# POLYMATHIC COMPUTER CORPORATION

## TIME ACCOUNTING SYSTEM

### USER'S MANUAL

## CHAPTER 8: MAINTENANCE AND INQUIRY ....................................................... 8-1

# CHAPTER 1: TIME ACCOUNTING OVERVIEW

The *P.C.C. Interactive Time Accounting System* is a powerful, time saving system developed by chartered accountants that eliminates tedious paper work. The number of transactions is limited only by the amount of available disk space. The system is designed so that the user is required to have a minimum knowledge of accounting or computers.

## TIME ACCOUNTING FEATURES

- Keep complete and up-to-date information on an unlimited number of clients.
- Maintain staff information, hourly rate, billable and non billable time and position.
- Record timesheets daily, weekly or monthly.
- Track three different cost rates per employee (with different effective dates).
- Track three different fee rates per employee (with different effective dates).
- Keep informed with extensive reports about unbilled work in progress.
- See how your office time and your staff's office time is used.
- Forecast potential billings and revenues.
- Organize staff work more efficiently.
- Prepare detailed client history by client or clients, by partner or partners.
- Transfer of data into word processing, databases and query packages.
- Generate balances for work in progress, revenue, cash receipts and adjustments.
- Generate timesheets, client billings, cash receipts, client expenses and WIP adjustments.
- Client history is automatically accumulated and stored.
- Run on local area networks.
- Integrate information to general ledger, accounts receivable and accounts payable.

# CHAPTER 2: TIME ACCOUNTING CYCLE

## PROCESSING CHECKLISTS

The following is a summary of the major stages in the Time Accounting Cycle:

# INITIAL SET UP PROCEDURES

### SYSTEM MAINTENANCE
You must first record your client master, your employee master and your work codes. You may print a list of your clients, a list of your employees and work codes for reference purposes.

### CLIENT MASTER MAINTENANCE
This program is used to set up client codes and maintain information relating to clients. The client database is set up initially and modified to reflect the addition or deletion of clients and changes to information maintained on the master file.

### EMPLOYEE MASTER MAINTENANCE
This program is used to set up employee codes and maintain information relating to employees. The employee database is set up initially and modified to reflect the addition or deletion of employees and changes to information maintained on the employee master file.

### WORK CODE MAINTENANCE
This program is used to set up work codes and maintain information relating to work type and(or) description. The work codes database is set up initially and modified to reflect the addition or deletion of employees and changes to information maintained on the work codes master file.

# DAILY PROCEDURES

### ENTERING TRANSACTIONS
Debit and credit transactions for all time accounting activity are entered through the timesheets entry program, the client billings entry program, the cash receipts entry program, the client expenses entry program and the WIP adjustments entry program.

### PRINT REPORTS
The time accounting program accumulates the data needed to produce the following reports for each accounting period:

- Timesheet batches
- Client billings batches
- Cash receipts batches
- Expense batches
- WIP adjustments batches

# MONTHLY PROCESSING CHECKLIST

| DESCRIPTION OF TASK | ACTION DATE | NAME | DONE |
|---|---|---|---|
| **Timesheets** | | | |
|     Input timesheet | 5th | | |
|     Apply timesheets | 5th | | |
| **Billings** | | | |
|     Input client billings | Daily | | |
|     Apply client billings | Daily | | |
| **Cash receipts** | | | |
|     Enter cash receipts | Daily | | |
|     Apply cash receipts | Daily | | |
| **Client expenses** | | | |
|     Courier bills | 5th | | |
|     T1 bills | 5th | | |
|     Apply client expenses | 5th | | |
| **WIP adjustments** | | | |
|     Input WIP adjustments | 12th | | |
|     Apply WIP adjustments | 12th | | |
| **Print timesheets** | | | |
| | 7th | | |
| | 7th | | |
| | 7th | | |
| | 7th | | |
| | 7th | | |
| | 7th | | |
| | 7th | | |
| | 7th | | |

| DESCRIPTION OF TASK | ACTION DATE | NAME | DONE |
|---|---|---|---|
| **Spool reports** | | | |
| Detailed client history sort | 7th | | |
| Client history | 7th | | |
| Client list - alphabetical | As req. | | |
| Client list - year end | As req. | | |
| Client list - partner number | As req. | | |
| Potential billings | 7th | | |
| Budgeted hours by year end | As req. | | |
| Job profit | 7th | | |
| Error Log | 7th | | |
| **Spool time summary by employee** | As req. | | |
| **Client list - in charge** | As req. | | |
| **Agree total A/R to 1201** | 7th | | |
| **Reconcile error log** | 7th | | |

# CHAPTER 3: 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                    Time  Accounting            TLTAP001 2.10
RM                           Main Menu                    31/03/93


                    1 Daily Processing
                    2 Yearly Processing
                    3 Reports
                    4 Maintenance and inquiry
                    5 Data file status
                    6 Company Information

                    E Exit


                    ▣ Enter Selection
```

To select *Daily processing*, type 1 and press ⏎Enter .

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 a typical **submenu.**

```
P.C.P.L                          Time  Accounting              TLTAP001 2.18
RM                                  Reports                        31/03/93


          1 Budgeted hours by year end    11 Potential billings list
          2 Cash receipts batches         12 Time summary by employee
          3 Client address list           13 Timesheet batches
          4 Client billings batches       14 WIP adjustment batches
          5 Client history                15 Work codes
          6 Client list                   16 Employee master list
          7 Detailed client history       17 Billing worksheet
          8 Expense batches               18 Time summary by employee/client
          9 Filing checklist              19 Monthly time summary (employee)
         10 Job profit                    20 Monthly time summary (client)
                                          21 Fax telephone numbers
                          E  Exit

                          E  Enter Selection
```

To select *Client list*, type ⑥ 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.<br>• ⏎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 you 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 Supplier Number field and the following screen will appear:

```
P.C.P.L                          Accounts Payable                TLAPP01  3.09
RM   Typist: 04                  Supplier  Master                Wed  MAR 23,1994
Port: 04                                                                15:17:15
Screen 1                   Show
  1) Su┌Suppliers ═══════════════════════════════════════════════════════════┐
  2) Su│16258     POLYMATHIC COMPUTER CORPORATION          730-4089           │
  3) Su│ 1635     POLYMATHIC COMPUTER PRODUCTS             730-4089           │
  4)   │ 1699     POLYMATHIC COMPUTER PRODUCTS LTD         730-4089           │
  5)   │ 9995     POLYMATHIC COMPUTER PRODUCTS LTD.        730-4089           │
  6)   │ 1650     POLYMATHIC COMPUTER SYSTEMS LTD          730-4089           │
  7)   │ 1642     POLYMATHIC DEVELOPMENT CORPORATION       730-4089           │
  8) FA│ 1640     POLYMATHIC INC.                          730-4089           │
  9) Co│ 1666     POLYMATHIC TECHNOLOGIES INC.             730-4089           │
 10) Co│ 1660     PRECISION PACKAGING COMPANY INC.         477-9117           │
 11) Pa│ 1692     PRI-COMP-TISE                            519-759-4511       │
 12) Di│                                                                       │
 13) Te│  ↑   ↓    PgUp   PgDn    Top    Bottom    ESC-End    F1-Options      │
 14) Ho└───────────────────────────────────────────────────────────────────┘
 15) P.O. Req'd for Invoice:                      Ytd Purchases  :
     Last UPDATE Date:              Typist:
     Last USED Date .:              Typist:
```

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                          Accounts Payable              TLAPP01  3.09
RM    Typist: 04                 Supplier  Master           Wed  MAR 23,1994
Port: 04                                                            15:17:15
Screen 1                      Show
 1) Su ┌ Suppliers ═══════════════════════════════════════════════════════┐
 2) Su │ 16258    POLYMATHIC COMPUTER CORPORATION          738-4089        │
 3) Su │  1635    P┌ Functions ════════════════════════════════┐ 4089      │
 4)    │  1699    P│  F2 - Find supplier code                   │ 4089      │
 5)    │  9995    P│  F3 - Find supplier name                   │ 4089      │
 6)    │  1650    P│  ESC- Exit                                 │ 4089      │
 7)    │  1642    P└════════════════════════════════════════════┘ 4089      │
 8) FA │  1640    POLYMATHIC INC.                          738-4089        │
 9) Co │  1666    POLYMATHIC TECHNOLOGIES INC.             738-4089        │
10) Co │  1660    PRECISION PACKAGING COMPANY INC.         477-9117        │
11) Pa │  1692    PRI-COMP-TISE                            519-759-4511     │
12) Di │                                                                   │
13) Te │  ↑   ↓   PgUp   PgDn    Top    Bottom    ESC-End    F1-Options     │
14) Ho └═══════════════════════════════════════════════════════════════════┘
15) P.O. Req'd for Invoice:               Ytd Purchases  :
    Last UPDATE Date:          Typist:
    Last USED Date .:          Typist:
```

To search by supplier name, press `F3`.

The screen will appear as follows:

```
P.C.P.L                          Accounts Payable              TLAPP01  3.08
RM                               Supplier  Master                 FEB 28/93
                                                                   16:06:23
Screen 1                      Show
 1) Su ┌ Suppliers ═══════════════════════════════════════════════════════┐
 2) Su │   55     282 NORTH RIVERMEDE ROAD LIMITED        738-4089        │
 3) Su │  105     SUPPLIER TWO                            738-4089        │
 4)    │  115     SUPPLIER NUMBER THREE                   738-4089        │
 5)    │  120     ANGELA PARSONS                          738-4089        │
 6)    │  125   ┌ Enter supplier name ═══════════════════════════┐        │
 7)    │  135   │                                                 │        │
 8) FA │  140   │    POL_____         │        │
 9) Co │  145   │                                                 │        │
10) Co │  147   └═════════════════════════════════════════════════┘        │
11) Pa │  149     MONARCH MARKING SYSTEMS LTD.            839-0051        │
12) Di │                                                                   │
13) Te │  ↑   ↓   PgUp   PgDn    Top    Bottom    ESC-End    F1-Options     │
14) Ho └═══════════════════════════════════════════════════════════════════┘
15) P.O. req'd for invoice:
    Last update date      :              Last used date :
    Change sequence #     :              Ytd purchases  :
```

Type at least three letters for the supplier you are searching for and press `Enter`.

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

The screen will appear as follows:

```
P.C.P.L                    Accounts Payable              TLAPP01  3.00
RM                         Supplier  Master                  FEB 28/93
                                                              11:43:11
Screen 1                     Show
 1) Su ┌ Suppliers ══════════════════════════════════════════════┐
 2) Su │ 16258    POLYMATHIC COMPUTER CORPORATION      738-4089   │
 3) Su │ 1635     POLYMATHIC COMPUTER PRODUCTS         738-4089   │
 4)    │ 1699     POLYMATHIC COMPUTER PRODUCTS LTD      738-4089   │
 5)    │ 9995     POLYMATHIC COMPUTER PRODUCTS LTD.     738-4089   │
 6)    │ 1650     POLYMATHIC COMPUTER SYSTEMS LTD       738-4089   │
 7)    │ 1642     POLYMATHIC DEVELOPMENT CORPORATION    738-4089   │
 8) FA │ 1640     POLYMATHIC INC.                       738-4089   │
 9) Co │ 1666     POLYMATHIC TECHNOLOGIES INC.          738-4089   │
10) Co │ 1660     PRECISION PACKAGING COMPANY INC.      477-9117   │
11) Pa │ 1692     PRI-COMP-TISE                     519-759-4511   │
12) Di ├──────────────────────────────────────────────────────────┤
13) Te │  ↑   ↓   PgUp   PgDn   Top   Bottom   ESC-End   F1-Options │
14) Ho └──────────────────────────────────────────────────────────┘
15) P.O. req'd for invoice:
    Last update date      :              Last used date :
    Change sequence #     :              Ytd purchases  :
```

To select the supplier 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 4: MENUS

## MAIN MENU - ALL SYSTEMS

```
P.C.P.L                        MAIN  MENU                    MASTER    3.16
RM                                                         Wed MAR 31/93
CRT #  8                                                        13:25:52

                    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 *Time Accounting*, type ①① and press ⏎Enter.

## MAIN MENU - TIME ACCOUNTING SYSTEM

```
P.C.P.L                        Time  Accounting             TLTAP001 2.18
RM                               Main Menu                        31/03/93


                    1 Daily Processing
                    2 Yearly Processing
                    3 Reports
                    4 Maintenance and inquiry
                    5 Data file status
                    6 Company Information

                    E Exit


                    ▯ Enter Selection

```

# CHAPTER 5: DAILY PROCESSING

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                               Main Menu                        31/03/93


              1 Daily Processing
              2 Yearly Processing
              3 Reports
              4 Maintenance and inquiry
              5 Data file status
              6 Company Information

              E Exit


              ▣ Enter Selection
```

To access *Daily processing*, type ⌨1 and press ⏎Enter.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                              Daily processing                 31/03/93


              1 Enter time sheets
              2 Apply time sheets
              3 Enter client billings
              4 Apply client billings
              5 Enter cash receipts
              6 Apply cash receipts
              7 Enter client expenses
              8 Apply client expenses
              9 Enter WIP adjustments
             10 Apply WIP adjustments

              E  Exit


              E  Enter Selection
```

# ENTER TIME SHEETS

This program allows you to book your time with a description to a client Reports can then be taken that detail all the time that was spent on a client.

```
P.C.P.L                          Time  Accounting              TLTAP001 2.18
RM                               Daily processing                  31/03/93



                        1 Enter time sheets
                        2 Apply time sheets
                        3 Enter client billings
                        4 Apply client billings
                        5 Enter cash receipts
                        6 Apply cash receipts
                        7 Enter client expenses
                        8 Apply client expenses
                        9 Enter WIP adjustments
                       10 Apply WIP adjustments

                        E  Exit


                        E  Enter Selection
```

Type ①  and press ⏎Enter to select *Enter time sheets*.

The screen will appear as follows:

```
P.C.P.L                          Time  Accounting              TLTAP040 1.14
RM                              Enter Time Sheets                  31/03/93
 1) Date of work
 2) Employee number

    Control - 3) Client no
    totals     4) work codes
               5) total hrs

*A) No of timesheet entries                    Entry #
*B) Timesheet status
 6) Client number
 7) Year worked on
 8) Hours this client

 9) Work code



10) Comment line 1
    Comment line 2
    Comment line 3

Function _
```

Press ⏎Enter to display the available functions on the screen.

The screen will appear as follows:

```
P.C.P.L                          Time  Accounting              TLTAP040 1.14
RM                             Enter Time Sheets                    31/03/93
 1) Date of work
 2) Employee number

    Control - 3) Client no
    totals    4) work codes
              5) total hrs

*A) No of timesheet entries                    Entry #
*B) Timesheet status
 6) Client number                    ┌─────────────────────────────────┐
 7) Year worked on                   │           FUNCTIONS             │
 8) Hours this client                │                                 │
                                     │  A - ADD a time entry           │
 9) Work code                        │  D - DISPLAY a time entry       │
                                     │  M - MODIFY a time entry        │
                                     │  T - modify timesheet TOTALS    │
                                     │  N - start a NEW timesheet      │
                                     │  O - get an OLD timesheet       │
10) Comment line 1                   │  B - BALANCE this timesheet     │
    Comment line 2                   │  C - CANCEL this timesheet      │
    Comment line 3                   │  E - EXIT                       │
                                     └─────────────────────────────────┘
Function _
```

The functions available are as follows:

Ⓐ     Add a time entry
Ⓓ     Display an existing time entry
Ⓜ     Modify an existing time entry
Ⓣ     Modify time sheet totals
Ⓝ     Start a new time sheet
Ⓞ     Get an old time sheet
Ⓑ     Balance this time sheet
Ⓒ     Cancel this time sheet
Ⓔ     Exit the time sheet program

Type Ⓝ and press ⏎Enter to start a new time sheet batch.

Enter the information as follows:

### DATE OF WORK

Press ⏎Enter to accept the default date or type a new date in the *ddmmyy* format and press ⏎Enter.

### EMPLOYEE NUMBER

Type the employee number of the employee you are recording the time for and press ⏎Enter. F5 can be used to list all employees.

### CLIENT NUMBER CONTROL TOTAL

Press ⏎Enter or type the batch total of the client numbers for the time sheets you wish to enter. We suggest that you press ⏎Enter to bypass the batch total as this field can be calculated once you have finished making your time sheet entries.

## WORK CODES CONTROL TOTAL

Press ⏎Enter or type the batch total of the work codes for the time sheets you wish to enter. We suggest that you press ⏎Enter to bypass the work code control total as this field can be calculated once you have finished making your time sheet entries.

## TOTAL HOURS CONTROL TOTAL

Press ⏎Enter or type the batch total of the total hours for the time sheets you wish to enter. This field can be calculated once you have finished making your time sheet entries but if you want to ensure that you enter the correct amount of time you can put your control total in now.

The system will then prompt you with:

**A    Select:    Accept    Modify    Exit**

Review, the information entered, and if everything is correct, type Ⓐ and press ⏎Enter to accept and save the data.

Type Ⓐ and press ⏎Enter to Add an entry to the current batch.

The screen will appear as follows:

```
PCL                            Time  Accounting              TLTAP040 1.14
CH                           Enter Time Sheets                    30/06/93
 1) Date of work   300693    JUN 30/93                   Add
 2) Employee number    002        CAL PARSONS                   Class: STR

    Control - 3) Client no          0              0
    totals    4) work codes         0              0
              5) total hrs         .00            .00

*A) No of timesheet entries    0
*B) Timesheet status         incomplete
 6) Client number         ▮▮▮▮  ▮▮▮▮▮
 7) Year worked on
 8) Hours this client

 9) Work code



10) Comment line 1
    Comment line 2
    Comment line 3
Enter [partner #]      [F4]-Add client     [F5]-Lookup           [↓]
[ESC]-End              [F6]-List clients   [F8]-List entries
```

Enter the remaining information as follows:

### CLIENT NUMBER

Type the client number for the client that you want to book time to and press ⏎ Enter .

The following options are available for this field:

F5  Look up an existing client
F4  Add a new client
F6  List the client file. This file also includes the client name, number, address and other information
F8  List all entries made so far in this time sheet batch

### YEAR WORKED ON

Type the last two digits of the year that you are booking time for and press ⏎ Enter . For example, if you are working on a companies 1993 financial statements the year would be 93 not the current year (if the current year is 1994).

### HOURS THIS CLIENT

Type the amount of time you want to book for the particular work code you are going to enter next and press ⏎ Enter . Type the hours followed by a period and then the hourly fractions. For example, an hour and a half is entered as 1.5, a quarter hour is entered as .25.

### WORK CODE

Type the three digit work code that describes the work you did on this client, for the time frame you specified above and press ⏎ Enter . The description associated with the work code will then be displayed to the right of the work code. F5 can be used to list all work codes.

### COMMENT

Type a description of the work you are booking and press ⏎ Enter . There are up to 3 comment lines available for a description. The description entered will appear on the Billing Worksheet and Detailed Client History reports.

The system will then prompt you with:

**[A] Select:     [A] - Accept    [M] - Modify    [ESC] - Exit**

If the information entered is correct, type A and press ⏎ Enter to accept and save the time sheet entry.
The cursor will then return to the client number field. Enter the remaining time sheet entries as outlined above.
When you have entered all the time sheet entries press Esc and the cursor will return to the Function field.

## MODIFY TIME SHEET TOTALS

The control totals must be equal to the totals of the time that was just entered (displayed to the right of the control totals). If they are not equal you must select, *modify time sheet TOTALS* by typing T and pressing ←Enter. The system will prompt you to enter the number of the field that you would like to modify. All three control fields must be equal. Type 3 for Client no and press ←Enter. If you left the control totals set to zero when you started this time sheet the system will automatically enter the time that you just booked (the number displayed to the right of the control totals). If you entered a control total and you are trying to balance to that total, the numbers should be the same. If they are not, there could be an error in your time sheet entries. Once you have the correct total entered, press ←Enter and continue by typing 4 for the next control total. Perform this task for total hours as well.

## BALANCING TIME SHEET BATCH

Once the control totals and the time sheet entry totals are equal you must balance the time sheet batch. Type B and press ←Enter. The following message will be displayed if the batch balances.

**Time sheet is in balance.   Good work !**

Type E and press ←Enter to return to the Time Accounting System Menu.

## CORRECTING ERRORS MADE WHILE USING TIME ACCOUNTING

Errors made while entering data may be corrected by using the ↑ and ↓ keys. Simply move to up or down to the field you want to modify and make your changes. You can then move back to the field you were at and continue entering your time sheet data.

If you need to correct an error to a time sheet entry that you have already accepted you can select *Modify a time sheet entry* from the Function menu. Follow these steps:

1. Press Esc to get out of add time entry mode.
2. Type M to select *Modify a time sheet entry*.
3. Press F8 to list all time sheet entries.
4. Highlight the time sheet entry that you want to modify and press ←Enter.
5. Press ←Enter twice to bypass the Client number and Year worked on fields. The system will prompt you to enter the line number of the item you want to change.
6. Type the number corresponding to the item you want to change. For instance, if you want to change the comment section, type 1 0 and press ←Enter.
7. Make your modifications and press ←Enter.
8. Select a new function from the Function menu. For example, to continue adding time sheet entries, type A and press ←Enter.

# APPLY TIME SHEETS

This program will apply the time you booked under *Enter time sheets* to the appropriate clients. Before you apply the time you should spool the Time Sheet Batch report to ensure that the time you booked for each client is correct. Once the time is applied you cannot modify the time sheet batch.

```
P.C.P.L                      Time  Accounting              TLTAP001 2.18
RM                           Daily processing                  31/03/93


                   1 Enter time sheets
                   2 Apply time sheets
                   3 Enter client billings
                   4 Apply client billings
                   5 Enter cash receipts
                   6 Apply cash receipts
                   7 Enter client expenses
                   8 Apply client expenses
                   9 Enter WIP adjustments
                  10 Apply WIP adjustments

                   E  Exit


                   E  Enter Selection
```

Type ② and press ⏎Enter to select *Apply time sheets*.


The screen will appear as follows:

```
P.C.P.L                      Time  Accounting              TLTAP042 1.06
RM                           Apply Timesheets                  31/03/93

             (1) Apply one timesheet
             (2) Apply all timesheets

             (-) Enter selection
```

The options available are as follows:

 1   Apply one time sheet
 2   Apply all time sheets
⏎ Enter   Exit

## APPLY ONE TIME SHEET

To apply a singe time sheet type ⏎ followed by ⏎ Enter . The screen will prompt you as follows:

> *ddmmyy* **enter time sheet date**

Type the date of the time sheet you want to apply followed by ⏎ Enter . The screen will then prompt you as follows:

> **--- enter employee number**

Type the number of the employee the time sheet is for and press ⏎ Enter .

If the time sheet is complete and balanced, the system will apply all entries in the time sheet to the appropriate client accounts. The entries will be displayed on the screen as they are being applied and a message will be displayed when the program is complete.

## APPLY ALL TIME SHEETS

To apply all time sheets up to and including a specified cut off date, type ⏎ and press ⏎ Enter . The system will prompt you as follows:

> *ddmmyy* **enter cut off date**

All unapplied time sheets with a date up to and including the date you specify will be applied. Type the cut off date if the format *ddmmyy* and press ⏎ Enter . The system will then apply all entries in all complete time sheets that were created up to and including the date that you specified.

# ENTER CLIENT BILLINGS

This program allows you to enter client invoices. Once the invoices have been entered they can be applied to the client's accounts using the *Apply client billings* program.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.10
RM                             Daily processing                   31/03/93


                        1 Enter time sheets
                        2 Apply time sheets
                        3 Enter client billings
                        4 Apply client billings
                        5 Enter cash receipts
                        6 Apply cash receipts
                        7 Enter client expenses
                        8 Apply client expenses
                        9 Enter WIP adjustments
                       10 Apply WIP adjustments

                        E  Exit


                        █  Enter Selection
```

Type ③ and press ⏎Enter to select *Enter client billings*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting              TLTAP070 1.15
RM                           Enter Client Billings               31/03/93
*A) Batch no.
*B) Batch date

   Batch   - 1) Client no. ..........:
   totals    2) Billing amounts .....:
             3) YTD hrs billed ......:
             4) YTD costs billed ....:
             5) YTD WIP billed ......:
             6) YTD expenses billed .:

   First invoice of batch             Number of invoices
   Last invoice of batch              Batch status
▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐
   Invoice no. ....:
 7) Client-number ..:            10) YTD hours billed ....:
                                 11) YTD costs billed ....:
                                 12) YTD WIP billed ......:
 8) Billing amount .:            13) YTD expenses billed .:
 9) Cut-off date ...:            14) Comment


Function _
```

Press ⏎Enter to display the available functions on the screen.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting              TLTAP070 1.15
RM                          Enter Client Billings               31/03/93
*A) Batch no.
*B) Batch date

    Batch    - 1) Client no. ..........:
    totals     2) Billing amounts .....:
               3) YTD hrs billed ......:
               4) YTD costs billed ....:
               5) YTD WIP billed ......:
               6) YTD expenses billed .:

    First invoice of batch              Number of invoices
    Last invoice of batch               Batch status

    Invoice no. ....:
 7) Client-number ..:        ┌─────────────────FUNCTIONS─────────────────┐
                             │                                           │
                             │ N - start a NEW batch    A - ADD an invoice│
 8) Billing amount .:        │ O - get an OLD batch     D - DISPLAY an invoice│
 9) Cut-off date ...:        │ T - modify batch TOTALS                   │
                             │ B - BALANCE this batch                    │
                             │ C - CANCEL this batch    E - EXIT         │
 Function _                  └───────────────────────────────────────────┘
```

The options available are as follows:

- N    Start a new client billing batch
- O    Get an old client billing batch
- T    Modify the batch totals
- B    Balance the client billing batch
- C    Cancel this batch
- A    Add an invoice to this batch
- D    Display an existing invoice in this batch
- E    Exit client billings

Type N and press ↵Enter to start a new billing batch.

