

FIN/250
Accounts Receivable
Implementation Guide

HP 250

Operating Instructions

OM/250	FIN/250	MFG/250
Manager's Guide 45190-90020	General Ledger Operator's Guide 45200-90020	Operator's Guide 45180-90020
Order Entry Operator's Guide 45191-90000	Accounts Payable Operator's Guide 45199-90020	
Accounts Receivable Operator's Guide 45192-90000	Accounts Receivable Operator's Guide 45192-90000	
Inventory Control Operator's Guide 45190-90010		
Sales Analysis Operator's Guide 45193-90000		

Technical Reference

OM/250	FIN/250	MFG/250
Applications Customizer Manual 45194-90030	Applications Customizer Manual 45194-90030	Applications Customizer Manual 45194-90030
Implementation Guide 45190-90000	General Ledger Implementation Guide 45200-90000	Implementation Guide 45180-90000
Technical Manual 45190-90040	Accounts Payable Implementation Guide 45199-90000	Technical Manual 45180-90040
	Accounts Receivable Implementation Guide 45192-90001	

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FIN/250
ACCOUNTS RECEIVABLE
IMPLEMENTATION GUIDE

Manual Part No. 45192-90001



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PRINTING HISTORY

New editions of this manual will incorporate all material updated since the previous edition. Update packages may be issued between editions and contain replacement and additional pages to be merged into the manual by the user. Each updated page will be indicated by a revised date at the bottom of the page. Note that pages which are rearranged due to changes on a previous page are not considered revised.

The manual printing date and part number indicate its current edition. The printing date changes when a new edition is printed. (Minor corrections and updates which are incorporated at reprint do not cause the date to change.) The manual part number changes when extensive technical changes are incorporated.

June 1980...FIRST EDITION

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INTRODUCTION

This is your guide for converting your firm's present system for handling open invoices and customer information to the FIN/250 Accounts Receivable module. This book presents a detailed discussion of each critical implementation step and serves as a training guide for the conversion process.

These steps are covered:

- * Data Collection
- * System Installation and Initialization
- * Loading Data
- * System Implementation

You should also refer to the Accounts Receivable Operator's Guide. Turn to it for any questions on AR operation which occur during conversion.

You've probably heard a lot about the complexity of system conversion. This guide was prepared with the intent to minimize your conversion problems and smooth out any bottlenecks. We're committed to helping you through this process.

YOUR SOFTWARE SERVICE REPRESENTATIVE

This guide was prepared by Hewlett-Packard to assist your software representative in supplying you with quality documentation and guidance at minimum cost. Your software representative may elect to modify or deviate from this guide to better suit your implementation needs.

Where the words "we" and "our" are used here, they refer to your software representative's staff:

Name: J. C. OR

Company: MANAGED - BUSINESS SYSTEMS

Phone: 303- 7733

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Before getting into the actual implementation of your new FIN/250 Accounts Receivable (AR) software, let's take a moment to review some of the features and capabilities of FIN/250. You may wish to refer to the FIN/250 Reports Brochure while reading these next pages.

FIN/250 Software

The FIN/250 software package offers the small business an easy solution for handling the bookkeeping and cash payment functions. FIN/250 consists of three software modules: General Ledger (GL), Accounts Payable (AP), and Accounts Receivable (AR). They can be implemented and run either individually or at the same time. When all three are implemented, they can be run either Stand-Alone (data is not exchanged between modules) or they can be integrated. In addition, the GL module can be implemented with the Order Management (OM/250) software, providing an extremely powerful accounting package.

The General Ledger Module - The GL module extends your firm's bookkeeping capabilities beyond a double-entry system. It automatically handles general ledger entries and offers these features:

- * Multi-level organizational structure.
- * Cost center organization and reporting.
- * User-definable chart of accounts.
- * Zero-sum check for all manual input modes.
- * Automatic subsystem integration.
- * Multi-level financial statements.
- * 12 or 13 accounting periods (in stand-alone operation).

The GL module gives you these reports on your business transactions:

- * Entity and account maintenance reports.
- * Format position maintenance report.
- * Parameter and cost center maintenance reports.
- * Pending transactions report.
- * Pre-posting transactions check.
- * Post journal.
- * Subsystem transactions report.
- * Pending transactions modifications and purging.
- * Account balances.
- * Trial balance and detailed trial balance.
- * Balance and comparative balance sheet.
- * Income and comparative income statements.
- * Cost center/cost account report.
- * Detailed cost center and cost account reports.
- * Special management information.

The Accounts Payable Module - The AP module provides the tools you need for effective cash management. As a stand-alone module, AP manages data on invoices, cash payments, debit memos and vendor balances. When AP is integrated with the Accounts Receivable module, you have better control of cash receipts and cash disbursements. Some features of AP are:

- * Password protection of invoice and payment functions.
- * A powerful, yet flexible checkwriter.
- * Hold payment on all or part of an invoice.
- * Partial payment on part or all of an invoice.
- * Partial payment of an invoice.
- * Multiple bank accounts.
- * Processing manual payments.
- * Up to two discounts per invoice.
- * Expensing invoices over any number of accounts.
- * Sort and range selection on most reports.
- * Up to 20 accounting entities can be handled.
- * A modularized audit trail.

The AP module provides these reports:

- * Invoice register and inquiry reports.
- * Hold payments and partial payment reports.
- * Ageing report.
- * Debit memo report.
- * Vendor history and inquiry reports.
- * Cash requirement and disbursements reports.
- * Check reconciliation report.
- * Discounts lost report.
- * Month-to-date tax and 1099 reports.
- * Variance report.
- * GL Transaction report.
- * Preliminary check register.
- * Cash disbursement journal (checkwriter, void checks and manual payments).
- * AP control file contents.

