

# **POLYMATHIC COMPUTER CORPORATION**

## **FIXED ASSETS SYSTEM**

**Congratulations** on the purchase of your **Polymathic Fixed Assets System**.

To install the enclosed software, please do the following:

1. Verify that you have the following diskettes:
  - Polymathic Fixed Assets Disk 1
  - Polymathic System Disk
  - Example Company
2. Read the **Installation Guide** and follow the procedures for installing the programs on your computer.
3. Complete and mail the **Software Registration Form**.

# FIXED ASSETS SYSTEM

## INSTALLATION GUIDE

### COPYING PROGRAMS TO HARD DISK

The **Polymathic Fixed Assets System** is distributed on three diskettes.

Before using the Fixed Assets program you should copy all files on these three diskettes on to your hard disk as outlined in the following example. **This example assumes that your diskette drive is Drive A: and your hard disk is Drive C:**

1. Insert the diskette labeled **Polymathic Fixed Assets Disk 1** in Drive A:
2. Run the installation procedure by typing:  
A:FAINSTAL A: C:
3. Follow the remaining instructions displayed by the installation program.

The **Polymathic Fixed Assets System** is now ready to be initialized.

### INITIALIZING THE POLYMATHIC FIXED ASSET SYSTEM

#### Setting the Drive Search Defaults

The **Polymathic Fixed Assets System** allows the user to specify which drives are to be searched for data and program files. Initially, the system will only search the logged on drive. This can be changed to adapt to your computer's configuration by running a program known as **SETDRIVE**. To run this program type **SETDRIVE** and press . The screen will appear as follows:

Drives:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N

In the above examples, Drives C: and D: are set to be searched. This means that the system will only look for program and data files on the logged on drive and drives C and D. Any program or data files on other drives that you have configured will be ignored. To change the settings, type  to set a drive to be searched or  to exclude a drive from being searched or  to keep the existing value. Normally you would only set the hard drive(s) letters on which you intend to keep your program and data files. **You are now ready to setup your first company. To do this follow the instructions outlined under Company Setup.**

# **POLYMATHIC COMPUTER CORPORATION**

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# **POLYMATHIC COMPUTER CORPORATION**

## **SOFTWARE REGISTRATION FORM**

**IMPORTANT!** In order that you can receive notification of modifications or updates of this program you **MUST** complete this form and return it immediately. Technical support will not be provided unless we receive a completed registration form.

<b>Package Name:</b>	
<b>Serial Number:</b>	<b>Purchase Date:</b>
<b>Contact Name:</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>City:</b>	<b>Province</b>
<b>Postal Code:</b>	<b>Telephone:</b>
<b>Fax Number:</b>	

### **Instructions For Use:**

1. Register one software package per form.
2. The package name may be found on the binder spine.
3. The serial number may be found on the MASTER diskette.

# **POLYMATHIC COMPUTER CORPORATION**

## **FIXED ASSETS USER'S MANUAL**

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Please refer to the **Software License** for limitations on use and reproduction of the software package.

**POLYMATHIC COMPUTER  
CORPORATION**

**FIXED ASSETS SYSTEM**

**USER'S MANUAL**

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# CHAPTER 1: FIXED ASSETS OVERVIEW

The *P.C.C Fixed Asset System* is designed to reduce the time and effort involved in maintaining the necessary information for depreciation assets.

## FEATURES

- Two methods of depreciation are available
  - straight-line,
  - declining balance.
- Depreciation on each asset is calculated for both book and tax purposes.
- Fields are provided for the location of each asset, serial numbers, investment tax credits, insurance and property classes.
- The system allows for multiple locations, departments and classes of assets.
- The depreciation expense and accumulated depreciation for each asset can be viewed on the screen.
- The system will ensure that the accumulated Net Book Value does not exceed the cost of the asset.
- Depreciation is calculated by asset category to aid in general ledger accounting.
- Reports are available detailing asset additions and dispositions for the fiscal year to help in preparation of tax returns.
- A report writer can be purchased separately to aid in creating customized reports.

As with all Polymathic software the Fixed Assets system features password protection, unlimited file sizes and multi user/company capabilities.

# CHAPTER 2: GENERAL DATA ENTRY

## INSTRUCTIONS

A number of data entry procedures are the same for all the applications described in this manual. These data entry procedures are as follows:

### THE ENTER KEY

The enter key, **↵** (Enter) is always pressed after every entry to start processing. The only time you don't press **↵** (Enter) is when you are using a function key such as **F5**.

### MENUS AND SUBMENUS

The programs that make up this accounting package are accessed by means of a menu. Each menu choice is displayed on the screen, with a number to its left. To make a selection, type the number of the desired item, and press **↵** (Enter).

For example, the following menu is typical

```
P.C.P.L                MAIN MENU                MASTER 3.16
RM                    Wed MAR 31/93
CRT # 1                13:16:47

                        1 Payroll
                        2 Accounts Receivable
                        3 Accounts Payable
                        4 Sales Analysis
                        5 General Ledger
                        6 Security
                        7 System Utilities
                        8 Daily Closing
                        9 Monthly Closing
                       10 Print Reports
                       11 Time Accounting
                       12 Fixed Assets
                       13 Inventory / Order Entry
                       14 Vertical Markets

                        Q Query
                        S Status
                        E Exit
                        E Enter selection
```

To select *Fixed Assets*, type **12** and press **↵** (Enter).

## GENERAL DATA ENTRY

---

When an application has been selected, a submenu is frequently displayed, providing a number of further choices on how the application is to be run, or what part of the application is to be run.

For example the following is the Fixed Assets submenu.

P.C.P.L	Fixed Assets	TLFIP030 2.05
RM	Main Menu	31/03/93
Typist 04		
1 Master File Maintenance		
2 Calculate Depreciation		
3 Reports		
E Exit		
E Selection		

To select *Master File Maintenance*, type **1** and press **↵Enter**.

### OPTIONAL FIELDS

Optional fields (fields not required) may be skipped by pressing **↵Enter**.

A number of screen entry fields allow entry of data but also default to a particular value if **↵Enter** is pressed. A default value is simply a value automatically selected by the program if you do not enter a value.

**For example:**

- A date field will often default to the current date (system date) or the last date entered.
- **↵Enter** can often be pressed to answer a Yes or No question by default.

