationships exist among most tables. If you have included multiple database files in your report, the same primary table and relationships are used for all of the databases.

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 tables 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) table to other tables, for example.

```
TJ    ->    GL
      ->    NAME ->    AP (vendor)
                        ->    AR (customer)
```

```

->      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

```

This list shows only some of the relationships that exist between the TJ table and the other tables shown. There are many others as well.

If your report is based on the TJ table and you wish to print a sales invoice number and customer name for that invoice, the data paths would look like this:

```

INVOICE OF SI
CUSTOMER NAME OF SI

```

Part of the path information is omitted, but is known to the report writer. The full paths can be more complex, and are translated by the report writer from the data above. The complex paths, including hidden data, look like this:

```

ENTRY OF TJ->INVOICE OF SI
NAME OF TJ->NAME OF NAME

```

There are many other relationships starting at the TJ table that are not shown here. Many of the relationships point both directions. If the basis of our report is the TJ table, we can print any data from all of the tables shown on our “map”, and much more besides. This is so because Pilot is able to make the connections between these records, and understand our data path.

Sometimes, usable relations exist between records, but Pilot is not allowed to use them automatically. For example, the INVENTORY record contains a relation to the NAME table, called \$VENDOR OF INVENTORY\$. Suppose your report is based on the SI (sales invoice) table, 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 table, 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.

When you use the [F5] key or walking fingers button to find data, the data items that are displayed have been defined in Pilot especially for use by the report writer. The item definition provides path and relational linkage information, data type and size, print mask, caption and translation and conversion of complex data types so they are printable.

Most, but not all, fields in the database are included in this list of definitions. If you need to print a field, but don't find it in the list, you can refer to it by its fully-qualified field name.

\$SO OF SI->LINE AMOUNT(MULTI) OF SO\$

When you do this, the data will be in its "raw" form, and may not print or behave exactly as you expect. For example, the definition for a multi-line dollar amount evaluates its line number and

delivers it as a double-float type with an appropriate mask. This doesn't happen with raw data, so you'll be responsible for handling it correctly. If you don't know the qualified field name, Pilot tech support can find it for you.

If the report writer finds a data path to every data item from one table, that table 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 table name, and the report writer simply chooses the first table, in alphabetical order, that provides a path to all of the data. This table 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 table 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 or more 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 Pilot 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:

Inv #	Date	CustID	Qty	Description	Price
1002	03/15/2010	217	12	Sweatshirt	87.50
			1	Headset	69.95
			3	Aviation Oil	14.75
1003	03/15/2010	336	1	Radio	289.00
1004	03/16/2010	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 multi-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:

Inv #	Date	CustID	Qty	Description	Price
1004	03/16/2010	182	1	Aviation Oil	4.90
1004	03/16/2010	182	2	Charts	12.00
1002	03/15/2010	217	3	Aviation Oil	14.75
1002	03/15/2010	217	1	Headset	69.95
1004	03/16/2010	182	35	Av Gas	81.37
1002	03/15/2010	217	12	Sweatshirt	87.50
1003	03/15/2010	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:

Inv #	Date	CustID	Qty	Description	Price
1004	03/16/2010	182	2	Charts	12.00
			35	Av Gas	81.37
			1	Aviation Oil	4.90

1002	03/15/2010	217	12	Sweatshirt	87.50
			1	Headset	69.95
			3	Aviation Oil	14.75
1003	03/15/2010	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:

Inv#	Date	CustID	Qty	Description	Price
1004	03/16/2010	182	2	Charts	12.00
1002	03/15/2010	217	12	Sweatshirt	87.50
1003	03/15/2010	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 (on the *Totals* tab) 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 subtotal 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. On the *Totals* tab, define a subtotal with a type of Grand Total to print LINECOUNT at the end of the report.

Hotspot Drill-down Links

A Hotspot Drill-down 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 black text on a white background, hotspots are green, and turn red when the mouse pointer touches them. After a link has been followed, the text is displayed in light blue, not green. The data in the hotspot contains an invisible link to the record represented by the hotspot. If your report takes data from more than one database, the hotspot links into the correct database for that item.

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 Pilot, 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 to the right justifies the title in the *Title on Heading* field. These fields allow Left, Center or Right.

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 the *Body* tab 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 grid area. Press [Esc] to shrink the blue grid to normal size.

[F9] - Quit	Exit this screen.
[F10] - File	File this custom report in the database.
[Ctrl-F10] - Compile	Compile this custom report.
[Shift-F10] -	Compile and run this custom report.

Fields on the Create Custom Report Screen, Body Tab

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 VAR Toolkit Reference Manual.)

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 Pilot 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 Yes, 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.

This 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 *Custom Font Control* may be used in the *Mask* field to modify the font, draw lines and boxes and display graphical images.

H (Hotspot Drill-down Link)

Enter Yes 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 Left, Center and Right.

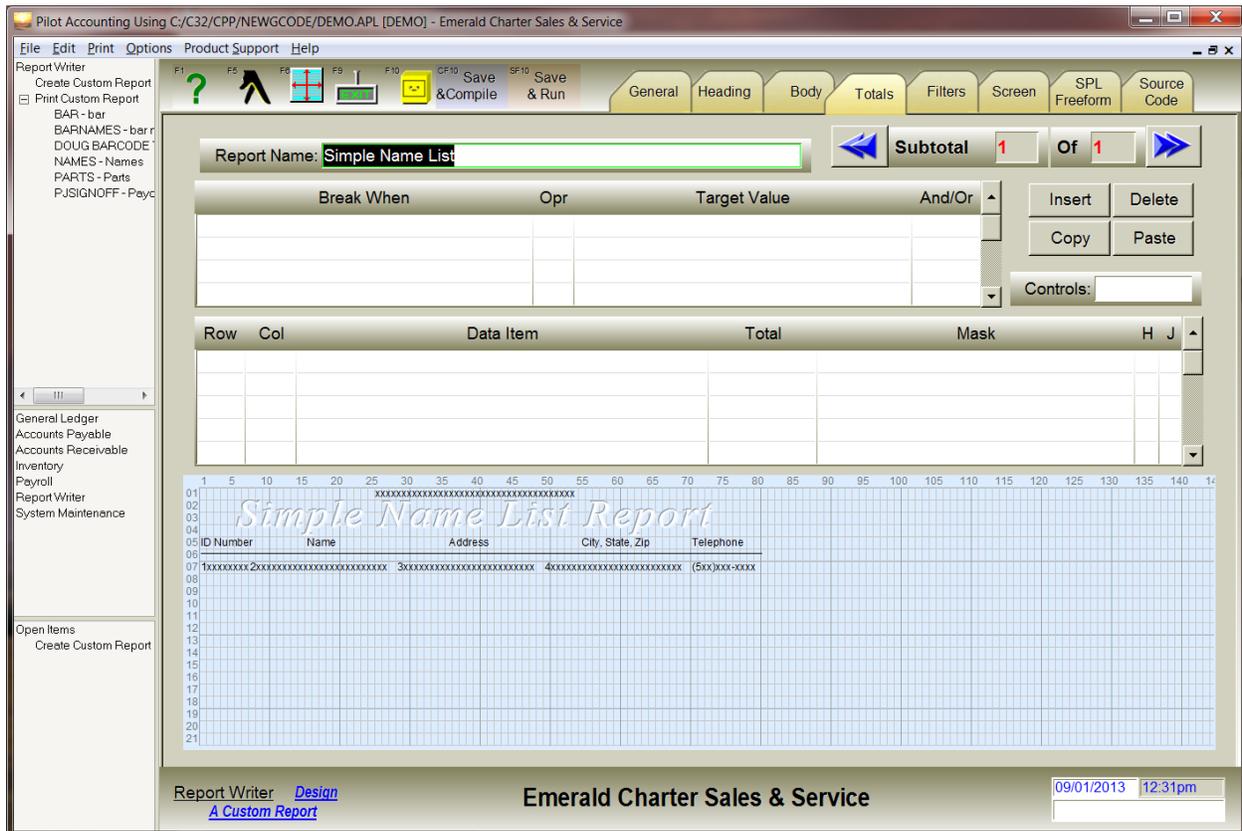
Title on Heading

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 Left, Center and Right.

Create Custom Report Screen, Totals Tab



Create Custom Report screen, Totals tab

Your report can define any number of subtotal breaks based on various 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 field on the *Totals* tab 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 *Totals* tab. Each subtotal has a number, displayed in the *Subtotal Number* field. Use the blue arrow buttons to step through the subtotal definitions.

You can copy and paste definitions. Click the *Copy* button to copy the definition that is displayed and place it on the clipboard. Step to the place where you want to paste the definition using the blue arrow buttons. Insert a blank at that spot with the *Insert* button, or any displayed definition will be overwritten when you paste.

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
#\$	Does not contain 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 use 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.