The Accounts Receivable Module - The AR module provides the tools you need for effective cash management. As a stand-alone module, AR manages data on open invoices, cash receipts, credit memos and customer balances. When AR is integrated with the Accounts Payable module, you have better control of cash receipts and cash disbursements. Some features of AR are:

- * Password protection of invoice, cash and customer functions.
- * Sort and range selection on most reports.
- * Up to 20 accounting entities can be handled.
- * Create invoices.
- * Maintain customer contracts.
- * Collect Sales Tax info for City/State combinations.
- * Ability to write off invoices.
- * Ability to mark invoices as contested.

The AR module provides these reports:

- * Single Customer Report
- * Customer Report
- * Customer Account Status
- * Customer Ranking
- * Customer Over Credit
- * Customer Ageing
- * Customer Statements
- * Customer Labels
- * Past Due Letters
- * Unassigned Credit
- * Customer History
- * Tax Location Report
- * Tax Report
- * Contract Report
- * Single New Invoice Report

- * New Invoice Register
- * Single Open Invoice Report
- * Open Invoice Register
- * Partial Payment Report
- * Print Credit Memos
- * Credit Memo Register
- * Cash Activity Register
- * General Ledger Transaction Report

A detailed explanation of each report is in the FIN/250 Reports Brochure. Instructions on running each report are in the AR Operators Guide, which is sent with the software.

Data Organization

Each FIN/250 module maintains its own sets of data (collectively called a "data base") and has a control file holding parameters customized for your accounting system. We will customize the AR control file after the computer and the software are installed. We will show you how to collect the data items related to these AR functions:

GL Cash Accounts - Use AR to reduce receivable turnaround.

Ship To Locations - AR keeps track of locations where sales taxes are collected on taxable invoices.

Customers - You have information on each of your customers.

Open Invoices - AR can handle all sale invoices for cash and credit.

Credit Memos - You have control of credit memos for your customers.

After the system is installed, we'll show you how to load these data items into the AR data base. It'll all happen one step at a time.

Now that you have an idea of how FIN/250 and the AR module are organized, let's take a look at the steps needed to convert your receivables system to your new AR module. To ensure a smooth implementation of this new system, you need to pay close attention to each step of the process outlined in the next chapter.

User Documentation

The following manuals are available for FIN/250 software. Your software representative may elect to use these manuals intact, or manuals may be modified or replaced to better document the software. Be sure to order all documentation through your software representative.

<u>Title</u>	<u>HP Part No</u>
FIN/250 Reports Brochure	45200-90080
AP Implementation Guide	45199-90000
AP Operators Guide	45199-90020
GL Implementation Guide	45200-90000
GL Operators Guide	45200-90020
AR Implementation Guide	45192-90001
AR Operators Guide	45192-90000

The Implementation Guide is supplied shortly after your software order is received. The Operator's Guide is normally supplied with the software, when the system is installed.



Introduction

This chapter offers an introduction to the process of converting your present accounts receivable system to the new FIN/250 AR module. Here you'll find a general definition of the task, a timetable for the conversion process, some staffing recommendations, and guidelines on ordering forms.

This chapter also answers questions on training:

- * How much training is needed to operate the AR module?
- * When will it be provided?
- * Who should attend?

You should read every section in this chapter and get your implementation plan into action now; see the Conversion Checklist on the last page. Then you can start collecting AR information as explained in chapter 3.

Conversion Definition

Conversion is the process of changing from one way of doing things to another. In this case we mean changing from your

present system of handling open invoices and customer information to the FIN/250 Accounts Receivable module.

This conversion began when you ordered the AR module; it'll end when you're using AR to handle your receivables. The conversion process can be tricky, as you've probably heard from other computer users. With this Guide and our help, however, your facility should experience a smooth transition from your current method to your new AR system. By doing your planning as outlined in the following pages and calling on us when you have a problem, we're confident that your conversion will be well-managed, efficient and even a cleansing process.

The Timetable

A typical schedule for an AR conversion is on the next page. The time period for each milestone is based on our experience installing other AR modules. There's room in each column for you to write in agreed-upon dates for your installation.

Remember, where the words "we" and "our" are used here, they refer to your software representative's staff (see page v).

The timetable highlights these important milestones:

- * Order placed.
- * Implementation review.
- * Conversion training.
- * Data collection.
- * HP250 and AR installation.
- * AR training.
- * Loading data.
- * Implementation.

Let's take a closer look at each milestone to see what's going to happen, the time needed, what you need to do and what we will do. Turn the page.

EXAMPLE CONVERSION TIMETABLE

Weeks (Sample)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	18	19	20	Planned Completion Date	Actual Completion Date	
Order Placed		□																				
Implementation Review			□ T																			
Conversion Training Overview Conversion				□ T																		
Data Collection										→	□											
Installation and Acceptance																						
Hardware Operations Training																						
Operator Applications Training											□ T	MGT., Proj. Mgr., Oper.										
Loading the Data Base																						
Implementation																						

T = Training

2-4 Conversion Overview

Order Placed - Hopefully, you're beyond this point; you have ordered the AR module from us, so the stage is set to schedule the next step.

Implementation Review - Begins with a half-day session at your facility, allowing us to meet with your key people to cover the upcoming tasks. We'll spend most of the time reviewing what we must each do to begin a smooth implementation of the new AP system. We'll also cover using this Guide to begin planning for conversion training.

With you we cover recommendations for:

- * Assigning the project manager.
- * Managing the conversion process.
- * Staffing the project.
- * Arranging and timing events.
- * Organizational events.
- * Ordering needed supplies.
- * Preparing for installing the HP 250 (if not already installed)

Our primary objectives during this meeting are:

- * Explaining key steps on the conversion timetable with your management team: staffing requirements, management coordination and training needs.
- * Showing how to use this guide during the conversion process.
- * Reviewing the physical requirements for installation of the HP250 (floor space, electrical needs, etc.) so that you can select a site as soon as possible.
- * Helping you order needed supplies.
- * Setting a preliminary project schedule, including a firm date for the conversion training session.