Enter the information as follows:

### BATCH NUMBER
The system will automatically enter the next consecutive batch number in this field.

### BATCH DATE
Type the date of this billing batch in the format *ddmmyy*. In most cases this will be the month end date or system date. Press ↵Enter to accept the system date.

### CLIENT NUMBER BATCH TOTAL
Press ↵Enter or type the batch total of the client numbers followed by ↵Enter for the client billings you wish to enter. All batch totals can be modified after all entries have been made.

### BILLING AMOUNTS BATCH TOTAL

Press [←Enter] or type the batch total of the invoice amounts followed by [←Enter] for the client billings you wish to enter. All batch totals can be modified after all entries have been made.

### YTD HOURS BILLED BATCH TOTAL

Press [←Enter] or type the batch total of the YTD hours billed followed by [←Enter] for the YTD client billings you wish to enter. All batch totals can be modified after all entries have been made.

### YTD COSTS BILLED BATCH TOTAL

Press [←Enter] or type the batch total of the year-to-date costs billed followed by [←Enter] for the client billings you wish to enter. All batch totals can be modified after all entries have been made.

### YTD WIP BILLED BATCH TOTAL

Press [←Enter] or type the batch total of the year-to-date work-in-progress billed followed by [←Enter] for the client billings you wish to enter. All batch totals can be modified after all entries have been made.

### YTD EXPENSES BILLED BATCH TOTAL

Press [←Enter] or type the batch total of the year-to-date expenses billed followed by [←Enter] for the client billings you wish to enter. All batch totals can be modified after all entries have been made.

The system will then prompt you with:

**[A] Select:     [A] - Accept     [M] - Modify     [ESC] - Exit**

Review the information on the screen and if the information is correct, type [A] and press [←Enter] to accept and save the data.

Type [A] and press [←Enter] to add an invoice to the current batch. Enter the remaining information as follows:

### INVOICE NUMBER

Type the invoice number and press [←Enter]. The system will automatically increase the invoice number by one based on the last invoice number entered.

If there are already invoices entered for this batch you can use the [F5] lookup feature to list them.

### CLIENT NUMBER

Type the client number for the client you are invoicing and press [←Enter]. [F5] can be used to list all client numbers.

### BILLING AMOUNT
Type the total billing amount (including taxes) showing on the invoice and press [← Enter].

### CUT-OFF DATE
Enter the last day of the billing period and press [← Enter]. This will usually be the same cut-off date that you used when you prepared your billing worksheets and detailed client histories.

### YTD HOURS BILLED
Press [← Enter] to bypass this field.

### YTD COSTS BILLED
Press [← Enter] to bypass this field.

### YTD WIP BILLED
Press [← Enter] to bypass this field.

### YTD EXPENSES BILLED
Press [← Enter] to bypass this field.

### COMMENT
Type a description of the work performed and press [← Enter]. A good example might be: **Audit work for 09/94 to 12/94**. This description explains what the client was billed for and for what period.

The screen will prompt you as follows:

**[A]  Select:     [A] - Accept     [M] - Modify     [ESC] - Exit**

Review the information which you have just entered and if necessary modify the information. If the information is correct press [← Enter] to accept and save the data.

The following screen will then appear:

```
PCL                          Time  Accounting              TLTAP070 1.15
CH                        Enter Client Billings                  30/06/93
*A) Batch no.      789                                    Add
*B) Batch date     300693     JUN 30/93

     Batch   - 1) Client no. ..........:          0             0
     totals    2) Billing amounts .....:        .00           .00
               3) YTD hrs billed ......:        .00           .00
               4) YTD costs billed ....:        .00           .00
               5) YTD WIP billed ......:        .00           .00
               6) YTD expenses billed .:        .00           .00

     First invoice of batch      3363     Number of invoices      0
     Last invoice of batch       3363     Batch status        incomplete

     Invoice no. ....:       3363
     Billing  amount ..:      .00

     G/L entry no. ........:          1
15) Apply to G/L account .:      ▊▊  ▊
16) Amount to apply ......:              Balance to apply .:      .00


Enter   [G/L code]  [F5]-lookup   [ESC]-end
```

## APPLY TO G/L ACCOUNT

Type the general ledger account number that you want to apply this invoice to followed by [← Enter]. For example, you may have a specific sales account set up for audits. Use this account so that the revenue is applied to the sales audit account. [F5] can be used to list all G/L codes. Once you press [← Enter] the account description will be displayed next to the account number.

**Example:** Type 4021-10 and press [← Enter] for audits.

## AMOUNT TO APPLY

Type the amount you want to apply to the selected GL account and press [← Enter]. Press [← Enter] again to Accept this amount.

Continue applying amounts to the different accounts until the balance to apply is zero. Once the balance is zero, press [Esc] to end.

The following message will be displayed by the system:

**G/L entries are balanced. Good work!**

**Select:**    **[ENTER]-accept    [A]dd    [M]odify    [C]ancel**

Press [← Enter] to accept the information as entered.

The cursor will then return to the invoice number field. Enter the remaining invoices as outlined above. When you have entered all invoices press [Esc] to exit the *Add invoice* function.

## TOTALING BATCH TOTALS

The batch totals and the entered totals must balance. If you didn't enter the batch totals at the beginning you can enter them now. Type ⊡T⊡ to modify the batch totals.

The system will request that you enter the item number to modify. Type ⊡1⊡ to modify the client number. Type in the same amount that appears to the right of the batch total amount and then press ⟵Enter to continue. Perform this step until all batch totals and entered totals are equal and then press ⟵Enter to return to the function prompt.

## BALANCING CLIENT BILLING BATCH

Type ⊡B⊡ and press ⟵Enter to balance the Batch and the system will display the message:

    **Batch is in balance. Good work !**

If the batch does not balance refer to Totaling Batch Totals above.

Type ⊡E⊡ and press ⟵Enter to return to the Time Accounting System Menu.

# APPLY CLIENT BILLINGS

This program will apply the invoices to the various client accounts. Once a billing has been applied the invoice amount will appear as an open item in the customer's account until it is paid.

```
P.C.P.L                        Time  Accounting          TLTAP001 2.18
RM                             Daily processing              31/03/93


                    1 Enter time sheets
                    2 Apply time sheets
                    3 Enter client billings
                    4 Apply client billings
                    5 Enter cash receipts
                    6 Apply cash receipts
                    7 Enter client expenses
                    8 Apply client expenses
                    9 Enter WIP adjustments
                   10 Apply WIP adjustments

                    E  Exit


                    E  Enter Selection
```

Type ④ and press ⏎Enter to select *Apply client billings*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting          TLTAP072 1.09
RM                           Apply Client Billings           31/03/93

                    (1) Apply one batch
                    (2) Apply all batches

                    (-) Enter selection
```

The options available are as follows:

    1    Apply one batch
    2    Apply all batches
⏎ Enter  Exit


## APPLY ONE BATCH

To apply a single batch type 1 followed by ⏎ Enter. The screen will prompt you as follows:

    **---Enter batch number**

Type the batch number for the batch that you want to apply followed by ⏎ Enter. F5 can be used to list all batches. Once you have selected a batch, the system will then apply the billings to the various customer accounts.


## APPLY ALL BATCHES

To apply all billing batches type 2 and press ⏎ Enter. The system will apply all the completed and balanced batches to the customer's account

To return to the Daily processing menu, press ⏎ Enter.

# BATCH CASH RECEIPTS

This program allows you to enter payments or distribute unapplied receipts to a customer's account.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                             Daily processing                  31/03/93


                        1 Enter time sheets
                        2 Apply time sheets
                        3 Enter client billings
                        4 Apply client billings
                        5 Enter cash receipts
                        6 Apply cash receipts
                        7 Enter client expenses
                        8 Apply client expenses
                        9 Enter WIP adjustments
                       10 Apply WIP adjustments

                        E  Exit


                        ▓  Enter Selection
```

Type ⑤ and press ⏎Enter to *Batch cash receipts*.

The screen will now appear as follows:

```
P.C.P.L                     Accounts  Receivable             TLARP15  3.11
RM  Function: _            Enter Cash Receipts Batches           31/03/93
*A) Batch number ...........:          Date      Ref       Orig     Bal
*B) Deposit date ...........:
 1) Deposit slip total .....:
*C) First cheque of batch ..:
*D) Last cheque of batch ...:
*E) Number of cheques ......:
*F) Total amount of cheques :
*G) Balance to deposit slip :
*H) Batch status ...........:
*I) Last cheque applied ....:
_____

*J) Cheque number ..........:
*K) Cheque count ...........:
 2) Customer number ........:
 3) G/L code ...............:
 4) Cheque amount ..........:                *L) Balance .:
 5) Branch number...........:                *M) Disp no. :
 6) Apply to document ......:                *N) Details .:
 7) Apply amount ...........:                *O) Orig bal :
 8) Discount ...............:                *P) Tot disct:
[N]ew  [O]ld  [D]elete  [B]alance  [I]nquire  [M]odify date  [C]hange G/L  [E]nd
```

The functions available are:

N    Start a new batch
O    Retrieve an existing batch
D    Delete a batch
B    Balance a batch
I    Display a batch and its cheque details
M    Modify deposit date
C    Change general ledger discount posting account
E    Exit cash receipts program

To start a new batch, type N and press ↵ Enter.

Enter the information as follows:

### BATCH NUMBER
The system will automatically assign the next batch number to a new batch.

### DEPOSIT DATE
Press ↵ Enter to select the system date which is displayed in top right-hand corner of the screen or type your own date in the following format *ddmmyy*.

### DEPOSIT SLIP TOTAL
Enter the total of all cheques that are going to be part of this deposit. The maximum numeric of that can be entered is 999999.99, excluding the decimal point.

### FIRST CHEQUE OF BATCH
The system will automatically assign a sequential number to the first deposit cheque of the batch. The number is used as an audit trail to refer to this particular cash receipts batch.

### LAST CHEQUE OF BATCH
The system will automatically assign a sequential number to each cheque in this particular batch. This number is used both as a reference and a control number.

### NUMBER OF CHEQUES
The system will automatically calculate the number of cheques in this batch by subtracting the last cheque number from the first cheque number. The statistic is used for control purposes.

### TOTAL AMOUNT OF CHEQUES
The system will automatically keep a running total of the amounts of the cheques entered into the system as you progress through the batch. This total plus the total displayed under Balance To Deposit Slip will equal the grand total of the deposit batch, when you have finished entering all receipts in the batch.

## BALANCE TO DEPOSIT SLIP

The system automatically keeps a running total of the amount of cheques that have been posted either to customer accounts or to general ledger codes. In this way the operator can see at a glance what the balance of the deposit remaining to be applied is.

## BATCH STATUS

The system monitors the status of the batch as you progress along. The batch may not be applied until such time as it has been balanced and is complete.

## FUNCTION

The functions available are:

- Ⓝ    Enter a new cheque
- Ⓓ    Delete a cheque
- Ⓜ    Modify a cheque details
- Ⓢ    Display a cheques details
- Ⓔ    End and return to function

## CHEQUE NUMBER

The system shows the number of the cheque which you are currently working on.

## CUSTOMER NUMBER

Enter the customer number for the customer to whom the receipt is to be posted.

If you do not know the customers account number press [F5] or [← Enter]. If you press [← Enter] the system will prompt you for the customer's name. Type the first three characters or more of the customer's name and the system will search the customer master file for the closest match to the partial name that you typed in. The system will then display the name, followed by the prompt: **"Enter" to get next, "Y" if OK.** If the name which the system has selected is correct, type Ⓨ and press [← Enter] and the system will automatically display the customer number. If the name which the system has selected is incorrect, press [← Enter] and the system will display the next closest customer name in alphabetical order.

---

**EXAMPLE: (Customer Number Known): TYPE** *12345* **and press** [← Enter] **twice if you wish customer number 12345, division 00.**

**EXAMPLE: (Customer Number Unknown): Press** [← Enter] **twice and type** *Poly* **if you wish to look up Polymathic Computer Corporation's customer account number.**

---

## GENERAL LEDGER CODE

If you wish to distribute the cash directly to a general ledger code **other than accounts receivable** press ⏎Enter three times to bypass the customer number, division number and alpha search features of the customer number field. Then enter up to four alphanumeric characters for the general ledger code followed by two numeric characters for the branch number.

## CHEQUE AMOUNT

Enter the amount of the cheque. The maximum is eight numeric characters excluding the decimal point. The decimal point does not have to be entered if there is no pennies in the amount.

## BRANCH NUMBER

The system will automatically display the servicing branch as set-up on the customer master file.

## APPLY TO DOCUMENT

The choices here are as follows:

The actual document number.

- F1  **Editor:** This functions will allow you to rekey a detail line, change the total, delete the cheque or delete the batch.

- F5  **Lookup:** This function will allow you to display the open items on file for the customer, display the open items along with the details of the receipts posted to-date, display all non-zero open items, or any cheque details you would like for that customer.

- 1 – 9  The system will allow you to apply the cash receipt to a range of documents numbered 1 through 9 showing in the top right hand of the screen. For instance if you wish to apply the receipt to documents 1 through 6 simply type 1 – 6 and press ⏎Enter. In order to use this feature you must have selected either the ? or ? > option described above.

- R  Receipt adjustment

- U  The system will post the receipt to unapplied cash

- E  Exit cash receipts

**EXAMPLE: Type `F5` and the screen will appear as follows:**

```
PCL                          Accounts  Receivable              TLARP15  3.14
CH   Function: N           Enter Cash Receipts Batches                 30/06/93
*A) Batch number ...........:969           Date     Ref      Orig       Bal
*B) Deposit date ...........:300693
 1) Deposit slip total .....:        .00
*C) First cheque of batch ..:CK 3068
*D) Last cheque of batch ...:CK 3068
*E) Number of cheq┌ Select LOOKUP type ═══════════════════════════┐
*F) Total amount o│                                                │
*G) Balance to dep│      1 - Open items display                    │
*H) Batch status .│      2 - Open items w/balances display         │
*I) Last cheque ap│      3 - Open items lookup                     │
                  │      4 - Cheque details                        │        .00
    Function: N   │                                                │
*J) Cheque number │              ESC- Exit                         │
*K) Cheque count .└════════════════════════════════════════════════┘
 2) Customer number ........:01325 00   PARSONS AND CUMMINGS LIMITED
 3) G/L code ...............:
 4) Cheque amount ..........:        .00          *L) Balance .:        .00
 5) Branch number...........:                     *M) Disp no. :
 6) Apply to document ......:                     *N) Details .:
 7) Apply amount ...........:                     *O) Orig bal :
 8) Discount ...............:                     *P) Tot disct:        .00

```

Select one of the lookup types and the information will be displayed in the right hand corner of the screen.

Enter a document number displayed in the top right hand corner or apply the receipt to a range of documents by typing `1`–`3` and pressing `↵Enter`.

## APPLY AMOUNT

Enter the amount up to 999999.99 which you wish posted to this customer number or general ledger account number.

## DISCOUNT

Enter the amount up to 999999.99 which the customer has taken as a discount on this remittance.

The cursor will now return to the **"Apply to Document"** Field. If the balance showing in field **\*L** is zero you may exit from the program by typing E and pressing `↵Enter`. If the balance showing in field **\*L** is not zero continue entering cheques until you reach zero. Once the balance is zero, type `E` and the cursor will return to the cheque function field. You may continue entering cheques by typing `N` for new cheque or return to the batch function field by typing `E`.

Before a batch can be applied it must balance. A batch balances when the deposit slip total and the amount of cheques entered are equal. To balance the batch, type `B` and press `↵Enter`.

Once the batch is balanced, type `E` at the batch function field.

## CORRECTING CASH RECEIPT ERRORS

Errors made while entering cash receipts may be corrected using the **EDITOR** utility, included in the system. The Editor utility is not available for every field however it will be displayed on the bottom line for the fields that it is available for. To access the Editor utility, press [F1]

The system will display the following message:

   **[      ] Select:   1-Rekey detail   2-Change total   3-Delete cheque   4-Delete batch**

**Rekey Detail:**      This option may only be used to rekey a previously recorded detail line within the existing cheque number. The system will prompt you with:

   **[          ]: Enter [line number]        [ESC] to return**

Type the dispersion number (**there must be at least one dispersion number showing in field \*M to invoke this editor option**) of the current cheque which is to be rekeyed and press [↵ Enter]. Type system will then prompt you with:

   **Modify this detail line (Y/N)?**

If it is the correct line, type [Y] and the system will display the message **"Re-entering dispersion 1" "Detail editor"** in the top right hand corner of the screen. The system will then return to the Apply to Document field (6) and allow you to re-enter any of the information in fields 6, 7 or 8.

**Change Total:**      This option allows you to change the total in field 4 within the cheque number currently being worked on. To use this option, type [2] and press [↵ Enter].
The system will display **"New cheque total is".** Type the new cheque total and press [↵ Enter] and the system will return to field 4 and allows you to re-enter fields six, seven or eight if they choose.

**Delete Cheque:**      This option allows you to delete the current cheque being worked on. It does not allow you to delete previously recorded cheques. To select this option, type [3] and press [↵ Enter]. The system will display **"Are you sure you want to cancel this cheque?"** Type [Y] and press [↵ Enter] for yes and the system will automatically delete the cheque. Press [↵ Enter] to return to Function.

**Delete Batch:**      This option allows you to delete the current batch number being worked on. To select this option, type [4] and press [↵ Enter]. The system will display **"Are you sure you want to delete this batch?"** Type [Y] for yes and press [↵ Enter]. The system will display **"Batch cancelled!"** Press [↵ Enter] and the cursor will return to Function.

## EDITOR - AMOUNT FIELD

If the you press [F1] in the amount field the system will display the message **"Do you want the EDITOR?"** Type [Y] and press [←Enter] and the system will then display the EDITOR options.


## DISTRIBUTING UNAPPLIED CREDITS

This program allows you to apply open credits or debits to open invoices within a customer's account. To select this program follow the procedures outlined under 5.2.1 through 5.2.19 under Batch Cash Receipts with the following exceptions:

**Deposit Slip Total**
The deposit slip total will be zero since you are not entering cash receipts but merely applying previously unapplied amounts.

**Amount**
Enter the amounts to be applied to documents exactly as they appear in the customer's open item record. For instance if the amount appears with a minus (-) sign in the accounts receivable open items, enter the amount in the with a minus sign in front of it.

## APPLY CASH RECEIPTS

This program allows you to apply the cash receipts posted under *Enter cash receipts*, to the customers' accounts. You may wish to spool the cash receipts batches report (page ***) and verify that all cash receipt information has been entered correctly before applying the cash receipts to the customer or general ledger accounts using this program.

```
P.C.P.L                          Time  Accounting          TLTAP001 2.18
RM                               Daily processing                31/03/93


                          1 Enter time sheets
                          2 Apply time sheets
                          3 Enter client billings
                          4 Apply client billings
                          5 Enter cash receipts
                          6 Apply cash receipts
                          7 Enter client expenses
                          8 Apply client expenses
                          9 Enter WIP adjustments
                         10 Apply WIP adjustments

                          E  Exit


                          E  Enter Selection
```

Type ⑥ and press ⏎Enter to select *Apply cash receipts*.

The screen will appear as follows:

```
P.C.P.L                       Accounts  Receivable         TLARP16  2.09
RM                            Apply Cash Receipts                31/03/93

 1) Batch number              000
*A) Batch recording date
*B) Total amount in batch               *D) Total amount applied
*C) Total cheques in batch              *E) Total # of cheques applied
--------------------------------------------------------------------------
*F) Cheque number
*G) Cheque amount
*H) Customer number
*I) G/L code
 2) Method of application
--------------------------------------------------------------------------
                        A P P L Y   T O
 3) Document number
*J) Original document amount
*K) Current document amount
 4) Amt. applied to curr bal
*L) New document balance
*M) Cheque amount left over             *O) Leave as unapplied cash


Enter    [batch number]   [F5]-Lookup   [ESC]-Exit
```

Enter the batch number which you wish applied and the system will automatically begin applying the designated cash receipts batch. F5 can be used to list the batch numbers.

If the batch that you selected does not contain any cheques, then you will be prompted with the following:

   **Select:   [C]ontinue   [D]elete batch   [E]xit**

If you select Continue, the batch will be flagged as "Incomplete" and you will be permitted to continue processing. Selecting Delete will delete the batch and Exit will end processing and leave the status of the batch intact.

When the system has finished applying the batch the cursor will return to the batch number field. Press Esc to return to the Time Accounting main menu.