### DATE FIELDS

Enter all dates in the format *ddmmyy* (six numeric digits, with no slashes) representing *day month year*. The computer will check that the month entered is valid (1-12), as well as the day (1-31) and the year (0-99).

### THE DECIMAL POINT

The decimal point does not have to be entered unless the characters to the right of the decimal point are non zero. However, decimal points must be entered if the digits to the right of the decimal point are not equal to zero.

## EDITOR

The system includes an Editor utility that allows the user to correct errors made during data entry. The EDITOR can be accessed by pressing **F1**.

**Note:** Some older versions of the software use **8** or **(Shift) ^** to access the editor. If **F1** is not working try one of these keys.

The Editor utility will not always bring up the same options because the options change according to where you are calling the editor from. The options that are available through the editor and how they are to be used follows:

### REKEY FROM A FIELD

This option may be used to rekey any of the data entered in a field. If you are on field number 6 and you want to change something in field number 1 you will have to rekey the information from that field on. In most cases, you can press **←Enter** back to line 6 because **←Enter** will remember what you entered in that field last.

To use this option type **1**, and press **←Enter**.

The system will then display:

**[     ]: Enter [field number] or [ENTER] to return**

Type the number of the field that is to be rekeyed and press **←Enter**. The system will then automatically return to this field number.

Simply make your corrections and continue entering your data.

### REKEY/DISPLAY LINE

In some of the programs such as invoices, you can have more than one line entry per item. The Rekey Line option allows you to modify information within a specific line.

Type the number corresponding to Rekey line and press **←Enter**. The system will prompt you to enter the line number that you want to change. It will then display that line allowing you to modify your entries. Once you have made the changes you can continue where you left off.

The Display Line option will prompt you to enter the line number that you want to display. Once you type in the line number and press **←Enter**, the line will be displayed. The system will request that you press **←Enter** to continue where you left off.

### CANCEL PROCESSING

The Cancel option will cancel whatever you are doing. If you are in the middle of an invoice or sales order etc., and you want to cancel press **F1** and type the letter corresponding to cancel. The system will ask you if you are sure you want to cancel before it performs this step.

## F5 LOOKUP FEATURE

The lookup feature allows you to search for information from various input fields. This feature eliminates the need for users to memorize codes used for general ledger accounts, customer accounts, supplier account and numerous other items. For instance the **F5** lookup feature can be used to display a supplier account code in the following manner:

Press **F5** at the Inventory # field and the following screen will appear:

```

P.C.P.L                               Fixed Assets                               TLFIP010 1.09
RM                                     Master File Maintenance                               31/03/93
Typist 04                               Add

[ 11 ] I Fixed Assets
[ 21 ] D 16 [ ] PRINCIP DESK OAK STAINED
[ 31 ] C 17 [ ] BALDER 25 TABLE TOP 120X80 ASH
[ 41 ] S 18 [ ] FRASSE TRESTLE BLACK
[ 51 ] C 19 [ ] FRASSE TRESTLE BLACK
[ 61 ] L 20 [ ] PRINCIP DRAWER UNIT A4/L OAK
[ 71 ] D 21 [ ] PRINCIP DESK OAK STAINED BLACK
[ 81 ] U 22 [ ] FRASSE TRESTLE BLACK
[ 91 ] I 23 [ ] FRASSE TRESTLE BLACK
[101] C 24 [ ] 6 UNITS-STEN 174 SIDE FOSTS
[111] I 25 [ ] 3 UNITS-IUAR CROSS BRACE GALU.
[121] D
[131] D ↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options
[141] D
[15] Salvage value .. : [23] Estimated life .. :
    CDST ..... :      CURRENT DEPR ... :
    ACCUMULATED DEPR:      DEPRECIATED FROM:
    NET BOOK VALUE .. :      TO .. :

Enter [Inventory number] [F5]-lookup [ESC]-returns
    
```

The following options are available:

- ↑ Cursor upwards through the data
- ↓ Cursor downwards through the data
- Pg Up** Page up one screen of data
- Pg Dn** Page down one screen of data
- T** Move to the top of the data
- B** Move to the bottom of the data
- Esc** Exit the lookup feature
- F1** Options:

The options of the lookup feature vary according to what program you are using. This feature will allow you to search for a particular record according to the search criteria that you enter.

For example, if you are in the supplier master of Accounts Payable and you want to search for a supplier by the supplier name, you can press **F1** for Options, then **F3** to search by the supplier's name and enter three or more letters for the supplier you are looking for. The system will then search through the supplier master for the closest match to the three letters that you entered.

Press **F1** and the Options screen will appear as follows:

```

P.C.P.L                               Fixed Assets                               TLFIP010 1.09
RM                                     Master File Maintenance                       31/03/93
Typist 04                               Add

[ 11 I Fixed Assets
[ 21 D 16 [ ] PRINCIP DESK OAK STAINED
[ 31 C 17 [ ] K80 ASH
[ 41 S 18 [ ]
[ 51 C 19 [ ]
[ 61 L 20 [ ] L OAK
[ 71 O 21 [ ] D BLACK
[ 81 U 22 [ ]
[ 91 I 23 [ ] ] FRASSE TRESTLE BLACK
[101 C 24 [ ] ] FRASSE TRESTLE BLACK
[111 I 25 [ ] ] 6 UNITS-STEN 174 SIDE POSTS
[121 D
[131 D ↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options
[141 D
[151 Salvage value ..: [23] Estimated life ..:
    COST ..: CURRENT DEPR ...:
    ACCUMULATED DEPR: DEPRECIATED FROM:
    NET BOOK VALUE ..: TO ..:

Enter [inventory number] [F5]-lookup [ESC]-returns
    
```

To find a serial number, press **F3**.