Your responsibilities for this meeting are:

- * Make sure your management team is available.
- * Review this Guide in advance and come prepared with questions.
- * Assign the conversion project manager.

This first meeting should last from two to four hours. Your follow-up and preparation time for conversion training will take from one to two weeks.

After the Implementation Review, your staff will understand how the conversion will take place, who's going to do what and when they should do it.

Conversion Training - We conduct a detailed conversion class before the HP 250 is delivered. We'll review the AR module and cover each step of the conversion process with your people. They will leave the course knowing what AR is, what's happening and what their responsibilities are.

We offer this course as one of the steps in the conversion process. The texts for this course are the FIN/250 Reports Brochure and this Implementation Guide. The best way for you to become familiar with conversion training and the Guide is to use it during this session. You have the outline for this course; just turn to the Table of Contents.

Our Responsibilities: Teach the course and answer any questions on the conversion process.

Your Responsibilities: Make sure the people responsible for implementing AR are present. Bring completed conversion forms for adding bank accounts, delivery points and vendors. Also bring questions.

Class Duration: One to two days.



Data Collection - This phase includes gathering, coding and preparing your invoices and payables data for the system loading phase. We reviewed all the data elements and coding the conversion forms during conversion training.

Our Responsibilities: None.

Your Responsibilities: Staff this phase accordingly. Stress accuracy and neatness so the system loading phase can occur later with as little effort as possible.

Duration: One to three weeks, depending on the complexity of your current invoices and payables system.

HP 250 and AR Installation - Delivery Day...we install your AR software.

2-6 Conversion Overview

Our Responsibilities: Deliver and install the hardware and software as ordered. Check out the hardware and operating system. Demonstrate your new FIN/250 software.

NOTE

A Hewlett-Packard service representative will install your new HP 250 Computer.

Your Responsibilities: Have the computer site prepared (adequate space, power, etc.). Be ready to sign the Acceptance Form, agreeing that you received the equipment and the correct software.

Duration: Two to six hours.

AR Training - Before your operator(s) can begin effectively using your new AR software, each needs to learn the basics of operating the hardware. So we cover:

- * Switching the computer on and off.
- * Loading discs.
- * Initializing the system.
- * Operating the printer.
- * Using the keyboard.

After your operator is familiar with the hardware, we show how to run the AR applications software. We'll cover all input, output and process functions. We'll also give you recommendations for scheduling system workload and a daily operator's routine. Afterward, your operator will have a first-hand knowledge of how the system works and will be ready to begin entering data.

Our Responsibilities: Provide post-delivery training and ensure that your key operator(s) understand how to use the equipment. We'll make sure your software is properly initialized, passwords assigned and the system is ready for loading data.

Your Responsibilities: Make sure your operator(s) and any other people who'll be involved in everyday use of the new system are available for training.

Duration: One to two days.

Loading Data - Now it's time to key-in all the data gathered during the Data Collection phase.

Our Responsibilities: None.

Your Responsibilities: Provide adequate staffing and supervision to allow a timely and accurate loading phase.

Duration: One to three weeks.

Implementation - This final phase leads up to a "cut over" to using the new system. This step includes a checkout period of parallel processing, designed to aid you in auditing the new system and ensuring your people of the system's accuracy and dependability.

Our Responsibilities: None.

Your Responsibilities: Audit the new system by comparing it to the old one until you're convinced of the system's accuracy and dependability.

Duration: One to five weeks.

That's a brief overview of the implementation timetable. Your conversion could take more or less time, however, depending on the condition of your current open invoices/customer information system and availability of the HP 250.

Notice that the tabs in this Guide correspond closely to the timetable's milestones. Turn to the appropriate tab for more information on any milestone.

Before leaving this chapter, however, read the next few pages in preparation for the Implementation Review.

Staffing

We mentioned that proper staffing is a critical element in the conversion process. With proper planning and staffing on your part, the conversion will succeed on schedule. Without it, be ready for some frustrating moments. As we said earlier, conversion can be tricky. For a successful installation, we need your best people following our conversion guidelines.

The following positions and functions comprise the key responsibilities during conversion. One individual should be responsible for each function, regardless of how many people are assigned in each area.

Project Manager - This is probably the most important choice you'll make. The project manager is held accountable for planning, scheduling and implementing the system. This person is also our contact for all questions and training dates, and should have the authority to:

- * Coordinate people assigned to the project.
- * Set milestone dates.
- * Assign tasks.
- * Monitor the project schedule.
- * Ensure accurate data collection.

This person should have prior management experience, significant accounting expertise, work well with people and understand the critical nature of this project. Like any other project in your facility, the conversion process needs a strong manager.

Data Control - Someone should be responsible for guaranteeing accurate data collection and monitoring the project manager's review points. It is recommended that this function be staffed with detail-oriented people who insist on totally accurate records and procedures.

System Operator and Back-up - Another key selection is your choice of system operator. This person must run the system and get the reports out on time. The system operator will learn the ins and outs of the system, improving its effectiveness each month. Look for someone who is willing to learn hardware and software operation so that intuitive judgement can be used to handle management requests or occasional problems. Also, don't forget to plan for those vacation and sick days; choose a back-up operator.

Conversion Checklist

Now that you've reviewed the implementation timetable and have a better idea of what's ahead, you may find the following checklist is a handy tool for scheduling and managing the conversion process. Space is provided for indicating those people responsible for each task and the target date(s). Your project manager can also use the checklist to monitor critical checkpoints throughout the project.