# ENTER CLIENT EXPENSES

```
P.C.P.L                        Time  Accounting           TLTAP001 2.10
RM                            Daily processing                 31/03/93


                    1 Enter time sheets
                    2 Apply time sheets
                    3 Enter client billings
                    4 Apply client billings
                    5 Enter cash receipts
                    6 Apply cash receipts
                    7 Enter client expenses
                    8 Apply client expenses
                    9 Enter WIP adjustments
                   10 Apply WIP adjustments

                    E  Exit


                    E  Enter Selection
```

Type ⑦ and press ↵Enter to select *Enter client expenses*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting           TLTAP090 1.05
RM                          Enter Client Expenses              31/03/93
*A) Batch no.
*B) Batch date

    Batch   - 1) Client no
    totals    2) Year end
              3) Expenses

*C) First entry of batch
*D) Last entry of batch
*E) Number of entries
*F) Batch status
█████████████████████████████████████████████████████████
*G) Expense no.
 4) Client number
 5) Employee no
 6) Expense code
 7) Invoice no            9) Expense amount
 8) Invoice date         10) Comment



Function _
```

Press ↵Enter to display the available functions on the screen.

The functions available are as follows:

Ⓐ    Add a new expense entry
Ⓓ    Display an existing expense entry
Ⓜ    Modify an existing expense entry
Ⓣ    Modify batch totals
Ⓝ    Start a new expense batch
Ⓞ    Get an old expense batch
Ⓑ    Balance this batch
Ⓒ    Cancel this batch
Ⓔ    End this program

Type Ⓝ and press ⏎Enter to display a *new client expenses batch*.

The screen will appear as follows:

```
P.C.P.L                       Time  Accounting            TLTAP090 1.05
RM                        Enter Client Expenses               31/03/93
*A) Batch no.
*B) Batch date

    Batch   - 1) Client no
    totals    2) Year end
              3) Expenses

*C) First entry of batch
*D) Last entry of batch
*E) Number of entries
*F) Batch status

*G) Expense no.
 4) Client number
 5) Employee no
 6) Expense code
 7) Invoice no              9) Expense amount
 8) Invoice date          10) Comment




Function N
```

Enter the information as follows:

### BATCH NUMBER
The system will automatically display the next batch number for client expenses.

### BATCH DATE
Press ⏎Enter to accept the default date or type a new batch date in the format *ddmmyy* and press ⏎Enter.

### CLIENT NUMBER BATCH TOTAL
Press ⏎Enter or type the batch total of the client numbers followed by ⏎Enter for the client expenses you wish to enter. This total can be modified after the expenses have been entered.

### YEAR END BATCH TOTAL
Press ⏎Enter or type the batch total of the year end followed by ⏎Enter for the client expenses you wish to enter. This total can be modified after the expenses have been entered.

### EXPENSES BATCH TOTAL
Press ⏎Enter or type the batch total of the client expenses followed by ⏎Enter for the client expenses you wish to enter. This total can be modified after the expenses have been entered.

The system will then prompt you with:

**[A] Select:      [A] - Accept     [M] - Modify     [ESC] - Exit**

Review the information that you have entered and if everything is correct, type Ⓐ and press ⏎Enter to accept and save the data.

Type Ⓐ and press ⏎Enter to add an expense entry to the current batch.

Enter the remaining information as follows:

### CLIENT NUMBER
Type the client number for the client that the expense entry is for and press ⏎Enter. F5 can be used to list all existing clients. Once you enter the client number, the client's name will be displayed.

### EMPLOYEE NUMBER
Type the employee number of the employee who submitted the expense and press ⏎Enter. If you don't know the employee's number, press F5 to list all employees. The employee's name will be displayed once the employee number has been entered.

## EXPENSE CODE

The expense code is the same as the work code. If you press ⎡F5⎤ a list of work codes will appear. Enter the code for the type of work you were doing when you incurred the expense and press ⎡←Enter⎤. The expense code will be displayed next to the expense code number.

## INVOICE NUMBER

Type the supplier's invoice number followed by ⎡←Enter⎤.

## INVOICE DATE

Type the supplier's invoice date in the format *ddmmyy* and press ⎡←Enter⎤.

## EXPENSE AMOUNT

Type the amount of the expense followed by ⎡←Enter⎤. The field is coded by typing a maximum of a seven digits number with two decimals.

## COMMENT

Type a description of the expense and press ⎡←Enter⎤.

Review the information which you have just entered and if everything is correct, type ⎡A⎤ and press ⎡←Enter⎤ to accept and save the data. The cursor will then return to the client number field. Enter the remaining client expense entries as outlined above. When you have entered all the expenses press ⎡Esc⎤ and the cursor will return to the Function prompt.

## TOTALING BATCH TOTALS

The batch totals and the entered totals must balance. If you didn't enter the batch totals at the beginning you can enter them now. Type ⎡T⎤ to modify the batch totals.

The system will request that you enter the item number to modify. Type ⎡1⎤ to modify the client number. Type in the same amount that appears to the right of the batch total amount and then press ⎡←Enter⎤ to continue. Perform this step until all batch totals and entered totals are equal and then press ⎡←Enter⎤ to return to the function prompt.

## BALANCING CLIENT EXPENSES

Type ⎡B⎤ and press ⎡←Enter⎤ to balance the Batch and the system will display the message:

**Batch is in balance. Good work !**

If the batch does not balance refer to Totaling Batch Totals above.

Type ⎡E⎤ and press ⎡←Enter⎤ to return to the Time Accounting System Menu.

## APPLY CLIENT EXPENSES

```
P.C.P.L                      Time  Accounting          TLTAP001 2.10
RM                          Daily processing                31/03/93


                 1 Enter time sheets
                 2 Apply time sheets
                 3 Enter client billings
                 4 Apply client billings
                 5 Enter cash receipts
                 6 Apply cash receipts
                 7 Enter client expenses
                 8 Apply client expenses
                 9 Enter WIP adjustments
                10 Apply WIP adjustments

                 E  Exit


                 E  Enter Selection
```

Type ⑧ and press ⏎Enter to select *Apply client expenses*.

The screen will appear as follows:

```
P.C.P.L                      Time  Accounting          TLTAP092 1.04
RM                          Apply Client Expenses           31/03/93

          (1) Apply one batch
          (2) Apply all batches

          (-) Enter selection
```

The options available are as follows:

    ①    Apply one batch
    ②    Apply all batches
⏎Enter    Exit

## APPLY ONE BATCH

To apply a single batch type ① followed by ⏎Enter. The screen will prompt you as follows:

    **---Enter batch number**

Type the batch number for the batch you want to apply followed by ⏎Enter. If you want a list of existing batch numbers, press F5. Once the batch number is entered, the system will apply the batch to the customer's account.

## APPLY ALL BATCHES

If you type ② and press ⏎Enter, the system will apply all the completed and balanced batches to the customer's account

To return to the Daily processing menu, press Esc.

# ENTER WIP ADJUSTMENTS

This program allows you to make work-in-progress adjustments to a clients account.

```
P.C.P.L                          Time  Accounting              TLTAP001 2.10
RM                               Daily processing                   31/03/93


                         1 Enter time sheets
                         2 Apply time sheets
                         3 Enter client billings
                         4 Apply client billings
                         5 Enter cash receipts
                         6 Apply cash receipts
                         7 Enter client expenses
                         8 Apply client expenses
                         9 Enter WIP adjustments
                        10 Apply WIP adjustments

                         E  Exit


                         E  Enter Selection
```

Type ⑨ and press ⏎Enter to select *Enter WIP adjustments*.

The screen will appear as follows:

```
P.C.P.L                          Time  Accounting              TLTAP080 1.06
RM                             Enter WIP Adjustments               31/03/93
*A) Batch no.
*B) Batch date
    Batch    - 1) Client no. ..........:
    totals     2) YTD hours ...........:
               3) YTD costs ...........:
               4) YTD WIP .............:
               5) YTD expenses ........:
               6) YTD billed ..........:
               7) YTD payments ........:
    First adjustment of batch              Number of adjustments
    Last adjustment of batch               Batch status
███████████████████████████████████████████████████████████████
    Adjustment no. .:
 8) Client number ..:                      9) YTD hours ...........:
                                          10) YTD costs ...........:
                                          11) YTD WIP .............:
                                          12) YTD expenses ........:
                                          13) YTD billed ..........:
                                          14) YTD payments ........:
                                          15) Comment

Function _
```

Press ⏎Enter to display the available functions on the screen.

The functions available are as follows:

- Ⓝ  Start a new work-in-progress batch
- Ⓞ  Get an existing work-in-progress  batch
- Ⓣ  Modify batch totals
- Ⓑ  Balance this batch
- Ⓒ  Cancel this batch
- Ⓐ  Add a work-in-progress adjustment
- Ⓓ  Display an existing WIP adjustment
- Ⓔ  End this program

Type Ⓝ and press ⏎Enter to display a *new WIP adjustments batch.*

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting          TLTAP080 1.06
RM                          Enter WIP Adjustments                31/03/93
*A) Batch no.        1                              New batch
*B) Batch date      ddmmyy
    Batch   - 1) Client no. ..........:
    totals    2) YTD hours ...........:
              3) YTD costs ...........:
              4) YTD WIP .............:
              5) YTD expenses ........:
              6) YTD billed ..........:
              7) YTD payments ........:
    First adjustment of batch           Number of adjustments
    Last adjustment of batch            Batch status

    Adjustment no. .:
 8) Client number ..:                  9) YTD hours ...........:
                                      10) YTD costs ...........:
                                      11) YTD WIP .............:
                                      12) YTD expenses ........:
                                      13) YTD billed ..........:
                                      14) YTD payments ........:
                                      15) Comment

Enter   date [ddmmyy]    [ENTER]-signon date   [ESC]-end
```

Enter the information as follows:

### BATCH DATE
Press ⏎Enter to accept the default date or type a new date in the *ddmmyy* format and press ⏎Enter.

### CLIENT NUMBER BATCH TOTAL
Press ⏎Enter or type the batch total of the client numbers followed by ⏎Enter for the WIP adjustments you wish to enter. The batch totals can be modified after the WIP adjustments have been made.

### YTD HOURS BATCH TOTAL
Press ⏎Enter or type the batch total of the YTD hours followed by ⏎Enter for the WIP adjustments you wish to enter. The batch totals can be modified after the WIP adjustments have been made.

### YTD COSTS BATCH TOTAL
Press ⏎Enter or type the batch total of the YTD costs followed by ⏎Enter for the WIP adjustments you wish to enter. The batch totals can be modified after the WIP adjustments have been made.

### YTD WIP BATCH TOTAL
Press ⏎Enter or type the batch total of the YTD WIP followed by ⏎Enter for the WIP adjustments you wish to enter. The batch totals can be modified after the WIP adjustments have been made.

### YTD EXPENSES BATCH TOTAL
Press ⏎Enter or type the batch total of the YTD expenses followed by ⏎Enter for the WIP adjustments you wish to enter. The batch totals can be modified after the WIP adjustments have been made.

### YTD BILLED BATCH TOTAL
Press ⏎Enter or type the batch total of the YTD billed followed by ⏎Enter for the WIP adjustments you wish to enter. The batch totals can be modified after the WIP adjustments have been made.

## YTD PAYMENTS BATCH TOTAL

Press ⏎ Enter or type the batch total of the YTD payments followed by ⏎ Enter for the WIP adjustments you wish to enter. The batch totals can be modified after the WIP adjustments have been made.

The system will then prompt you with:

**[A] Select:      [A] - Accept      [M] - Modify      [ESC] - Exit**

Review the information entered and if everything is correct, type Ⓐ and press ⏎ Enter to accept and save the data.

Type Ⓐ and press ⏎ Enter to Add an entry to the current batch.

Enter the remaining information as follows:

## ADJUSTMENT NUMBER

The adjustment number will automatically be entered by the system.

## CLIENT NUMBER

Enter the client number for the client that you are making the adjustment for. F5 can be used to list all existing clients. Once the client number has been entered, the client name will appear on the screen.

## YTD HOURS

Type the number of hours and press ⏎ Enter. The field is coded by typing a maximum of an eight digit number with two decimals.

## YTD COSTS

Type the costs and press ⏎ Enter. The field is coded by typing a maximum of an eight digit number with two decimals.

## YTD WIP

Type the WIP followed by ⏎ Enter. The field is coded by typing a maximum of an eight digit number with two decimals.

## YTD EXPENSES

Type the expenses followed by ⏎ Enter. The field is coded by typing a maximum of an eight digit number with two decimals.

## YTD BILLED

Type the amount billed and press ⏎ Enter. The field is coded by typing a maximum of an eight digit number with two decimals.

## YTD PAYMENTS

Type the amount billed followed by ⌨Enter. The field is coded by typing a maximum of an eight digit number with two decimals.

## COMMENT

Type a comment for the adjustment and press ⌨Enter.

The system will then prompt you with:

**[A] Select:      [A] - Accept      [M] - Modify      [ESC] - Exit**

Review the information entered and if everything is correct, type Ⓐ and press ⌨Enter to accept and save the data.

Enter the remaining WIP adjustments as outlined under the steps above. When you have entered all the WIP adjustments, press ⌨Enter and the cursor will return to the Function prompt.

## TOTALING BATCH TOTALS

The batch totals and the entered totals must balance. If you didn't enter the batch totals at the beginning you can enter them now. Type Ⓣ to modify the batch totals.

The system will request that you enter the item number to modify. Type ① to modify the client number. Type in the same amount that appears to the right of the batch total amount and then press ⌨Enter to continue. Perform this step until all batch totals and entered totals are equal and then press ⌨Enter to return to the function prompt.

## BALANCING WIP ADJUSTMENTS

Type Ⓑ and press ⌨Enter to balance the Batch and the system will display the message:

**Batch is in balance. Good work !**

If the batch does not balance refer to Totaling Batch Totals above.

Type Ⓔ and press ⌨Enter to return to the Time Accounting System Menu.

# APPLY WIP ADJUSTMENTS

```
P.C.P.L                        Time  Accounting          TLTAP001 2.18
RM                             Daily processing              31/03/93


                      1 Enter time sheets
                      2 Apply time sheets
                      3 Enter client billings
                      4 Apply client billings
                      5 Enter cash receipts
                      6 Apply cash receipts
                      7 Enter client expenses
                      8 Apply client expenses
                      9 Enter WIP adjustments
                     10 Apply WIP adjustments

                      E  Exit


                      E  Enter Selection
```

Type ⒈⓪ and press ⏎Enter to select *Apply WIP adjustments*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting          TLTAP002 1.04
RM                             Apply WIP adjustments          31/03/93

            (1) Apply one batch
            (2) Apply all batches

            (-) Enter selection
```

The options available are as follows:

      1    Apply one batch
      2    Apply all batches
 ←Enter    Exit


## APPLY ONE BATCH

To apply a single batch type 1 followed by ←Enter. The screen will prompt you as follows:

    **---Enter batch number**

Type the batch number for the batch you want to apply followed by ←Enter. The system will apply the batch to the customer's account. F5 can be used to list the WIP batches.


## APPLY ALL BATCHES

Type 2 and press ←Enter to apply all batches. The system will apply all the completed and balanced batches to the customer's account

To return to the Daily processing menu, press ←Enter.

# CHAPTER 6: YEARLY PROCESSING

```
P.C.P.L                          Time  Accounting              TLTAP001 2.18
RM                               Main Menu                          31/03/93


                        1 Daily Processing
                        2 Yearly Processing
                        3 Reports
                        4 Maintenance and inquiry
                        5 Data file status
                        6 Company Information

                        E Exit


                        ▣ Enter Selection
```

To select *Yearly processing*, type ② and press ⏎Enter.

The screen will appear as follows:

```
P.C.P.L                          Time  Accounting              TLTAP001 2.18
RM                               Yearly  Processing                31/03/93


                        1 Balance forward

                        E Exit

                        ▣ Enter Selection
```

# BALANCE FORWARD

This program takes a given cut-off date and copies all applied transactions, *prior to* or *equal to* the cut off date, to history files. The purged transactions are removed from the current transaction files. An opening balance file as of the cut-off date is then generated thereby replacing any existing opening balance file.

To select *Balance forward*, type 1 and press ↵Enter.

The screen will appear as follows:

```
P.C.P.L              Time Accounting System           TLTAPBF 1.04
                        Balance Forward                  31/03/93
Last balance forward : 02/93
┌──────────────────────────────────────────────────────────────┐
│ This program takes a given cut-off date and copies all applied transactions, │
│ PRIOR TO or EQUAL TO the cut off date, to HISTORY files.       │
│ The purged transactions are removed from the CURRENT transaction files. │
│ An OPENING BALANCE file as of the cut-off date is then generated thereby │
│ replacing any existing OPENING BALANCE file.                   │
└──────────────────────────────────────────────────────────────┘




E Select:   Continue   Exit
```

Type C to continue.

The system will prompt you to enter the cut-off date of the files that you want copied to the history files. Enter the date in the form of *ddmmyy* and press ↵Enter.

Type S to start processing.

A sample page and the summary page from the Balance Forward report follows:

```
Date: 30/05/90                          EXAMPLE COMPANY LIMITED                        Page   1

                            Balance Forward Report   (to 05/88)

                                    ytd      ytd      ytd      ytd      ytd      ytd   current
                                  hours    costs expenses unbilled   billed payments      A/R
            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
000-0000305 CUSTOMER NAME   05/88   .00      .00      .00      .00      .00      .00      .00 88

            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
000-0000600 CUSTOMER NAME   05/88   .00      .00      .00      .00      .00      .00      .00 88

            OPENING BALANCE         .00      .00      .00      .00  7800.00  7200.00      .00
000-0000770 CUSTOMER NAME   05/88   .00      .00      .00      .00  2415.45  2415.45      .00 89

            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
000-0000830 CUSTOMER NAME   05/88   .00      .00      .00      .00      .00      .00      .00 89

            OPENING BALANCE        1.16    75.00      .00   150.00      .00      .00      .00
000-0001315 CUSTOMER NAME   05/88  1.16    75.00      .00   150.00      .00      .00      .00 89

            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
000-0001320 CUSTOMER NAME   05/88   .00      .00      .00      .00      .00      .00      .00 88

            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
000-0001325 CUSTOMER NAME   05/88   .00      .00      .00      .00      .00      .00      .00 88

            OPENING BALANCE        1.50    37.50      .00    75.00 15600.00 16800.00      .00
000-0001650 CUSTOMER NAME   05/88  6.50   312.50      .00   625.00  4800.00  2400.00  2400.00 89

            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
000-0001805 CUSTOMER NAME   05/88   .00      .00      .00      .00      .00      .00      .00 88

            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
000-0012345 CUSTOMER NAME   05/88   .00      .00      .00      .00      .00      .00      .00 88

            OPENING BALANCE       31.84   353.16      .00   892.50      .00      .00      .00
000-0019850 CUSTOMER NAME   05/88 35.43   395.34      .00   998.95    17.85    17.85      .00 88

            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
000-0023456 CUSTOMER NAME   05/88   .00      .00      .00      .00      .00      .00      .00 89

            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
000-0023457 CUSTOMER NAME   05/88   .00      .00      .00      .00      .00      .00      .00 89

            OPENING BALANCE        6.16     5.94      .00    15.00      .00      .00      .00
000-0038118 CUSTOMER NAME   05/88  6.16     5.94      .00    15.00    42.41    42.41      .00 89

            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
024-0003541 CUSTOMER NAME   05/88   .00      .00      .00      .00   250.00      .00   250.00 89

            OPENING BALANCE         .00      .00      .00      .00      .00      .00      .00
024-0005119 CUSTOMER NAME   05/88   .00      .00      .00      .00      .00      .00      .00 89

            OPENING BALANCE         .50    37.50      .00    75.00 -20000.00 -40000.00     .00
024-0008541 CUSTOMER NAME   05/88   .50    37.50      .00    75.00      .00      .00      .00 88

            OPENING BALANCE         .00      .00    55.22      .00      .00      .00      .00
```

```
Date: 30/05/90                          EXAMPLE COMPANY LIMITED                        Page  19
                            Balance Forward Report   (to 05/88)


Processing summary:

Time sheets purged     1001 * These numbers vary as not all pages of the
Cash receipts purged    165   report a showing.
Billings purged          84
WIP adjustments purged  188
Expenses purged          43
                     --------
Total purged           1481

Total retained         9173
                     --------

Total processed       10654
                     ========

Total errors              7

Start time : 10:02:31
End time   : 10:22:44
```

# CHAPTER 7: REPORTS

```
P.C.P.L                          Time  Accounting                 TLTAP001 2.18
RM                                 Main Menu                         31/03/93


                           1 Daily Processing
                           2 Yearly Processing
                           3 Reports
                           4 Maintenance and inquiry
                           5 Data file status
                           6 Company Information

                           E Exit


                           ▣ Enter Selection
```

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

The screen will appear as follows:

```
P.C.P.L                          Time  Accounting                 TLTAP001 2.18
RM                                  Reports                          31/03/93


           1 Budgeted hours by year end     11 Potential billings list
           2 Cash receipts batches          12 Time summary by employee
           3 Client address list            13 Timesheet batches
           4 Client billings batches        14 WIP adjustment batches
           5 Client history                 15 Work codes
           6 Client list                    16 Employee master list
           7 Detailed client history        17 Billing worksheet
           8 Expense batches                18 Time summary by employee/client
           9 Filing checklist               19 Monthly time summary (employee)
          10 Job profit                     20 Monthly time summary (client)
                                            21 Fax telephone numbers

                        E  Exit

                        ▣ Enter Selection
```

## BUDGETED HOURS BY YEAR END

```
P.C.P.L                      Time  Accounting           TLTAP001 2.10
RM                              Reports                       31/03/93


        1 Budgeted hours by year end    11 Potential billings list
        2 Cash receipts batches         12 Time summary by employee
        3 Client address list           13 Timesheet batches
        4 Client billings batches       14 WIP adjustment batches
        5 Client history                15 Work codes
        6 Client list                   16 Employee master list
        7 Detailed client history       17 Billing worksheet
        8 Expense batches               18 Time summary by employee/client
        9 Filing checklist              19 Monthly time summary (employee)
       10 Job profit                    20 Monthly time summary (client)
                                        21 Fax telephone numbers
                         E  Exit

                         E  Enter Selection




```

To select *Budgeted hours by year end*, type ①  an press ⏎Enter.

The screen will appear as follows:

```
P.C.P.L                      Time  Accounting           TLTAP300 1.03
RM                        Budgeted Hours by Year End          31/03/93



              Sort sequence : P Partner
              Partners .....: A ALL
              Client master : Complete
















S Select:   Start   Modify   Exit   File
```

The options available are as follows:

- Ⓢ Start processing
- Ⓜ Modify report options
- Ⓔ Exit to Time Accounting Main Menu
- Ⓕ Select between complete and partial file.

## SORT SEQUENCE

This report can be sorted by Ⓟ, partner number or Ⓘ, who is in-charge of the account. Select the letter corresponding to the sort order you want.

## PARTNERS

You can process this report for Ⓐ, all partners or Ⓢ, a single partner. If you select a single partner, the system will prompt you to enter the partner's number. F5 can be used to list all partners.

## CLIENT MASTER

This option can only be modified with the File option above.

Modify the report options for the information that you require and press Ⓢ to start processing the report.

A sample Budgeted Hours By Year End report follows:

```
30 JUN 94                                  EXAMPLE COMPANY LIMITED                                      EXTAR300 1.03
                                         BUDGETED HOURS BY YEAR END                                        Page:    1

Client                     Budgeted  Budgeted  Budgeted      YTD       YTD       YTD       YTD      YTD       YTD   Current
Number       Name      Y/E    Hours     Costs      Fees     Hours     Costs    Billed  Unbilled Expenses  Payment      A/R
-----------------------------------------------------------------------------------------------------------------------------
000-0038118 COMPANY NAME 31/01   .00       .00       .00      1.25     37.50       .00     75.00      .00       .00       .00
000-0000830 COMPANY NAME 31/01   .00       .00       .00       .00       .00     16.05       .00      .00     16.05       .00
000-0001325 COMPANY NAME 31/01   .00       .00       .00       .00       .00       .00       .00      .00       .00       .00
Totals for partner 000           .00       .00       .00      1.25     37.50     16.05     75.00      .00     16.05       .00
041-0095115 COMPANY NAME 31/01  2.00    100.00    200.00      2.75    132.50    428.00    265.00      .00    428.00       .00
041-0095055 COMPANY NAME 31/01   .00       .00       .00      4.50    225.00   3542.50    450.00      .00   3542.50       .00
041-0087595 COMPANY NAME 31/01   .00       .00       .00     -4.25   -116.25   2407.50   -232.50      .00   2407.50       .00
041-0093720 COMPANY NAME 31/01   .00       .00       .00       .00       .00    535.00       .00      .00    535.00       .00
041-0093865 COMPANY NAME 31/01   .00       .00       .00       .00       .00       .00       .00      .00       .00       .00
041-0015975 COMPANY NAME 31/01 15.00       .00       .00      6.25    151.25       .00    302.50      .00       .00       .00
041-0018370 COMPANY NAME 31/01  5.00    250.00    500.00      2.00    100.00   1605.00    200.00      .00    535.00   1070.00
041-0015525 COMPANY NAME 31/01   .00       .00       .00       .00       .00   5082.50       .00      .00   5082.50       .00
041-0074495 COMPANY NAME 31/01   .00       .00       .00      4.50    225.00       .00    450.00      .00       .00       .00
041-0015000 COMPANY NAME 31/01   .00       .00       .00      8.25    263.75     27.77    527.50      .00     27.77       .00
041-0064565 COMPANY NAME 31/01 10.00    500.00   1000.00      3.50    175.00   1765.50    350.00      .00   1765.50       .00
041-0076600 COMPANY NAME 31/01 35.00       .00       .00    161.75   2566.25       .00   5132.50      .00       .00       .00
041-0076695 COMPANY NAME 31/01 25.00   1250.00   2200.00      6.50    202.50   6012.33    405.00      .00   8518.33       .00
041-0076721 COMPANY NAME 31/01  2.00    100.00    150.00       .00       .00       .00       .00      .00       .00       .00
041-0077015 COMPANY NAME 31/01 100.00  5000.00   5600.00     32.50   1577.50   6313.00   3155.00      .00   6313.00       .00
041-0015850 COMPANY NAME 31/01   .00       .00       .00      3.50    175.00   1979.50    350.00      .00       .00   1979.50
Totals for partner 041        194.00   7200.00   9650.00    231.75   5677.50  29698.60  11355.00      .00  29155.10   3049.50
Year end totals for 3101      194.00   7200.00   9650.00    233.00   5715.00  29714.65  11430.00      .00  29171.15   3049.50
```

# CASH RECEIPTS BATCHES

This program allows you to print a complete list of the transactions entered in the Batch Cash Receipts program (page ***). This report should be reviewed before you apply the cash receipt batch (page ***). Applying the cash receipt batch will distribute the deposits to the customer's accounts and update the Cash Receipts Journal.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                                Reports                        31/03/93


          1 Budgeted hours by year end    11 Potential billings list
          2 Cash receipts batches         12 Time summary by employee
          3 Client address list           13 Timesheet batches
          4 Client billings batches       14 WIP adjustment batches
          5 Client history                15 Work codes
          6 Client list                   16 Employee master list
          7 Detailed client history       17 Billing worksheet
          8 Expense batches               18 Time summary by employee/client
          9 Filing checklist              19 Monthly time summary (employee)
         10 Job profit                    20 Monthly time summary (client)
                                          21 Fax telephone numbers

                           E  Exit

                           ▓ Enter Selection
```

Type ②  and press ◀─┘Enter to select *Cash receipts batches*.

