SHARP

Business Software

MZ-80A

PURCHASE LEDGER

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PURCHASE LEDGER
User Guide

CONTENTS

Introduction

Welcome to PURCHASE LEDGER, one of a series of programs which together provide a complete range of business software for the SHARP MZ - 80A Personal Computer.

PURCHASE LEDGER is used in conjunction with DIRECTORY which maintains the account names and addresses. It may also be used with other programs in the series to provide a fully integrated business system.

No prior experience of working with computers is necessary to operate PURCHASE LEDGER successfully. There are easy to follow displays taking the form of questions to which the user selects the appropriate reply.

The conventions adopted in PURCHASE LEDGER are followed throughout the other programs in the series making them equally easy to use.

Program Description

PURCHASE LEDGER maintains a Comprehensive Balance Forward Purchase Ledger. Accounts are updated by posting details of Invoices, Credits, and Payments to them.

When posting to accounts, batch totals are displayed to allow the user to double check the entries made. Optionally a Day Book listing may be produced on a printer to provide hard copy confirmation. Posting details may also be output on cassette tape which can be read by the DAY BOOK ENQUIRY program to give a full analysis of postings and ACCOUNT ANALYSIS program to update purchase analysis records.

The status of an account may be displayed or printed at any time to show the postings to that account in the current period and the balances outstanding for the current and previous two periods.

Account Remittances are produced at the end of a period showing full details of account activity and outstanding balances.

A selective Creditors report may be produced at any time to show the total and individual aged balances.

All essential VAT details are maintained for up to 5 VAT rates. The VAT figures are automatically updated when posting to accounts and they may be displayed, printed or reset as required.

Interfaces to other programs

The Name and Address file maintained by the DIRECTORY program is read for account details.

The Purchase Day Book file may be used by the following programs:

DAY BOOK ENQUIRY
ACCOUNT ANALYSIS
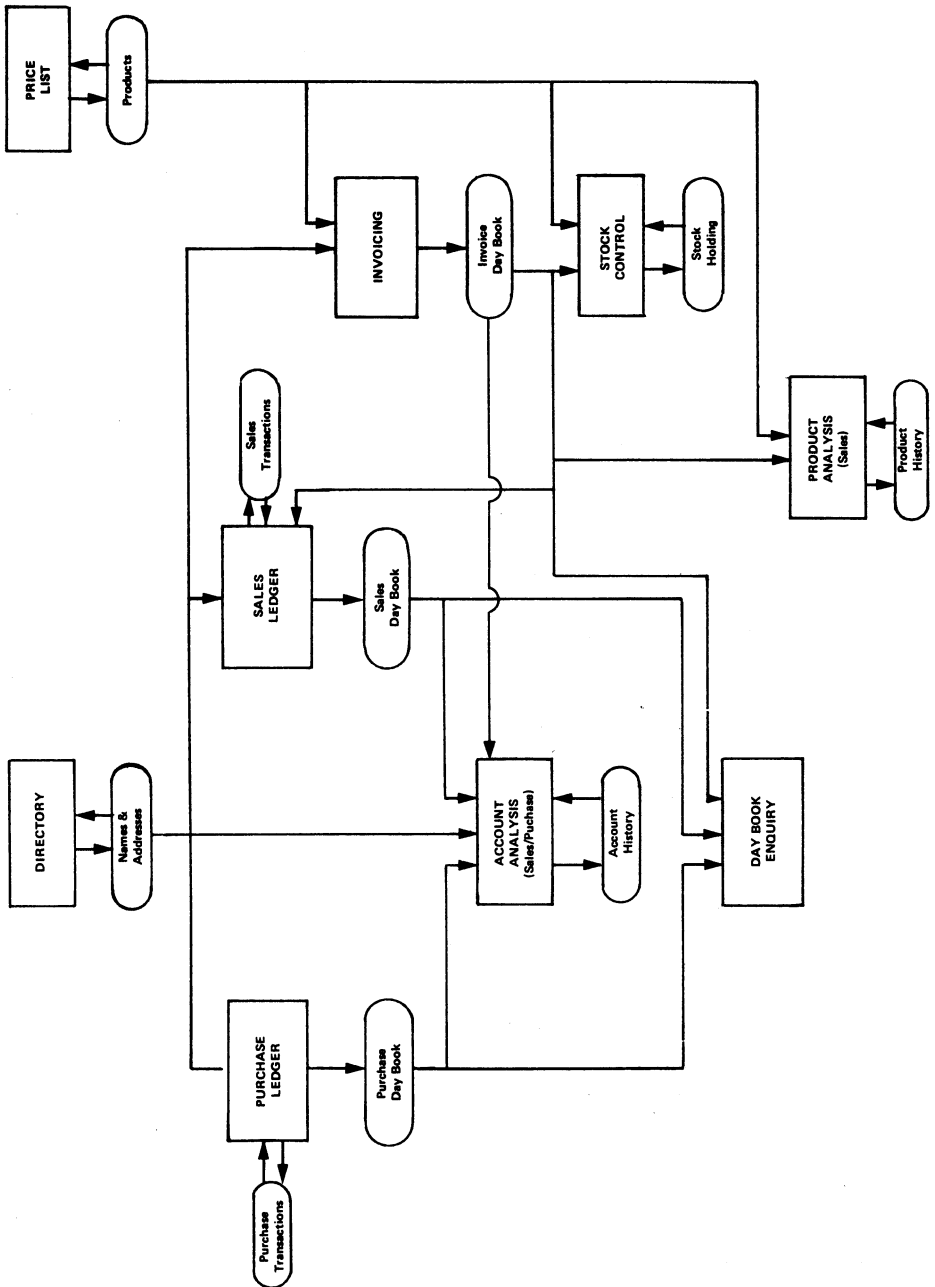
Data Items