OLD Data

Kee 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 must specify both a Row and Column for each printable item. 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 Left, Center or Right 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 the *Totals* tab 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.
[F10] - File	File this custom report in the database.
[Ctrl-F10] - Compile	Compile this custom report.
[Shift-F10] - Run	Compile and run this custom report.

Fields on the Create Custom Report Screen, Totals Tab

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 Pilot 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't 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 Pilot 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 Yes, 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.
This 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.

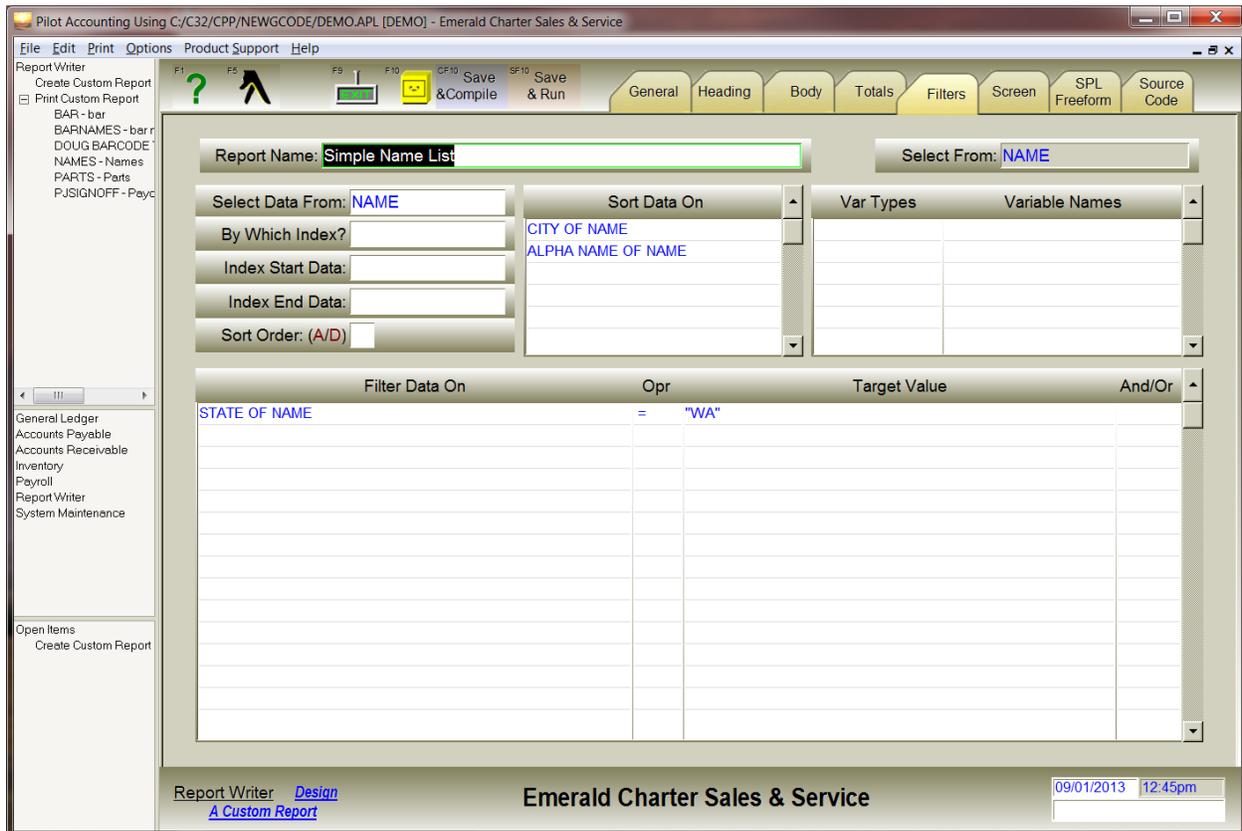
Since the size of the layout window is limited, you may not be able to see the entire page at once. If you press [F6], the layout window will expand to cover most of the screen. Press the [Esc] key to return to editing.

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 Left, Center, or Right justified.

Create Custom Report Screen, Filters Tab



Create Custom Report screen, Filters tab

Changing the Select Table

So far, the report writer has taken responsibility for choosing a primary table from which all of the Pilot 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 table that was automatically selected is listed in the upper right corner of several screens in the report writer. This table 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 table name in the *Select Data From* field. If you enter a table 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 table 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 table, in alphabetical order, that provides a path to all of the data. If this was a poor choice, you will want to change it.
2. The select table that you choose contains fewer records. This can mean that you can read less data, reject fewer of the records that you read, and get at the useful data much more quickly. When your report reads less data, it runs faster.
3. The select table 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 table can make a dramatic improvement in performance, especially in a large database.

Using an Index in Your Report

Whenever data is selected from a table in Pilot, an index is used. If you have not specified an index, the first index for that table 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 table is reached.

Your data selection can be much more efficient, and your reports much faster, if you can make use of an index for the select table, and supply a starting and ending data value for that index. This can allow Pilot to read dramatically fewer records which are more likely to be the ones you will print.

At the *By Which Index?* field, press [F1] (help) for a list of tables and indexes available to you. Enter your selection in this format:

TABLENAME,INDEXNAME

Only one index from one table can be selected for a report.

To illustrate, let's consider a report based on the TJ table. This table 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 table:

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 well. 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. Either index should result in a much faster report.

Your choice of indexes will depend on such factors as ratio of sales invoices to other kinds of 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 at all.

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. You must supply starting and ending data that is 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 when printing the report), 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.

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.

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. Pilot must be able to relate the two files
2. You must define a sort in the *Sort Data On* field

You could, for example, set the *Select Data From* field to SI (sales invoice) and set the *By Which Index?* field to TJ,DATE.

Sorting the Report Data

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, but they must be resolvable, the same as other data items. The *Sort Ascending or Descending Order* field causes the report to print smallest to largest (Ascending) or largest to smallest (Descending).