The screen will appear as follows:

```
P.C.P.L                      Accounts  Receivable            TLARP18 2.3
RM                   List & Purge of Cash Receipts Batches      31/03/93


                     BATCH NUMBER .: A ALL
                     BATCH STATUS .: U UNAPPLIED
                     PURGE BATCHES : N
                     Run status ...:

















  Select:   Start   Modify   Exit
```

The options available are as follows:

- ⑤ Start processing
- Ⓜ Modify report options
- Ⓔ Exit to Time Accounting Main Menu

The following report options are available:

## BATCH NUMBER

The following options are available under the Batch Number field.

- ⑤ Single batch
- Ⓡ Range of batches
- Ⓐ All batches
- ⬇ Move to next report option
- [Esc] Exit options

If you select Single batch or Range of batches, the system will prompt you to enter the batch number or range of batch numbers. [F5] can be used to list all batches.

## BATCH STATUS

The following options are available for the Batch Status field.
- ⁕ All batches
- Ⓤ Unapplied batches only
- Ⓐ Applied batches only
- ⬆ Move up one report option
- ⬇ Move down one report option
- [Esc] Exit options

## PURGE BATCHES
- Ⓨ Purge batches
- Ⓝ Suppress purge
- ⬆ Move up one report option
- [Esc] Exit options

Modify the report options for the information that you require and press ⑤ to start processing the report.

A sample Cash Receipts report follows:

```
                                           EXAMPLE COMPANY LIMITED                           EXARR18 2.3
DATE: JUN 30 94                          LISTING OF CASH RECEIPT BATCHES                         PAGE   1
                                                       <----------------- BATCH DETAILS ---------------->
BATCH      BATCHING    DEPOSIT      BATCH       BATCH      TOTAL  LAST  CHEQUE DISP DOCUMENT    CHEQUE   CUSTOMER GL    BATCH
NUMBER       DATE        SLIP       TOTAL      BALANCE     APPLD  APPLD  NO.   NO.  NO.         AMOUNT   NUMBER   CODE  STATUS


                                             *** END OF REPORT ***


                                           EXAMPLE COMPANY LIMITED                           EXARR18 2.3
DATE: JUN 30 943                         LISTING OF CASH RECEIPT BATCHES                         PAGE   2


Report options:
==============

1. Process all batches
2. Process UNAPPLIED batch(es) only
3. Do not purge batch(es)
```

# CLIENT ADDRESS LIST

This program generates an address list of clients sorted in various orders.

```
P.C.P.L                       Time  Accounting              TLTAP001 2.18
RM                               Reports                      31/03/93


         1 Budgeted hours by year end    11 Potential billings list
         2 Cash receipts batches         12 Time summary by employee
         3 Client address list           13 Timesheet batches
         4 Client billings batches       14 WIP adjustment batches
         5 Client history                15 Work codes
         6 Client list                   16 Employee master list
         7 Detailed client history       17 Billing worksheet
         8 Expense batches               18 Time summary by employee/client
         9 Filing checklist              19 Monthly time summary (employee)
        10 Job profit                    20 Monthly time summary (client)
                                         21 Fax telephone numbers

                          E  Exit

                          E  Enter Selection
```

To select *Client address list*, type ③ and press ⏎Enter.

The screen will appear as follows:

```
P.C.P.L                       Time  Accounting              TLTAP210 1.07
RM                              Client List                   31/03/93



Sort order ..........: Client no.
Report format .......: Address List
Include all year ends: All year ends
Include all partners : All partners

















                S Select:   S-Start   T-Modify   ESC-Exit
```

The following report options are available:

### SORT ORDER

Select a sorting sequence from the list below. Type the letter corresponding to the sequence you want and then press ⏎Enter.

| | |
|---|---|
| C | Client number |
| N | Name |
| Y | Year end |
| G | Group code |
| Esc | Exit |
| ↓ | Move down to next option |

### REPORT FORMAT

If you select the Client list format the program will generate a report that lists the Client number, name, phone charge code, year end date, CT23 date and the T2 date. If you select the address list the same information will get printed along with the client's address, telephone number and fax number.

| | |
|---|---|
| C | Client list |
| A | Address list |
| Esc | Exit |
| ↑ | Move up one option |
| ↓ | Move down to next option |

### INCLUDE ALL YEAR ENDS

You can generate this report for all year ends or you can exclude clients that have a specific year end.

| | |
|---|---|
| A | Include all year ends |
| Y | Exclude specific year ends. The system will prompt you to enter the day and month of the year ends you want excluded in the report. |
| Esc | Exit |
| ↑ | Move up one option |
| ↓ | Move down to next option |

### INCLUDE ALL PARTNERS

You can generate this report for all partners, specific partners and specific clients. Select from the options below.

| | |
|---|---|
| A | Include all partners |
| Y | Exclude specific partners. The system will prompt you to enter the partners you want to exclude. F5 can be used to list all partners. |
| S | Single partner only. The system will prompt you to enter the partner number that you want to generate the report for. F5 can be used to list all partners. |
| C | Exclude clients. The system will prompt you to enter the client numbers for the clients you want to exclude. F5 can be used to list all clients. |
| Esc | Exit |
| ↑ | Move up one option |

Once all your report options have been modified, type S and press ⏎Enter to generate the report.

A sample Client Address List by Client name follows:

```
30/06/94                         EXAMPLE COMPANY LIMITED              EXTAR211 1.07
                                Client List by Client name                 Page   1

             Client no  Phone  Name                        Year End    CT23        T2
                        Code

             041-0090100  8370  COMPANY NAME                MAY 31   26 NOV 92  26 NOV 92
                                STREET ADDRESS
                                CITY, PROVINCE
                                POSTAL CODE
             Telephone number:  905-738-4089
                   Fax number:  905-738-6209

             041-0075585  4221  COMPANY NAME                MAR 31   02 SEP 92  02 SEP 92
                                STREET ADDRESS
                                CITY, PROVINCE
                                POSTAL CODE
             Telephone number:  905-738-4089
                   Fax number:  905-738-6209

             041-0095470  4865  COMPANY NAME                OCT 31   28 FEB 93  28 FEB 93
                                STREET ADDRESS
                                CITY, PROVINCE
                                POSTAL CODE
             Telephone number:  905-738-4089
                   Fax number:  905-738-6209
```

# CLIENT BILLING BATCHES

```
P.C.P.L                         Time  Accounting              TLTAP001 2.18
RM                                 Reports                         31/03/93


       1 Budgeted hours by year end    11 Potential billings list
       2 Cash receipts batches         12 Time summary by employee
       3 Client address list           13 Timesheet batches
       4 Client billings batches       14 WIP adjustment batches
       5 Client history                15 Work codes
       6 Client list                   16 Employee master list
       7 Detailed client history       17 Billing worksheet
       8 Expense batches               18 Time summary by employee/client
       9 Filing checklist              19 Monthly time summary (employee)
      10 Job profit                    20 Monthly time summary (client)
                                       21 Fax telephone numbers

                          E  Exit

                          E  Enter Selection
```

Type ④ and press ⏎ Enter to select *Client billing batches*.

The screen will appear as follows:

```
P.C.P.L                         Time  Accounting              TLTAP075 1.04
RM                              Print Client Billings             31/03/93

          (1) Print by batch number
          (2) Print all batches

          (-) Enter selection
```

The report options available are as follows:


### PRINT BY BATCH NUMBER

To print a single client billing batch by batch number type 1 followed by ⏎Enter. The system will prompt you as follows:

   **Enter batch number to print  ---**

Type the batch number you want to print followed by ⏎Enter. F5 can be used to list all batches and their status.


### PRINT ALL BATCHES

Type 2 followed by ⏎Enter and the system will generate a report of all the unapplied/ outstanding batches.


Press ⏎Enter to return to the reports main menu.

A sample Client Billing Batch report follows:

```
Date :30 06 94      EXAMPLE COMPANY LIMITED                    Page   1
                    CLIENT BILLINGS BATCHES
Batch number: 291
Batch date  : 250786
Batch  - Client no     :    3930665317    3930665317
         Cut-off date  :             0             0
         Total billings :     7171.50       7171.50
         Total YTD hours:         .00           .00
         Total YTD costs:         .00           .00
         Total YTD WIP  :         .00           .00
First invoice of batch:     1649
Last invoice of batch :     1652
Number of invoices    :       15
Batch status          : applied
  Invoice   Client no Name                      Cut-off  Billing  YTD hrs YTD csts  YTD WIP  YTD exp Comment
     1335 000 0000770 COMPANY NAME               1 786   600.00      .00      .00      .00      .00
             9210 10 OFFICE RENTAL FEES                  600.00
     1336 000 0001650 COMPANY NAME               1 786   100.00      .00      .00      .00      .00
             9010 10 TELEPHONE                           100.00
     1337 000 0001650 COMPANY NAME               1 586  1100.00      .00      .00      .00      .00
             9350 10 SECRETARIAL SALARIES RECOVERED      750.00
             9015 10 OFFICE SUPPLIES                     350.00
     1651 000 0000600 COMPANY NAME               1 786   131.50      .00      .00      .00      .00
             4030 10 MANAGEMENT ADVISORY SERVICES        131.50
     1652 041 0065767 COMPANY NAME              21 586  1600.00      .00      .00      .00      .00
             4030 10 MANAGEMENT ADVISORY SERVICES       1600.00
     1653 041 0094815 COMPANY NAME              21 786  1270.00      .00      .00      .00      .00
             4030 10 MANAGEMENT ADVISORY SERVICES       1270.00
     1654 024 0010450 COMPANY NAME              21 786  1058.00      .00      .00      .00      .00
             4030 10 MANAGEMENT ADVISORY SERVICES       1058.00
     1655 041 0064436 COMPANY NAME              21 586  1018.00      .00      .00      .00      .00 -
             4030 10 MANAGEMENT ADVISORY SERVICES       1018.00
     1656 041 0077257 COMPANY NAME              22 786   250.00      .00      .00      .00      .00 -
             4030 10 MANAGEMENT ADVISORY SERVICES        250.00
     1657 000 0000600 COMPANY NAME              25 786    16.50      .00      .00      .00      .00
             8406 10 COURIER                              16.50
     1658 041 0093500 COMPANY NAME              25 786     5.50      .00      .00      .00      .00
             8406 10 COURIER                               5.50
     1659 041 0077257 COMPANY NAME              25 586     5.50      .00      .00      .00      .00
             8406 10 COURIER                               5.50
     1660 041 0016050 COMPANY NAME              25 786     5.50      .00      .00      .00      .00
             8406 10 COURIER                               5.50
     1661 041 0065700 COMPANY NAME              25 786     5.50      .00      .00      .00      .00
             8604 10 TELEPHONE-ITT TERRYPHONE             5.50
     1662 041 0094815 COMPANY NAME              25 786     5.50      .00      .00      .00      .00
             8406 10 COURIER                               5.50
end of batch number 291
```

# CLIENT HISTORY REPORT

This program generates a report that details all budgeted, year-to-date and current details on all clients or clients by partner numbers.

```
P.C.P.L                        Time  Accounting            TLTAP001 2.18
RM                               Reports                      31/03/93


         1 Budgeted hours by year end    11 Potential billings list
         2 Cash receipts batches         12 Time summary by employee
         3 Client address list           13 Timesheet batches
         4 Client billings batches       14 WIP adjustment batches
         5 Client history                15 Work codes
         6 Client list                   16 Employee master list
         7 Detailed client history       17 Billing worksheet
         8 Expense batches               18 Time summary by employee/client
         9 Filing checklist              19 Monthly time summary (employee)
        10 Job profit                    20 Monthly time summary (client)
                                         21 Fax telephone numbers

                       E  Exit

                       E  Enter Selection
```

Type ⑤ and press ⏎Enter to select *Client history report*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting            TLTAP100 1.03
RM                          Client History Report             31/03/93

              (1) Print by partner number
              (2) Print partner summary only
              (3) Print complete client history

              (_) Enter selection
```

The report options available are as follows:

### PRINT BY PARTNER NUMBER

Type ①  followed by ⏎ Enter , to print the client history by partner number. The system will prompt you as follows:

**Enter partner number ---**

Type the partner number followed by ⏎ Enter . F 5  can be used to list all partners. The system will then display the partner number you selected and prompt you to type Ⓢ to start the report or Esc  to exit this option.

### PRINT PARTNER SUMMARY ONLY

Type ② followed by ⏎ Enter , to print a partner summary. Type Ⓢ to start the report or Esc  to exit this option.

### PRINT COMPLETE CLIENT HISTORY

Type ③ followed by ⏎ Enter , to print a complete client history. Type Ⓢ to generate a complete client history or Esc  to exit this option.

A sample Client History and a Client History by partner summary follow:

```
Date: 30/06/94                        EXAMPLE COMPANY LIMITED                                    page    1
                                          Client History

Partner: 000

Budgeted  Budgeted  Budgeted      ytd       ytd       ytd       ytd       ytd   Current  Past due      ytd  Last pmt   Last   Last
   hours     costs      fees     hours     costs    billed  unbilled  expenses     A/R    amount  payment    amount    pmt   bill
Client: 000 0000830   COMPANY NAME                         Year end - 3101
     .00       .00       .00       .00       .00     16.05       .00       .00      .00       .00    16.05       .00 161092 210992

Client: 000 0001325   COMPANY NAME                         Year end - 3101
     .00       .00       .00       .00       .00       .00       .00       .00      .00       .00      .00       .00    --     --

Client: 000 0001805   COMPANY NAME              .          Year end - 1212
     .00       .00       .00       .00       .00    190.73       .00       .00      .00       .00   190.73      6.42 110593 310593

Client: 000 0012345   COMPANY NAME                         Year end - 3112
     .00       .00       .00       .00                 .00       .00       .00      .00       .00      .00    150.00 230889 150889

Client: 000 0019850   COMPANY NAME                         Year end - 1212
     .00       .00       .00       .00       .00       .00       .00       .00      .00       .00      .00     17.85 160588 22 388

Client: 000 0023456   COMPANY NAME                         Year end - 2802
     .00       .00       .00       .00       .00       .00       .00       .00      .00       .00      .00     11.00 180989 30 889

Client: 000 0023457   COMPANY NAME                         Year end - 2802
     .00       .00       .00    188.75   3367.50    128.12   6735.00       .00    22.47       .00   105.65       .00 210192 300693

Client: 000 0025698   COMPANY NAME                         Year end - 0112
     .00       .00       .00      1.00     50.00     33.12    100.00       .00      .00       .00    33.12     11.77 250392 290292

Client: 000 0038118   COMPANY NAME                         Year end - 3101
     .00       .00       .00      1.25     37.50       .00     75.00       .00      .00       .00      .00   -500.00 250691 31 790


Totals for partner number: 000

Budgeted  Budgeted  Budgeted      ytd       ytd       ytd       ytd       ytd   Current  Past due      ytd
   hours     costs      fees     hours     costs    billed  unbilled  expenses     A/R    amount  payment

--------  --------  --------  --------  --------  --------  --------  --------  --------  --------  --------
     .00       .00       .00    191.00   3455.00    368.02   6910.00       .00    22.47       .00   345.55
========  ========  ========  ========  ========  ========  ========  ========  ========  ========  ========
```

```
                                 EXAMPLE COMPANY LIMITED                            Page    1
                                 Client History - partner summary
Date: 10/03/94
Time: 12:34:22
Partner  Budgeted  Budgeted  Budgeted      ytd       ytd       ytd       ytd       ytd   Current  Past due        ytd
 number     hours     costs      fees     hours     costs    billed  unbilled  expenses      A/R    amount    payment

   010       .00       .00       .00   3691.25 129335.00   4500.00 243876.75  11175.11   2650.00       .00    1850.00

   041       .00       .00       .00      8.00    320.00       .00    600.00       .00       .00       .00         00
```

```
Client history totals for              EXAMPLE COMPANY LIMITED

  Budgeted   Budgeted   Budgeted        ytd        ytd        ytd        ytd        ytd    Current   Past due        ytd
     hours      costs       fees       hours      costs     billed   unbilled   expenses       A/R     amount    payment
---------- ---------- ---------- ---------- ---------- ---------- ---------- ---------- ---------- ---------- ----------
        00        .00        .00    3699.25  129655.00    4500.00  244476.75   11175.11    2650.00         00    1850.00
========== ========== ========== ========== ========== ========== ========== ========== ========== ========== ==========
```

# CLIENT LIST

This program generates a list of clients sorted in various orders.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                                Reports                        31/03/93


          1 Budgeted hours by year end    11 Potential billings list
          2 Cash receipts batches         12 Time summary by employee
          3 Client address list           13 Timesheet batches
          4 Client billings batches       14 WIP adjustment batches
          5 Client history                15 Work codes
          6 Client list                   16 Employee master list
          7 Detailed client history       17 Billing worksheet
          8 Expense batches               18 Time summary by employee/client
          9 Filing checklist              19 Monthly time summary (employee)
         10 Job profit                    20 Monthly time summary (client)
                                          21 Fax telephone numbers

                          E  Exit

                          E  Enter Selection



```

Type ⑥ and press ⏎Enter to select *Client list*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting              TLTAP210 1.07
RM                                Client List                    31/03/93



Sort order ..........: Client no.
Report format .......: Client List
Include all year ends: All year ends
Include all partners : All partners















              S Select:   S-Start   T-Modify   ESC-Exit

```

The following report options are available:

## SORT ORDER

Select a sorting sequence from the list below. Type the letter corresponding to the sequence you want and then press ⏎Enter.

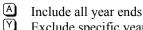| | |
|---|---|
| C | Client number |
| N | Name |
| Y | Year end |
| G | Group code |
| Esc | Exit |
| ↓ | Move down to next option |

## REPORT FORMAT

If you select the Client list format the program will generate a report that lists the Client number, name, phone charge code, year end date, CT23 date and the T2 date. If you select the address list the same information will get printed along with the client's address, telephone number and fax number.

| | |
|---|---|
| C | Client list |
| A | Address list |
| Esc | Exit |
| ↑ | Move up one option |
| ↓ | Move down to next option |

## INCLUDE ALL YEAR ENDS

You can generate this report for all year ends or you can exclude clients that have a specific year end.

| | |
|---|---|
| A | Include all year ends |
| Y | Exclude specific year ends. The system will prompt you to enter the day and month of the year ends you want excluded in the report. |
| Esc | Exit |
| ↑ | Move up one option |
| ↓ | Move down to next option |

## INCLUDE ALL PARTNERS

You can generate this report for all partners, specific partners and specific clients. Select from the options below.

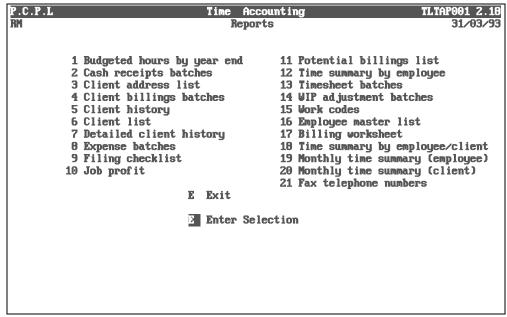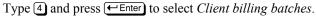| | |
|---|---|
| A | Include all partners |
| Y | Exclude specific partners. The system will prompt you to enter the partners you want to exclude. F5 can be used to list all partners. |
| S | Single partner only. The system will prompt you to enter the partner number that you want to generate the report for. F5 can be used to list all partners. |
| C | Exclude clients. The system will prompt you to enter the client numbers for the clients you want to exclude. F5 can be used to list all clients. |
| Esc | Exit |
| ↑ | Move up one option |

Once all your report options have been modified, type S and press ⏎Enter to generate the report.

A sample Client List sorted by client number follows:

```
30/06/94                              EXAMPLE COMPANY LIMITED                    EXTAR210 1.07
                                      Client List by Client no.                   Page    1

              Client no  Phone   Name                          Year End    CT23        T2
                         Code

              000-0000770   6704   COMPANY NAME                  DEC 12
                                   STREET ADDRESS, UNIT NUMBER
                                   CITY, PROVINCE
                                   POSTAL CODE
              Telephone number:   905-738-4089
                     Fax number:   905-738-6209

              000-0000830   6376   COMPANY NAME                  JAN 31    25 JUL 90   25 JUL 90
                                   STREET ADDRESS
                                   CITY, PROVINCE
                                   POSTAL CODE
              Telephone number:   905-738-4089
                     Fax number:   905-738-6209

              000-0001325   7277   COMPANY NAME                  JAN 31    20 JUL 92   20 JUL 92
                                   STREET ADDRESS, SUITE NUMBER
                                   CITY, PROVINCE
                                   POSTAL CODE
              Telephone number:   905-738-4089
                     Fax number:   905-738-6209
```

# DETAILED CLIENT HISTORY

This program generates a report that details the year-to-date hours, costs, expenses, billings, unbilled hours and payments for the clients specified. Before running this report you must perform the Data File Sort program (page ***) to ensure that all applied entries are included in the report.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                                Reports                        31/03/93


           1 Budgeted hours by year end    11 Potential billings list
           2 Cash receipts batches         12 Time summary by employee
           3 Client address list           13 Timesheet batches
           4 Client billings batches       14 WIP adjustment batches
           5 Client history                15 Work codes
           6 Client list                   16 Employee master list
           7 Detailed client history       17 Billing worksheet
           8 Expense batches               18 Time summary by employee/client
           9 Filing checklist              19 Monthly time summary (employee)
          10 Job profit                    20 Monthly time summary (client)
                                           21 Fax telephone numbers

                            E  Exit

                            ▓  Enter Selection
```

Type ⑦ and press ⏎Enter to select *Detailed client history*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting              TLTAP120 1.24
RM                        Detailed Client History Report         31/03/93

           (1) Select by client number
           (2) Select by partner number
           (3) Write complete client history
           (4) Data File Sort

           (_) Enter selection
```

The report options available are as follows:

## SELECT BY CLIENT NUMBER
Select this option if you want to generate a Detailed Client History for specific clients.

You can enter up to 27 different clients with different start and end dates.

Enter the client number then the start and end date (in the format *mmyy*) of the period that you want the details listed for. F5 can be used to list all clients.

The ← and → keys can be used to move through the clients that you have listed so that you can make changes where required.

Once you have finished entering all the clients that you want Detailed Client History reports for press Esc. Type A to accept the information and the reports will be generated.

## SELECT BY PARTNER NUMBER
The system will prompt you as follows:

**Enter partner number ---**

Type the partner number followed by ←Enter. F5 can be used to list all partners. The system will prompt you as follows:

**Enter period ending - *mmyy***

Type the period date followed by ←Enter. The system will prompt you as follows:

**Enter opening date - *mmyy***

Type the period date followed by ←Enter. The system will prompt you as follows:

**Hit <enter> to begin writing report or enter <*> to cancel**

If you press ←Enter, the system will process the detailed client history for the first partner and will then prompt you as follows:

**Enter partner number ---**

If you want to prepare the detailed client history for another partner, type the partner number followed by ←Enter, if you want to end the report press ←Enter and the system will prompt you as follows:

**Detailed Client History complete. Hit [ENTER] to continue...**

### WRITE COMPLETE CLIENT HISTORY

This selection will create a Detailed Client History file for all clients and partners. The system will prompt you as follows:

**Create master file reflecting this run (Y/N) ? N**

The system will then prompt you as follows:

**Enter period ending - *mmyy***

Type the period date followed by [← Enter]. The system will prompt you as follows:

**Enter opening date - *mmyy***

Type the period date followed by [← Enter]. The system will prompt you as follows:

**Hit <enter> to begin writing report or enter <*> to cancel**

If you press [← Enter], the system will write the detailed client history and will then prompt you as follows:

**Detailed Client History complete. Hit [ENTER] to continue...**

### DATA FILE SORT

A data file sort must be performed every time new entries have been made and applied to the client accounts. If the sort is not performed the new information will not appear in the Detailed Client History report.

Type [4] and press [← Enter] to select *Data file sort*.

The screen will appear as follows:

```
P.C.P.L                      Time  Accounting              TLTAP120 1.24
RM                     Detailed Client History Report            31/03/93

              Data File Sort:

              This option should be run whenever
              any transactions have been applied.
              The Detailed Client History Report
              will include only transactions applied
              before the most recent Data File Sort.

