CONVERSION CHECKLIST

Conversion Task	Person Responsible	Scheduled Date(s)	Done
Schedule Implementation Review Meeting			
Conduct Implementation Review Meeting			
Review Physical Installation Needs			
Schedule Conversion Training			
Order All Needed Forms			
Schedule System Installation Date			
Conduct Conversion Training			
Assign Data Collection Tasks			
Set Data Collection Deadlines			
Confirm Supplier Delivery Date			
Review Data Collection Tasks			
Assign Operator(s) & Training			
Conduct System Installation			
Sign-off On System Acceptance			
Conduct Operator Training			

(continued)

CONVERSION CHECKLIST (cont'd)

Conversion Task	Person Responsible	Scheduled Date(s)	Done
Schedule Loading Data			
Plan Actual Implementation			
Set Cut-over Date			
Schedule Actual Implementation			
Review Cut-over Checklist			
Authority for Final Cut-over			
Assign Ongoing Maintenance Tasks			



This chapter describes the process of collecting and recording data related to your firm's receivables and invoice accounting. Each section defines the information required and shows how to code the data on conversion forms. You'll find a master copy of each conversion form at the back of this guide. Be sure to put the master copies back in the manual after making the copies you need.

Getting Started

The Accounts Receivable module stores the entire collection of receivables and invoice information in its own computer storage area called a data base. Information related to each section of the AR module is stored in subsections of the data base called data sets. You'll be collecting information from your files for these AR data sets:

- * Tax Locations
- * Customers
- * Open Invoices
- * Contracts
- * Shipping Location

In addition, you'll collect data on each of your customer's accounts.

3-2 AR Setup Options

If you are unfamiliar with any of these terms, refer to the Glossary in this guide.

Your first task is to review the items within each of these data sets and start collecting the information needed to load the data. We'll load data after the system is installed and tested. Coming sections explain the data items you'll need, and in some cases show required and/or recommended codes to use when coding the data. Remember: Our suggestions are just that; you have the option to code and load the data any way you want (within the stated limits).

Please remember that the data collection process is the most critical phase of system implementation. Your data must be accurate and timely. If not, the system will produce misleading information based on your inputs. Be sure to double check each conversion form you code for accuracy. Then date and initial it.

Collecting Tax Data

This section shows how to collect and code data which the system uses to produce tax locations. Any time a city or state is used in AR, reference is made to this list of tax locations. These data items or fields will be filled within the tax code file.

- * City
- * State
- * City Tax Rate
- * State Tax Rate
- * Third Tax Rate

First, remove the Add Tax Code Conversion Form at the back of this guide and make the required number of copies. The standard AR module can accept up to 99 tax locations.

City: The name of the city can contain up to fourteen letters. When the city name is combined with the state name, the unique name of a given location must be formed. Lower-case letters will be made upper case by the system.

State: You have four characters here. We suggest you use the standard two letter postal abbreviations for convenience. Again, the system will ensure the letters are all upper case.

Tax Rates: The three percentages which apply to taxable sales to Billing and Ship To's for this location. Each rate will be applied against the extended price and surcharge for line items with Tax Code equal to zero (taxable), and totals will be summarized by Tax Location and System Entity for output on the Tax Report at month end. Note that you can name the third tax rate as desired.

3-4 AR Setup Options

Add Tax Code Conversion Form

Date form completed 11-26-78
 Initials OH
 Date typed _____
 Initials _____
 Entity # 1000

City <u>L.A. JOLLA</u>	State <u>CA</u>	City Tax Rate % <u>1.75</u>	State Tax Rate % <u>2.50</u>	Third Tax Rate % <u>.75</u>
---------------------------	--------------------	--------------------------------	---------------------------------	--------------------------------

City <u>TARZANA</u>	State <u>CA</u>	City Tax Rate % <u>2.00</u>	State Tax Rate % <u>0.00</u>	Third Tax Rate % <u>1.00</u>
------------------------	--------------------	--------------------------------	---------------------------------	---------------------------------

City <u>DENVER</u>	State <u>CO</u>	City Tax Rate % <u>3.00</u>	State Tax Rate % <u>2.50</u>	Third Tax Rate % <u>.50</u>
-----------------------	--------------------	--------------------------------	---------------------------------	--------------------------------

City <u>F.T. COLLINS</u>	State <u>CO</u>	City Tax Rate % <u>4.00</u>	State Tax Rate % <u>2.50</u>	Third Tax Rate % <u>.50</u>
-----------------------------	--------------------	--------------------------------	---------------------------------	--------------------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

Collecting Customer Data

This section shows what information to collect on each of your customers. These fields are:

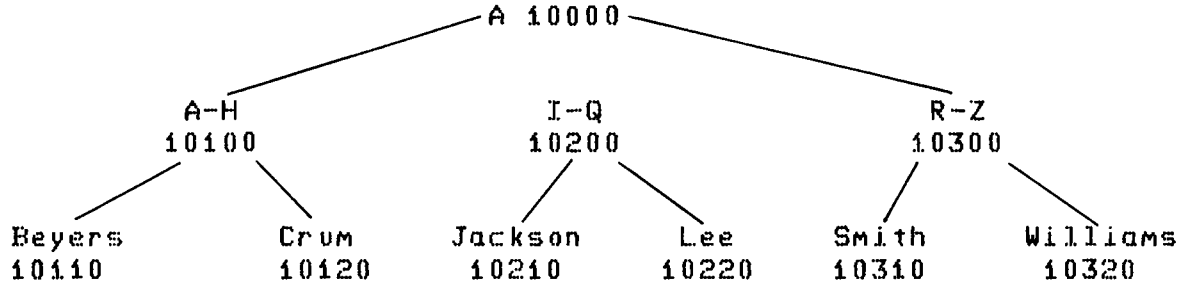
- * Customer Number
- * Customer Name
- * Customer Address
- * Telephone Number
- * Additional Address line (optional)
- * Resale License Number
- * Region Number
- * Salesperson Number
- * Customer Class
- * Trade Discount
- * Back Order
- * Partial Shipment
- * Statement Type
- * Credit Terms Code
- * Credit Limit
- * Year-To-Date Values
- * Month-To-Date Values
- * Net Balance Last Statement
- * Unassigned Credit

Customer Number: This code can be any number from 1 to 999999. Existing numbers can be used from your manual system if they are unique whole numbers in this range, or numbers may be assigned automatically when you add customers as described under Control File in Section 5. Customer numbers can be assigned in a variety of ways.