The screen will appear as follows:

```

P.C.P.L                               Fixed Assets                               TLFIP010 1.09
RM                                     Master File Maintenance                       31/03/93
Typist 04                               Add

[ 11 I Fixed Assets
[ 21 D 25 [ ] 3 UNITS-IVAR CROSS BRACE GALU.
[ 31 C 26 [ ] ] 18 UNITS-STEN 31 STORAGE SHELF
[ 41 S 27 [ ] ] PRINCIP DESK OAK STAINED
[ 51 C 28 [ ] ] 3 UNITS-MARIN FRAME FOIL BLK
[ 61 L 29 [ Enter serial number ] 6
[ 71 O 30 [ ]
[ 81 U 31 [ ]
[ 91 I 32 [ ]
[101 C 33 [ ]
[111 I 34 [ ] ] PRINCIP G 65 SIDE UNIT
[121 D
[131 D ↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options
[141 D
[151 Salvage value ..: [23] Estimated life ..:
    COST ..: CURRENT DEPR ...:
    ACCUMULATED DEPR: DEPRECIATED FROM:
    NET BOOK VALUE ..: TO ..:

Enter [inventory number] [F5]-lookup [ESC]-returns
    
```

Type at least three numbers or letters for the serial number you are searching for and press **Enter**.

The system will then search through the inventory master for the closest match to your search criteria and will highlight that serial number in the lookup window.

## GENERAL DATA ENTRY

The screen will appear as follows:

```
P.C.P.L                               Fixed Assets                               TLFIP010 1.09
RM                                     Master File Maintenance                               31/03/93
Typist 04                               Add

[ 11] I Fixed Assets
[ 21] D 23 [ ] FRASSE TRESTLE BLACK
[ 31] C 24 [ ] 6 UNITS-STEN 174 SIDE POSTS
[ 41] S 25 [ ] 3 UNITS-IVAR CROSS BRACE GALV.
[ 51] C 26 [ ] 18 UNITS-STEN 31 STORAGE SHELF
[ 61] L 27 [ ] PRINCIP DESK OAK STAINED
[ 71] D 28 [ ] 3 UNITS-MARIN FRAME FOIL BLK
[ 81] U 29 [ ] 3 UNITS-MARIN 61 PLINTH FOIL
[ 91] I 30 [ ] 3 UNITS-MARIN TOP PANEL 61X46
[101] C 31 [ ] 6 UNITS-PRINCIP GE 207 BASIC
[111] I 32 [ ] 9 UNITS-PRINCIP G 207 SIDE
[121] D
[131] D ↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options
[141] D
[15] Salvage value ..: [23] Estimated life ..:
COST ..: CURRENT DEPR ...:
ACCUMULATED DEPR: DEPRECIATED FROM:
NET BOOK VALUE ..: TO ..:

Enter [inventory number] [F5]-lookup [ESC]-returns
```

To select the item simply press **Enter** and the system will enter the supplier into the field you initially activated the Lookup feature from.

You can exit out of the Lookup feature at any time by pressing **Esc**. **Esc** will exit one level of the program, therefore if you are in the options section of Lookup you will have to press **Esc** twice to exit completely out of Lookup.

# CHAPTER 3: MENUS

## MAIN MENU - ALL SYSTEMS

P.C.P.L	MAIN MENU	MASTER 3.16
RM		Wed MAR 31/93
CRT # 1		13:16:47
1 Payroll		
2 Accounts Receivable		
3 Accounts Payable		
4 Sales Analysis		
5 General Ledger		
6 Security		
7 System Utilities		
8 Daily Closing		
9 Monthly Closing		
10 Print Reports		
11 Time Accounting		
12 Fixed Assets		
13 Inventory / Order Entry		
14 Vertical Markets		
Q Query		
S Status		
E Exit		
E Enter selection		

## MAIN MENU - FIXED ASSET SYSTEM

P.C.P.L	Fixed Assets	TLFIP030 2.05
RM	Main Menu	31/03/93
Typist 04		
1 Master File Maintenance		
2 Calculate Depreciation		
3 Reports		
E Exit		
E Selection		

## CHAPTER 4: DAILY STARTUP

### FIXED ASSETS

At the operating system prompt type *POLYSYS* and press **↵Enter**.

The following screen will appear:

```
POLYMATHIC COMPUTER CORPORATION

1 Sign on to Existing Companies
2 Initialize a New Company
3 Exit to Operating System

Use scroll keys ↑ ↓ [selection #] [F3]-Help [ESC]-exit
```

Type **1** or press **↵Enter** to sign on to an existing company.

The following screen will appear:

POLYMATHIC COMPUTER CORPORATION 3.04	
MAY 24, 1994	SIGNON PROCESSING Crt # 1
13:41:46	
Typist # :	
Last signon date:	Last month closed:
Company :	Last year end :
Booted drive : P:\DEMO\RM	Prior year status:

  

1 User Number	: --
2 Password	: --
3 Company	:

Enter [typist number] [F3]-Help

---

[F10]-Exit to operating system [ESC]-Exit to menu

## LOG ON INSTRUCTIONS

Log on to the system as follows:

1. Enter your typist number. The default value is (1).
2. Enter your password. The default is (Enter).
3. Enter the Company number.

The screen will appear as follows:

```

POLYATHIC COMPUTER CORPORATION 3.04
MAY 24, 1994 SIGNON PROCESSING Crt # 1
13:42:12
Typist # : 4 SHAWNA REDMOND
Last signon date: MAR 31/93 Last month closed: FEB/93
Company : P.C.P.L (RM: # 26) Last year end : FEB 28/93
Booted drive : P:\DEM\RM Prior year status: CLOSED

```

PPPPP	CCCC	PPPPP	LLL
P P	C C	P P	L
P P	C	P P	L
PPPPP	C	PPPPP	L
P ***	C ***	P ***	L
P *****	C C *****	P *****	L
P ***	CCCC ***	P ***	LLLL

PROCESSING DATE : 31/03/93 [MAR 31/93]

S Select: Start Modify Cancel Exit D/S

Change the processing date so it is not more than one month later than the date of last month.

Type **S** and press **Enter**.

The screen will now appear as follows:

```

P.C.P.L MAIN MENU MASTER 3.16
RM Wed MAR 31/93
CRT # 1 13:16:47

```

- 1 Payroll
- 2 Accounts Receivable
- 3 Accounts Payable
- 4 Sales Analysis
- 5 General Ledger
- 6 Security
- 7 System Utilities
- 8 Daily Closing
- 9 Monthly Closing
- 10 Print Reports
- 11 Time Accounting
- 12 Fixed Assets
- 13 Inventory / Order Entry
- 14 Vertical Markets

Q Query  
S Status  
E Exit  
E Enter selection

Type **12** and press **Enter** to select Fixed Asset Management.