                   [_] Select:    [S]-Start    [ESC]-Exit
```

Type [S] and press [← Enter] to update the history files.

When the process is complete the screen will appear as follows:

```
P.C.P.L                    Time  Accounting              TLTAP120 1.24
RM                    Detailed Client History Report          31/03/93


           Data file sort successfully completed.

           Press any key to continue.
```

Press ⏎ Enter to return to the reports main menu.

A sample Detailed Client History follows:

```
Date: 30/06/94                              EXAMPLE COMPANY LIMITED                              page   1
                                    Detailed Client History Report   (to 06/94)
transaction employee        year wk      ytd      ytd      ytd      ytd      ytd      ytd  current
 date/type  no/name        worked cd   hours    costs expenses unbilled   billed payments      A/R comments
Client 000-0000770  COMPANY NAME

   0694 closing balance                  .00      .00      .00      .00 17976.00 17976.00      .00
   0694 closing balance                  .00      .00      .00      .00 17976.00 17976.00      .00


Date: 30/06/94                              EXAMPLE COMPANY LIMITED                              page   1
                                    Detailed Client History Report   (to 06/94)
transaction employee        year wk      ytd      ytd      ytd      ytd      ytd      ytd  current
 date/type  no/name        worked cd   hours    costs expenses unbilled   billed payments      A/R comments
Client 000-0001325  COMPANY NAME

   0694 closing balance                  .00      .00      .00      .00      .00      .00      .00
   0694 closing balance                  .00      .00      .00      .00      .00      .00      .00
```

## EXPENSE BATCHES

This program generates a report of the expense batches you entered under *Enter Client Expenses*.

```
P.C.P.L                         Time  Accounting            TLTAP001 2.18
RM                                 Reports                      31/03/93


        1 Budgeted hours by year end    11 Potential billings list
        2 Cash receipts batches         12 Time summary by employee
        3 Client address list           13 Timesheet batches
        4 Client billings batches       14 WIP adjustment batches
        5 Client history                15 Work codes
        6 Client list                   16 Employee master list
        7 Detailed client history       17 Billing worksheet
        8 Expense batches               18 Time summary by employee/client
        9 Filing checklist              19 Monthly time summary (employee)
       10 Job profit                    20 Monthly time summary (client)
                                        21 Fax telephone numbers

                        E  Exit

                        E  Enter Selection



```

Type ⑧ and press ⏎Enter to select *Expense batches*.

The screen will appear as follows:

```
P.C.P.L                         Time  Accounting            TLTAP095 1.05
RM                              Print Client Expenses           31/03/93

            (1) Print by batch number
            (2) Print all batches

            (-) Enter selection



```

The report options available are as follows:

### PRINT BY BATCH NUMBER

Type ⬚1 followed by ⬚←Enter to generate this report for a single expense batch. The system will prompt you as follows:

**Enter batch number to print  ---**

Type the batch number you want to print followed by ⬚←Enter. ⬚F5 can be used to list all batches.

### PRINT ALL BATCHES

Type ⬚2 followed by ⬚←Enter, the system will prepare all the outstanding expenses batches.

Press ⬚←Enter to return to the reports main menu.

A sample expense batch follows:

```
Date :30 06 94      EXAMPLE COMPANY LIMITED                     Page   1
                      EXPENSE BATCHES
Batch number:   4
Batch date  : 310882
Batch  - Client no    : 32304779517    32304779517
totals   Expense codes :      41000        41000
          Total expenses :     1149.50      1149.50
First expense of batch:       11
Last expense of batch :       93
Number of expenses    :       82
Batch status          : applied
                                            Emp                        Invoice  Invoice
  Expense #    Client no Name                no. Expense code     Invoice #    date   amount Comment
        11 041 0010481 CUSTOMER NAME         002 500 TAX PLANNING  81 INC. TAX 300482    13.00
        12 041 0010481 CUSTOMER NAME         002 500 TAX PLANNING  81 INC. TAX 300482    13.00
        13 024 0011700 CUSTOMER NAME         005 500 TAX PLANNING  81 INC. TAX 300482    13.50
        14 041 0013403 CUSTOMER NAME         002 500 TAX PLANNING  81 INC. TAX 300482    14.50
        15 024 0013650 CUSTOMER NAME         005 500 TAX PLANNING  81 INC. TAX 300482    19.25
        16 024 0013650 CUSTOMER NAME         005 500 TAX PLANNING  81 INC. TAX 300482    14.25
        17 041 0016000 CUSTOMER NAME         002 500 TAX PLANNING  81 INC. TAX 300482    13.00
        18 041 0020550 CUSTOMER NAME         002 500 TAX PLANNING  81 INC. TAX 300482    13.00
        19 041 0030001 CUSTOMER NAME         002 500 TAX PLANNING  81 INC. TAX 300482    15.25
        20 041 0038731 CUSTOMER NAME         002 500 TAX PLANNING  81 INC. TAX 300482    16.25
        21 041 0038731 CUSTOMER NAME         002 500 TAX PLANNING  81 INC. TAX 300482    16.50
        22 041 0038731 CUSTOMER NAME         002 500 TAX PLANNING  81 INC. TAX 300482    13.00
        23 041 0038812 CUSTOMER NAME         002 500 TAX PLANNING  81 INC. TAX 300482    15.75
        24 024 0039000 CUSTOMER NAME         005 500 TAX PLANNING  81 INC. TAX 300482    13.50
```

# FILING CHECKLIST

This program generates a report that lists all filing dates for the client's year-end, CT23, T2.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                                 Reports                       31/03/93


        1 Budgeted hours by year end    11 Potential billings list
        2 Cash receipts batches         12 Time summary by employee
        3 Client address list           13 Timesheet batches
        4 Client billings batches       14 WIP adjustment batches
        5 Client history                15 Work codes
        6 Client list                   16 Employee master list
        7 Detailed client history       17 Billing worksheet
        8 Expense batches               18 Time summary by employee/client
        9 Filing checklist              19 Monthly time summary (employee)
       10 Job profit                    20 Monthly time summary (client)
                                        21 Fax telephone numbers

                         E  Exit

                         E  Enter Selection

```

Type ⑨ and press ⏎Enter to select *Filing checklist*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting              TLTAP150 1.05
RM                               Filing Checklist               31/03/93



              1. Sort order ..........: Year End
              2. Start month .........: 01
              3. End month ...........: 12
              4. Include all partners : Y














              S Select:   Start   Modify   Exit

```

The following report options are available:


### SORT ORDER
This report can be sorted by Ⓨ, year end or by Ⓘ, the person in charge of the account. Select the number representing the sort order you want and press ⏎Enter.

### START MONTH
If you want to only print filing check details for a specified period, type the start month in this field and press ⏎Enter.

### END MONTH
If you have entered a starting month above, enter the last month that you want to report the filing checklist details for and press ⏎Enter.

### INCLUDE ALL PARTNERS
This report can be generated for Ⓨ, all partners or for Ⓝ, specific partners. If you select Ⓝ, to exclude partners the system will prompt you to enter the number of the partner to be excluded. F5 can be used to list all partners.

Once you have modified your report options, type Ⓢ to start processing the Filing Checklist report. Once the report processing is complete, the system will prompt you as follows:

    E  Select:   Continue   Exit

Type Ⓒ to produce another checklist or Ⓔ to exit.

A sample Filing Checklist follows:

```
14 JUN 94                        EXAMPLE COMPANY LIMITED                    EXTAR150 1.05
                               Filing Checklist by Year End                 Page    1

Client                                             Y/E   Y/E     T2        CT23      Last
number     Incharge  Client name                   Month Day    Date       Date     Billed

000-0000830 INITIALS ANY COMPANY LIMITED            JAN   31  25-JUL-90  25-JUL-90  21-SEP-92  [  ]
000-0001325 INT.     ANY COMPANY LIMITED            JAN   31  20-JUL-92  20-JUL-92     ---     [  ]
000-0038118 INT.     ANY COMPANY LIMITED            JAN   31     ---        ---     31-JUL-90  [  ]
041-0015000 INT.     ANY COMPANY LIMITED            JAN   31  31-MAR-92  31-MAR-92  30-APR-92  [  ]
041-0015525 INT.     ANY COMPANY LIMITED            JAN   31  22-JUL-92  22-JUL-92  19-MAR-93  [  ]
041-0015850 INT.     ANY COMPANY LIMITED            JAN   31  26-SEP-91  26-SEP-91  30-APR-92  [  ]
041-0015975 INT.     ANY COMPANY LIMITED            JAN   31     ---        ---     31-OCT-82  [  ]
041-0018370 INT.     ANY COMPANY LIMITED            JAN   31  22-JUL-92  22-JUL-92  06-DEC-91  [  ]
041-0064565 INT.     ANY COMPANY LIMITED            JAN   31  20-MAY-92  20-MAY-92  30-APR-93  [  ]
041-0074495 INT.     ANY COMPANY LIMITED            JAN   31  04-MAY-92  04-MAY-92     ---     [  ]
041-0076600 INT.     ANY COMPANY LIMITED            JAN   31  07-JUL-88  07-JUL-88  31-MAY-85  [  ]
041-0076695 INT.     ANY COMPANY LIMITED            JAN   31  03-JUN-92  03-JUN-92  31-MAY-93  [  ]
041-0076721 INT.     ANY COMPANY LIMITED            JAN   31  21-MAY-92  21-MAY-92     ---     [  ]
041-0077015 INT.     ANY COMPANY LIMITED            JAN   31  21-MAY-92  21-MAY-92  31-JAN-93  [  ]
041-0087595 INT.     999999 ONTARIO LIMITED         JAN   31  22-JUL-92  22-JUL-92  31-JUL-92  [  ]
041-0093865 INT.     999999 ONTARIO LIMITED         JAN   31     ---        ---        ---     [  ]
041-0095055 INT.     999999 ONTARIO LIMITED         JAN   31  20-MAY-92  20-MAY-92  30-APR-93  [  ]
041-0095115 INT.     999999 ONTARIO INC.            JAN   31  25-MAY-92  25-MAY-92  29-FEB-92  [  ]
041-0093720 INT.     999999 ONTARIO INC.            JAN   31  20-APR-92  20-APR-92  30-APR-92  [  ]
```

# JOB PROFIT REPORT

This program generates a reports that lists the profit percentage taking in to consideration the billings, costs and expenses.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                                Reports                        31/03/93


         1 Budgeted hours by year end    11 Potential billings list
         2 Cash receipts batches         12 Time summary by employee
         3 Client address list           13 Timesheet batches
         4 Client billings batches       14 WIP adjustment batches
         5 Client history                15 Work codes
         6 Client list                   16 Employee master list
         7 Detailed client history       17 Billing worksheet
         8 Expense batches               18 Time summary by employee/client
         9 Filing checklist              19 Monthly time summary (employee)
        10 Job profit                    20 Monthly time summary (client)
                                         21 Fax telephone numbers
                        E  Exit

                        E  Enter Selection
```

Type ①⓪ and press ⏎Enter to select *Job profit report*.

The screen will appear as follows:

```
PCL                            Time  Accounting              TLTAP130 1.03
CH                             Job Profit Report                30/06/93



                   Opening date (ddmmyy) : dd mm yy
                   Closing date (ddmmyy) :













Enter [ddmmyy] or [ESC] to exit.
```

The report options are as follows:

## OPENING DATE

Enter the opening date for the period that you want to review the profit for in the format *ddmmyy* and press ⏎Enter

## CLOSING DATE

Enter the cut off date for this report in the format *ddmmyy* and press ⏎Enter

The following options are then available:

- Ⓢ  Start processing report
- Ⓜ  Modify report options
- Ⓔ  Exit to Time Accounting main menu
- Ⓕ  File, extract from a partial client master

Type Ⓢ to start processing the Job Profit report.

A sample Job Profit report follows:

```
30/06/94                            EXAMPLE COMPANY LIMITED                          page    1

                   Job Profit Report  from MAY  1/93 to MAY 31/93

                                                         Profit
                                                         before             Adjusted
     Client no Name              Billings    Costs  Expenses  Unbilled   Unbilled    Profit  % Yield
000 0000770 ANY COMPANY LIMITED    642.00      .00       .00    642.00        .00    642.00      100

000 0000830 ANY COMPANY INC.          .00      .00       .00       .00        .00       .00        0

000 0001325 ANY COMPANY LIMITED       .00      .00       .00       .00        .00       .00        0

000 0001805 ANY COMPANY LIMITED      6.42      .00       .00      6.42        .00      6.42      100

000 0012345 ANY COMPANY INC.          .00      .00       .00       .00        .00       .00        0

000 0019850 ANY COMPANY LIMITED       .00      .00       .00       .00        .00       .00        0

000 0023456 ANY COMPANY LIMITED       .00      .00       .00       .00        .00       .00        0

000 0023457 ANY COMPANY INC.          .00      .00       .00       .00    5670.00   5670.00        0

000 0025698 ANY COMPANY INC.          .00      .00       .00       .00     100.00    100.00        0

000 0038118 ANY COMPANY LIMITED       .00      .00       .00       .00      75.00     75.00        0
                                 ---------- ---------- ---------- ----------- ---------- ----------- -------
            Totals for partner 000 648.42      .00       .00    648.42    5845.00   6493.42     1001
```

# POTENTIAL BILLING LIST

This program generates a report that lists any client who has unbilled time greater than the amount that you specify in the report options. It will also display that last time the client was billed.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.10
RM                                Reports                        31/03/93


          1 Budgeted hours by year end    11 Potential billings list
          2 Cash receipts batches         12 Time summary by employee
          3 Client address list           13 Timesheet batches
          4 Client billings batches       14 WIP adjustment batches
          5 Client history                15 Work codes
          6 Client list                   16 Employee master list
          7 Detailed client history       17 Billing worksheet
          8 Expense batches               18 Time summary by employee/client
          9 Filing checklist              19 Monthly time summary (employee)
         10 Job profit                    20 Monthly time summary (client)
                                          21 Fax telephone numbers

                          E  Exit

                          E  Enter Selection
```

Type ①① and press ←Enter to select *Potential billing list*.

The screen will appear as follows:

```
P.C.P.L                        Time Accounting               TLTAP201 1.03
RM                              Potential Billings               31/03/93



                  1 Minimum billing  :    500
                  2 Print bill rate  : Y
                  3 Cutoff date      : 31/03/93 (MAR 31/93)
                  4 Billing worksheet: YES

















S  Select:   Start report   Modify   Exit
```

The following report options are available:

## MINIMUM BILLING

Enter the minimum amount owing by a client that you would like displayed on the report. The default is $500.00. Any client that has unbilled time greater than $500.00 will be listed on the report.

## PRINT BILL RATE

Type Ⓨ to include the client's billing rate on the report or Ⓝ if you do not want to include the billing rate.

## CUTOFF DATE

Enter the date that you would like the time to be included to. For example, no time after the cutoff date will be calculated in the billing amount owing by the client.

## BILLING WORKSHEET

To generate a billing worksheet for each client, leave this field set at Ⓨ. If you do not want to generate the billing worksheets, set this field to Ⓝ. ☞**Billing Worksheets, take a long time to process. It might be quicker to set this field to Ⓝ and run the Billing Worksheets only for the clients you are going to bill**.

Once you have modified your report options, type Ⓢ to start generating the report.

A sample Potential Billings list follows:

```
114/ 6/94               EXAMPLE COMPANY LIMITED            EXTAR201 1.03
                          Potential Billings               Page    1
                        Minimum Billing - 500
0     Client no  Name                          YTD Unbilled  Last Billed

      000-0023457  ANY COMPANY LIMITED             6735.00    300693
      041-0010275  ANY COMPANY LTD.                 500.00    ddmmyy
      041-0010481  ANY COMPANY LIMITED            17560.00    300693
      041-0015000  ANY COMPANY INC.                 527.50    300492
      041-0019865  ANY COMPANY INC.                 500.00    310792
      041-0020150  ANY COMPANY LIMITED              525.00    310593
      041-0030025  ANY COMPANY LTD.                 525.00     --
      041-0044555  ANY COMPANY LTD.                 950.00    300493
      041-0056925  ANY COMPANY INC.                 800.00    300493
      041-0064875  ANY COMPANY LIMITED              660.00    300693
```

## TIME SUMMARY BY CLIENT/EMPLOYEE

This program will generate a report that lists a time summary by employee for the specified clients.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.10
RM                                 Reports                        31/03/93


           1 Budgeted hours by year end    11 Potential billings list
           2 Cash receipts batches         12 Time summary by employee
           3 Client address list           13 Timesheet batches
           4 Client billings batches       14 WIP adjustment batches
           5 Client history                15 Work codes
           6 Client list                   16 Employee master list
           7 Detailed client history       17 Billing worksheet
           8 Expense batches               18 Time summary by employee/client
           9 Filing checklist              19 Monthly time summary (employee)
          10 Job profit                    20 Monthly time summary (client)
                                           21 Fax telephone numbers

                            E  Exit

                            E  Enter Selection



```

To select *Time summary by client/employee*, type ①② an press ⏎Enter.


The screen will appear as follows:

```
P.C.P.L                        Time  Accounting              TLTAP142 1.04
RM                       Time Summary by Client/Employee          31/03/93



                   Start date (ddmmyy) .: 31/03/93
                   End date (ddmmyy) ...: 31/03/93
                   Include all partners : A
















M  Select:   Start   Modify   Exit
```

The following report options are available:

### START DATE
Enter the date that you want to list the time details from in the format *ddmmyy*. The default is the sign on date.

### END DATE
Enter the date that you want to end listing the time details at in the format *ddmmyy*.

### INCLUDE ALL PARTNERS
This report can be generated for Ⓐ, all partners, Ⓟ, a single partner or Ⓒ, specific clients. The system will prompt you to enter the specific partner or client if you select that option. The F5 lookup feature is available for both options

Once all your report modifications have been made, type Ⓢ to start processing the report.

A sample page from a Time Summary By Client/ Employee report follows:

```
28 OCT 94              PARSONS AND CUMMINGS LIMITED            Page    1
                       Time Summary by Client/Employee       CHTAR142 1.04
                       From  JAN 01/94 to OCT 28/94

Client number   Date    Emp Wcode    Hours   Comment
------------------------------------------------------------------------
 041 0090099 31 01 94 013   945       .50   RETAINERS
             31 01 94 013   850       .25   BILLS
             31 01 94 013   930      1.50   AP MNL - RPT'S TO WORD
             31 01 94 013   930      2.00   AR MNL - RPT'S TO WORD
             31 01 94 013   930      1.75   PY MNL - RPT'S TO WORD
             31 01 94 013   930       .50   AR MNL - RPT'S TO WORD
             31 01 94 013   930      4.00   OE MNL - RPT'S TO WORD
             31 01 94 013   930      1.50   GL MNL - TESTING
             31 01 94 013   930     11.50   TESTING SNAPSHOTS FOR MNL'S
             31 01 94 013   850       .25   BANK, PO, CASH RECEIPTS
             31 01 94 013   850       .25   BANK
             31 01 94 013   850      2.50   BINDER TAB QUOTES, KWIK KOPY
             31 01 94 013   850       .25   HELP SHAWNA WITH REPORTS
             28 02 94 013   850       .50   BILLS
             28 02 94 013   850       .25   TIMESHEETS
             28 02 94 013   945       .50   STATEMENTS
             28 02 94 013   945       .25   RETAINERS
             28 02 94 013   850       .25   PREP DETAILS FOR MANUAL TABS
             28 02 94 013   904       .25   ADD JLK TO PC RETAINERS/ FAX OUT
             28 02 94 013   917       .25   PURGE TEST (SUPPLIERS) I08 ERROR
             28 02 94 013   930       .75   GL MANUAL
             28 02 94 013   930      1.75   PRINT TA/FA, PREP RPTS FOR CONVERT
             28 02 94 013   930      1.50   CONVERT TA/FA REPORTS TO WORD
             28 02 94 013   930       .75   PRINT CONSTRUCTION MANUAL
             28 02 94 013   930      2.25   CONSTRUCTION RPTS - CONVERT
             28 02 94 013   904       .25   MODIFY CARBON RETAINER
             28 02 94 013   904       .25   CREATE CHARACTERS STYLE MENUOPS FOR
             31 03 94 013   945       .25   QUEUE AND FAX STATEMENTS
             31 03 94 013   945       .25   RETAINERS
             31 03 94 013   850       .25   BILLS
             31 03 94 013   850      1.00   TIMESHEETS
             31 03 94 013   850       .75   REVIEW HOW TO TAKE SNAPSHOTS
             31 03 94 013   930      3.00   TAKE AND CONVERT GL PICTURES, SHOW
             31 03 94 013   930      2.75   HEADING NUMBERING - GL
             31 03 94 013   850       .25   CASH RECEIPTS/ BANK
             31 03 94 013   850       .25   MODIFY RETAINER
             31 03 94 013   930      4.50   GL MANUAL
             31 03 94 013   930      4.50   GL MANUAL - TEXT CHANGES, SNAPSHOTS
             31 03 94 013   930       .25   SNAPSHOT TEST, PAGE PROTECT
             31 03 94 013   930       .25   SHAWNA, MANUAL PROBLEMS
             31 03 94 013   930      3.00   REVIEW OLD GL MANUAL, TEXT CHANGES
             31 03 94 013   930      4.00   GL MANUAL, TEXT CHANGES
             31 03 94 013   850       .25   BILLS
             31 03 94 013   930      1.00   HELP SHAWNA TAKE A/P SNAPSHOTS
             31 03 94 013   930      4.00   GL MANUAL - TEXT CHANGES
             31 03 94 013   945       .50   QUEUE STATMENTS
             31 03 94 013   850       .25   IMPORT PHONEBOOK TO WINFAX
             30 04 94 013   945       .25   REQUEUE STMT'S
             30 04 94 013   945       .25   RETAINERS
             30 04 94 013   850       .25   BILLS
             30 04 94 013   930      8.50   GL MANUAL
             30 04 94 013   850       .50   TIMESHEETS
             30 04 94 013   930       .50   SHAWNA - AR PICTURES SHE COULDN'T
```