Defining Report Variables

Rarely, your report may need to make use of functions which are available in Pilot but not known to the report writer, or use variable and object names which the report writer can't declare for itself. These variables must be named and their types specified 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 many data items, some of which should be skipped and omitted from the report. We've noted a few filtering mechanisms already, such as selecting the data from a particular table 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 filters can test any data items that make sense, and are not limited only 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 data item that the operator typed into the first prompt of the launch screen. 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("12312013")
```

If you have selected a date 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
<i>or</i>		
flag voided of cd	=	“N”

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 (table TJ), the test is similar. Just replace the expression

flag of cd

with whichever of these is appropriate:

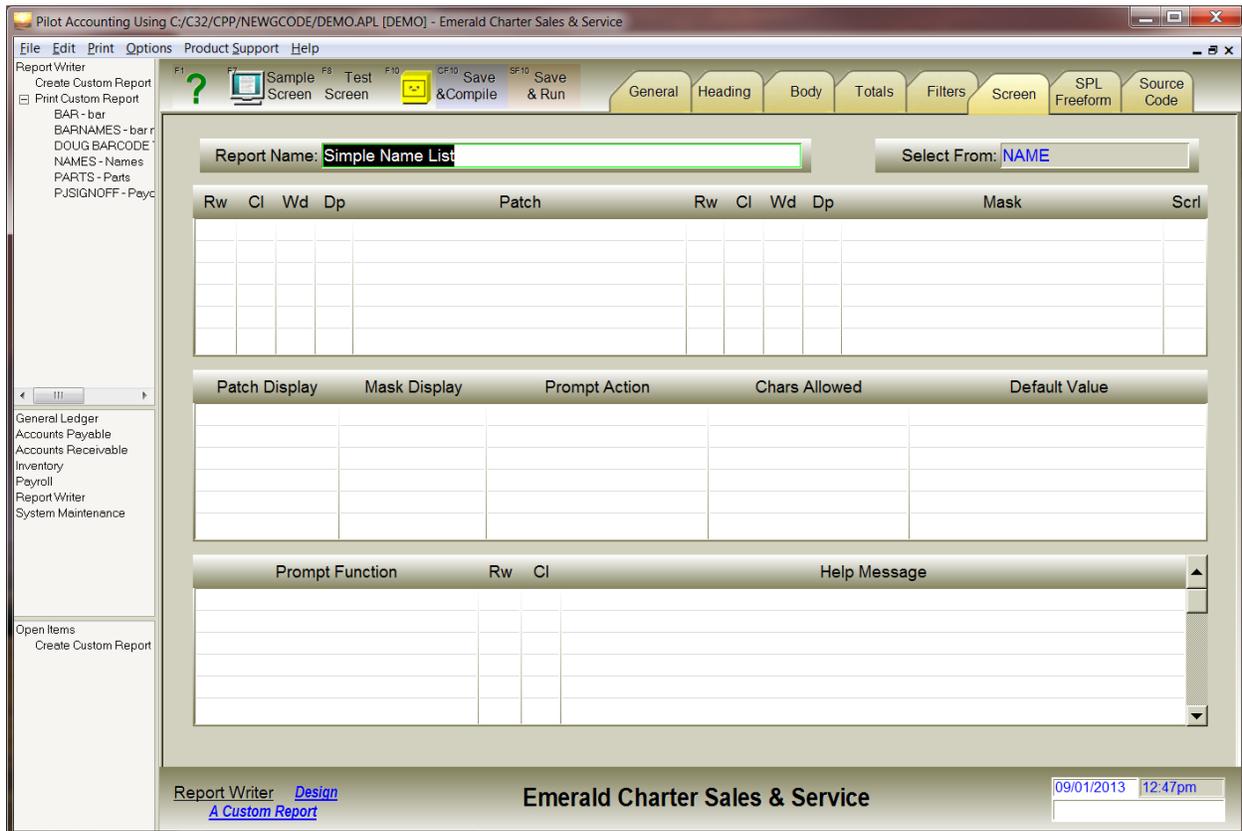
flag of cr
flag of pj
flag of si
flag of pi
flag of gj (for both general journal and inventory transfer)
flag of tj (to test the transaction of any journal, rather than the journal record)

Function Keys

The following function keys are available on the *Filters* tab 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.
[F10] - File	File this custom report in the database.
[Ctrl-F10] - Compile	Compile this custom report.
[Shift-F10] - Run	Compile and run this custom report.

Create Custom Report Screen, Screen Tab



Create Custom Report screen, Screen tab

On the *Screen* tab, 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 print 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.

Function Keys

The following function keys are available on the *Screen* tab 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.
[F10] = File	File this custom report in the database.
[Ctrl-F10] = Compile	Compile this custom report.
[Shift-F10] = Run	Compile and run this custom report.

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 their own coordinates and display attributes which you will use to give them the desired appearance and behavior.

Fields on the Create Custom Report Screen, Screen Tab

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 [Ctrl] and [Alt] are both 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.

Cl

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 ({}).

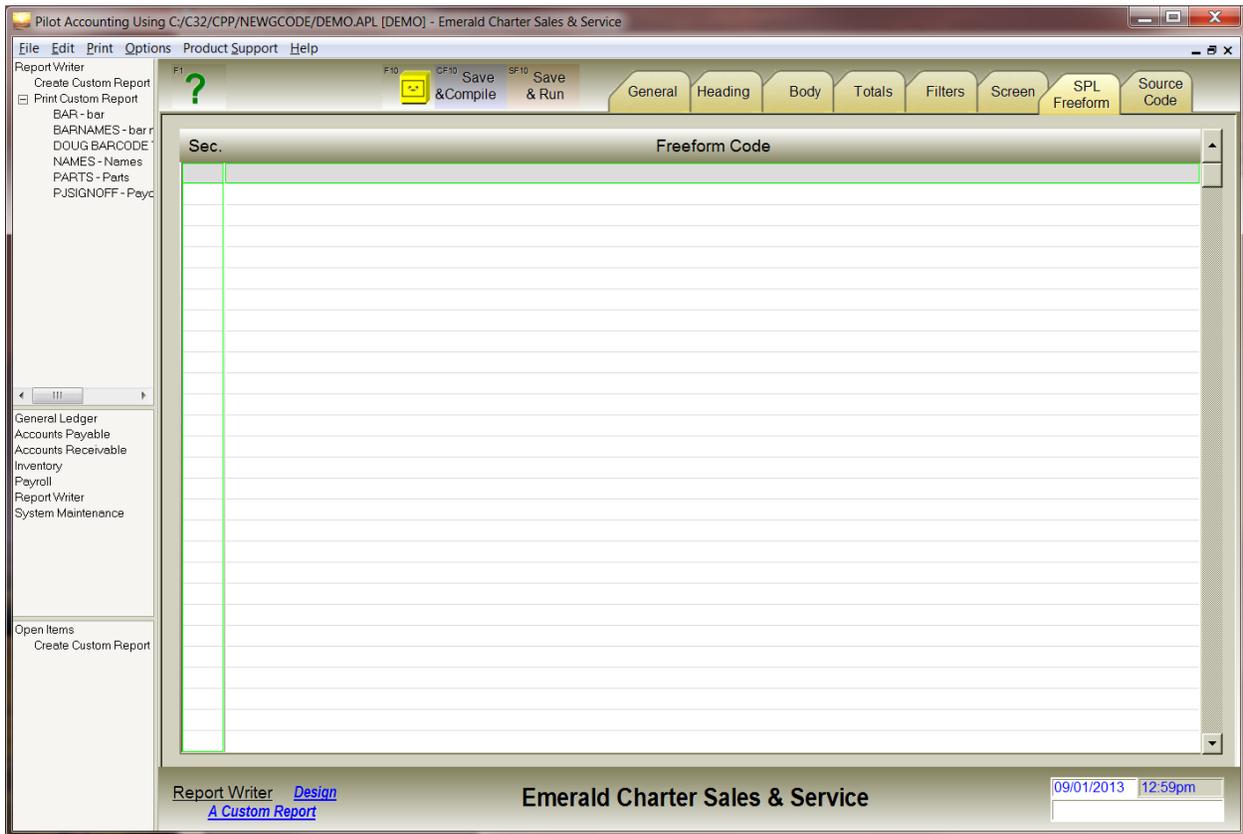
In the help messages of the sample screen, the first line prints in highlighted text and a larger font. This is accomplished with a control string placed before the text. The control string is normally not visible, but you may reveal it so it may be edited. Reveal the control strings by pressing [Ctrl-Insert]. 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 Pilot 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.