The screen will appear as follows:

P.C.P.L	Fixed Assets	TLFIP030 2.05
RH	Main Menu	31/03/93
Typist 04		
1 Master File Maintenance		
2 Calculate Depreciation		
3 Reports		
E Exit		
E Selection		

# CHAPTER 5: MASTER FILE MAINTENANCE

```

P.C.P.L                               Fixed Assets                               TLFIP030 2.05
RM                                     Main Menu                               31/03/93
Typist 04

                                     1 Master File Maintenance
                                     2 Calculate Depreciation
                                     3 Reports

                                     E Exit

                                     E Selection
    
```

Type **1** and press **Enter** to select *Master File Maintenance*.

The screen will appear as follows:

```

P.C.P.L                               Fixed Assets                               TLFIP010 1.09
RM                                     Master File Maintenance           31/03/93
Typist 04

[ 1] Inventory # .....
[ 2] Description .....
[ 3] Cost center .....
[ 4] Serial # .....
[ 5] C.C.A. class ...
[ 6] Location .....
[ 7] Own/rent/lease .
[ 8] Vendor # .....
[ 9] Insurance # .....
[10] Cost .....
[11] I.T.C. ....
[12] Depr. rate .....
[13] Depr. method ...
[14] Depr. frequency :
[15] Salvage value ..
    COST .....
    ACCUMULATED DEPR:
    NET BOOK VALUE ..

[16] Date added .....
[17] Date checked ...
[18] Date removed ...
[19] Sale price .....
[20] Rent .....

[21] Depr. override ..
[22] Override periods:
[23] Estimated life ..
    CURRENT DEPR ...
    DEPRECIATED FROM:
    TO ..

[ ] Select:  [1]-Add  [0]-Display  [I]-Import  [ESC]-Exit
    
```

## MASTER FILE MAINTENANCE

---

The following functions are available:

- A Add a new inventory item
- D Display an existing inventory item
- I Import file
- X Exit to fixed asset main menu

## ADDING ITEMS FOR DEPRECIATION

To add a new item for depreciation, type  A and press .

Enter the information as follows:

### INVENTORY NUMBER

This area is coded using up to six alphanumeric characters.

### DESCRIPTION

This area is coded using up to thirty characters to describe the asset.

### COST CENTER

This area is coded using up to ten alphanumeric characters. The general code set up for this particular type of fixed asset could be used.

### SERIAL NUMBER

Record the serial number of the fixed asset here. The maximum number of alphanumeric characters is twenty.

### CCA CLASS

This area is coded using up to 3 numeric characters and represents the capital cost allowance class as per the income tax act.

### LOCATION

This area may be coded using up to thirty alphanumeric characters and is used to specify the location of the asset.

### OWN/RENT/LEASE

The options available are:

- O Own
- R Rent
- L Lease

**VENDOR NUMBER**

This area may be coded using up to five numeric characters. The system will automatically display the supplier name from the supplier master file. If the Accounts Payable system exists on your computer, **F5** can be used to list all vendors.

**INSURANCE NUMBER**

Enter the insurance policy number here. The maximum number of numeric characters that can be entered is five.

**COST**

Enter the cost of the asset here. The maximum number of characters, including the decimal point is ten. The largest number that can be entered is \$9,999,999.99.

**ITC**

This area may be coded using up to eight numeric characters. This amount will be deducted from the cost of the asset in all depreciation calculations.

**DEPRECIATION RATE**

This is the rate of depreciation for the frequency selected.

**DEPRECIATION METHOD**

Valid responses for this field are as follows:

- S** Straight line method
- F** Fixed method
- [blank]** No depreciation

Type the letter corresponding to the depreciation method you would like to use and press **Enter**.

**DEPRECIATION FREQUENCY**

This is the number of times you wish to depreciate the asset in one year. The frequencies available are:

- M** Monthly
- Q** Quarterly
- S** Semi-annually
- Y** Yearly

**SALVAGE VALUE**

This is the amount you think your asset will be worth if sold at the end of its expected useful life. The depreciation module will depreciate your asset to the salvage value.

## MASTER FILE MAINTENANCE

---

### DATE ADDED

This is the date you acquired your asset. Depreciation will start from this date. Enter the date in the form of *ddmmyy*.

### DATE CHECK

This is the last time you checked this item. Enter the date in the form of *ddmmyy*.

### DATE REMOVED

This is the sale date of your asset. Enter the date in the form of *ddmmyy*.

### SALE PRICE

This is entered upon recording of the sale or disposal of the asset. The maximum number of characters, including the decimal point is ten. The largest number that can be entered is \$9,999,999.99.

### RENT

This field represents the rent or lease payment. It will be bypassed if you own the asset.

### DEPRECIATION OVERRIDE

This field allows the user to set up an amount which overrides the normal rate. This works in conjunction with the next field.

### OVERRIDE PERIODS

This field instructs the system to take the number of overrides off first before reverting to the normal depreciation method. This can be helpful when setting up old assets.

<b>For example:</b>	<ul style="list-style-type: none"><li>• old depreciation amounts to 4569.87 user sets up 1 override period for 4569.87 as depreciation override amount.</li></ul>
---------------------	---

### ESTIMATED LIFE

This field is the number of periods you expect to use the asset before retiring it or disposing of it. The number of periods is based on the type of depreciation frequency that you entered. For example, if you entered **S** for semi-annual depreciation and you enter "10" for estimated life, you expect the asset to last for 5 years or 60 months.

Once you enter the estimated life of the asset, the value in months will be entered by the system.

## CORRECTING ERRORS WHILE ADDING RECORDS

When using the ADD function an interactive editing function has been included. To activate the EDITOR type **[A]** and the system will respond as follows:

Select [ ]    1 - rekey from a field    2 - cancel this entry    3 - continue

Type the appropriate number and press **[Enter]**.

You can also Modify the record once you have finished entering all the information. If you have a field to change simply type **[M]** to modify and the system prompt you to enter the field number you want to change. Type the field number, make your changes then type **[Enter]** to accept the record.

## DISPLAYING RECORDS

To display a record, type **D** and press **←Enter**.