# TIMESHEET BATCHES

This program generates a report of the time sheet entry batches that you specify. This report should be generated after you have entered a time sheet batch so that you can review your entries before you apply the batch.

```
P.C.P.L                        Time  Accounting                 TLTAP001 2.18
RM                               Reports                           31/03/93


         1 Budgeted hours by year end      11 Potential billings list
         2 Cash receipts batches           12 Time summary by employee
         3 Client address list             13 Timesheet batches
         4 Client billings batches         14 WIP adjustment batches
         5 Client history                  15 Work codes
         6 Client list                     16 Employee master list
         7 Detailed client history         17 Billing worksheet
         8 Expense batches                 18 Time summary by employee/client
         9 Filing checklist                19 Monthly time summary (employee)
        10 Job profit                      20 Monthly time summary (client)
                                           21 Fax telephone numbers

                          E  Exit

                          E  Enter Selection
```

Type ①③ and press ⏎ Enter to select *Time sheet batches*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting                 TLTAP045 1.08
RM                             Print Time Sheets                  31/03/93

               1 Print a timesheet
               2 Print all timesheets

               E Exit

               E Enter selection
```

The options available are as follows:


### PRINT A TIME SHEET

Type 1 followed by ↵Enter, to print a single time sheet. The system will prompt you as follows:

> ***dd mm yy* enter time sheet date**

Type the date that the time sheet was entered for followed by ↵Enter. The system will prompt you as follows:

> **---enter employee number**

Type the employee number who the time sheet batch belongs to and press ↵Enter. The system will prepare the time sheet you selected.


### PRINT ALL TIME SHEETS

Type 2 followed by ↵Enter to print all time sheets the system will prompt you to enter the following information:


#### START DATE

The system will allow you to print all time sheets within a specific time frame. Type the start date of the desired time frame in the format *ddmmyy* and press ↵Enter.

#### END DATE

Type the cut off date in the format *ddmmyy* and press ↵Enter.

#### TIME SHEET TYPE

Type A to print applied batches or U to print unapplied batches.

#### ALL EMPLOYEES

You can print time sheets for A, all employees or N, a single employee. F5 will list all employees.

Once all your report options have been set, type S and press ↵Enter to generate the time sheets.

A sample time sheet batch follows:

```
Date : 30 06 94                            EXAMPLE COMPANY LIMITED                                    Page    1
                                             TIMESHEET EDIT LIST
Date of work: 010491
Employee    : 011  EMPLOYEE NAME
Control - Client no     :              0     990099999
 totals    Work codes    :              0         600
           Total hours   :            .00        2.00
Number of entries    :    1
Batch status         : incomplete
Client no   name                         year    hours work code                        hours comments

099 0099999 ADMINISRATION                1991    2.00 600 BOOKKEEPING                    2.00 P/O AND CLOSE COMPANIES
                                                                                              POLY

End of timesheet
```

## WIP ADJUSTMENTS BATCHES

```
P.C.P.L                      Time  Accounting              TLTAP001 2.10
RM                             Reports                         31/03/93


         1 Budgeted hours by year end    11 Potential billings list
         2 Cash receipts batches         12 Time summary by employee
         3 Client address list           13 Timesheet batches
         4 Client billings batches       14 WIP adjustment batches
         5 Client history                15 Work codes
         6 Client list                   16 Employee master list
         7 Detailed client history       17 Billing worksheet
         8 Expense batches               18 Time summary by employee/client
         9 Filing checklist              19 Monthly time summary (employee)
        10 Job profit                    20 Monthly time summary (client)
                                         21 Fax telephone numbers

                          E  Exit

                          █  Enter Selection
```

Type ①④ and press ⏎Enter to select *WIP adjustments batches*.

The screen will appear as follows:

```
P.C.P.L                      Time  Accounting              TLTAP005 1.06
RM                         Print WIP Adjustments             31/03/93

         (1) Print by batch number
         (2) Print all batches

         (-) Enter selection
```

The report options available are as follows:


## PRINT BY BATCH NUMBER

Type ①  followed by ⏎Enter to print a single batch. The system will prompt you as follows:

**Enter batch number to print ---**

Type the batch number required followed by ⏎Enter. F5 can be used to list all batches and their status.


## PRINT ALL BATCHES

Type ②  followed by ⏎Enter. The following options are available:


### START DATE

The system will allow you to print all WIP batches within a specific time frame. Type the start date of the desired time frame in the format *ddmmyy* and press ⏎Enter.

### END DATE

Type the last date within the time frame in the format *ddmmyy* and press ⏎Enter.

### WIP STATUS TYPE

Type Ⓐ to print applied batches , Ⓤ to print unapplied batches or ✱ to print all batches.

A sample WIP Adjustments Batch follows:

```
Date :30 06 94              EXAMPLE COMPANY LIMITED           Page   1
                          CLIENT ADJUSTMENT BATCHES

Batch number: 158
Batch date  : FEB 01/94
Batch  - Client no    :   8781119607    8781119607
totals   YTD hours    :      3290.51       3290.51
         YTD costs    :     76512.93      76512.93
         YTD WIP      :    442771.29     442771.29
         YTD expenses :          .00          .00
         YTD billed   :          .00          .00
         YTD payments :          .00          .00
First adjustment of batch:     2147
Last adjustment of batch :     2166
Number of adjustments    :       20
Batch status        : applied
Adjustment    Client no Name                YTD hrs YTD costs   YTD WIP  YTD exp  YTD bill YTD pymnt Comment
      2147 041 0010481 ANY COMPANY LTD.      175.75  9037.50  18075.00      .00      .00      .00
      2148 041 0010483 ANY COMPANY INC.       36.00  1790.00   3580.00      .00      .00      .00
      2149 041 0015000 ANY COMPANY LIMITED    18.00   550.00   1100.00      .00      .00      .00
      2150 041 0015525 ANY COMPANY LIMITED     5.25   257.50    515.00      .00      .00      .00
      2151 041 0020075 ANY COMPANY LTD.        6.00   300.00    600.00      .00      .00      .00
      2152 041 0022375 ANY COMPANY LTD         8.00   200.00    400.00      .00      .00      .00
      2153 041 0030004 ANY COMPANY LIMITED    23.50   945.00   1890.00      .00      .00      .00
      2154 041 0030030 ANY COMPANY LIMITED     1.17    13.58     34.25      .00      .00      .00
      2155 041 0030035 ANY COMPANY LIMITED      .75     8.90     22.50      .00      .00      .00
      2156 041 0043515 ANY COMPANY INC.        7.00   355.00    370.00      .00      .00      .00
      2157 041 0056925 ANY COMPANY INC.        7.00   525.00   1050.00      .00      .00      .00
      2158 041 0090099 ANY COMPANY LIMITED    82.95  3373.75   6747.50      .00      .00      .00
      2159 041 0090100 999999 ONTARIO LIMITED 12.75   393.75    787.50      .00      .00      .00
      2160 041 0090355 ANY COMPANY LTD.         .00      .00 284900.00      .00      .00      .00
      2161 041 0090500 ANY COMPANY LIMITED    13.50   587.50   1175.00      .00      .00      .00
      2162 041 0090620 999999 ONTARIO LIMITED  8.50   450.00    900.00      .00      .00      .00
      2163 041 0092075 ANY COMPANY LIMITED     3.95    98.75    197.50      .00      .00      .00
      2164 041 0095070 999999 ONTARIO LIMITED  7.75   391.25    782.50      .00      .00      .00
      2165 041 0096341 ANY COMPANY INC.       32.00  1345.00   2690.00      .00      .00      .00
      2166 099 0099999 ANY COMPANY LIMITED  2840.69 55890.45 116954.54      .00      .00      .00

end of batch number 158
```

# WORK CODES

This program will generate a report that lists all work codes.

```
P.C.P.L                         Time  Accounting              TLTAP001 2.18
RM                                  Reports                       31/03/93


          1 Budgeted hours by year end    11 Potential billings list
          2 Cash receipts batches         12 Time summary by employee
          3 Client address list           13 Timesheet batches
          4 Client billings batches       14 WIP adjustment batches
          5 Client history                15 Work codes
          6 Client list                   16 Employee master list
          7 Detailed client history       17 Billing worksheet
          8 Expense batches               18 Time summary by employee/client
          9 Filing checklist              19 Monthly time summary (employee)
         10 Job profit                    20 Monthly time summary (client)
                                          21 Fax telephone numbers

                           E  Exit

                           E  Enter Selection
```

Type ①⑤ and press ⏎Enter to select *Work codes*.

The screen will appear as follows:

```
P.C.P.L                         Time  Accounting              TLTAP131 1.01
RM                               Work Codes Report                31/03/93

















E Select:   Start   Exit
```

The options available are as follows:

Ⓢ    Start processing report
Ⓔ    Exit

Type Ⓢ and press ⏎Enter to start generating the report.

A sample Work Codes report follows:

```
                         EXAMPLE COMPANY LIMITED              Page:   1
          JUN 30/94            Work Code List          EXTAR131 1.01

          Work Code  Chargeable  Description
          -------------------------------------------------------------------
          100          YES       AUDITING
          115          YES       TRAINING
          200          YES       ACCOUNTANT'S COMMENTS
          210          YES       NOTICE TO READER
          220          YES       PERSONAL FINANCIAL STATEMENTS
          300          YES       CASHFLOWS
          350          YES       FINANCIAL PLANNING
          410          YES       TAX RETURNS - PERSONAL
          420          YES       TAX RETURNS - CORPORATE
          430          YES       TAX RETURNS - TRUSTS
          440          YES       T4 AND T5 PREPARATION
          500          YES       TAX PLANNING
          600          YES       BOOKKEEPING
          610          YES       COMPUTER INPUT
          700          YES       TRUSTEE SERVICES
          715          YES       LETTER TO
          800          YES       OTHER
          810          YES       DATA PROCESSING FEES
          815          YES       ON-LINE SUPPORT

                  --- End of report ---
```

# EMPLOYEE MASTER LIST

This program will generate a list of all employees that are set up to enter time. The report will detail their cost and billing rates along with their year-to-date hours.

```
P.C.P.L                      Time  Accounting              TLTAP001 2.18
RM                              Reports                        31/03/93


         1 Budgeted hours by year end    11 Potential billings list
         2 Cash receipts batches         12 Time summary by employee
         3 Client address list           13 Timesheet batches
         4 Client billings batches       14 WIP adjustment batches
         5 Client history                15 Work codes
         6 Client list                   16 Employee master list
         7 Detailed client history       17 Billing worksheet
         8 Expense batches               18 Time summary by employee/client
         9 Filing checklist              19 Monthly time summary (employee)
        10 Job profit                    20 Monthly time summary (client)
                                         21 Fax telephone numbers

                         E  Exit

                         E  Enter Selection
```

Type ① ⑥ and press ↵ Enter to select *Employee master list*.

The screen will appear as follows:

```
P.C.P.L                      Time  Accounting              TLTAP112 1.01
RM                          Employee Master List              31/03/93















E Select:   Start   Exit
```

The options available are as follows:

⑤    Start processing report
Ⓔ    Exit

Type ⑤ and press ←Enter to start generating the report.

A sample Employee Master list follows:

```
JUN 30/94                                  EXAMPLE COMPANY LIMITED                                        Page:   1
                                             Employee Master List                                        EXTAR112 1.01
-----------------------------------------------------------------------------------------------------------------

Employee#   Name and Address                  Telephone   : 905-738-4089  Class: PTR
   002      FIRST, LAST NAME                   Costing rates:    75.00 0186     65.00 0182     50.00 0881
            STREET ADDRESS                     Billing rates:   150.00 0186    130.00 0182    100.00 0881
            CITY, PROVINCE                     YTD hours   : 10162.47
            POSTAL CODE                        YTD charge  :  9796.97
                                               YTD nocharge :  365.50

Employee#   Name and Address                  Telephone   : 905-738-4089  Class: X
   003      FIRST, LAST NAME                   Costing rates:    50.00 0186     40.00 0182     30.00 0881
            STREET ADDRESS                     Billing rates:   100.00 0186     80.00 0182     60.00 0881
            CITY, PROVINCE                     YTD hours   : 14802.10
            POSTAL CODE                        YTD charge  : 14548.60
                                               YTD nocharge :  253.50

Employee#   Name and Address                  Telephone   : 905-738-4089  Class: X
   004      FIRST, LAST NAME                   Costing rates:    30.00 0381     30.00 0380     30.00 0379
            STREET ADDRESS                     Billing rates:    80.00 0381     80.00 0380     80.00 0379
            CITY, PROVINCE                     YTD hours   :   161.55
            POSTAL CODE                        YTD charge  :   161.55
                                               YTD nocharge :     .00
```
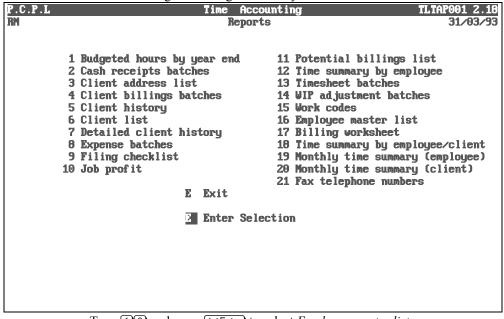
# BILLING WORKSHEET

This program generates a report that details the time booked and the chargeable rate per booking to a client. This report can be sent along with an invoice to show the client what time they are being billed for.

```
P.C.P.L                      Time  Accounting              TLTAP001 2.18
RM                              Reports                         31/03/93


        1 Budgeted hours by year end    11 Potential billings list
        2 Cash receipts batches         12 Time summary by employee
        3 Client address list           13 Timesheet batches
        4 Client billings batches       14 WIP adjustment batches
        5 Client history                15 Work codes
        6 Client list                   16 Employee master list
        7 Detailed client history       17 Billing worksheet
        8 Expense batches               18 Time summary by employee/client
        9 Filing checklist              19 Monthly time summary (employee)
       10 Job profit                    20 Monthly time summary (client)
                                        21 Fax telephone numbers
                          E  Exit

                          E  Enter Selection




```

Type ①⑦ and press ⏎Enter to select *Billing worksheet*.

The screen will appear as follows:

```
P.C.P.L                     Time Accounting               TLTAP144 1.06
RM                          Billing  Worksheet                 31/03/93



               Start date (ddmmyy) .: 31/03/93
               End date (ddmmyy) ...: 31/03/93
               Print billing rate ..: Y
               Include all partners : A













E  Select:   Start   Modify   Exit
```

The following report options are available:

## START DATE

This report can be generated for a specific time frame. Enter the date that you want to start including time from in the format *ddmmyy*.

## END DATE

Enter the end date of your time frame in the format *ddmmyy*.

## PRINT BILLING RATE

The following options are available:

| | |
|---|---|
| [Y] | Include client billing rate on the report |
| [N] | Do not include the client's billing rate on the report |
| [Esc] | Exit report options |

## INCLUDE ALL PARTNERS

This report can be generated for [A], all partners, [P], single partners or [C], selected clients. If you select to generate this report for a single partner the system will prompt you to enter the partner's number. If you are generating this report to specific clients the system will allow you to enter up to 18 different clients. You will also have the option to enter a different start date and end date for each client and whether or not you want the billing rate printed on the report.

Once you have entered this information, type [A] to accept the data and [S] to start generating the report.

A sample Billing Worksheet follows:

```
14 JUN 94                              EXAMPLE COMPANY LIMITED                              Page   1
                                        Billing  Worksheet                             EXTAR144 1.06
                                    From  MAY 30/93 to JUN 30/93
Client: 000-0023457 COMPANY NAME

   Date    Emp                    Work                            Billing     YTD
 ddmmyy    # Name                 Code Description         Hours   Rate    Unbilled Comment
-------------------------------------------------------------------------------------------------------


14 JUN 94                              EXAMPLE COMPANY LIMITED                              Page   1
                                        Billing  Worksheet                             EXTAR144 1.06
                                    From  DEC 30/94 to JUN 30/94
Client: 041-0010275 COMPANY NAME

   Date    Emp                    Work                            Billing     YTD
 ddmmyy    # Name                 Code Description         Hours   Rate    Unbilled Comment
-------------------------------------------------------------------------------------------------------
31 03 92 003 EMPLOYEE NAME        820 MEETING              1.00   100.00     100.00 MEETING
31 03 92 003 EMPLOYEE NAME        830 PHONE CALL FROM      1.00   100.00     100.00 SUPPLIER
31 03 92 003 EMPLOYEE NAME        600 BOOKKEEPING          1.00   100.00     100.00 CHECK PAYROLL DEDUCTIONS
30 04 92 003 EMPLOYEE NAME        410 TAX RETURNS - PERSONAL 3.00  100.00     300.00 T1 - EMPLOYEE
30 04 92 003 EMPLOYEE NAME        410 TAX RETURNS - PERSONAL 2.50  100.00     250.00 T1 - EMPLOYEE
31 05 92 003 EMPLOYEE NAME        830 PHONE CALL FROM      1.00   100.00     100.00 4 CALLS FROM CLIENT
31 01 93 003 EMPLOYEE NAME        420 TAX RETURNS - CORPORATE .50  100.00      50.00 CONSUMER AFFAIRS FORM
28 02 93 003 EMPLOYEE NAME        440 T4 AND T5 PREPARATION  .50  100.00      50.00 CHECK T4'S
31 03 93 003 EMPLOYEE NAME        410 TAX RETURNS - PERSONAL 2.00  100.00     200.00 T1 - EMPLOYEE
31 03 93 003 EMPLOYEE NAME        410 TAX RETURNS - PERSONAL 2.00  100.00     200.00 T1 - EMPLOYEE
                                                          ---------         ----------
Totals for client  0010275                                14.50             1450.00
```

## TIME SUMMARY BY EMPLOYEE/CLIENT

```
P.C.P.L                          Time  Accounting              TLTAP001 2.10
RM                                   Reports                        31/03/93


            1 Budgeted hours by year end    11 Potential billings list
            2 Cash receipts batches         12 Time summary by employee
            3 Client address list           13 Timesheet batches
            4 Client billings batches       14 WIP adjustment batches
            5 Client history                15 Work codes
            6 Client list                   16 Employee master list
            7 Detailed client history       17 Billing worksheet
            8 Expense batches               18 Time summary by employee/client
            9 Filing checklist              19 Monthly time summary (employee)
           10 Job profit                    20 Monthly time summary (client)
                                            21 Fax telephone numbers
                          E  Exit

                          █ Enter Selection




```

Type ①⑧ and press ⏎ Enter to select *Time summary by employee/client.*

The screen will appear as follows:

```
P.C.P.L                          Time  Accounting              TLTAP143 1.04
RM                        Time Summary by Employee/Client          31/03/93



Start date (ddmmyy) .: 31/03/93
End date (ddmmyy) ...: 28/02/94
Include all employees: A
Include all clients .: A















              [_] Select:   [S]-Start   [↑]-Modify   [ESC]-Exit

```

The following report options are available:

**START DATE**
This report can be generated for the time frame you specified. Enter the date that you want to start including time from in the format *ddmmyy*.

**END DATE**
Enter the date that you want to stop including time in the format *ddmmyy*.

**INCLUDE ALL EMPLOYEES**
This report can be generated for a Ⓢ, single employee or Ⓐ, all employees. The system will prompt you for the employee number if you select, single employee. [F5] can be used to list all employees.
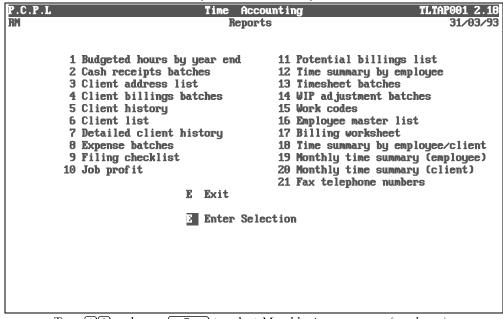
**INCLUDE ALL CLIENTS**
This report can be generated for a Ⓢ, single client or Ⓐ, all clients. The system will prompt you for the client number if you select, single client. [F5] can be used to list all clients.

Once you have modified your report options, type Ⓢ to start generating the report.

A sample Time Summary by Employee/Client follows:

```
15 JUN 94                   EXAMPLE COMPANY LIMITED              Page    1
                        Time Summary by Employee/Client      EXTAR143 1.04
                         From  JUN 30/90 to JUN 30/94

Employee : 003  EMPLOYEE NAME

   Date   Work Code                  Hours Comment
-------------------------------------------------------------------------------
Client   : 000-0023457 ANY COMPANY INC.

31 MAR 93   420 TAX RETURNS - CORPORATE   1.00 CONSUMER AFFAIRS FORM
                                    ---------
                  Total for MAR 93        1.00

                                    ---------
     Total for client  000-0023457        1.00

Client   : 000-0025698 ANY COMPANY LIMITED

31 MAR 92   410 TAX RETURNS - PERSONAL    1.00 T1 - CLIENT NAME
                                    ---------
                  Total for MAR 92        1.00

                                    ---------
     Total for client  000-0025698        1.00


15 JUN 94                   EXAMPLE COMPANY LIMITED              Page  106
                        Time Summary by Employee/Client      EXTAR143 1.04
                         From  JUN 30/90 to JUN 30/94

-------------------------------------------------------------------------------

Report options:
==============

Start date ..........: JUN 30/90
End date ............: JUN 30/94
Include all employees: NO - Select employee 003 only.
Include all clients .: YES

                      ----- End of Report -----
```

# MONTHLY TIME SUMMARY (EMPLOYEE)

```
P.C.P.L                        Time  Accounting            TLTAP001 2.10
RM                               Reports                        31/03/93


        1 Budgeted hours by year end    11 Potential billings list
        2 Cash receipts batches         12 Time summary by employee
        3 Client address list           13 Timesheet batches
        4 Client billings batches       14 WIP adjustment batches
        5 Client history                15 Work codes
        6 Client list                   16 Employee master list
        7 Detailed client history       17 Billing worksheet
        8 Expense batches               18 Time summary by employee/client
        9 Filing checklist              19 Monthly time summary (employee)
       10 Job profit                    20 Monthly time summary (client)
                                        21 Fax telephone numbers

                          E  Exit

                          ▣  Enter Selection




```

Type ①⑨ and press ⏎Enter to select *Monthly time summary (employee).*

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting            TLTAP145 1.00
RM                     Monthly Time Summary by Employee/Client   31/03/93



                    Start date (mmyy).... : 04/92
                    End date (mmyy)...... : 03/93
                    Include all employees : A















S  Select:   Start   Modify   Exit
```

The following report options are available:

### END DATE

Enter the date in the form of *mmyy* that you want to list the employee's time up to. Once you have entered this date the start date will automatically be calculated for a 12 month period.

### INCLUDE ALL EMPLOYEES

You can specify Ⓐ to include all employees or Ⓢ for single employee processing. If you select Ⓢ the system will prompt you to enter the employee's numbers. F5 can be used to list all employees.

Modify the report options for the information that you require and press Ⓢ to start processing the report.