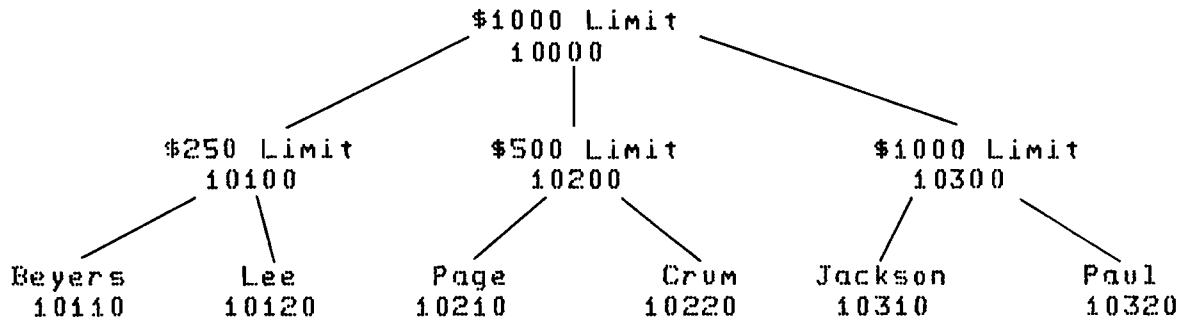
We recommend that you take a few moments to look at the examples we included and think about a customer number code which fits your needs before continuing to code the Add Customer forms. Be sure to consider how the system sorts customer numbers when issuing reports: A lexical string sort is used, so customer numbers 1, 2, 3... appear in order, but customer number 1000, for example, appears before vendor 2. Leading zeros are suppressed in the printout, so 0127 will appear as 127 in the output.

CUSTOMER NUMBERING EXAMPLES

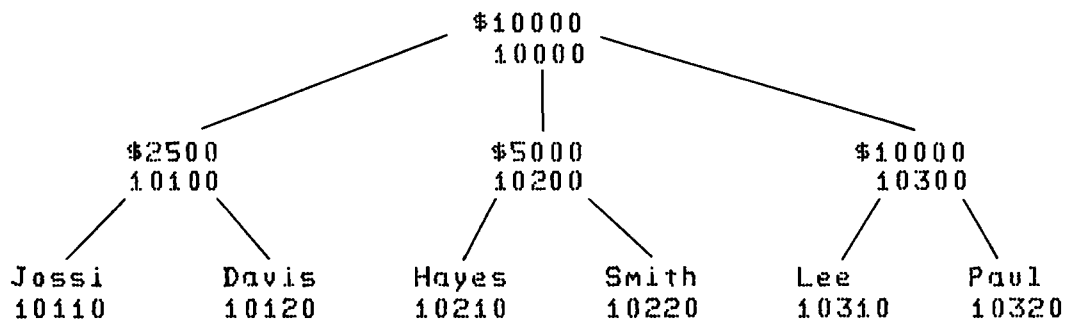
Alphabetical Order



Credit Limit



Sales Activity
(Sales Per Year)



2. Complete the first half of the conversion form (first screen when adding or modifying a customer), including:

Customer Name and Address - as shown. Note that Zip Codes may include letters in addition to numbers and that either one (but not both) of the unmarked lines in the address area may be used as a fourth address line. If the city and state used are not already in the Tax Location list, they may be added at this time.

Phone Number and Resale License Number - enter zero or the appropriate combination of letters or digits.

Region Number, Salesperson Number, Customer Class, Trade Discount, Back Order, Partial Shipment, Statement Type, Credit Terms Code, and Credit Limit - accept or alter the defaults from the control file (described in Section 5). Note that the Statement Type is selected by placing a Y in one or the other of Open Item Statement and Balance Forward Statement. Setting both blank means that the customer is not to receive a statement.

3. Complete the second half of the conversion form (second screen when adding or modifying a customer). Be sure to use the correct values at cutoff time. Once your system is in production mode, these values will not be requested since presumably a new customer will have no history information.

Unassigned Credit - enter the correct value at cutoff time for the total credit allocated to this customer (not currently on any credit memo).

Net Bal Last Statement - must be equal to the customer's Balance Outstanding (sum of Due on all currently entered open invoices) less Unassigned Credit. May be less than zero.

MTD/YTD dollar values - enter the total so far in your accounting year (from the last year-end to the time of cutoff for conversion). Sales dollars in AR refer to net invoice dollars (not just line item dollars). Non-taxable dollars refer by category (1-4) to the Tax Categories on individual line items. Note that it is permissible to leave these values blank (zero) and to just accrue history since conversion for the first year of operation.