The screen will appear as follows:

P.C.P.L	Fixed Assets	TLFIP010 1.09
RM	Master File Maintenance	31/03/93
Typist 04		Display
[ 1] Inventory # ....	██████	
[ 2] Description ....		
[ 3] Cost center ....		
[ 4] Serial # .....		
[ 5] C.C.A. class ...		
[ 6] Location .....		
[ 7] Own/rent/lease .:		[16] Date added .....
[ 8] Vendor # .....		[17] Date checked ...:
[ 9] Insurance # ....		[18] Date removed ...:
[10] Cost .....		[19] Sale price .....
[11] I.T.C. ....:		[20] Rent .....
[12] Depr. rate .....		
[13] Depr. method ...:		[21] Depr. override .:
[14] Depr. frequency :		[22] Override periods:
[15] Salvage value ..:		[23] Estimated life .:
COST .....		CURRENT DEPR ...:
ACCUMULATED DEPR:		DEPRECIATED FROM:
NET BOOK VALUE .:		TO ..
Enter	[Inventory number]	[F5]-lookup [ESC]-returns [0]-serial # search

You can display a record with two methods, you can type the inventory number of a given asset followed by **←Enter** or move down to the serial number field and enter that. On both fields the **F5** lookup feature can be used to list the assets. Once you have typed one of these numbers and pressed **←Enter**, the record will be displayed.

From the display menu, the following options are available:

- ←Enter** Accept the record
- M** Modify the information (The inventory number cannot be changed when modifying.)
- N** Next record
- P** Previous record
- E** Exit display mode

## IMPORT

The import program imports a file into the Asset Master file. For more details please contact Polymathic at 905-738-4089.

P.C.P.L	Fixed Assets	TLFIP010 1.09
RM	Master File Maintenance	31/03/93
Typist 04		
[ 1] Inventory # ....:		
[ 2] Description ....:		
[ 3] Cost center ....:		
[ 4] Serial # .....		
[ 5] C.C.A. class ....:		
[ 6] Location .....		
[ 7] Own/rent/lease ..:		
[ 8] Vendor # .....	[16] Date added .....	
[ 9] Insurance # ....:	[17] Date checked ...:	
[10] Cost .....	[18] Date removed ...:	
[11] I.T.C. ....:	[19] Sale price .....	
[12] Depr. rate .....	[20] Rent .....	
[13] Depr. method ...:	[21] Depr. override ..:	
[14] Depr. frequency ..:	[22] Override periods:	
[15] Salvage value ..:	[23] Estimated life ..:	
CDST .....	CURRENT DEPR ...:	
ACCUMULATED DEPR:	DEPRECIATED FROM:	
NET BOOK VALUE ..:	TO ..:	
[ _ ] Select:    [ F ]-Add    [ D ]-Display    [ I ]-Import    [ ESC ]-Exit		

# CHAPTER 6: CALCULATE DEPRECIATION

## CALCULATE DEPRECIATION

This program will calculate the depreciation for the time frame specified and generate a report listing the depreciated amounts. An update program will then be run to update the assets' accumulated depreciation amount the net book value amount.

P.C.P.L	Fixed Assets	TLFIP030 2.05
RM	Main Menu	31/03/93
Typist 04		
1 Master File Maintenance		
2 Calculate Depreciation		
3 Reports		
E Exit		
E Selection		

To select *Calculate Depreciation*, type **[2]** and press **[Enter]**.

The screen will appear as follows:

P.C.P.L	Fixed Assets	TLFIP020 1.11
RM	Calculate Depreciation	31/03/93
Typist 04		
START Date (dd/mm/yy) : Last DEPRECIATION DATE per ASSET		
END Date (dd/mm/yy) : 31/03/93 [MAR 31/93]		
[ ] Select: [P]-Preview [S]-Start [M]-Modify [ESC]-Exit		

☞ Before you calculate the depreciation, you can modify the run date to the date that you wish to calculate the depreciation to. The default date is the signon date.

## CALCULATE DEPRECIATION

---

The following options are available:

- P** Preview allows you to view the depreciation amount for each asset without updating the accumulated depreciation and net book value amounts. You must use Start in order to run the update program that updates these amounts.
- S** Start will calculate the depreciation for each asset and update the accumulated depreciation and net book value amounts.
- M** Modify will allow you to modify the start and end dates that you want to calculate the depreciation for.  
file
- Esc** Exit to fixed asset main menu

It is suggested that you first run Preview to verify each assets accumulated depreciation amount. Preview will generate a Fixed Asset Depreciation report that will list the capital cost, depreciation amount and net book value for each asset. Once you have reviewed this report you can select Start so that the update program will be run to update each asset's amounts.

# CHAPTER 7: REPORTS

P.C.P.L	Fixed Assets	TLFIP030 2.05
RM	Main Menu	31/03/93
Typist 04		
1 Master File Maintenance		
2 Calculate Depreciation		
3 Reports		
E Exit		
E Selection		

Type **3** and press **Enter** to select *Reports*.

The screen will appear as follows:

P.C.P.L	Fixed Assets	TLFIP030 2.05
RM		31/03/93
Typist 04		
REPORTS		
1 List by Cost Centre		
2 List by CCA Class		
3 List Changes		
4 List Fully Depreciated Items		
5 List Labels		
6 Purge Fully Depreciated Items		
E Exit		
E Selection		



# LIST BY CCA CLASS

Type **2** and press **↵Enter** to select *List by CCA Class*.

```

PCL Fixed Assets TLFIP030 2.05
CH 30/06/93
Typist 04 REPORTS

1 List by Cost Centre
2 List by CCA Class
3 List Changes
4 List Fully Depreciated Items
5 List Labels
6 Purge Fully Depreciated Items

E Exit
E Selection
    
```

Type **S** and press **↵Enter**.

The system will prompt you to select one of the following report types:

- A** List all items
- N** List all new items
- D** List disposal items
- U** List unsold items

Select a report type and the system will then prompt you to enter starting and ending dates in the form of *ddmmyy*. Enter these dates and the Inventory Master by CCA Class report will be generated.