A sample Monthly Time Summary for a Single Employee follows:

```
15 JUN 94                            EXAMPLE COMPANY LIMITED                       Page    1
                              Monthly Time Summary by Employee/Client             EXTAR145 1.00
                                    From  JUL/92 to JUN/93

Employee : 002  EMPLOYEE NAME

Client        JUL/92  AUG/92  SEP/92  OCT/92  NOV/92  DEC/92  JAN/93  FEB/93  MAR/93  APR/93  MAY/93  JUN/93      Total
-----------------------------------------------------------------------------------------------------------------------
041-0010481     3.00   13.00    9.00     .00    5.00    2.00    5.00    2.00    1.00    2.00     .00     .00      42.00
ANY COMPANY LIMITED

041-0010565     1.00    1.00     .00     .00     .00     .00     .00    1.00     .00     .00     .00     .00       3.00
ANY COMPANY LIMITED

041-0020095      .00     .00   16.00   25.00    2.00     .00     .00     .00     .00     .00     .00     .00      43.00
ANY COMPANY LTD.

041-0020100      .00     .00     .00   15.00    1.00     .00     .00     .00     .00     .00     .00     .00      16.00
ANY COMPANY INC.

Totals          4.00   14.00   25.00   40.00    8.00    2.00    5.00    3.00    1.00    2.00     .00     .00     104.00

15 JUN 94                            EXAMPLE COMPANY LIMITED                       Page   19
                              Monthly Time Summary by Employee/Client             EXTAR145 1.00
                                    From  JUL/92 to JUN/93
-----------------------------------------------------------------------------------------------------------------------

Report options:
==============

Start date .......... : JUL/92
End date ............ : JUN/93
Include all employees : YES

                       ----- End of Report -----
```
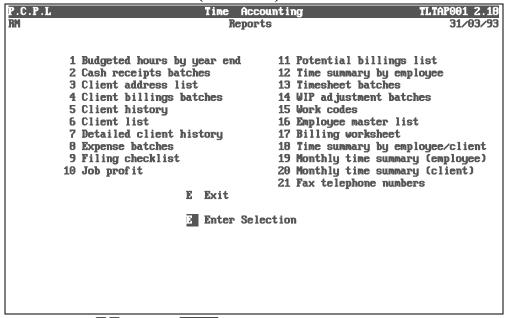
# MONTHLY TIME SUMMARY (CLIENT)

```
P.C.P.L                          Time  Accounting              TLTAP001 2.10
RM                                    Reports                       31/03/93


         1 Budgeted hours by year end    11 Potential billings list
         2 Cash receipts batches         12 Time summary by employee
         3 Client address list           13 Timesheet batches
         4 Client billings batches       14 WIP adjustment batches
         5 Client history                15 Work codes
         6 Client list                   16 Employee master list
         7 Detailed client history       17 Billing worksheet
         8 Expense batches               18 Time summary by employee/client
         9 Filing checklist              19 Monthly time summary (employee)
        10 Job profit                    20 Monthly time summary (client)
                                         21 Fax telephone numbers

                         E  Exit

                         ▓  Enter Selection
```

Type ②⓪ and press ←Enter to select *Monthly time summary (client).*

The screen will appear as follows:

```
P.C.P.L                          Time  Accounting              TLTAP146 1.00
RM                     Monthly Time Summary by Client/Employee       31/03/93


                    Start date (mmyy).... : 04/92
                    End date (mmyy)...... : 03/93
                    Include all clients ..: A



















 S  Select:   Start   Modify   Exit
```

The following report options are available:

## END DATE
Enter the date in the form of *mmyy* that you want to list the client's time up to. Once you have entered this date the start date will automatically be calculated for a 12 month period.

## INCLUDE ALL CLIENTS
You can specify Ⓐ to include all clients or Ⓢ for a single or range of clients. If you select Ⓢ the following screen will appear:

```
P.C.P.L                        Time  Accounting              TLTAP146 1.00
RM                    Monthly Time Summary by Client/Employee       31/03/93


                          Start date (mmyy).... : 04/92
                          End date (mmyy)...... : 03/93
                          Include all clients ..: S

Client Number        Client Number        Client Number        Client Number
─────────────────────────────────────────────────────────────────────────────
    ██




















Enter [client number]   [←]   [→]   [F5]-lookup   [F10]-cancel   [ESC]-exit
```

From this screen you can enter from 1 to 24 different clients. Type in the clients that you want to list the time for. Once you have listed all the clients, press Esc.

F5 can be used to lookup the clients numbers. F10 can be used to cancel processing and the ⬅ and ➡ keys can be used to move through the clients you have selected.

Modify the report options for the information that you require and press Ⓢ to start processing the report.

A sample Monthly Time Summary By Client, for a Single Client follows:

```
3 NOV 94                                    EXAMPLE COMPANY LIMITED                              Page    1
                                     Monthly Time Summary by Client/Employee                    EXTAR146 1.00
                                            From  AUG/92 to JUL/93

Client : 000-0001325  CLIENT NAME

Employee   AUG/92  SEP/92  OCT/92  NOV/92  DEC/92  JAN/93  FEB/93  MAR/93  APR/93  MAY/93  JUN/93  JUL/93     Total
----------------------------------------------------------------------------------------------------------------------
003           .00     .00     .00     .00     .00     .00     .00     .00     .00     .00     .00    9.00      9.00
EMPLOYEE NAME

Totals        .00     .00     .00     .00     .00     .00     .00     .00     .00     .00     .00    9.00      9.00



3 NOV 94                                    EXAMPLE COMPANY LIMITED                              Page    2
                                     Monthly Time Summary by Client/Employee                    EXTAR146 1.00
                                            From  AUG/92 to JUL/93
----------------------------------------------------------------------------------------------------------------------

Report options:
==============

Start date .......... : AUG/92
End date ............ : JUL/93
Include all clients : No

                         ----- End of Report -----
```

# FAX TELEPHONE NUMBERS

This program creates three different ASCII file formats of the client's name and fax number
that can be used with various fax software packages.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                                Reports                        31/03/93


        1 Budgeted hours by year end      11 Potential billings list
        2 Cash receipts batches           12 Time summary by employee
        3 Client address list             13 Timesheet batches
        4 Client billings batches         14 WIP adjustment batches
        5 Client history                  15 Work codes
        6 Client list                     16 Employee master list
        7 Detailed client history         17 Billing worksheet
        8 Expense batches                 18 Time summary by employee/client
        9 Filing checklist                19 Monthly time summary (employee)
       10 Job profit                      20 Monthly time summary (client)
                                          21 Fax telephone numbers

                        E  Exit

                        E  Enter Selection
```

Type ②① and press ◄┘Enter to select *Fax telephone numbers*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting              TLTAP05M 1.04
RM                         Fax Telephone Numbers                 31/03/93
                                                                 14:12:35


    ┌─────────────────────────────────────────────────────────────┐
    │     This program generates specially formatted ASCII files.   │
    └─────────────────────────────────────────────────────────────┘
















               [_] Select:    [S]-Start    [ESC]-Exit
```

Type S to generate the files or Esc to exit this option.

The screen will appear as follows when the files have been generated.

```
P.C.P.L                       Time  Accounting              TLTAP05M 1.04
RM                        Fax Telephone Numbers                 31/03/93
                                                                14:12:52


      ┌─────────────────────────────────────────────────────────────┐
      │        This program generates specially formatted ASCII files.│
      └─────────────────────────────────────────────────────────────┘




            ┌──────────────────────────────────────────────────────┐
            │ Client number   :                                    │
            │ Records read     :                                   │
            │ Records written :          [ ASCII     file <RMTAF05M.ASC> ]│
            │ Records written :          [ DELIMITED file <RMTAF05I.CSV> ]│
            │ Records written :          [ DELIMITED file <RMTAF05M.CSV> ]│
            │ Records written :          [ SDL       file <RMTAF05M.SDL> ]│
            └──────────────────────────────────────────────────────┘



                 Processing completed. Press any key to exit.
```

Samples of each type of format follows:

### ASCII FORMAT
CLIENT NAME
%738-6209
CLIENT NAME
%738-6209

### COMMA DELIMITED FORMAT
"CLIENT NAME","FAX NUMBER"
"CLIENT NAME","FAX NUMBER"

### SDL FORMAT
PFCLIENT NAME          88-738-6209
V
PFCLIENT NAME          88-738-6209

# CHAPTER 8: MAINTENANCE AND INQUIRY

```
P.C.P.L                      Time  Accounting              TLTAP001 2.18
RM                             Main Menu                      31/03/93


                    1 Daily Processing
                    2 Yearly Processing
                    3 Reports
                    4 Maintenance and inquiry
                    5 Data file status
                    6 Company Information

                    E Exit


                    ▣ Enter Selection
```

To select *Maintenance and inquiry*, type ④ and press ⏎Enter.

The screen will appear as follows:

```
P.C.P.L                      Time  Accounting              TLTAP001 2.18
RM                        Maintenance and inquiry             31/03/93



                    1 Client master
                    2 Employee master
                    3 Work codes
                    4 Purge
                    5 Client memos

                    E Exit

                    ▣ Enter Selection
```

# CLIENT MASTER

This program is used to set up new clients and/or to modify client information previously entered.

```
P.C.P.L                      Time  Accounting            TLTAP001 2.18
RM                      Maintenance and inquiry                31/03/93


                      1 Client master
                      2 Employee master
                      3 Work codes
                      4 Purge
                      5 Client memos

                      E Exit

                      ▯ Enter Selection
```

Type ①  and press ⏎ Enter to select *Client master*.

The screen will appear as follows:

```
P.C.P.L                      Time  Accounting            TLTAP05  1.20
RM                          Client Master                     31/03/93
Screen 1

  1) Client number     ──  ─────
  2) Client name       _____
  3) Address line 1    _____
  4) Address line 2    _____
  5) Address line 3    _____
  6) Address line 4    _____
  7) Contact name      _____
  8) Client year end  ddmm                        ┌─────────────────┐
  9) Phone number      _____               │ Find  client    │
 10) Fax number        _____             │  Add client     │
 11) Phone code        ____                       │ Modify  client  │
 12) Group code        _____                    │ Delete  client  │
 13) In charge         _____                     │  purge Inquiry  │
 14) Send statements   _ ___                       │ Change client file│
                                                  │       Tide      │
                                                  │       Options   │
                                                  ├─────────────────┤
                                                  │ P/▯:next/previous│
                                                  │Home/End:first/last│
                                                  │  ↑  ↓  [ESC]:exit │
                                                  └─────────────────┘
```

To select an option, use the arrow keys to highlight the option and press ⏎ Enter .
*OR*
Type the capitalized letter within the desired option.

The options available are as follows:

| | |
|---|---|
| [F] | Find a client using the lookup feature |
| [A] | Add a new client |
| [M] | Modify an existing client's information |
| [D] | Delete a client |
| [I] | Allows you to display purged clients from the client history file |
| [C] | Access the alternate client master which is created by the detailed client history program and reflects data up to your specified cutoff date. |
| [H] | Hide the menu box so that you can view the entire screen |
| [O] | Display other information |
| [Esc] | Exit menu |

Various movement keys can also be used:

| | |
|---|---|
| [→]/[←] | Allow you to retrieve the next and previous client records |
| [Home]/[End] | Take you to the first and last client records respectively |
| [↑]/[↓] | Move you through the different menu options |

## OPTIONS
The *Options* selection from the menu has two different functions depending on what mode you are in.

If you have not yet selected a client, the *Options* function allows you to display various time accounting data files.

```
PCL                          Time  Accounting           TLTAP05  1.20
CH                           Client Master                     31/07/93
Screen 1

  1) Client number     --   ------
  2) Client name       _____
  3) Address line 1    _____
  4) Address line 2    _____
  5) Address line 3    _____
  6) Address line 4    _____
  7) Contact name      _____
  8) Client year end   ddmm
  9) Phone number      _____
 10) Fax number        _____        ┌─────────────────────────┐
 11) Phone code        ____                   │     Display  Clients    │
 12) Group code        _____                │   Display  Employees    │
 13) In charge         _____                 │   Display Work codes     │
 14) Send statements   _ ___                  │ Display Time sheet batches│
                                              │   Display  eXpense batches│
                                              │   Display  Billing batches│
                                              │ Display cash Receipt batches│
                                              │   Display  wIP batches   │
                                              │     Display Memos        │
                                              │                          │
                                              │   ↑  ↓  [ESC]:exit        │
                                              └─────────────────────────┘
```

Type the capitalized letter for the type of file you would like to display.

If you select *Options* after you have selected a client the following screen will appear:

```
PCL                          Time  Accounting              TLTAP05  1.20
CH                            Client Master                       31/07/93
Screen 1                                                    [Modify mode]

   1) Client number     000 0001325
   2) Client name       PARSONS AND CUMMINGS LIMITED
   3) Address line 1    202 NORTH RIVERMEDE ROAD
   4) Address line 2    CONCORD, ONTARIO
   5) Address line 3    L4K 3A5
   6) Address line 4
   7) Contact name      MR. CAL PARSONS
   8) Client year end   3101   [JAN 31]
   9) Phone number      738-2168
  10) Fax number        738-6209
  11) Phone code   ┌ Select option ═══════════════════════════┐
  12) Group code   │                                          │
  13) In charge    │        F2 - Find client                  │
  14) Send statemen│        F3 - Open items                   │
                   │        F6 - Financial data               │
                   │                                          │
                   │        ESC- Exit                         │
                   │                                          │
                   └──────────────────────────────────────────┘
```

F2  Allows you to select another client for processing.
F3  Displays the client's account's receivable open items.  ☞ **This option is only valid if Polymathic's A/R system is installed.**
F6  Displays the client's financial data fields.

A sample client financial data display follows:

```
PCL                          Time  Accounting              TLTAP05  1.20
CH                            Client Master                       31/07/93
Screen 2                                                    [Modify mode]

     Client number    000 0001325
     Client name      PARSONS AND CUMMINGS LIMITED
  ┌──────────────────────────────────────────────────────────────┐
  │                      FINANCIAL DATA                           │
  │ ┌──────────────────────────────────────────────────────────┐ │
  │1│ BUDGET                          YEAR-TO-DATE              │ │
  │2│ Hours          :        .00     Hours         :       .00 │ │
  │3│ Costs          :        .00     Costs         :       .00 │ │
  │ │ Fees           :        .00     Fees          :       .00 │ │
  │ │                                 Payments      :       .00 │93]
  │ │                                 Expenses      :       .00 │ │
  │ │                                 Unbilled      :       .00 │ │
  │ ├──────────────────────────────────────────────────────────┤ │
  │ │ Salary accrual  :       .00     Last billing date  :      │ │
  │ │ Dividends       :       .00     Last billing amount:   .00 │ │
  │ │ Past due amount :       .00     Last payment date  : JUN 30/93 │
  │ │ Current A/R balance:    .00     Last payment amount:   .00 │ │
  │ ├──────────────────────────────────────────────────────────┤ │
  │ │              Press any key to continue                    │ │
  │ └──────────────────────────────────────────────────────────┘ │
  └──────────────────────────────────────────────────────────────┘
```

To add a new client, type Ⓐ and enter the information as follows:

## CLIENT NUMBER

This area is coded using up to seven alphanumeric characters. The first two digits of this number represent the partner number and the last five digits represent the client number. The number assigned is used for identification of the client and for accessing the client master using the numeric search function. You cannot assign the same code to more than one client and you cannot change this code once you enter it.

## CLIENT NAME

Enter the client's name in this field. The maximum length of the field is thirty five characters. The name entered will appear on invoices, statements, and various reports exactly as you enter it. The system will not allow you to set up more than one client with an identical name and partner division.

## ADDRESS LINE 1 TO 4

Enter the client's address on these four lines. The maximum length of each line is thirty five characters. This address will print on invoices and statements just as you enter it. ☞**The system requires that you use the first three address lines.**

## CONTACT NAME

Type the name of the contact person for this client. It is important that you enter a name here as this information is used in different reports.

## CLIENT YEAR END

Type the day and month of the client's year end in the format *ddmm* and press ⏎Enter.

## CLIENT PHONE NUMBER

Enter the area code and telephone number for this client. This number will appear on the detailed aged trial balance to assist in collections.

## FAX NUMBER

Enter up to twelve numeric characters for the client's fax number. This field can be left blank if the client does not have a fax number.

## PHONE CODE

This field is a special feature available with a phone system that will allow you to enter extra data; such as the length of a phone call to a client and retrieve that data into the Time Accounting system. If you have a phone system like this, please call Polymathic for further details.

## GROUP CODE

This field is used as a general reference for clients that have a common interest. For example, one client might have ten different companies. By using the client's last name you would be able to tell that all the companies with the same group code are related to that particular client.

## IN CHARGE

Enter the employee number or initials for the employee who is in charge of this account. The maximum field length is six alphanumeric characters.

## SEND STATEMENTS

If you have the Polymathic Accounts Receivable module you have the choice of sending overdue account statements to this client at the end of each month. Type Ⓨ to generate a statement for this customer or type Ⓝ to bypass sending statements.

Once you have finished entering the first screen of information, the system will prompt you to accept or modify the information. Review what you have entered and if there are no corrections, highlight *Accept* and press ⌨Enter.

The second client master screen will appear as follows:

```
PCL                        Time  Accounting                TLTAP05  1.20
CH                          Client Master                       31/07/93
Screen 2                                                    [Modify mode]

     Client number    000 0001325
     Client name      PARSONS AND CUMMINGS LIMITED
     Address line 1   282 NORTH RIVERMEDE ROAD

                     BUDGETED          ACTUAL      LAST AMOUNT PROCESSED
   1) HOURS               .00             .00
   2) COSTS               .00             .00
   3) FEES                .00             .00         .00  ddmmyy
      EXPENSES                            .00
      PAYMENTS                            .00         .00  300693  [JUN 30/93]
      A/R                                 .00
      UNBILLED                            .00
      PAST DUE                            .00




 Enter     [BUDGETED HOURS]    ↓    [ESC]-End
```

Continue entering the information as follows:

## BUDGETED HOURS

Type the budgeted number of hours for this client and press ⌨Enter. The maximum length of this field is five digits with two decimals. You can leave this field at zero by pressing ⌨Enter to bypass it.

## BUDGETED COSTS

Type the budgeted costs for this client and press ⌨Enter. To bypass entering this field press ⌨Enter. The maximum length of this field is five digits with two decimals.

## BUDGETED FEES

Type the budgeted fees for this client and press ⌨Enter. The maximum length of this field is five digits with two decimals. You can leave this field at zero by pressing ⌨Enter to bypass it.

**ACTUAL FIELDS**

The column of actual fields, are updated automatically by the system to reflect the actual numbers of hours, costs, fees, etc. that are booked to this client. When you are in *Add* mode the system permits you to enter numbers into the actual fields. In most cases, these numbers will be zero because they are a new client. However, if you are converting from a different time billing system and have accrued numbers already you can enter them while in Add mode. ☞ **This is only permitted in *Add* mode!**

The actual fields include: hours, costs, fees, expenses, payments, total accounts receivable, amount unbilled, past due amount, last amount billed and last amount paid.

Once you have entered this information the system will display a menu allowing you to accept and save the information, modify the information, or view the previous screen. Once all the information is correct, highlight *Accept* and press ⏎Enter .

The third client master screen will appear as follows:

```
PCL                          Time  Accounting              TLTAP05  1.20
CH                            Client Master                        31/07/93
Screen 3                                                      [Modify mode]

      Client number     000 0001325
      Client name       PARSONS AND CUMMINGS LIMITED
      Address line 1    282 NORTH RIVERMEDE ROAD

   1) Date T4S filed              ddmmyy
   2) Date provincial return filed  200792    [JUL 20/92]
   3) Date federal return filed     200792    [JUL 20/92]
   4) Inventory attendance date     ddmmyy
   5) Engagement
   6) Salary accrual                      .00
   7) Dividends                           .00




   Enter    [DATE WHEN T4S FILED]   ↓   [F10]-CLEAR Field    [ESC]-End
```

Continue entering the information as follows:

**DATE T4'S FILED**

Type the date the last T4 was filed for this client in the format *ddmmyy* and press ⏎Enter .

**DATE PROVINCIAL RETURN FILED**

Type the date the last provincial tax return was filed in the format *ddmmyy* and press ⏎Enter .

### DATE FEDERAL RETURN FILED
Type the date the last federal tax return was filed in the format *ddmmyy* and press ⏎Enter.

### ENGAGEMENT TYPE
Enter the type of financial statements that must be prepared for this client. The field has a maximum of six characters and can contain alpha and numeric data. The following codes are common:

| | |
|---|---|
| **NTR** | Notice to Reader |
| **ACC** | Review Engagement |
| **AUD** | Audit |
| **CAP** | Statement of Capital |
| **JV** | Joint Venture |

### INVENTORY ATTENDANCE DATE
Type the date of the last inventory attendace in the *ddmmyy* format and press ⏎Enter. You can press ⏎Enter to bypass this field.

### SALARY ACCRUAL
This field is coded by typing the salary accrual set up for the client after tax planning has been done. Type the salary and press ⏎Enter.

### DIVIDENDS
This field is coded by typing the dividents set up for the client after tax palnning has been done. Type the dividends and press ⏎Enter.

### REINSTATING DELETED CLIENTS
If you enter a client number that was previously used for another client who has been deleted, the system will give you the option to reinstate the deleted client or reuse the number for a new client. There is a review option available that will allow you to review the record before taking the appropriate action.

### CORRECTING CLIENT MASTER MAINTENANCE ERRORS
Errors made during the set up of new clients may be corrected by using the ⬆ or ⬇ keys during data input or by selecting *Modify* from the menu that appears once you have entered a screen full of data.

When you select *Modify* from the menu, the system will prompt you to enter the line number of the field you want to modify. Once you have made your modifications, the system will display the Accept menu where you can highlight Accept to save the information you modified.

# EMPLOYEE MASTER

This program is used to set up new employees or modify an existing employee's information. The employee's cost and billing rates are also set up here.

```
P.C.P.L                    Time  Accounting          TLTAP001 2.18
RM                      Maintenance and inquiry          31/03/93


                    1 Client master
                    2 Employee master
                    3 Work codes
                    4 Purge
                    5 Client memos

                    E Exit

                    ▣ Enter Selection
```

Type ②  and press ⏎Enter to select *Employee master*.

The screen will appear as follows:

```
P.C.P.L                    Time  Accounting          TLTAP030 1.04
RM                           Work Codes                  31/03/93

                    ................

                    1 Work Code ......:
                    2 Description ....:
                    3 Chargeable .....:




E Select:   Add   Display   List   Exit
```

The options available are as follows:

Ⓐ    Add a new employee
Ⓜ    Modify an existing employee's information
Ⓓ    Delete an existing employee
Ⓢ    Display an existing employee's data selecting the employee by employee number
Ⓡ    Display an existing employee's date selecting the employee by name
Ⓔ    Exit

To set up a new employee number type Ⓐ and press ⏎Enter. Enter the information as follows:

### EMPLOYEE NUMBER

Type a number for the new employee. The maximum number of alpha or numeric characters that can be entered is three. F5 can be used to display a list of existing employees and their employee numbers.

### EMPLOYEE NAME

Type the employee's name in this field. The maximum field length is 35 characters.

### ADDRESS LINE 1 TO 4

Enter the employee's address in these lines. The maximum character length per line is 35. ☞ **The system requires that you use at least the first three address lines.**

> EXAMPLE ADDRESS LINE 1: Type "*3-282 North Rivermede Road*" and press ⏎Enter.
> EXAMPLE ADDRESS LINE 2: Type "*Concord, Ontario*" and press ⏎Enter.
> EXAMPLE ADDRESS LINE 3: Type "*L4K 3N6*" and press ⏎Enter.

### EMPLOYEE PHONE NUMBER

Type the employee's home area code and phone number and press ⏎Enter.

> **EXAMPLE: Type *905-738-4089* and press ⏎Enter.**

### COST RATE

You can enter up to three different cost rates for an employee. The system will prompt you to enter the first cost rate and the date the cost rate becomes effective, and so on for the second and third cost rates. The employee's time will be charged out at the cost rate specified from the effective date entered for that cost rate. This costing method is useful for keeping track of costing charges over a long period of time.

### BILLING RATE

Similar to cost rates, multiple billing rates can be set up for each employee. Enter the employee's multiple billing rates and effective dates. The maximum length for the billing rate is seven digits number with two decimals followed. The effective date is entered in the format *mmyy*.

## CLASSIFICATION

This field is used to help you determine an employee's classification. Enter a maximum of three alpha or numeric characters that represent what the employee does. Common classifications may be:

      **PTR**   Partner
      **ACC**   Accountant
      **SEC**   Secretary
      **REC**   Receptionist

## WORK CODES

Word codes are used to describe the type of work you are booking time for. This program allows you to set up different work codes and define whether or not time booked to this code is chargeable.

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                          Maintenance and inquiry               31/03/93


                          1 Client master
                          2 Employee master
                          3 Work codes
                          4 Purge
                          5 Client memos

                          E Exit

                          ▣ Enter Selection
```

Type ③ and press ⏎Enter to select *Work codes*.

The screen will appear as follows:

```
P.C.P.L                        Time  Accounting              TLTAP030 1.04
RM                             Work Codes                        31/03/93

                    ................