Create Custom Report Screen, SPL Freeform Tab



Create Custom Report screen, SPL Freeform tab

Using Freeform SPL Source Code

When you design a report, the report writer creates a program in the SPL language. While the report writer has limits to its capabilities, the SPL language has far fewer limitations. When you require something in a report that the report writer is not capable of directly, you may be able to write SPL code to do the job.

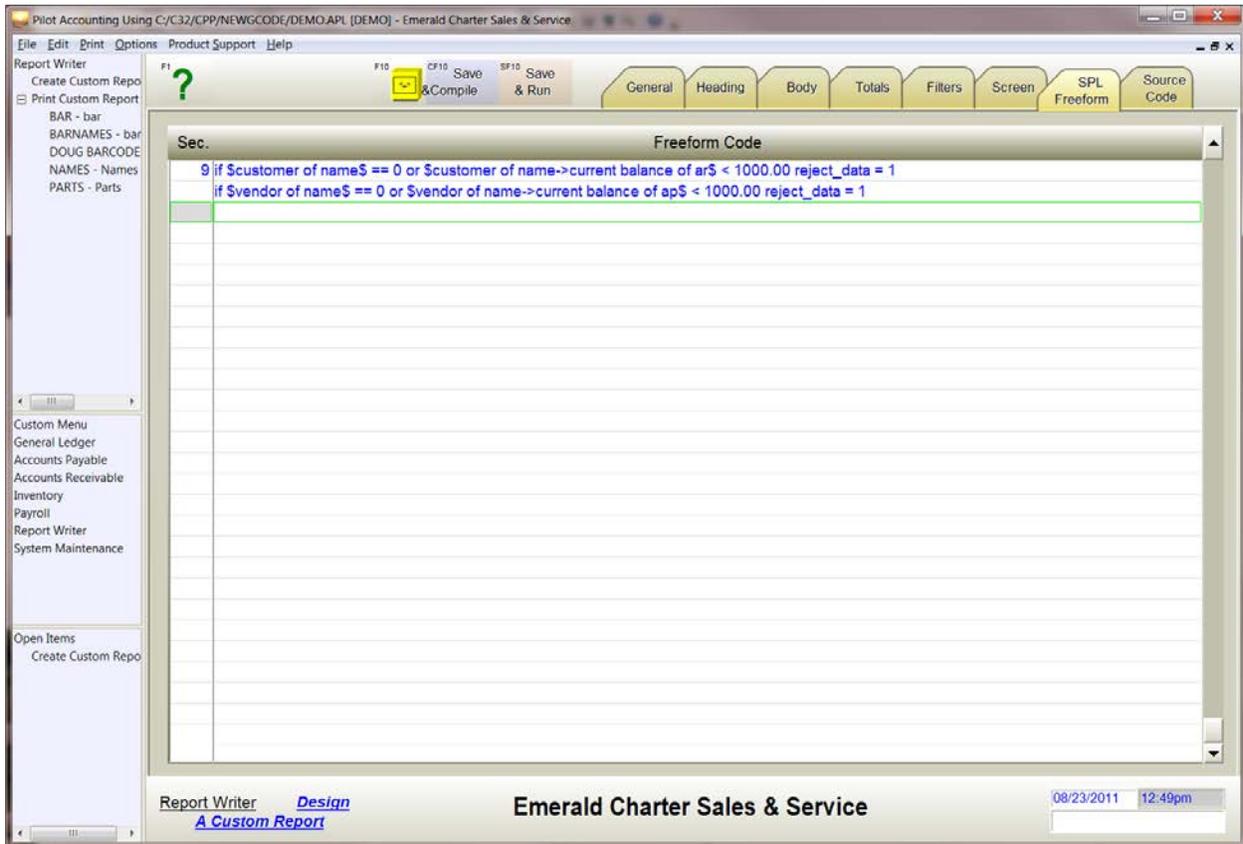
The report writer offers a way to incorporate your freeform SPL code into the generated code so that you can continue to make changes to the report form with your custom code in place. You will use both the *SPL Freeform* tab and the *Source Code* tab to create and position your custom SPL code.

When you save a report form, SPL source code is generated for that form which can be viewed, but not changed, in the *Source Code* tab. You will examine the source code to decide where your custom code should be inserted. You can't apply your code entirely at random within the report, but you will find many locations in the source code view where custom code can be inserted.

These insertion points will vary somewhat based on the style of report that you have designed, but their position is fixed relative to the generated code around them.

Freeform SPL Insertion Points

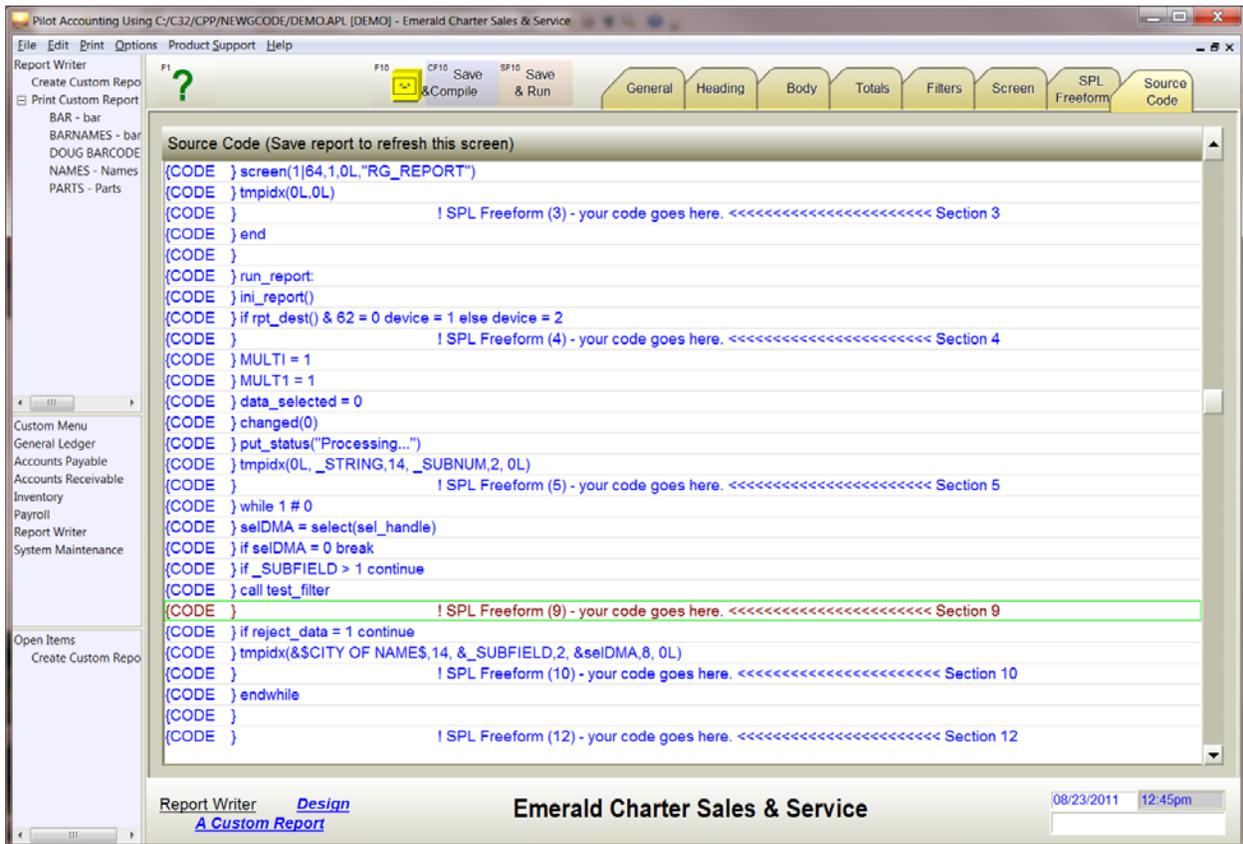
This example shows part of a typical report source code with no custom code added. You could design a block of custom code to be inserted at any of the numbered *SPL Freeform* Sections.



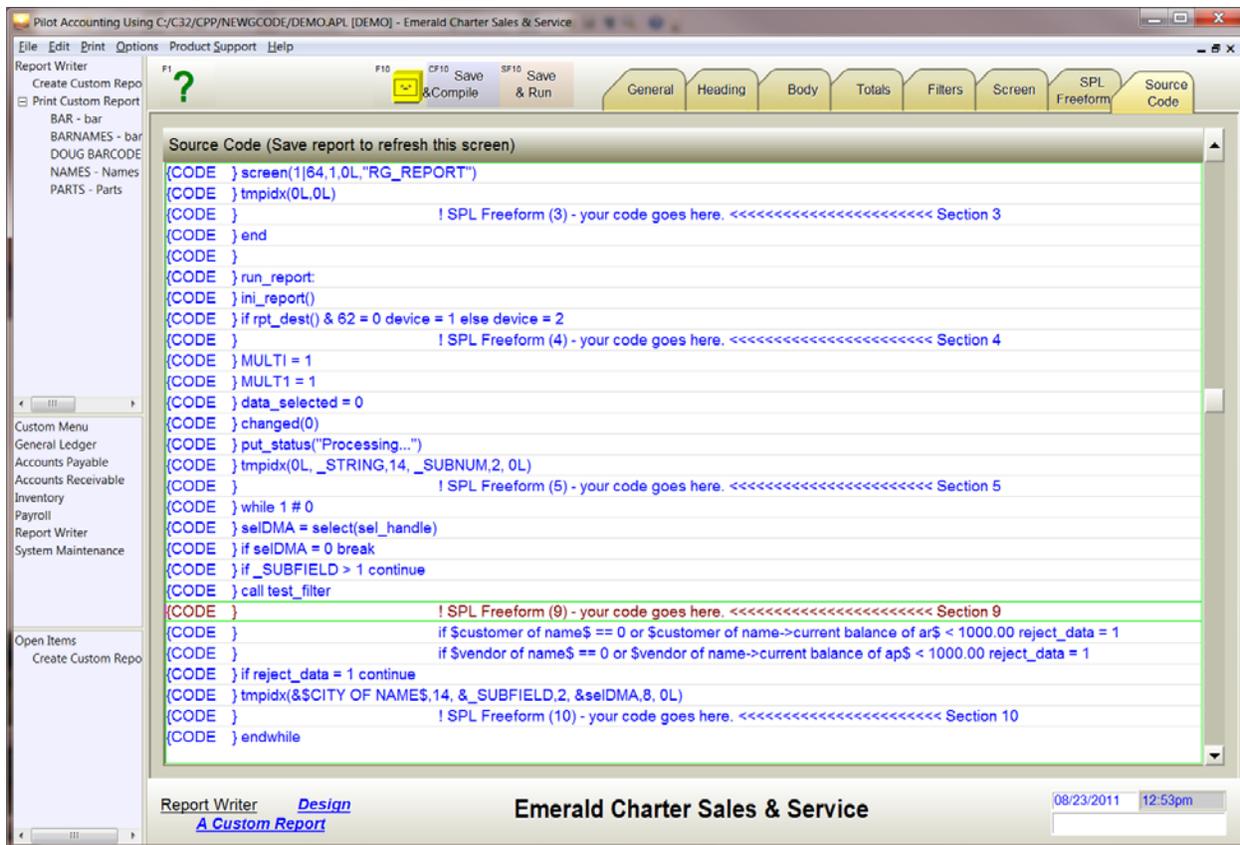
Create Custom Report screen, SPL Freeform tab

We'll add some code at section 9, right after the call to `test_filter`. We will use the *SPL Freeform* tab for this. Enter the section number on the first line of each block of code. Every line can have a section number, but that isn't required.

After we save the form, the source code looks like this:



Create Custom Report screen, Source Code tab



Create Custom Report screen, Source Code tab

You can add as many lines of SPL code as you like to any section. If your code calls a subroutine or branches to a label, that subroutine or label must exist within this report, but does not have to be in the same section. Labels must end with a colon (:) and must begin with a letter or underscore. If your code calls a C language function, that function must be intrinsic to Pilot. Any variables required by the function must be declared on the *Filters* tab, *Var Types/Variable Names* field or by adding the declarations as custom code to *Freeform Section 1*.