Item	Maximum Characters		
Transaction Code	1	1	Invoice
		2	Credit Note
		3	Cash Payment
		4	Cash Correction
		5	Adjustment Debit
		6	Adjustment Credit
Age Code	1	1	Current Period
		2	Previous Period
		3	All Periods before previous period
Reference	5	Invoice/Credit No., etc.	
Date	8	dd.mm.yy	
Amount	8	Maximum Value 99999.99	
VAT Code	1	Range 1-5	
VAT Amount	8	Maximum Value 99999.99	
Nominal Amount	2	Range 1-99	

The Account Codes used are those assigned in the DIRECTORY Program.

A maximum of 100 Accounts can be processed.

A maximum of 16 Transactions can be processed per account in any one period.

Notes on use

1. It is not possible to Close Down PURCHASE LEDGER if any
    new transactions have been posted, or Statements produced until
    a new master transaction file has been written out to tape.

2. To produce Remittances, PURCHASE LEDGER will read the
    Name and Address file again. Remittances will only be produced
    for accounts found on the Name and Address file.

3. When Remittances are produced at End of Period each account
    processed will be cleared of transactions and the balance will
    be updated accordingly.

4. If a Day Book on cassette tape is required it will be opened at
    Options 1 and 2 if not already open and will be closed at Options
    5 and 7.

    Options 3, 4 and 6 have no effect upon the Day Book on
    cassette tape.

Loading the program

1. Load Tape BASIC (SA-5510) in the usual way.

2. Enter MON to return to the Monitor.

3. Load the program tape in the cassette deck.

4. Enter L for LOAD

5. Press PLAY

   The following displays will appear:

   LOADING   LOADER

   LOADING "PURCHASE LEDGER"

   Ready

6. Enter RUN to run the program.

   When the program has closed down at the end another
   program in this series may be loaded without reloading BASIC.

Restarts

If the program should 'Break' for any reason it may be restarted at
the Main Function menu by Entering

   RUN 2000

Any records stored in memory will remain accessible. However,
depending upon the reason for the 'Break' there is a possibility that
some data may be lost or corrupted.
Please use this Restart facility with care.