A sample of this report follows:

DATE 26/06/94

EXAMPLE COMPANY LIMITED  
Inventory Master by CCA Class CCA CLASS 10

EXPIR032 1.1  
Page 1

Inv. NUMBER	DESCRIPTION	SERIAL NUMBER	LOCATION CITY, PROVINCE	CAPITAL COST	-----DEPRECIATION-----				
				TODATE	RATE	MTD	FR	TO	
123456	AUDI 5000	A999900-1234		.00	.00	.00	S	M	26
1 Items				.00					
1				.00	.00				
					.00				







**PURGE FULLY DEPRECIATED ITEMS**

Type **[6]** and press **[Enter]** to select *Purge Fully Depreciated Items*.

P.C.P.L	Fixed Assets	TLFIP030 2.05
RM		31/03/93
Typist 04	<b>REPORTS</b>	
	<ul style="list-style-type: none"> <li>1 List by Cost Centre</li> <li>2 List by CCA Class</li> <li>3 List Changes</li> <li>4 List Fully Depreciated Items</li> <li>5 List Labels</li> <li>6 Purge Fully Depreciated Items</li>   <li>E Exit</li>   <li>6 Selection</li> </ul>	
	<b>[S]</b> Select: <b>[S]</b> -Start <b>[ESC]</b> -Exit	

Type **[S]** and press **[Enter]** to start the purge.



# CHAPTER 8: COMPANY SETUP

## COMPANY INFORMATION

To set up a new company log on to the directory containing the POLYMATHIC program files.

Type *POLYSYS* and press **[Enter]** to log on to the system.

The screen will appear as follows:

```
POLYMATHIC COMPUTER CORPORATION

1 Sign on to Existing Companies
2 Initialize a New Company
3 Exit to Operating System

Use scroll keys ↑ ↓ [selection #] [F3]-Help [ESC]-exit
```

Type **[2]** to select *Initialize a New Company*.

The screen will appear as follows:

```
POLYMATHIC COMPUTER CORPORATION INIT100 1.27
Company Setup and Information Tue MAY 24,1994

.....

1 Company number :
2 Long Company name :
3 Short Company name :
4 Company initials :
5 Holding Company initials :
6 Affiliated companies : Division:
: Division:
: Division:
: Division:
: Division:

7 Last month closed date :
8 GST registration number :
9 Home directory :
10 Export directory :

[ ] Select: [F3]-Add [D]-Display [L]-List [ESC]-Exit
```

## COMPANY SETUP

---

To Add a new company, type **(A)** and press **(←Enter)**. Enter the information as follows:

### COMPANY NUMBER

The system will automatically assign a sequential number to all new companies.

### LONG COMPANY NAME

Enter your company name as you wish it to appear on all report headings and press **(←Enter)**. For example, type ANY COMPANY LIMITED and press **(←Enter)**.

### SHORT COMPANY NAME

Enter a short name for your company as you wish it to appear on all screen headings and press **(←Enter)**. For example, type ANY and press **(←Enter)**.

### COMPANY INITIALS

Enter two initials for your company. The system uses these initials to identify the data files for your company. For example type **(A)(C)** and press **(←Enter)**.

### HOLDING COMPANY INITIALS

If you wish to consolidate this company with another enter the two initials of the holding company to be used for consolidation purposes. The system uses these initials to identify holding company. For example type **(H)(C)** and press **(←Enter)**.

### AFFILIATED COMPANIES

List any affiliated companies here. Type a two initials for the company and the division number.

### LAST MONTH CLOSED DATE

Enter the last month that was closed in the format *mmyy*.

### NAME

Enter the company name, as you wish it to appear on collection letters, accounts receivable statements etc.

### ADDRESS

Enter up to four lines for the company address, as you wish it to appear on collection letters, accounts receivable statements etc.

Review the information which you have just entered and if you are satisfied with it press **(←Enter)**.

The system will then ask "On what drive do you want to set this company up ?" Press **(←Enter)** and the files will be set up on the current drive.

The system will then display the message "Initializing Company Files. Please Wait...".

Type **(E)** and press **(←Enter)** to exit from the Company Setup and Information Menu.

The following screen will appear:

```

POLYMATHIC COMPUTER CORPORATION

1 Sign on to Existing Companies
2 Initialize a New Company
3 Exit to Operating System

Use scroll keys ↑ ↓ [selection #] [F3]-Help [ESC]-exit
    
```

Type **1** and press **Enter** to sign on to the company which you just set up.

The following screen will appear:

```

POLYMATHIC COMPUTER CORPORATION 3.04
MAY 24, 1994 SIGNON PROCESSING Crt # 1
13:41:46
Typist # :
Last signon date: Last month closed:
Company : Last year end :
Booted drive : P:\DEM0\RM Prior year status:

1 User Number : _
2 Password :
3 Company :

Enter [typist number] [F3]-Help
[F10]-Exit to operating system [ESC]-Exit to menu
    
```

Log on to the system as follows:

Enter your typist number. The default value is 1.

Enter your password. The default is **Enter**.

Enter the Company number or initials. The number should be **1**.

The main menu will now appear.

P.C.P.L	MAIN MENU	MASTER 3.16
RM		Wed MAR 31/93
CRT # 1		13:16:47

  

- 1 Payroll
- 2 Accounts Receivable
- 3 Accounts Payable
- 4 Sales Analysis
- 5 General Ledger
- 6 Security
- 7 System Utilities
- 8 Daily Closing
- 9 Monthly Closing
- 10 Print Reports
- 11 Time Accounting
- 12 Fixed Assets
- 13 Inventory / Order Entry
- 14 Vertical Markets

  

Q Query  
 S Status  
 E Exit  
 Enter selection

Select the *Fixed Assets System* by typing **12** and pressing **Enter**.

The following screen will appear:

ANYLTD	FIXED ASSETS	INITFI 1.02
	System Information	30/06/91

  

GENERAL COMPANY INFORMATION  
 Company initials .....: HH  
 Short Company name ...: ANYLTD  
 Long Company name .....: ANY COMPANY LIMITED

---

There is no FIXED ASSETS SYSTEM  
 set up for this company!!

Do you want to set up a  
 FIXED ASSETS SYSTEM ? (Y/N) **N**

Type **Y** and press **Enter**.

The system will then ask "On what drive do you want to set up the Fixed Assets files for this company ?"

Type the drive letter on which the company was set up and press **Enter**.

The Fixed Assets System is now ready for use.

Proceed to Daily Startup according to the user's manual.