3-8 AR Setup Options

Add Customer Conversion Form

Date form completed 11-26-78

Initials OH
 Date typed _____
 Initials _____
 Entity # 1000

Customer # <u>2</u>		Customer Name <u>K. LOCK SERVICE</u>					
Address							
Address <u>11300 LOMAS BLVD.</u>							
City <u>ALBUQUERQUE</u>			State <u>NM</u>		Zip Code <u>87122</u>		
Other Address							
Phone # <u>505-292-1330</u>			Resale License # <u>N129</u>		Region # <u>1</u>	Salesperson # <u>4</u>	
Cust. Class <u>M18</u>	Trade Disc. <u>N</u>	Backorder <u>N</u>	Partial Shipment <u>N</u>	Open Item <u>Stmnt Type</u>	Balance <u>Y</u>	Credit Terms <u>7</u>	
Credit Limit \$ <u>2500.00</u>							
YTD Finance Charge \$ <u>0.00</u>		YTD Non Tax 4 <u>0.00</u>		YTD Non Tax 3 <u>0.00</u>			
YTD Non Tax 2 <u>0.00</u>		YTD Non Tax 1 <u>0.00</u>		YTD Third Tax \$ <u>0.00</u>			
YTD State Tax \$ <u>2381.25</u>		YTD City Tax \$ <u>1587.50</u>		YTD Special 2 \$ <u>0.00</u>			
YTD SPECIAL 1 \$ <u>0.00</u>		YTD Service \$ <u>25.00</u>		YTD Freight \$ <u>300.00</u>			
YTD Container \$ <u>0.00</u>		YTD Sales \$ <u>79375.00</u>		MTD Sales \$ <u>6583.50</u>			
Net Bal Last Stmt <u>6614.83</u>		Unassigned Credit <u>10.00</u>					

Collecting Contract Data

The next page lists information needed to code the Add Contract forms. These cannot be coded until the Customer Conversion forms are complete. The following fields are required for these forms:

- * Customer Number
- * Contract Number
- * Expiration Date
- * Quantity Commitment
- * Sold to Date
- * Item Number
- * Unit of Measure
- * Selling Price

Customer Number: This field must be coded exactly as it appears on the Customer forms: see Page 3-5 for details.

Contract Number: This is a 6-character field for a unique number identifying this contract. Contract Numbers are sorted lexically when reports are issued. See Customer Numbers on page 3-5.

Expiration Date: A date field for the last date the contract will be valid in Order Entry. The format for this field is mm/dd/yy.

Quantity Commitment: A nine-digit field for the total number of items that are committed to be sold through the life of the contract.

Sold to Date: The total quantity already ordered is entered here. This number is incremented when the contract price is applied to an order in Order Entry. The contract is only applicable as long as the Sold to Date value is less than the Quantity Commitment field.

Item Number: This is an 18 character alphanumeric field for the unit's part number or other manufacturing ID.

3-10 AR Setup Options

Unit of Measure: This is a 2-character alphanumeric field for an abbreviation: EA for each, ST for set, etc. See Unit of Measure in the Glossary for recommended abbreviations. This field will be completed by the system if Inventory Control is integrated.

Selling Price: A 9-digit field for the contracted price. If this contract is applied to an order in Order Entry, enter the Unit Price in this field.

Add Contract Conversion Form

Date form completed 11-24-78
 Initials DH
 Date typed _____
 Initials _____
 Entry # 1000

Customer #	Customer Name			Contract #
5	JONES AND JONES			502
Expiration Date	Item #	U M	Selling Price	Qty Commitment
01/1/2/79	900010	EAB	50	1000
Sold To Date				
575				

Customer #	Customer Name			Contract #
2	K. LOCK SERVICE			4791
Expiration Date	Item #	U M	Selling Price	Qty Commitment
02/1/679	900010	EAB	75	750
Sold To Date				
249				

Customer #	Customer Name			Contract #
Expiration Date	Item #	U M	Selling Price	Qty Commitment
Sold To Date				

Customer #	Customer Name			Contract #
Expiration Date	Item #	U M	Selling Price	Qty Commitment
Sold To Date				

Collecting Ship-To Data

This page lists the information needed to code the Add Ship To conversion forms. These forms are used to track the indefinite number of secondary ship to locations a single customer may use for orders and invoices. The following fields are needed for the form:

- * Customer Number
- * Customer Name
- * Ship To Code
- * Ship To Name and Address

Customer Number: This field must be coded exactly as on the Add Customer forms. See page 3-5 for details.

Customer Name: This field must be coded exactly as on the Add Customer form.

Ship To Code: This field does not appear on the Conversion forms. It is a numeric field assigned by the system to the next free Ship To number of the customer. All Ship To codes for a given customer will be unique. Enter the most frequently used Ship To's for a given customer first. The system assigns the lowest numbers to these addresses. This makes it faster for you to access this most-used data later.

Ship-To Name and Address: The name can be up to 30 characters. The address can be up to 2 lines of 30 characters each. Your second line of addresses can either be under Ship To Name or under City/State. The additional line will appear either directly below the first address line and the Name, or it will appear under the City/State line. The City, State, and Zip Code fields should be filled with standard postal service abbreviations to save time. The City and State are automatically uppercased when processed, and must exist in the Tax Location data set.

Add Ship To Conversion Form

Date form completed 11-26-78
Initials DH
Date typed _____
Initials _____
Entity # 1000

Customer #	Customer Name	
5	JONES AND JONES DISTR.	
Ship To Name		
JONES AND JONES DISTR.		
Address		
PO BOX 5028		
Address		
322 N. MART PLAZA		
City	State	Zip Code
JACKSON	MISS	39216
Other Address		

Customer #	Customer Name	
999998	DESIGN GALLERY	
Ship To Name		
DESIGN GALLERY		
Address		
11131 COLORADO		
Address		
City	State	Zip Code
KANSAS CITY	MO	64137
Other Address		

Collecting Open Invoice Data

This section shows what information to collect on each of your open invoices. When an Open Invoice is added to the AR module, the customer balance outstanding is increased by the Net Amount Due on the invoice. These fields are required for each Open Invoice:

- * Customer Number
- * Invoice Number

These Fields are optional:

- * Ship To Code
- * Order Number
- * Salesperson Number
- * Credit Card Code
- * Order Date
- * Requested Delivery Date
- * Ship To Date
- * Credit Terms Code
- * Total Cost
- * Total Container Charge
- * Total Surcharge
- * Total Extended Price
- * Total Excise Tax
- * Total Tax
- * Amount Prepaid
- * Freight Charge
- * Service Charge
- * Special Charges
- * Total Discounts
- * Finance Charges
- * Paid To Date

Customer Number: This field must be coded exactly as on the Add Customer forms; see page 3-5 for details.