PURCHASE LEDGER
Operating Instructions

Program Display	Operator Response	Comment
START PROCEDURES		
1. ENTER DATE (dd.mm.yy)? or 'N' TO CLOSE DOWN	1. Enter 'N' to exit from this session of PURCHASE LEDGER OR 2. Enter date in format shown (eg 05.10.82 = 5th October 1982)	Exit from PURCHASE LEDGER
2. LOAD INPUT TAPE: NAME & ADDRESS O.K. (Y/N)?	1. Enter 'N' if you do not wish to load a file OR 2. Enter 'Y' if you are ready to load the file	GO TO STEP 1
3⬇ PLAY	1. Insert tape containing required file and press PLAY	
4. TAPE WAS RECORDED ON dd.mm.yy. READING ACCOUNT... RECORD... An alarm is emitted when the file has been loaded	1. Check file details displayed to ensure correct file was loaded. Press ENTER key.	Alarm stops
5. LOAD INPUT TAPE: PURCHASE TRANS O.K. (Y/N)?	1. Enter 'N' if you do not wish to load a file OR 2. Enter 'Y' if you are ready to load the file	GO TO STEP 8
6⬇ PLAY	1. Insert tape containing the required file and press PLAY	

Program Display	Operator Response	Comment

7. TAPE WAS RECORDED ON
     dd.mm.yy.
 	
   AVE REC SIZE = . . .
 	
   SPACE LEFT = . . . : . . .
              TRANS
 	
   READING ACCOUNT. . .
       RECORD. . .
 	
An alarm is emitted when
the file has been loaded
	1. Check file details
	   displayed to ensure
	   correct file loaded.
	   Press ENTER key.
		Alarm stops

MAIN FUNCTION SCREEN
 	
8. PURCHASE LEDGER
        dd.mm.yy.
 	
   1. ACCOUNTS POSTING
 	
   2. POST CASH
 	
   3. STATUS REPORT
 	
   4. CREDITORS REPORT
 	
   5. REMITTANCE ADVICES
 	
   6. VAT
 	
   7. FINISH
 	
   ENTER OPTION NO. (1 – 7)?
	1. Enter required function
	   number
	
	For function 1
	
	For function 2
	
	For function 3
	
	For function 4
	
	For function 5
	
	For function 6
	
	For function 7
		
		GO TO STEP 9
		
		GO TO STEP 17
		
		GO TO STEP 25
		
		GO TO STEP 28
		
		GO TO STEP 34
		
		GO TO STEP 41
		
		GO TO STEP 46

Program Display	Operator Response	Comment
ACCOUNTS POSTING 9. *LOAD OUTPUT TAPE: PURCHASE DAY BOOK O.K. (Y/N)? *Note this display only appears if Purchase Day Book file is not already loaded	1. Enter 'N' if you do not wish to record Purchase Day Book on tape OR 2. Enter 'Y' if you wish to record Purchase Day Book on tape.	GO TO STEP 11
10.⬇ RECORD. PLAY	1. Load tape: press RECORD and PLAY keys	Program displays **'WRITING PURCHASE DAY BOOK'**
11. DAY BOOK TO BE OUTPUT ON PRINTER O.K. (Y/N)?	1. Enter 'N' if you do not wish to print Day Book OR 2. Enter 'Y' if you wish to print Day Book	GO TO STEP 13
12. *READY PRINTER (Y/N)? *Note this display will not appear if the printer is already on-line	1. Enter 'N' if you do not wish to print OR 2. Ensure printer is on-line Enter 'Y'	GO TO STEP 11
13. CODE (3 chs)?	1. If there are no further records to post press ENTER key. OR 2. Enter code of record to be amended (or '?' if next record is required)	GO TO STEP 16