# CHAPTER 9: PRINT REPORTS

## PRINTING SPOOLED REPORTS

Polymathic application software generates reports by **spooling** to disk files. This means that when you wish to produce a report such as the Chart of Accounts, the report is not printed directly to the printer, but is saved or spooled on your hard disk for printing at some later time. Spooling reports rather than printing them directly has several advantages, some of which are as follows:

1. Reports are produced faster, since writing to disk is faster than printing directly to a printer.
2. All reports which have been spooled to the disk may be printed at one time instead of waiting for the printer to finish printing one report before printing the second report.
3. You can print multiple copies of the same report without having to recreate and reprint the report.
4. You can start printing at any page number.

After you have spooled one or more reports using the programs outlined in **Chapter 7** you can print them by selecting *Print Reports* from the Main Menu.

```
P.C.P.L          MAIN MENU          MASTER 3.16
RM              Sun FEB 28/93
CAT # 7        14:01:27

      1 Payroll
      2 Accounts Receivable
      3 Accounts Payable
      4 Sales Analysis
      5 General Ledger
      6 Security
      7 System Utilities
      8 Daily Closing
      9 Monthly Closing
     10 Print Reports
     11 Time Accounting
     12 Fixed Assets
     13 Inventory / Order Entry
     14 Vertical Markets

      Q Query
      S Status
      E Exit
      E Enter selection
```

To select *Print Reports* type **10**, and press **←Enter**.

**PRINT REPORTS**

The screen will appear as follows:

<b>P.C.P.L</b>	<b>MAIN MENU</b>	<b>MASTER 3.16</b>			
<b>RM</b>		<b>Wed MAR 31/93</b>			
<b>CRT # 0</b>		<b>11:42:01</b>			
<p>1 Payroll                  2 Accounts Receivable                  3 Accounts Payable                  4 Sales Analysis                  5 General Ledger                  6 Security                  7 System Utilities                  8 Daily Closing                  9 Monthly Closing                  10 Print Reports                  11 Time Accounting                  12 Fixed Assets                  13 Inventory / Order Entry                  14 Vertical Markets</p> <p>Q Query                  S Status                  E Exit                  10 Enter selection</p>					
		<table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: black; color: white;"> <td style="text-align: center;"><b>PRINT Reports</b></td> </tr> <tr style="background-color: black; color: white;"> <td style="text-align: center;"><b>FAX Reports</b></td> </tr> <tr> <td style="text-align: center;">↑ ↓ [ESC]-exit</td> </tr> </table>	<b>PRINT Reports</b>	<b>FAX Reports</b>	↑ ↓ [ESC]-exit
<b>PRINT Reports</b>					
<b>FAX Reports</b>					
↑ ↓ [ESC]-exit					

To print a report press **[Enter]**.

Please call Polymathic if you want to be able to Fax out reports.

The print screen will appear as follows:

<b>P.C.P.L</b>	<b>POLYMATIHC COMPUTER CORPORATION</b>	<b>PCPRINT 2.33</b>
<b>Typist: 05 Port: 06</b>	<b>Print Reports</b>	<b>Wed MAR 09,1994</b>
<b>LPT1:</b>		<b>11:19:44</b>
<p>..... Report name ..... copy D/K page</p> <p><b>HP-LJ2 SMALL PRINT</b></p> <p><b>CHEQUE PRINT SETUP (HP LASER)</b></p> <p><b>CHEQUE PRINT SETUP CODES EPSON</b></p> <p><b>HP-LJ2 66 LINES/PAGE</b></p> <p><b>PURCHASE JOURNAL</b></p> <p><b>PURCHASE JOURNAL - GST -Llet</b></p> <p><b>CASH DISBURSEMENTS</b></p> <p><b>A/P CHEQUE LINEUP</b></p> <p><b>CHEQUES</b></p> <p><b>ACCOUNTS PAYABLE PURGE</b></p> <p><b>A/P OPEN ITEMS - NARROW</b></p> <p><b>A/P AGED TRIAL BALANCE</b></p> <p><b>A/P DETAILED AGED T/B</b></p> <p><b>A/P DEBIT AGED LIST</b></p> <p><b>FUTURE DATED CHEQUES</b></p> <p><b>FUTURE DATED PAID INVOICES</b></p> <p><b>CUSTOMER FAX NUMBER EXCEPTIONS</b></p> <p><b>SALES JOURNAL</b></p>	<p style="text-align: center;"><b>Start</b> ..... <b>Status</b> .....</p> <p style="text-align: center;"><b>Copy Page Messages</b></p>	
<p><b>[P]-print [D]-delete [S]-start printing [Z]-zoom [F]-functions [↑↓]-scroll [esc]-exit</b></p>		

---

## PRINT SCREEN FIELDS

The print screen is made up of seven columns. The function of each column is as follows:

- Report name:** This is an identification label assigned to the various reports which may be spooled. Each individual report is assigned a unique name by the system.
- cpy:** This column is used to indicate the number of copies of the individual report which are to be printed.
- D/K:** This column is used to indicate whether the spooled report should be deleted from or kept on the disk after it has been printed.
- Start page:** This column is used to indicate the page number on which you wish to start printing each report. This would normally be page one.
- Status:** The next three columns labeled Copy, Page and Messages are used by the system during printing to display the current copy and page being printed and other status messages.

The system will automatically scan the disk for spooled print reports when you select print reports from the main menu. This may take several minutes. The system will then display the names of the reports which it has found. To print an individual report proceed as follows:

1. If you do not wish to print the first report highlighted in reverse video move the cursor down to the desired report using the **(F1)** key. If you wish to print the first report do not move the cursor at all.
2. Type **(P)** on the highlighted report which you wish to print. If you wish to accept the system to defaults of **(1)** for number of copies, **(D)** for delete report after printing, and **(1)** for start printing on page one simply move the highlight to the next report which you wish to print. If you wish change any of the defaults for these three fields press **(←Enter)**.
  - a. The cursor will now move to the "cpy" field. Type the number of copies that you wish to print and press **(←Enter)** or simply press **(←Enter)** to accept the system default of **(1)**.
  - b. The cursor now moves to the "D/K" field. Indicate whether you wish the report to be the deleted or kept after printing. To delete the report after printing press **(←Enter)** to accept system default. To keep the report after printing type **(K)** and press **(←Enter)**.
  - c. The cursor will proceed to the "page" field. Type the number of the page that you wish to start printing on and press **(←Enter)** or press **(←Enter)** to accept the system default of **(1)**.
3. Press **(S)** to start printing the desired reports.