Invoice Number: A 6-digit field for a unique number sequence identifying the invoice. The valid range of integers which can be input are between 1 and 999999. CAUTION: Be sure to enter each customer's invoice in order, from the lowest number to the highest. These numbers should be the same as the oldest to the newest. This entering method will insure the proper action when you post cash receipts to ranges of invoices by number.

Ship To Code: You have up to 3 characters here. Enter a valid (already defined) number to use the Ship To address belonging to the same customer as this invoice. If you wish to use the Bill To address for this customer, enter a blank or zero.

Order Number: This is a 6-character field. You can enter either the order number which created this invoice, or a zero or blank.

Salesperson Number: You have a 5-character field in which to enter the number of the salesperson who was responsible for the order which created this invoice. Be certain this salesperson number exists in Sales Analysis if Sales Analysis is integrated.

Credit Card Code: Enter one or two characters, if applicable; or leave this field blank. These are user defined codes not used by AR, but maintained for your use.

Order Date: This is a 8-character date field in the format: mm/dd/yy. If you use this optional field, take the order date from the original order.

Requested Delivery Date: This is an 8-character date field in the same format as the Order Date. This field is also optional. If you use the field, take the date from the original order.

Ship Date: This is an 8-character date field in the format: mm/dd/yy. This field is optional, but if used the data is taken from the original order.

Invoice Date: This 8-character date field is for the date the invoice was posted. Since this date is used by the system for ageing, finance charges and cash discounts, this field cannot be left blank. You must also enter a date before the system date in this field.

3-16 AR Setup Options

Credit Terms Code: This is an optional two-digit field for a user-defined code. If you choose to use this code, see the Control File description in Chapter 5.

- * Total Cost
- * Total Container Charge
- * Total Surcharge
- * Total Extended Price
- * Total Excise Tax
- * Total Tax
- * Amount Prepaid
- * Freight Charge
- * Service Charge
- * Special Charges
- * Trade Discounts
- * Finance Charges
- * Amount Paid To Date

Each of these fields permit a nine-digit numeric field for each optional item. At least one should be non-zero.

The Invoice amount will be computed as the sum of all these values except Total Cost, Amount Prepaid, and Amount Paid (less Trade Discount). The Invoice Amount cannot be less than zero.

The Total Cost and Amount Prepaid are for your future information.

The Amount Due (not on this form) is computed when needed as the Invoice Amount less the amount paid, and cannot be less than zero. The Amount Paid must then be less than the Invoice Amount, unless both are zero.

Data form completed 11-26-78
 Initials OH
 Date typed _____
 Initials _____
 Entity # 1000

Add Open Invoice Conversion Form

Customer # 5	Invoice # 999,5002	Ship to	Order Number 1243	Salesperson # 2	Credit Card mc	Order Date 10/14/78
Req. Del. Date 10/15/78	Ship Date 10/15/78	Invoice Date 10/15/78	Credit Terms 0	Total Cost 423.14		
Total Ctr Chg 0.00	Total Surcharge 0.00	Total Ext Price 1,000.00		Total Excise Tax 0.00		
Total Tax 53.50	Amount Prepaid 0.00	Freight Charge 0.00				
Service Charge 0.00	Special Charge 1 0.00		Special Charge 2 0.00			
Trade Disc 0.00	Finance 0.00		Paid to Date 0.00			

Customer #	Invoice #	Ship to	Order Number	Salesperson #	Credit Card	Order Date
Req. Del. Date	Ship Date	Invoice Date	Credit Terms	Total Cost		
Total Ctr Chg	Total Surcharge	Total Ext Price		Total Excise Tax		
Total Tax	Amount Prepaid	Freight Charge				
Service Charge	Special Charge 1		Special Charge 2			
Trade Disc	Finance		Paid to Date			



4

The HP 250 Business System must be installed, tested and accepted before the Accounts Receivable module (or any other applications software) can be installed. This chapter explains what you can expect HP to do and what you can do to prepare for hardware installation. We also explain what we'll do to help you install the AR module after hardware installation.

If your HP 250 is already installed, only portions of this chapter need apply.

Hardware Installation

Installation service is included with your HP 250. An HP customer engineer will install your new HP 250 and run tests to ensure that it's operating properly. Installation service includes:

- * Analyzing the Site - refer to the HP 250 Site Selection Guide for details on choosing an acceptable location.
- * Supervising Unpacking - assisting you in uncrating the system and taking inventory of the items shipped.
- * Installing the System - assembling and connecting the system components described in the sales order.
- * Switching-on the completed system.
- * Testing the System - running all diagnostic programs.
- * Explaining how to obtain HP service when needed.

4-2 HP 250 Installation

These items can be provided for a separate charge when the AR module is to be installed in your present HP 250:

- * Update Operating System - bring your system up to the latest software release.
- * Operator Training - this is required for new system operators.

The Operating System is, of course, updated if you have purchased appropriate software support from HP.

Your responsibilities for new hardware installation include:

- * Provide all site modifications indicated during the site analysis visit.
- * Physically move the system from your receiving location to the selected site.
- * Installing, testing and operating non-HP peripherals.

Hardware Warranty

Your new HP 250 is warranted for 90 days from the date of delivery. Equipment that proves defective during the warranty period will be repaired or replaced by HP free of charge, including parts, labor and any travel expense.