When SUMMUS data structures are used elsewhere in the report writer, they are translated to resolve all linkages and relationships to other report items, usually resulting in more complex forms. This translation does not take place when SUMMUS data structures are used in custom code. You must supply the correct form yourself. Here are some examples:

CUSTOMER CITY OF SI	Can't use this in custom code
<i>translates to</i>	
\$ENTRY OF TJ->CITY OF NAME\$	Use this in your custom code

You should always surround data structures with dollar signs to reduce ambiguous interpretations for the compiler.

In many cases, you can examine the entire source code of your report to see how Pilot has translated other items.

Reports that Modify Data

The following discussion describes procedures that are dangerous and may damage your database, causing data corruption or data loss. Do not test these techniques on live data. Make a verified backup of your database before you run any report that modifies data!

Generally, reports do not modify any data in your database. However, you can write custom code into a report to modify records and write them back to the database.

Here is a simplified outline of the procedure:

- Select a record.
- Perform tests to see if the record should be modified. If not, loop to select the next record.
- Obtain a handle to the record.
- Put changed data into the record.
- Write the record to the database.
- Loop to select the next record.

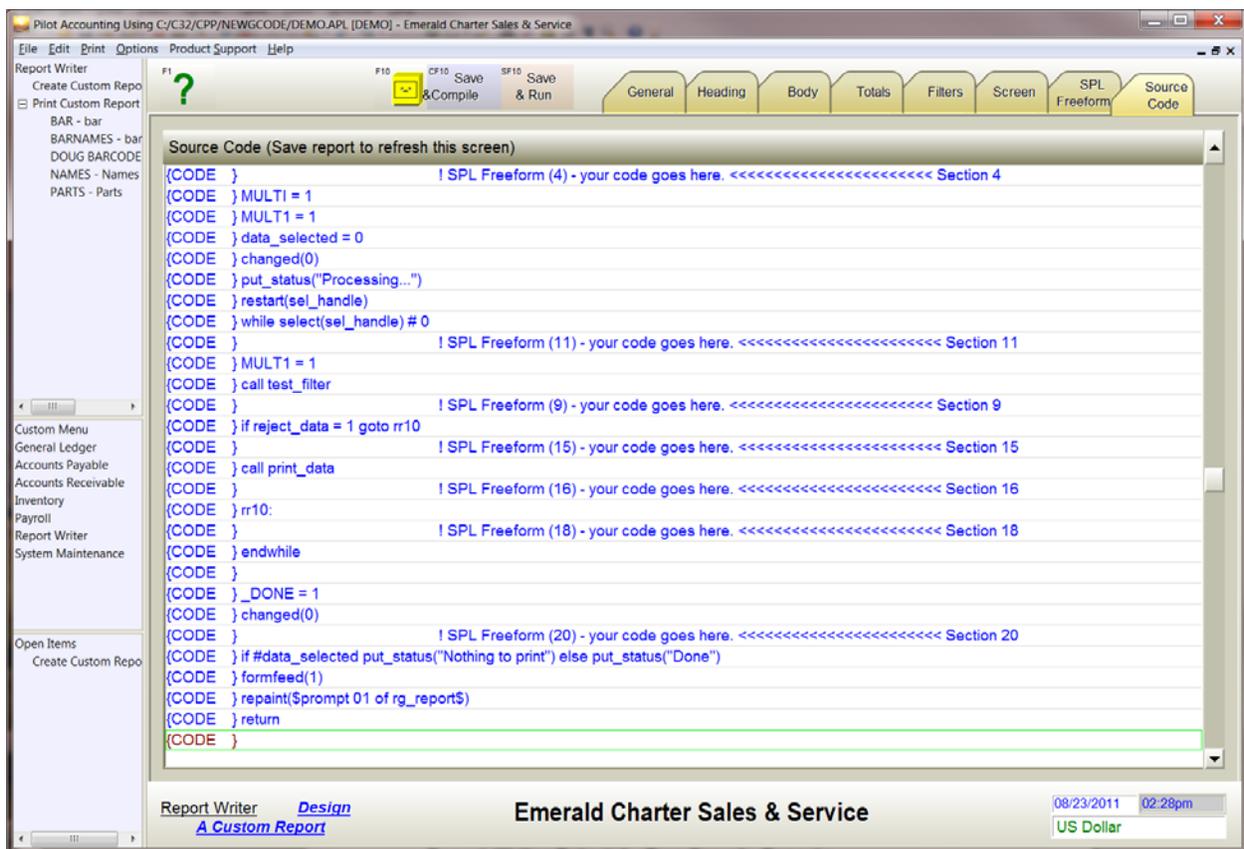
The report writer already performs several of these steps while printing an ordinary report. You will need to use Freeform SPL to obtain a handle, put the data and write the record.

We'll write a report that changes one zip code to another and changes the city for selected names in the database. We will select each name, test the existing zip code, loop if it's not the one we want, get a handle to the name record, put the correct city and zip code, write the

name record out to the database and loop to the next name. We'll print a report that shows only the names we changed. Each name will print twice, first with the original city and zip, then with the new city and zip, with a linefeed between each pair of names.

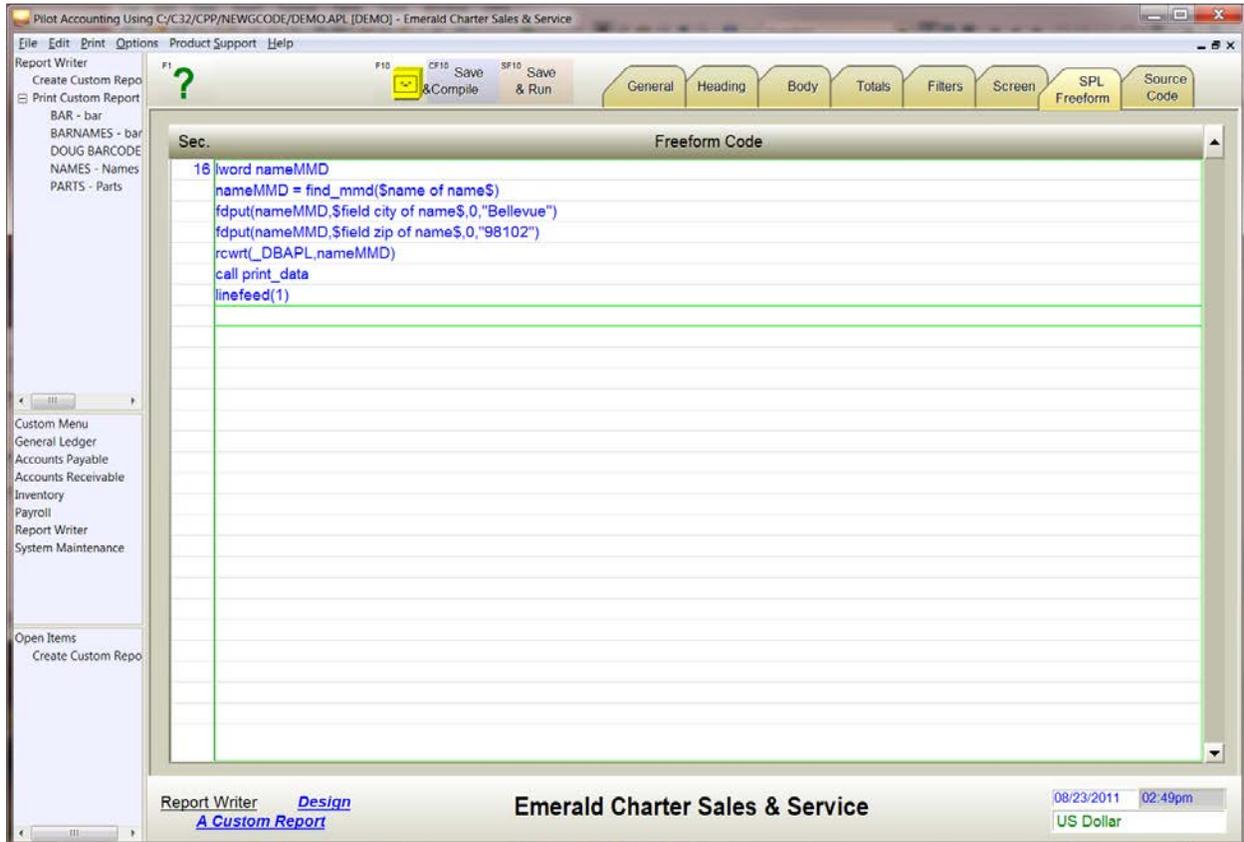
First we write a very simple name list report and save it. Details aren't shown, but we'll print ID, name, city, state and zip, and select from the NAME table. We'll filter on ZIP OF NAME = "98101". This will deliver all the data that we want to change and will generate source code that we can add to.

On the *Source Code* tab, find a place in the report program to add our custom code. Section 16 looks like a good place.



Create Custom Report screen, Source Code tab

On the *SPL Freeform* tab, add some code:



Create Custom Report screen, SPL Freeform tab