Program Display	Operator Response	Comment
14. Name. . . . . Max chs . . . : . . . : . . . : . . TRANS CODE 1 − 6 REFERENCE (5) DATE dd.mm.yy. RUN DATE AMOUNT VAT CODE 1 − 5 VAT AMOUNT NOMINAL CODE 1 − 99	1. Press ENTER key if you do not wish to process this record OR 2. Enter posting details	GO TO STEP 13
15. TOTAL . . . . . O.K. (Y/N)?	1. Enter 'N' if details require change OR 2. Enter 'Y' if details are correct	GO TO STEP 14 GO TO STEP 13
POSTING TOTALS 16. TOTAL = . . . : . VAT = ... BATCH = ... END OF POSTING An alarm is emitted to indicate end of posting	Check details displayed are correct: press ENTER Key	Alarm stops GO TO STEP 8

Program Display	Operator Response	Comment

POST CASH
 	
17. *LOAD OUTPUT TAPE:
   PURCHASE DAY BOOK
 	
   O.K. (Y/N)?
 	
   *Note this display only
   appears if Day Book file is
   not already loaded.
	1. Enter 'N' if you do not
	   wish to record Day Book
	   on tape
	
	   OR
	
	2. Enter 'Y' if you wish to
	   record Day Book on tape
		GO TO STEP 19

18⬇ RECORD. PLAY	1. Load tape: press RECORD and PLAY keys	Program displays 'WRITING PURCHASE DAY BOOK'

19. DAY BOOK TO BE
    OUTPUT ON PRINTER
 	
    O.K. (Y/N)?
	1. Enter 'N' you do not
	   wish to print Day Book
	
	   OR
	
	2. Enter 'Y' if you wish to
	   print Day Book
		GO TO STEP 21

20. *READY PRINTER (Y/N)?
 	
    *Note this display will not
    occur if printer is already
    on line
	1. Enter 'N' if you do not
	   wish to print
	
	   OR
	
	2. Ensure printer is on line,
	   enter 'Y'
		GO TO STEP 19

21. CODE (3 chs)?	1. If there are no further
	   records to post press
	   ENTER key
	
	   OR
	
	2. Enter code of record to be
	   amended (or '?' if next
	   record required)
		GO TO STEP 24

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Program Display	Operator Response	Comment
22. Name. . . . . Max chs : . . . . : . . . . : AGE CODE 1 − 3 REFERENCE (5) DATE dd.mm.yy. RUN DATE AMOUNT DISCOUNT ENTER TRANSACTION DETAILS	1. Press Enter key if you do not wish to amend this record OR 2. Enter posting details	GO TO STEP 21
23. TOTAL. . . . . O.K. (Y/N)?	1. Enter 'N' if details require change OR 2. Enter 'Y' if details are correct	GO TO STEP 22 GO TO STEP 21
POSTING TOTALS 24. TOTAL = ... VAT = ... BATCH = ... END OF POSTING An alarm is emitted to indicate end of posting	1. Check details displayed are correct. Press ENTER key	Alarm stops GO TO STEP 8

Program Display	Operator Response	Comment
STATUS REPORT		
25. CODE (3 chs)?	1. Press Enter key if no further records required	GO TO STEP 8
	OR	
	2. Enter Code of required record (or '?' if next record required)	Record details are displayed
26. Print/Continue?	1. Enter 'C' to continue	
	OR	
	2. Enter 'P' to print this record	
27. READY PRINTER (Y/N)?	1. Enter 'N' if you do not wish to print	GO TO STEP 25
	OR	
	2. Ensure printer is on line, enter 'Y'	

Program Display	Operator Response	Comment
CREDITORS REPORT		
28. OUTPUT ON SCREEN (Y/N)?	1. Enter 'Y' if you wish report to be displayed on the screen OR 2. Enter 'N' if you do not wish the report to be displayed on the screen	GO TO STEP 30
29. OUTPUT ON PRINTER (Y/N)?	1. Enter 'N' if you do not wish the report to be printed OR 2. Enter 'Y' if you wish to print the report.	GO TO STEP 8
30. ZERO BALANCES (Y/N)?	1. Enter 'Y' if you wish to process records with zero balances OR 2. Enter 'N' if you wish to process records with zero balances	GO TO STEP 8
31. BELOW LIMIT (Y/N)?	1. Enter 'Y' if you wish to process records below the limit OR 2. Enter 'N' if you do not wish to process records below the limit	If output on screen, record is displayed GO TO STEP 33
32. *READY PRINTER (Y/N)? *Note this display only occurs if printer is not on line	1. Enter 'N' if you do not wish to print OR 2. Ensure printer is on line, enter 'Y'	GO TO STEP 8