## PRINT REPORTS

A sample print screen follows:

P.C.P.L.		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 06		Port: 06		Print Reports	
LPT1:				Wed MAR 09, 1994	
				11:20:22	
Report name	copy	D/K	Start page	Status	Copy Page Messages
p HP-LJ2 SMALL PRINT	1	D	1		
p CHEQUE PRINT SETUP (HP LASER)	1	D	1		
p CHEQUE PRINT SETUP CODES EPSON	1	D	1		
HP-LJ2 66 LINES/PAGE					
PURCHASE JOURNAL					
PURCHASE JOURNAL - GST -Llet					
CASH DISBURSEMENTS					
A/P CHEQUE LINEUP					
CHEQUES					
ACCOUNTS PAYABLE PURGE					
A/P OPEN ITEMS - NARROW					
A/P AGED TRIAL BALANCE					
A/P DETAILED AGED T/B					
A/P DEBIT AGED LIST					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					

Print delete start printing zoom functions scroll exit

## FUNCTION KEYS AND PRINT COMMANDS

- P** marks a report for printing
- D** marks a report for deleting
- S** start printing or deleting the selected reports
- Z** view the details of the report on the screen. Press **F5** to view the actual report.
- F4** change the printer defaults
- ↑** moves highlight up one line allowing you to scroll through the reports
- ↓** moves highlight down one line allowing you to scroll through the reports
- Esc** exit the print reports screen without printing anything

## ZOOMING A REPORT

The zoom utility allows you to display a report to the screen. To zoom a report, highlight the report and type **Z**. You can use the arrow keys to move through the report. **Home** will take you to the beginning of the report and **End** will take you to the end of the report. When you have finished viewing the report, type **Esc** to exit.

**FUNCTIONS**

The functions command allows you to change the printer you are going to print to or change the settings for the printer you are printing to.

Press **F4** and the screen will appear as follows:

P.C.P.L		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 05 Port: 08		Print Reports		Mon MAR 14, 1994	
LPT1:				11:42:18	
..... Report name	..... copy D/R	Start	.....	Status	.....
HP-LJ2 SMALL PRINT		page	.....	Copy Page Messages	
<b>PRINTER SELECTION</b>					
Print Device [LPT1]					
Printer [DOT MATRIX]					
Status [NOT AVAILABLE ]					
DOT MATRIX					
LASER					
↑ ↓ F1:functions F2:change device					
ESC:exit					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					
P-print D-delete S-start printing Z-zoom F4-functions F12-scroll ESC-exit					

The printer selection area lets you switch between dot matrix and laser printers, send commands to your printer and change the output device.

**F1 FUNCTIONS**

To switch between dot matrix and laser printers use one of the cursor keys to highlight the correct printer type and press **Enter**. Once you have selected a printer you can send commands to the printer by pressing **F1**.

If you have a Dot Matrix printer selected, the following screen will appear:

P.C.P.L		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 05 Port: 08		Print Reports		Mon MAR 14, 1994	
LPT1:				11:42:18	
..... Report name	..... copy D/R	Start	.....	Status	.....
HP-LJ2 SMALL PRINT		page	.....	Copy Page Messages	
<b>PRINTER SELECTION</b>					
Print Device [LPT1]					
Printer [DOT MATRIX]					
Status [NOT AVAILABLE ]					
DOT MATRIX					
LASER					
↑ ↓ F1:functions F2:change device					
ESC:exit					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					
<b>DOT MATRIX PRINTER FUNCTIONS</b>					
Reset Printer					
Condensed Print					
Cancel Condensed Print					
Setup 8-1/2" Cheques - EPSON					
Form Feed					
↑ ↓ ←:send to printer					
ESC:exit					
P-print D-delete S-start printing Z-zoom F4-functions F12-scroll ESC-exit					

**PRINT REPORTS**

If you a Laser printer selected, the following screen will appear:

```

P.C.P.L. POLYMATHIC COMPUTER CORPORATION PCPRINT 2.33
Typist: 86 Port: 88 Print Reports Mon MAR 14, 1994
LPT1: 11:42:18
..... Report name ..... copy D/K page Start ..... Status .....
HP-LJ2 SMALL PRINT Copy Page Messages

PRINTER SELECTION
Print Device [LPT1]
Printer [LASER ]
Status [NOT AVAILABLE ]

DOT MATRIX
LASER

↑ ↓ F1:functions F2:change device
ESC:exit

LASER PRINTER FUNCTIONS
Reset Printer
Landscape 16.66 - LETTER
Landscape 16.66 - LEGAL
Landscape TMS RMN 6 point
Portrait - small print
Landscape - small print
Portrait - large print
Form Feed

↑ ↓ ←:send to printer
ESC:exit

FUTURE DATED CHEQUES
FUTURE DATED PAID INVOICES
CUSTOMER FAX NUMBER EXCEPTIONS
SALES JOURNAL

P-print D-delete S-start printing Z-zoom F4-functions [U]-scroll ESC-exit
    
```

To send the command to the printer use one of the cursor keys to highlight the command and press **Enter**.

**F2 CHANGE DEVICE**

To change the printer port press **F2** and the following screen will appear:

```

P.C.P.L. POLYMATHIC COMPUTER CORPORATION PCPRINT 2.33
Typist: 86 Port: 88 Print Reports Mon MAR 14, 1994
LPT1: 13:14:42
..... Report name ..... copy D/K page Start ..... Status .....
HP-LJ2 SMALL PRINT Copy Page Messages

PRINTER SELECTION
Print Device [LPT1]
Printer [LASER ]
Status [NOT AVAILABLE ]

DOT MATRIX
LASER

↑ ↓ F1:functions F2:change device
ESC:exit

PRINTER DEVICES
LPT1
LPT2
LPT3

↑ ↓ ESC:end

FUTURE DATED CHEQUES
FUTURE DATED PAID INVOICES
CUSTOMER FAX NUMBER EXCEPTIONS
SALES JOURNAL

P-print D-delete S-start printing Z-zoom F4-functions [U]-scroll ESC-exit
    
```

Highlight the correct printer device and press **Enter**.

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