```
fdput(nameMMD,$field zip of name$,0,"98102")
```

Similar to above

```
rcwrt(_DBAPL,nameMMD)
```

Using the handle, write the name record out to the database.

_DBAPL is the database number that we are logged into.

```
call print_data
```

Print the same line again. This time, the new city and zip will print.

```
linefeed(1)
```

Print a single linefeed after.

Test your code thoroughly in a play database before using it in a live environment, and back up your database first.

Report Writer Tutorial - Two Sample Reports

Included in the Pilot 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.

Pilot Accounting Using C:/C32/CP/NEWGCODE/DEMO.APL [DEMO] - Emerald Charter Sales & Service

File Edit Print Options Product Support Help

Report Writer
 Create Custom Report
 Print Custom Report
 BAR - bar
 BARNAMES - bar
 DOUG BARCODE
 NAMES - Names
 PARTS - Parts
 PJSIGNOFF - Pajc

Emerald Charter Sales & Service

Simple Name List Report

ID Number	Name	Address	City, State, Zip	Telephone
130	Aragon Office Supply	1320 Tara Blvd #300	Bellevue, WA 98006	(206)555-7799
950	Jim Campbell	3432 Welsh Blvd	Bellevue, WA 98007	(206)555-5876
1004	Brad Hunt	12845 Telulah Street	Bellevue, WA 98007	(206)555-8474
1005	Jill's Temp Service	8374 Moton Lane	Bellevue, WA 98007	(555)555-6789
920	Joel Simpson	568 Lincoln Drive	Bellevue, WA 98007	(206)555-9876
500	Rhoda Worthington	1330 Mockingbird Lane	Bellevue, WA 98007	(206)555-1234
1007	Indian Ridge Country Club	101 Country Club Drive	Indian Ridge, WA 98606	(509)555-6011
900	Muran, Dodson & Sampa		Kirkland, WA 98009	(206)837-3693
1003	Cindy Geske	890 Bow Hill Road	Kirkland, WA 98004	(206)555-9438
900	Muran, Dodson & Sampa	34388 Moss Bay Ave.	Kirkland, WA 98009	(206)837-3693
952	Maurice Powell	3500 Lakefront Road	Kirkland, WA 98004	(206)555-1234
900	Muran, Dodson & Sampa		Kirkland, WA 98009	(206)837-3693
150	Alpha Vending Supply	4000 Garison Street	Seattle, WA 98100	(206)555-8903
953	Brian Burns	10493 10th Ave. So.	Seattle, WA 98166	(206)555-9876
1001	Judy Cromwell	3433 19th Ave S.W.	Seattle, WA 98166	(206)555-6704
120	Fred Garvin	2906 3rd Ave. Suite 3001	Seattle, WA 98101	(206)555-4483
910	Marlene Gordon	67655 11th Ave. So.	Seattle, WA 98168	(206)555-7176
1000	Victor Houston	13433 12th Ave. So.	Seattle, WA 98168	(206)555-3456
700	Johnson & Tate Property	5609 Peterson Lane	Seattle, WA 98101	(206)555-2897
955	Jonson Corp.	5600 East Pine	Seattle, WA 98101	(206)555-8960
800	King County Water	2089 19th Street	Seattle, WA 98101	(206)555-8900
110	Nalco Airplane Parts	2001 Airpark Avenue	Seattle, WA 98002	(206)555-1010
1002	Pete Oliver	232 Jackson Blvd	Seattle, WA 98111	(206)555-5343
901	John D. Pilla	49894 174th St. South	Seattle, WA 98397	(206)555-3422
300	Seattle Electric Co.	4545 Boren Ave.	Seattle, WA 98102	(206)555-8709
951	Dale Suko	3200 Woodside Lane	Seattle, WA 98111	(206)555-8743

Status: Page 1 Pages: 1 Printer: HP Officejet 6500 E709n Series (Copy)

Print Report
[Simple Name List](#)

Emerald Charter Sales & Service

09/01/2013 01:39pm
 US Dollar

A Simple Name List Report

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 *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 *Heading* tab (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 "xxxxxxxxxxxxxxxx" 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 let's 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 *Body* tab (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 *Totals* tab for now.

The *Filters* tab (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 *Screen* tab (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.

Pilot Accounting Using C:/C32/PPP/NEWGCODE/DEMO.APL [DEMO] - Emerald Charter Sales & Service

File Edit Print Options Product Support Help

Report Writer
 Create Custom Report
 Print Custom Report
 BAR - bar
 BARNAMES - bar
 DOUG BARCODE
 NAMES - Names
 PARTS - Parts
 PJSIGNOFF - Payc

Emerald Charter Sales & Service
SALES REP REPORT
 SORTED BY SALES REP, THEN BY CUSTOMER
 BEGINNING: 01/01/1996 ENDING: 12/31/1996
 PAGE: 1
 DATE: 09/01/2013
 TIME: 01:41pm

Sales Rep Code	Invoice Number	Invoice Date	Total Sale	Total Cost	Total Profit	Gross Profit
SALES REP:						
CUSTOMER: John Harmon						
1025	02/27/1996		518.89	228.00	290.89	56.06 %
1033	05/20/1996		14,154.15	5,889.60	8,264.55	58.39 %
1035	05/21/1996		97.29	24.00	73.29	75.33 %
1044	07/25/1996		137.43	51.20	86.23	62.74 %
1047	08/09/1996		1,126.98	340.00	786.98	69.83 %
TOTAL FOR CUSTOMER:			16,034.74	6,532.80	9,501.94	59.26 %
CUSTOMER: 1005 Jill's Temp Service						
1026	03/05/1996		5,581.22	985.20	4,596.02	82.35 %
TOTAL FOR CUSTOMER: 1005			5,581.22	985.20	4,596.02	82.35 %
CUSTOMER: 1006 Austin Pacific Jet Leasing						
1042	07/08/1996		9,177.69	5,800.00	3,377.69	36.80 %

Status: Page 1 Pages: 1 Printer: HP Officejet 6500 E709n Series (Copy)

Print Report
[Sales Rep Commission Report](#)

Emerald Charter Sales & Service
 09/01/2013 01:42pm
 US Dollar

A Simple Name List Report

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 *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 *Heading* tab (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 *Body* tab.

On the *Body* tab (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 *Filters* tab, 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 *Totals* tab (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 *Totals* tab, 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 leftmost 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 *Filters* tab (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 *Screen* tab.