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Program Display	Operator Response	Comment
33. Print/Continue/End?	1. Enter 'E' if you do not wish to continue	Report is printed
		GO TO STEP 8
	OR	
	2. Enter 'C' if you wish to continue display/print	

Program Display	Operator Response	Comment
REMITTANCE ADVICES		
34. PURCHASE DETAILS 　　　　　dd.mm.yy 　Max chs : . . . . : . . . . : . . . . : 　NAME　　(24) 　ADDRESS(24) 　　　　　(24) 　　　　　(24) 　　　　　(24) 　PHONE　(11) 　MESSAGE(35)	1. Enter required details	
35. O.K. (Y/N)?	1. Enter 'N' if details require change OR 2. Enter 'Y' if details correct	
36. LOAD INPUT TAPE: 　NAME & ADDRS 　O.K. (Y/N)?	1. Enter 'Y' if you wish to load tape OR 2. Enter 'Y' if you wish to load tape	GO TO STEP 34
37⬇ PLAY	1. Load tape. Press ENTER key	
38. TAPE WAS RECORDED ON 　　　dd.mm.yy. 　START CODE (3 chs)? 　END CODE (3 chs)? 　ZERO ACTIVITY (Y/N)? 　END OF PERIOD (Y/N)?	1. Enter printing option details Enter Y to print a Remittance for every account.	

Program Display	Operator Response	Comment
39. O.K. (Y/N)?	1. Enter 'N' if details require change	GO TO STEP 38
	OR	
	2. Enter 'Y' if details correct	Advices are printed
40. READING ACCOUNT.... RECORD.... The program emits an alarm when printing finished.	1. Unload tape. Press Enter key	Alarm stops GO TO STEP 8

Program Display	Operator Response	Comment
VAT		
41. VAT SUMMARY dd.mm.yy.	1. Enter 'C' to continue	GO TO STEP 8
CODE RATE% INPUTS VAT	OR	
1	2. Enter 'P' to obtain	Print is produced
	printed copy	GO TO STEP 41
2	OR	
3	3. Enter 'A' if you wish to	
4	amend details	
5		
TOTALS		
Amend/Print/Continue		
42. ENTER CODE (1 – 5)?	1. Enter code for which	
	changes are required	
43. RATE?	1. Press Enter key if no	
	changes to rate	
	OR	
	2. Enter rate changes	
44. INPUT?	1. Press Enter key if no	
	changes to output	
	OR	
	2. Enter output changes	
45. VAT?	1. Press Enter key if no	GO TO STEP 41
	changes to VAT	
	OR	
	2. Enter VAT changes	

Program Display	Operator Response	Comment
FINISH		
46. CLOSING DOWN *Note this display only occurs if Day Book is recorded on tape	Ensure Record and Play keys are depressed	
47. UNLOAD	1. Unload tape. Press ENTER key	
48. (RECORDS) HAVE BEEN CHANGED (NO RECORDS) READY TO MAKE NEW TRANS. TAPE O.K. (Y/N)?	1. Enter 'N' if you are ready to make a new tape	
49. LOAD OUTPUT TAPE: PURCH TRANS O.K. (Y/N)?	1. Enter 'N' if you are not ready to make new tape OR 2. Enter 'Y' if you are ready to make new tape	GO TO STEP 1
50 ⬇ RECORD. PLAY	1. Load tape. Press Record and Play keys	
51. Writing PURCH TRANS WRITING ACCOUNT.... TRANS.... CLOSING TAPE – UNLOAD An alarm is emitted when tape is written	1. Unload tape Press ENTER key	Alarm stops GO TO STEP 1

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