                  1 Work Code ......:
                  2 Description ....:
                  3 Chargeable .....:










E Select:   Add   Display   List   Exit
```

The options available are as follows:

- Ⓐ    Add a new work code
- Ⓓ    Display and/or modify an existing work code
- Ⓛ    List all work codes
- Ⓔ    Exit

To set up a new work code type Ⓐ and press ⏎Enter.

Enter the information as follows:

## WORK CODE
This field is coded by entering a maximum of three alpha or numeric characters of your choice. The code you enter will represent the work code. F5 lookups can be performed on this code.

## DESCRIPTION
Type a meaningful description for the work code and press ⏎Enter. The desciption you type will appear on various reports to describe the work code. The maximum length of this field is 35 alpha or numeric characters.

## CHARGEABLE
This field is coded by typing Ⓨ if the time is chargeable or Ⓝ if the work is not chargeable. If the time is chargeable the system will charge the time based on the chargeable amounts set up in the Employee Master.

Once you have entered the above data, review the information on the screen and if everything is correct, type Ⓐ to accept and save the data. If changes, need to be made, type Ⓜ to modify the information or if you wish to cancel this item, type Ⓒ.

## PURGE

This program is used to delete old records out of the different Time Accounting function files such as time sheets, cash receipts, client billings... Each one of these programs has two files associated with it. One file contains all the entered batches and the other file contains all the applied batches. The purge program will only delete old records out of the entry file. The yearly processing program is the only program that can purge old records from the applied files.

```
P.C.P.L                      Time  Accounting            TLTAP001 2.18
RM                      Maintenance and inquiry                31/03/93


                        1 Client master
                        2 Employee master
                        3 Work codes
                        4 Purge
                        5 Client memos

                        E Exit

                        ▯ Enter Selection
```

Type ④ and press ⏎Enter to select *Purge*.

The screen will appear as follows:

```
PCL                          Time  Accounting            TLTAP001 2.18
CH                      Maintenance and inquiry                31/07/93
                               Purge Menu

                        1 Time sheets master
                        2 Cash receipts master
                        3 Client billings master
                        4 Client expenses master
                        5 WIP adjustments master


                        E Exit

                        ▯ Enter Selection
```

## PURGE TIMESHEET MASTER

To purge the timesheet master file, type ①  and press ⏎Enter. The system will prompt you to enter the cut-off date for the purge. Type the date in the form of *ddmmyy* and press ⏎Enter to start the purging process. All records equal to or less than the cutoff date will be purged.

## CASH RECEIPTS MASTER

To purge the cash receipts master file, type ②  and press ⏎Enter.

The screen will appear as follows:

```
PCL                    Accounts  Receivable              TLARP18 2.3
CH               List & Purge of Cash Receipts Batches   31/07/93

                     BATCH NUMBER .: A ALL
                     BATCH STATUS .: U UNAPPLIED
                     PURGE BATCHES : N
                     Run status ...:

     Select:   Start   Modify   Exit
```

The following options are available:

### BATCH NUMBER

Ⓢ     Single batch: The system will prompt you to enter the batch number. F5 can be used to list the batches.

Ⓡ     Range of batches: The system will prompt you to enter a starting and ending batch number.

Ⓐ     All batches

### BATCH STATUS

✱     Process all batches

Ⓤ     Process only unapplied batches

Ⓐ     Process only applied batches

### PURGE BATCH

Type Ⓨ to purge the batches. If you don't want to purge the batches, type Ⓝ.

Once you have made your modifications, type Ⓢ to start the purging process.

## CLIENT BILLINGS MASTER

To purge the client billings master file, type ③ and press ↵Enter. The system will prompt you to enter the cut-off date for the purge. Type the date in the form of *ddmmyy* and press ↵Enter to start the purging process. All records equal to or less than the cutoff date will be purged.

## CLIENT EXPENSES MASTER

To purge the client expense master file, type ④ and press ↵Enter. The system will prompt you to enter the cut-off date for the purge. Type the date in the form of *ddmmyy* and press ↵Enter to start the purging process. All records equal to or less than the cutoff date will be purged.

## WIP ADJUSTMENTS MASTER

To purge the WIP adjustments master file, type ⑤ and press ↵Enter. The system will prompt you to enter the cut-off date for the purge. Type the date in the form of *ddmmyy* and press ↵Enter to start the purge.

# CHAPTER 9: DATA FILE STATUS

## TIME ACCOUNTING SYSTEM

```
P.C.P.L                     Time  Accounting          TLTAP001 2.10
RM                             Main Menu                   31/03/93


                    1 Daily Processing
                    2 Yearly Processing
                    3 Reports
                    4 Maintenance and inquiry
                    5 Data file status
                    6 Company Information

                    E Exit


                    ▣ Enter Selection




```

☞    **This Option Is Not Yet Available.**

# CHAPTER 10: COMPANY INFORMATION

```
P.C.P.L                        Time  Accounting              TLTAP001 2.18
RM                                Main Menu                       31/03/93


                        1 Daily Processing
                        2 Yearly Processing
                        3 Reports
                        4 Maintenance and inquiry
                        5 Data file status
                        6 Company Information

                        E Exit


                        ▯ Enter Selection
```

To select *Company information*, type ⑥ and press ⏎Enter.

The screen will appear as follows:

```
P.C.P.L                   Time Accounting System             TLTAPINT 1.05
CRT# 08                     System Information                    31/03/93
                                                           Booted drive: P
     GENERAL COMPANY INFORMATION
     Company Initials .....:  RM
     Short Company Name ...:  P.C.P.L
     Long Company Name ....:        POLYMATHIC COMPUTER PRODUCTS LIMITED
_____
                          GENERAL   CONTROL
  1  Opening Date (mmyy) ...............: 0293
  2  JOB COST G/L code ................: 1700















              [▯] Select:   [▯]-Modify   [ESC]-Exit
```

# GENERAL CONTROL

To modify this information, type Ⓜ or press ⏎Enter. Type the number corresponding to the field that you want to change and press ⏎Enter.

### OPENING DATE

This date is entered when you first startup your time accounting system. The date is automatically updated by the system when you perform the Balance Forward function which is part of Yearly Processing. The date should not be modified otherwise without consulting with Polymathic directly.

### JOB COST G/L CODE

This code is used for booking the time accounting transactions and is only applicable if the General Ledger system is present.

Once you have made your modifications, review the information and if everything is correct, type Ⓐ to accept and save your changes. You can continue modifying the information by typing Ⓜ or cancel your changes by typing Ⓒ.

# CHAPTER 11: COMPANY SETUP

## TIME ACCOUNTING SYSTEM

To set up a new company log on to the directory containing the **POLYMATHIC TIME ACCOUNTING** 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.

The screen will appear as follows:

```
POLYMATHIC COMPUTER CORPORATION          INIT100  1.27
          Company Setup and Information          Thu MAY 26,1994

                    . . . . . . . . . . . . . . . .

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

To select function A, type Ⓐ and press ⏎Enter.


Enter the information as follows:

1. **Company number**

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

2. **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.

3. **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.

4. **Company Initials**

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

5. **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 ⒽⒸ and press ⏎Enter.

6. **Affiliated companies**

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

7. **Last month closed date**

Enter the last month that was closed in the form of *mmyy*.

8. **Name**

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

9. **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 Ⓔ 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 #]   [?]-Help   [ESC]-exit │
└──────────────────────────────────────────────────────────────┘
```

Type ①  or press ⏎ Enter to sign on to the company which you just set up.

The following screen will appear:

```
       P O L Y M A T H I C    C O M P U T E R    C O R P O R A T I O N    3.04
MAY 26, 1994                    SIGNON  PROCESSING                     Crt #  8
13:25:25
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 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.

```
ANYLTD                       MAIN  MENU                  MASTER    3.16
HH                                                       Sun JUN 30/91
CRT # 12                                                     11:30:52

                      1 Payroll
                      2 Accounts Receivable
                      3 Accounts Payable
                      4 Construction
                      5 General Ledger
                      6 Security
                      7 System Utilities
                      8 Backup
                      9 Monthly Closing
                     10 Print Reports
                     11 -- reserved --
                     12 Fixed Assets
                     13 Inventory / Order Entry

                      Q Query
                      S Status
                      E Exit

                      E  Enter selection
```

Select the *Time Accounting System* by typing [1][1] and pressing [←Enter].

The system will prompt you to setup the Time Accounting System. Type [Y] to set up Time Accounting.

The screen will appear as follows:

```
P.C.P.L                    Time Accounting System              TLTAPINT 1.05
CRT# 00                      System Information                     31/03/93
                                                             Booted drive: P
     GENERAL COMPANY INFORMATION
     Company Initials .....:  RM
     Short Company Name ...:  P.C.P.L
     Long Company Name ....:        POLYMATHIC COMPUTER PRODUCTS LIMITED
     ─────────────────────────────────────────────────────────────────────
                            GENERAL  CONTROL
  1  Opening Date (mmyy) ..............: 0293
  2  JOB COST G/L code ................: 1700








                [↑] Select:    [↵]-Modify    [ESC]-Exit
```

For more information on Company Setup, refer to Chapter 10.

# CHAPTER 12: 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.

```
ANYLTD                      MAIN  MENU                   MASTER   3.16
HH                                                       Sun JUN 30/91
CRT # 12                                                     11:30:52

                          1 Payroll
                          2 Accounts Receivable
                          3 Accounts Payable
                          4 Construction
                          5 General Ledger
                          6 Security
                          7 System Utilities
                          8 Backup
                          9 Monthly Closing
                         10 Print Reports
                         11 -- reserved --
                         12 Fixed Assets
                         13 Inventory / Order Entry

                          Q Query
                          S Status
                          E Exit

                          E  Enter selection

```

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

The screen will appear as follows:

```
P.C.P.L                          MAIN  MENU                   MASTER   3.16
RM                                                       Wed MAR 31/93
CRT #  0                                                      11:42:01

                        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            │      PRINT Reports       │
                        E Exit              │       FAX Reports        │
                       10 Enter selection   ├─────────────────────────┤
                                            │    ↑   ↓   [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:

```
P.C.P.L            POLYMATHIC COMPUTER CORPORATION            PCPRINT  2.34
Typist: 04  Port: 00           Print Reports            Thu  MAY 26,1994
LPT1:                                                         14:26:20
                                        Start │ ........... Status ..........
      ....... Report name ........ copy D/K  page │ Copy Page Messages
  HP-LJ2 SMALL PRINT
  CHEQUE PRINT SETUP (HP LASER)
  CHEQUE PRINT SETUP CODES EPSON
  HP-LJ2 66 LINES/PAGE
  SUPPLIER MASTER - NUMERIC
  PURCHASE JOURNAL - GST   -Llet
  CASH REQUIREMENTS
  CASH DISBURSEMENTS
  A/P CHEQUE LINEUP
  CHEQUES
  ACCOUNTS PAYABLE PURGE
  CHEQUE RECONCILIATION
  A/P OPEN ITEMS - NARROW
  A/P AGED TRIAL BALANCE
  A/P DETAILED AGED T/B
  FUTURE DATED CHEQUES
  FUTURE DATED PAID INVOICES
  CUSTOMER FAX NUMBER EXCEPTIONS

 P-print  D-delete  S-start printing  Z-zoom  F-functions  ↑↓-scroll  esc-exit
```

# 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.

A sample print screen follows:

```
P.C.P.L              POLYMATHIC COMPUTER CORPORATION        PCPRINT  2.34
Typist: 04  Port: 08              Print Reports            Thu  MAY 26,1994
LPT1:                                                               14:26:42
                                              Start │.......... Status ..........
      ....... Report name ........ copy D/K  page │ 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
  p HP-LJ2 66 LINES/PAGE             1   D     1
  p SUPPLIER MASTER - NUMERIC        1   D     1
    PURCHASE JOURNAL - GST   -L1et
    CASH REQUIREMENTS
    CASH DISBURSEMENTS
    A/P CHEQUE LINEUP
    CHEQUES
    ACCOUNTS PAYABLE PURGE
    CHEQUE RECONCILIATION
    A/P OPEN ITEMS - NARROW
    A/P AGED TRIAL BALANCE
    A/P DETAILED AGED T/B
    FUTURE DATED CHEQUES
    FUTURE DATED PAID INVOICES
    CUSTOMER FAX NUMBER EXCEPTIONS

 P-print  D-delete  S-start printing  Z-zoom  F4-functions  ⇅-scroll  esc-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: 06  Port: 08              Print Reports              Mon  MAR 14,1994
LPT1:                                                             11:42:18
                                        Start|........... Status ..........
........ Report name ........ copy D/K  page| Copy Page Messages
HP-LJ2 SMALL PRINT
    ┌──────────────────────────────────────┐
    │            PRINTER SELECTION          │
    ├──────────────────────────────────────┤
    │ 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  ↑↓-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: 06  Port: 08              Print Reports              Mon  MAR 14,1994
LPT1:                                                             11:42:18
                                        Start|........... Status ..........
........ Report name ........ copy D/K  page| Copy Page Messages
HP-LJ2 SMALL PRINT
    ┌──────────────────────────────────┐    ┌──────────────────────────────┐
    │         PRINTER SELECTION         │    │  DOT MATRIX PRINTER FUNCTIONS │
    ├──────────────────────────────────┤    ├──────────────────────────────┤
    │ Print Device [LPT1]               │    │ Reset Printer                 │
    │ Printer      [DOT MATRIX]         │    │ Condensed Print               │
    │ Status       [NOT AVAILABLE ]     │    │ Cancel Condensed Print        │
    ├──────────────────────────────────┤    │ Setup 8-1/2" Cheques - EPSON  │
    │           DOT MATRIX              │    │ Form Feed                     │
    │             LASER                │    ├──────────────────────────────┤
    ├──────────────────────────────────┤    │  ↑  ↓  ↵:send to printer      │
    │  ↑  ↓  F1:functions  F2:change device│    │         ESC:exit              │
    │           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  ↑↓-scroll  esc-exit
```

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

```
P.C.P.L              POLYMATHIC COMPUTER CORPORATION        PCPRINT  2.33
Typist: 06  Port: 08              Print Reports           Mon  MAR 14,1994
LPT1:                                                              11:42:10
                                    Start┃........... Status ..........
   ........ Report name ........ copy D/K  page┃Copy Page Messages
   HP-LJ2 SMALL PRINT                        │
   ┌──────────────────────────────┐   ┌─────────────────────────────┐
   │       PRINTER SELECTION       │   │    LASER PRINTER FUNCTIONS   │
   │                              │   │                             │
   │ Print Device [LPT1]          │   │ ▓Reset Printer▓             │
   │ Printer      [LASER     ]    │   │ Landscape 16.66 - LETTER    │
   │ Status       [NOT AVAILABLE ]│   │ Landscape 16.66 - LEGAL     │
   │                              │   │ Landscape TMS RMN 6 point   │
   │        DOT MATRIX            │   │ Portrait - small print      │
   │          LASER              │   │ Landscape - small print     │
   │                              │   │ Portrait - large print      │
   │ ↑  ↓  F1:functions  F2:change device│ Form Feed                   │
   │         ESC:exit            │   │                             │
   └──────────────────────────────┘   │ ↑  ↓   ◄┘: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  ⏎-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: 06  Port: 08              Print Reports           Mon  MAR 14,1994
LPT1:                                                              13:14:42
                                    Start┃........... Status ..........
   ........ Report name ........ copy D/K  page┃Copy Page Messages
   HP-LJ2 SMALL PRINT                        │
   ┌──────────────────────────────┐   ┌─────────────────────────────┐
   │       PRINTER SELECTION       │   │      PRINTER DEVICES        │
   │                              │   │                             │
   │ Print Device [LPT1]          │   │ ▓LPT1▓                      │
   │ Printer      [LASER     ]    │   │ LPT2                        │
   │ Status       [NOT AVAILABLE ]│   │ LPT3                        │
   │                              │   │                             │
   │        DOT MATRIX            │   │ ↑  ↓   ESC:end              │
   │          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  ⏎-scroll  esc-exit
```

Highlight the correct printer device and press ⏎ Enter.

# CHAPTER 13: DAILY STARTUP

To start using your time accounting system for daily use follow the steps outlined below:

## ONE LOGICAL DRIVE

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:

```
      P O L Y M A T H I C   C O M P U T E R   C O R P O R A T I O N    3.04
MAY 26, 1994                    SIGNON  PROCESSING                  Crt #  0
13:25:25
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 companies initials.

The following selections are available for selecting the company initials:

*Number*   Company number
*Initials*   Company initials
[?]   Lookup
[F3]   Help

The screen will appear as follows:

```
      P O L Y M A T H I C   C O M P U T E R   C O R P O R A T I O N   3.04
MAY 26, 1994                 SIGNON  PROCESSING                  Crt # 8
13:25:48
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:\DEMO\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       **   LLLLL


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

        S Select:   Start   Modify   Cancel   Exit   I/S
```

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

Type ⑤ and press ⏎ Enter.

The screen will now appear as follows:

```
ANYLTD                      MAIN  MENU               MASTER    3.16
HH                                                   Sun JUN 30/91
CRT # 12                                                 11:30:52

              1 Payroll
              2 Accounts Receivable
              3 Accounts Payable
              4 Construction
              5 General Ledger
              6 Security
              7 System Utilities
              8 Backup
              9 Monthly Closing
             10 Print Reports
             11 — reserved —
             12 Fixed Assets
             13 Inventory / Order Entry

              Q Query
              S Status
              E Exit

              E  Enter selection
```

The main menu will now appear.

Type ①① and press ⏎ Enter to select *Time accounting*.

# TWO OR MORE LOGICAL DRIVES

1. At the operating system prompt, log on to the drive and directory/subdirectory on which the data files are contained for the company that you wish to work on. The drive letter that you wish to log on to will be the one that you indicated to the system following the procedures outlined under "INITIALIZING THE POLYMATHIC GENERAL LEDGER SYSTEM" For instance type **D:** and press ⏎Enter. Next type **cd \\EXAMPLE** and press ⏎Enter. These instructions would allow you to log on to the subdirectory called **EXAMPLE** on drive d. This subdirectory could be used to store the data files for **EXAMPLE COMPANY LIMITED**.

2. Instruct the operating system to use the master programs which you installed following the **INSTALLATION PROCEDURES** under" COPYING THE PROGRAMS TO HARD DISK". To do this type c:polysys c:answer and press ⏎Enter. Make sure that you are still in the data file directory logged on to in step 1 before typing in these instructions. This example assumes that the master programs were installed on drive C. If the master programs were installed on another drive replace the letter C with the letter of the drive on which the master programs were installed.

   ☞ If you have two or more logical drives set up on your hard disk you **must** always log on to the drive containing the **data files** for the company on which you are working and instruct the operating system to use the master programs from the drive on which you installed them **before** spooling any reports.

3. Follow the **DAILY STARTUP** instructions outlined for **ONE LOGICAL DRIVE** on the preceding pages.

# CHAPTER 14: MONTHLY CLOSING

```
ANYLTD                        MAIN  MENU                    MASTER    3.16
HH                                                       Sun JUN 30/91
CRT # 12                                                        11:30:52

                      1 Payroll
                      2 Accounts Receivable
                      3 Accounts Payable
                      4 Construction
                      5 General Ledger
                      6 Security
                      7 System Utilities
                      8 Backup
                      9 Monthly Closing
                     10 Print Reports
                     11 -- reserved --
                     12 Fixed Assets
                     13 Inventory / Order Entry

                      Q Query
                      S Status
                      E Exit

                      E  Enter selection
```

Type ⑨ and press ⏎Enter to select *Monthly Closing*.

The screen will appear as follows:

```
P.C.P.L                     Monthly  Closing                 TLAUTO   3.08
RM                                                   Signon date: MAR 31/93
Last month closed: 02/93  [FEB/93]                  Today's date: MAY 26/94
CRT # 8                                             Year end date: FEB 28/93
  ACCOUNTS PAYABLE                        PAYROLL
  Purchases journal.......                Payroll MTD register.... NOT INSTALLD
  Cash disbursements jrnl.                Payroll MTD update...... NOT INSTALLD
  A/P open items list.....                Payroll journal......... NOT INSTALLD
  A/P aged trial balance..

  ACCOUNTS RECEIVABLE                     TIME ACCOUNTING
  Cash receipts journal...                Apply time sheets.......
  Sales journal...........                Apply cash receipts..... NOT INSTALLD
  A/R open items list.....                Apply client billings...
  A/R aged trial balance..                Apply client expenses...
                                          Apply WIP adjustments...
  GENERAL LEDGER                          Detailed client history.
  General journal.........
  Trial balance...........
  Financial statements....
  G/L report..............                Indicate month closed...


          [_] Select:    [↑]-Automatic   [↓]-Manual    [ESC]-Exit
```

# MONTHLY CLOSING - AUTOMATIC

The automatic closing function will automatically identify the modules that your company uses and all the relevant journals and reports will be generated without stopping between the selected options.

Type Ⓐ and press ⏎Enter to select *Auto*.

The screen will appear as follows:

```
P.C.P.L                    Monthly  Closing              TLAUTO   3.08
RM                                          Signon date: MAR 31/93
Last month closed: 02/93  [FEB/93]          Today's date: MAY 26/94
CRT # 8                                      Year end date: FEB 28/93
  ACCOUNTS PAYABLE                  PAYROLL
  Purchases journal.......          Payroll MTD register.... NOT INSTALLD
  Cash disbursements jrnl.          Payroll MTD update...... NOT INSTALLD
  A/P open items list.....          Payroll journal......... NOT INSTALLD
  A/P aged trial balance..

  ACCOUNTS RECEIVABLE              TIME ACCOUNTING
  Cash receipts journal...          Apply time sheets.......
  Sales journal...........          Apply cash receipts..... NOT INSTALLD
  A/R open items list.....          Apply client billings...
  A/R aged trial balance..          Apply client expenses...
                                    Apply WIP adjustments...
  GENERAL LEDGER                    Detailed client history.
  General journal........
  Trial balance..........
  Financial statements....
  G/L report.............          Indicate month closed...


        [_] Select:    [S]-Start    [M]-Modify   [A]-All   [C]-Cancel
```

The functions available are as follows:

Ⓢ     Start closing
Ⓜ     Modify option selections

     F9     Select option
     F10    Unselect option
     ⬆⬇     Used to move through options
     Esc    Exit Modify function

Ⓢ     Select all options
Ⓒ     Cancel closing

Once you have selected the options that you want closed, type Ⓢ and press ⏎Enter to start the closing. The closing of the journals will update the general ledger and the reports for the options you selected will be available for printing.

# MONTHLY CLOSING - MANUAL

The manual closing function allows you to close one option at a time.

Type Ⓜ and press ⏎Enter to select *Manual.*

The screen will appear as follows:

```
P.C.P.L                     Monthly  Closing               TLAUTO    3.08
RM                                            Signon date: MAR 31/93
Last month closed: 02/93  [FEB/93]            Today's date: MAY 26/94
CRT # 8                                       Year end date: FEB 28/93
  ACCOUNTS PAYABLE                    PAYROLL
  Purchases journal.......            Payroll MTD register.... NOT INSTALLD
  Cash disbursements jrnl.            Payroll MTD update...... NOT INSTALLD
  A/P open items list.....            Payroll journal........ NOT INSTALLD
  A/P aged trial balance..

  ACCOUNTS RECEIVABLE                 TIME ACCOUNTING
  Cash receipts journal...            Apply time sheets.......
  Sales journal..........            Apply cash receipts..... NOT INSTALLD
  A/R open items list.....            Apply client billings...
  A/R aged trial balance..            Apply client expenses...
                                      Apply WIP adjustments...
  GENERAL LEDGER                      Detailed client history.
  General journal........
  Trial balance..........
  Financial statements....
  G/L report.............            Indicate month closed...


[F9]-Selects    [F10]-Cancels    [↑]    [↓]    [ESC]-End
```

The functions available are as follows:

| | |
|---|---|
| F9 | Select option |
| F10 | Unselect option |
| ↑↓ | Used to move through options |
| Esc | Exit Closing function |

Once you have selected an option the following options are available:

| | |
|---|---|
| Ⓢ | Start closing |
| Ⓒ | Cancel closing |

Type Ⓢ to start closing the option you select. Once the option is closed, the appropriate report will be available for printing and the Closing screen will display "Completed" beside that selection.

# D

# E

# F

## W

## Y