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, *Screen* tab, 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 Pilot. 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.

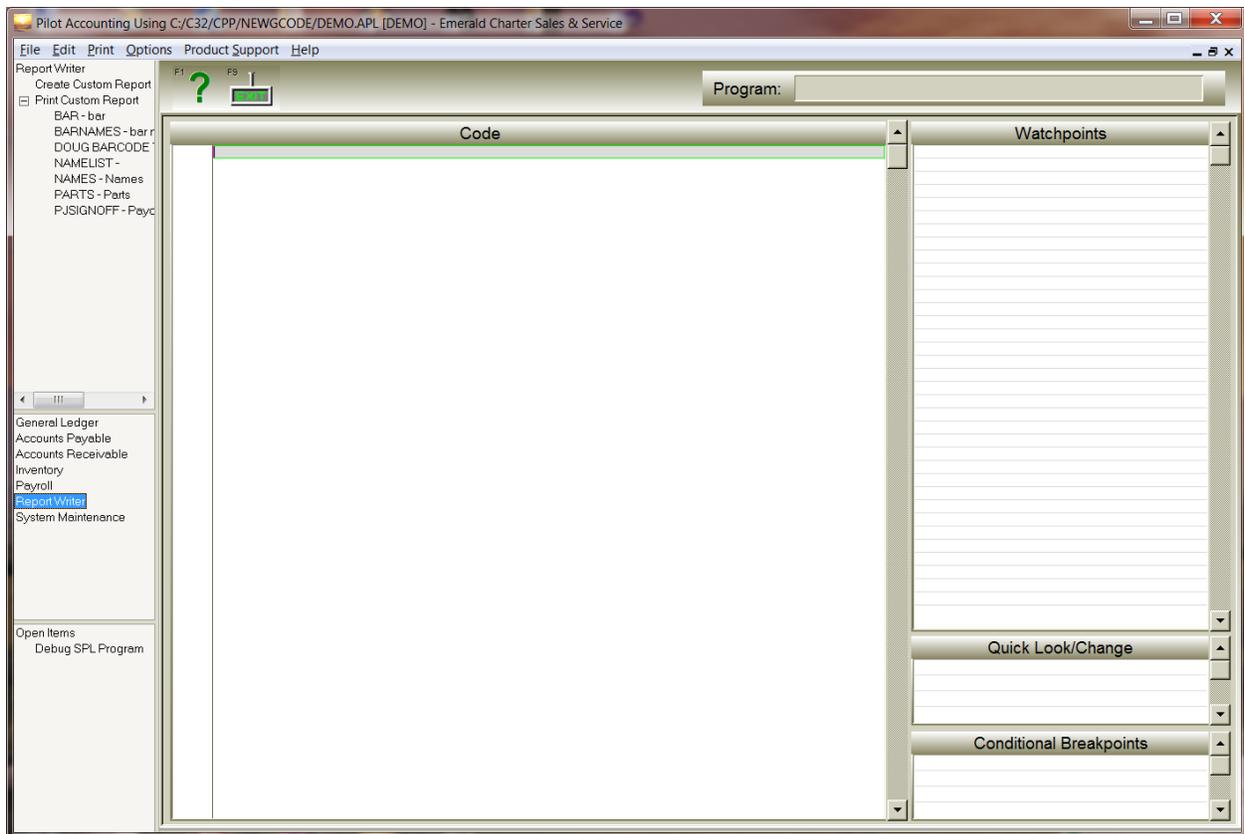
Now, compile the report for a test print by pressing the *Save & Run* button (Shift-F10). When the report compiles correctly, the launch screen will display, ready to print. This also installs the report permanently into this database.

Using the SPL Interactive Debugger

Pilot includes a full-screen interactive symbolic debugger for the SPL language. It is simple to use, and allows you to run your SPL program or report while stepping one line at a time, watching values in data items and variables. With the debugger, you can watch and track dynamic events such as results of function calls, break when a variable or function reaches a desired value, and even change the values of variables.

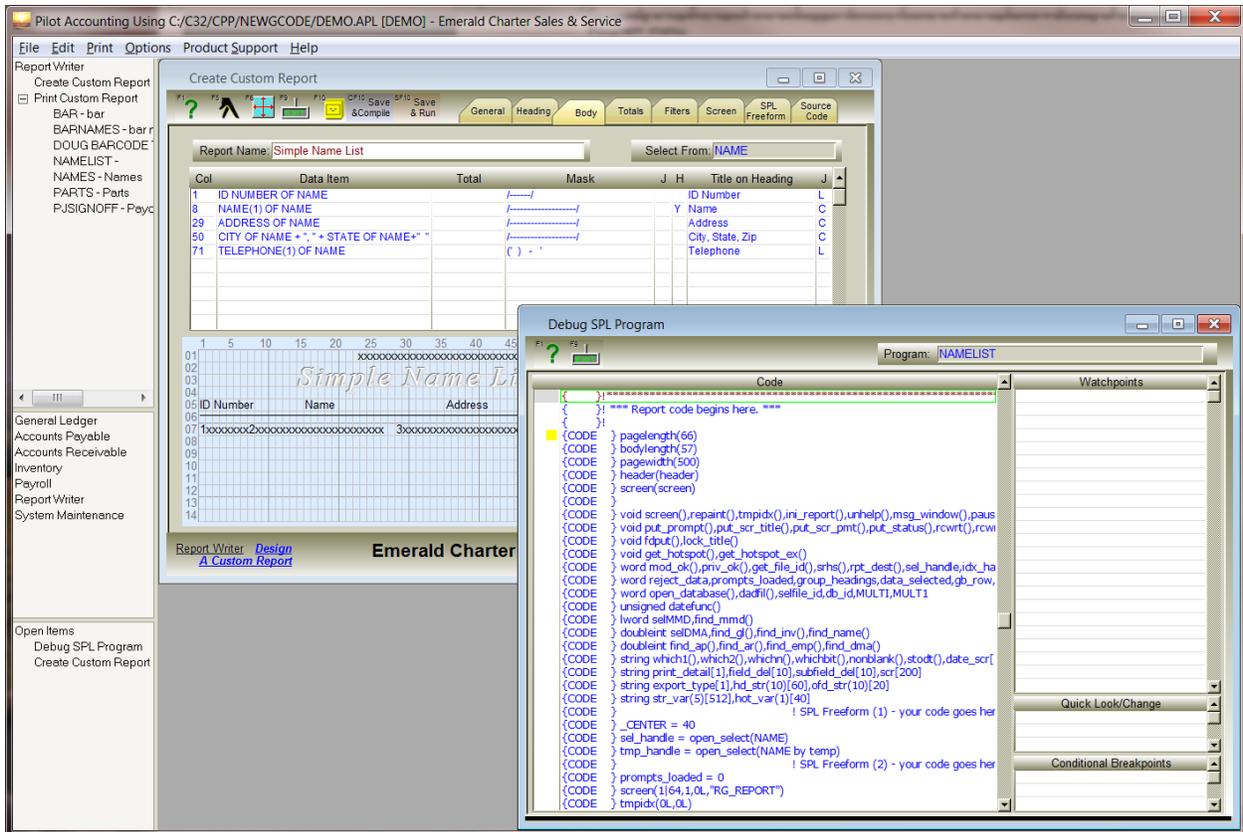
The debugger operates only on programs written in the SPL language and compiled with symbolic information. When the debugger screen is open, the report writer automatically compiles its output in debug mode with symbols, ready for the debugger to use. If you write hand-coded SPL programs and compile them, use the compiler switch “/d” at the end of the filename to include symbols for the debugger.

To debug a report, open the debugger screen, found on the *Options->Debug SPL Program* menu.



The SPL Debugger screen

The debugger screen will be empty to begin with. Nothing will display until you start to run an SPL program or report. Make the debugger screen smaller and open the *Create Custom Report* screen. Display the report that you wish to debug and press the *Save & Run* button. The debugger screen should then look similar to this.



Debugging a Report

The program source code displayed in the *Code* window and in the *Source Code* tab of the report writer is the same. A yellow dot marks the current line (next line to execute) in the code. The name of the program is shown in the *Program* prompt at the top.

You can't edit or change the source code from within the debugger.

You will use keyboard function keys to operate and control the debugger screen.

[F10]

Press [F10] to execute the current line of code and step one line. The current line has a yellow dot next to it. If the current line is a subroutine call or function call, [F10] executes the subroutine or function and stops on the line below your current location.

[F8]

Press [F8] to execute the current line of code and step one SPL instruction. If the current line is a subroutine call, control passes into the subroutine and stops on the first line inside the subroutine. Control cannot stop inside a function, so [F8] behaves like [F10], executing the function and stopping on the line after.

[F5]

Press [F5] to run to the next breakpoint. If no breakpoints are set or encountered, the program will run to completion. [F5] does not single-step.

[F7]

Press [F7] to run to the cursor position. If a breakpoint is encountered, control will stop at the breakpoint. If control reaches the cursor position, the program will stop at the cursor. Otherwise, the program will run to completion.

[Shift-F7]

Press [Shift-F7] while inside a subroutine to jump out of the subroutine to the line following the subroutine call. If a breakpoint is encountered, control will stop at the breakpoint. If control is not inside a subroutine and no breakpoint is encountered, the program will run to completion.

[F9]

Press [F9] to set a breakpoint or remove a breakpoint at the cursor. You can also click with the mouse on the leftmost column to set or clear a breakpoint. Breakpoints are marked with a red dot. Breakpoints remain set when the session ends, so they will still be set when you debug this program again.

To operate properly, breakpoints must be placed on executable lines of code. Code execution will never reach lines that have only a comment (starts with “!”) or lines that have only a label.

[Ctrl-F9]

Press [Ctrl-F9] to remove all regular breakpoints. Conditional breakpoints are not removed.

You can watch the values of a list of items while you step your code. In the *Watchpoints* window, type the names of any variables, functions or data items you want to watch. Be careful to spell them correctly, and their names are case-sensitive.

When watching data items, the debugger can run into problems if an item is not in scope or goes out of scope while debugging. If this happens, you can place an exclamation mark “!” at the beginning of the item name to temporarily shut it off.

When watching a function, the debugger executes the function once with each step. Any arguments to the function must remain valid and in scope as you debug.

When the debugger exits, all watchpoints are saved for the next session. When the debugger loads, saved watchpoints are loaded too, but not executed at load time. They are executed at the first step ([F10] or [F8]). Be sure they are valid before you step.

Use [Ctrl-Delete] to remove watchpoints from the *Watchpoints* window.

When the debugger single-steps or runs your code, it progresses through the lines in the same order that the program would take outside the debugger. You can't skip lines or change the program flow while stepping, but you can change values in variables which can affect program flow. To change a variable, equate it to a new value in the *Quick Look/Change* window, like this:

```
prompts_loaded=5
```

Only variables may be changed. Data items and functions can't be changed, and attempting to will usually cause a program error.

Don't do this!

```
open_select(NAME) = "CUSTOMER"
```

or this!

```
$CUSTOMER ADDRESS OF SI$ = "123 Easy Street"
```

Sometimes you may want to debug a problem that occurs deep in a report only after massive amounts of data have been processed. Single-stepping to the problem would take much too long. Three simple methods can be used to get at the problem quickly.

If a variable or data item attains a certain value just as the problem occurs, set a conditional breakpoint on that item. In the *Conditional Breakpoints* window, use an expression like this:

```
$CUSTOMER CITY OF SI$ == "SEATTLE"
```

The debugger will stop at the point where this becomes true.

The other two methods involve placing a counter variable in your program, probably where report lines print, and incrementing it for each report line. You can easily do this by accumulating a total in the report body.

Set a watchpoint on the total variable and set a breakpoint in the `print_data` subroutine. Use the [F5] key to quickly run to the breakpoint again and again while making note of the total value until the error occurs. The watchpoint should show a value very close to where the error occurred.

Finally, set a conditional breakpoint on the counter and adjust it to narrow in on the error, like this:

```
counter == 125000
```

If the error occurs before the breakpoint is hit, reduce the count by a little. If you hit the breakpoint with no error, increase the count. Each time, adjust the count by half of the previous adjustment.

Use [Ctrl-Delete] to remove conditional breakpoints from the *Conditional Breakpoints* window.

Printing a Custom Report

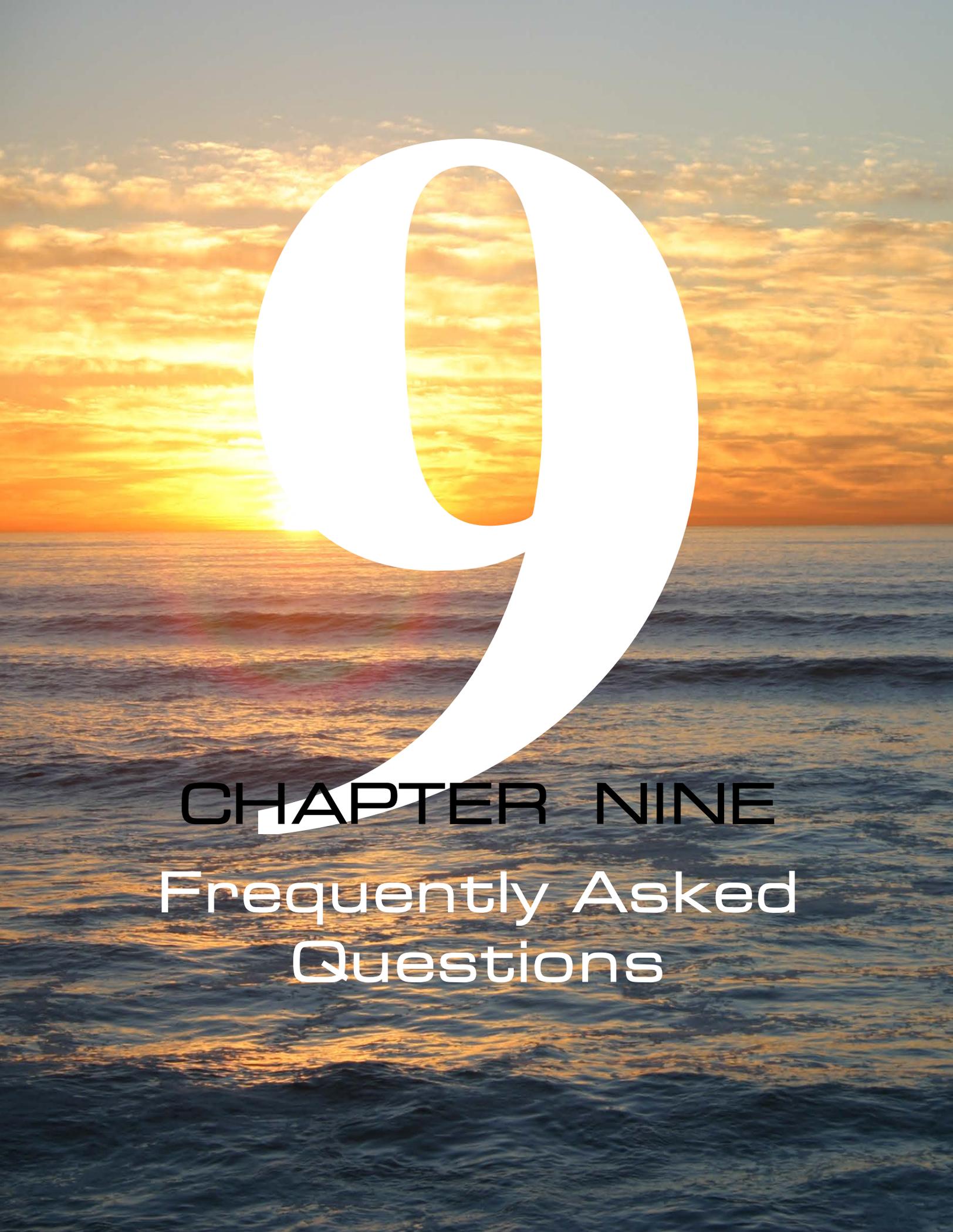
The *Print Custom Report* menu option displays the custom reports you have created, saved and compiled using *Custom Report*. When you design and save a report, it is only available to print from the database where it was created. To make the report available to other databases in Pilot, you must log into each database, run the *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.

To remove a report from the *Print Custom Report* menu, display it in the *Create Custom Report* screen, then press [F8] to delete it. The report is removed from the database that you are logged into, but the source code file is not deleted.

A large, white, stylized number '9' is centered on the page. The background is a sunset over the ocean, with the sun low on the horizon, casting a golden glow across the sky and reflecting on the water. The sky is filled with soft, golden clouds, and the water shows gentle ripples and waves.

9

CHAPTER NINE

Frequently Asked Questions

Overview

As you begin to learn and use Pilot, you can benefit from the answers to questions which most users eventually ask. People use Pilot 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 *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 Pilot 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.

You can print a report with parameters set to a range where the record should be included. Print the report to the screen, find the record in the report and click to drill-down to the record. You can use the report writer to design reports with drill-downs just for auditing, so it's simple to list the records that you want to see.

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 by typing over existing data or adding new lines to the screen. 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. Pilot will either ask for permission to delete the record (you can 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 copy of a record already in the database?

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 and display an existing record. In either case, when you press [alt-F10], the record is saved but also remains on the screen, and the screen status (in the lower left corner) changes to *Add* instead of *Select*.

Is there a fast way to print a document?

Yes. Most data entry 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. If you just saved a document, you don't have to redisplay it before you print. Press [shift-F10]. Pilot 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 Windows or Pilot, you can select from them by clicking the walking fingers. 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 report launch screens or *Print*→*Printer Setup* from the top menu bar) 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. Every reference to that item in the database will now show the new number.

Will Pilot 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, Pilot warns them when they do so. Please use caution! Normal logins should never have SYSOP privilege set. You should know what the effects will be before you change prior periods.

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

Pilot 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 Pilot 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 Pilot fill up or slow down?

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

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 Pilot users maintain at least 3-4 years of detailed information on-line.

How many people can be using Pilot at one time?

When you register Pilot you specify the number of users you purchased. Any number of users up to this maximum number may be using Pilot at once.

Can two people be invoicing at the same time?

Yes. With few restrictions, any number of people can be doing anything in Pilot simultaneously. In addition, you can open the same screen multiple times in your own Pilot session.

Pilot 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 [User’s Guide, Chapter 2 - Getting Started](#). We recommend that, at the very least, you read the first four chapters in this volume.

Should I make backups? How?

Yes, you should make frequent backups. Pilot includes a backup program described in the [User’s Guide, Chapter 2 - The Pilot Automatic Backup](#). Our very general recommendations are:

1. Establish a regular backup schedule. *Pilot Automatic Backup* makes this easy.
2. Verify that the backup actually worked. Pilot Automatic Backup does this for you. Most backup software has a “compare after backup” feature. Make sure it’s turned on. Also, most backup software skips files that are in use. Make sure all users are logged out of Pilot before backing up, or make copies of your databases in a different folder, then back those up.
3. Dedicated hard drive devices, tape or high capacity removable disks (writable CD-ROM, DVD, etc.) all work fine. There are a number of subscription services that provide scheduled backup over the internet.

4. If you suspect a database problem, **DO NOT BACKUP OVER YOUR LAST GOOD BACKUP!** Backup on fresh media or copy your database to a new folder. 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 Pilot files, backup all files with an extension of .APL, .INI and .CRP. The folder name is typically \PILOT. If you keep all database files in the \PILOT folder or subfolders of \PILOT, it's best to backup the entire \PILOT folder.

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.

If other users are entering or changing data while your report is composing, the totals could also be affected.

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. Pilot 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 with no name on it, used to adjust many accounts including A/P and A/R.

Use the *Transaction Audit Trail* 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 Inventory Activity report, which doesn't agree with the Inventory List report. The Transaction Audit Trail report shows no errors. Now what?

The *Inventory Activity* 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 *Inventory Activity* report won't see the entry.

In fact, the *Transaction Audit Trail* 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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