Software Installation

Once the hardware is installed, the final phases of software implementation can begin. These tie together all the activities that have taken place up to now. The actual software installation is scheduled by you and your system manager. Plan on at least a couple of weeks for software training and installation spaced over appropriate intervals. Additional visits can be provided, if you wish, on a time-and-expense basis.

In order to help you install the AR module, we will do the following:

- * Load the appropriate HP applications software.
- * Key-in and run test data on each applications program.
- * Help you select and order all needed forms.
- * Provide training and assistance.

These items are not included in the installation of the AR module (unless otherwise indicated):

- * Customizing software.
- * Installing software other than the FIN/250 AR module.

The customer is responsible for providing the following:

- * Complete all needed conversion forms.
- * Type-in all customer data.

Acceptance Verification

After we have provided the services just described, the AR module is completely released to you. The Acceptance Form shown on the next page will be used to document that we provided the services promised and that you accepted the system.

ACCEPTANCE FORM

We hereby acknowledge receipt of the
FIN/250 Accounts Receivable system and
agree that the vendor has accomplished
these tasks:

- * Initialized all needed discs.
- * Loaded the applications programs.
- * Run test data on each program.
- * Helped customer order all needed
forms.

We now assume full responsibility for
operation of our new system.

customer

date

Introduction

After your HP 250 has been installed and tested (covered in the previous chapter), the HP 250 Control Module and AR module must be initialized to run on the system. This includes modifying the HP 250 Control File to recognize the AR module and access the needed data base root files. You will also modify the AR Control File by entering various information.

Once HP 250 and AR modules are properly initialized, the system is ready to accept item data coded on conversion forms. Data entry is covered in the next chapter.

An overview of the Control Module is at the end of this chapter. You should read those pages before continuing if this is the first time you're initializing an HP 250 applications software module.

NOTE

Modifying the HP 250 Control File and the AR Control File should be initially performed only with the assistance of your software representative.

Dual or triple flexible disc configurations require three flex discs to initiate the AR Module: HP250, AR, and GL1 (triple flex) or HP250, AR/OE, and GL1 (dual flex). If the GL module is initialized at the same time, you also need the GL and GL2 flex discs. If the OM/250 or MFG/250 software is already on the system, use the current HP250 flex disc to initialize AR.

If you have a 7906 disc configuration, you need only the one disc cartridge (labeled HP250) and fixed platter (labeled HP250D).

5. Press the MODULE softkey. Then press ADD and enter the AR module items exactly as shown in the next screen.

HEWLETT-PACKARD BUSINESS INFORMATION SYSTEM								
HP250.2.1.B6.1		MODULE CONFIGURATION SUBSYSTEM				Date: 04/01/80		
HP 250 Combined Demo								
MODULE NUMBER	1	NUMBER OF DATA BASE PASSWORDS						3
MODULE PROGRAM NAME	AR	STARTING USER CLASS NUMBER						2
VERSION NUMBER	1	TOTAL NUMBER OF DISKETTES						0
VOLUME LABEL	HP250	INCLUDE IN SYSTEM BACK-UP? (Y/N)						Y
SOFT KEY LABEL	ACCOUNTS RECEIVABLE							
EXPLAIN TEXT	Accounts Receivable Module.							
Please complete this form.								
						PROCESS DATA	EXIT	

- (1) Enter the current AR software revision number (integer number).
 - (2) Enter "AR" for a flex-disc configuration or "HP250" for 7906 or 7910 disc configurations.
 - (3) Enter "1" for a flex-disc configuration or "0" for 7906 or 7910 discs.
6. If other modules are not already on the system or are not to be initialized now, data for them must be deleted from the MODULES list now.
 7. Press the ROOT FILE softkey. Review the root file list to ensure that the needed files are listed. The ARDB and GLTRAN data bases are needed for the AR module. Delete any data base root files not needed by AR or any other modules on the system. Three possible root file configurations are possible for AR:

HEWLETT-PACKARD BUSINESS INFORMATION SYSTEM											
HP250.2.1.B6.1			ADD/MODIFY ROOT FILE CONFIGURATION						Date: 04/01/80		
HP 250 Combined Demo											
M#	ROOT	VOLUME	#	M#	ROOT	VOLUME	#	M#	ROOT	VOLUME	#
1	ARTRAN	HP250	1								
1	CTRACT	HP250	1								
1	CUST	HP250	1								
1	CREDIT	HP250	1								
1	STMT	HP250	1								

Please add/modify data.

						PROCESS DATA	EXIT

NOTE

Skip step 8 if other modules are already on the system

8. Press the SYSTEM DATE softkey. Enter the current date.
9. If you wish to change the 7906 disc label (HP250), press the SYSTEM LABEL softkey. Enter the desired label. Then repeat steps 4 thru 6 to re-specify the new disc label in the appropriate places.

CAUTION

Be sure the lower 7906 platter label is suffixed with "D" and all data base root files are modified via the DBMODS utility.

10. Press the EXIT softkey to enter the HP 250 Control File. Sign on as MANAGER and answer NO to "Are system parameters and status current?".

11. Press the CONVERSION softkey. Ensure that the AR module is in the CONVERSION mode. You will return here and set AR in production mode (either stand-alone or integrated) when all AR data is loaded and tested.

NOTE

Skip steps 12 thru 14 if other modules are already initialized on the system.

12. Press the CONFIGURATION softkey. Compare the hardware configuration table with the actual system configuration. Modify the table as needed. Use the NO. OF CONSOLES softkey to enter the number of consoles in a multi-user system.
13. Press the ENTITY DATA softkey. Enter the entity names or modify any existing entity names. To delete an entity, re-run HP250A and use the DELETE ENTITY function.
14. Press the HOLIDAYS/CALENDAR softkey. Modify the default calendar as required.
15. Press the PASSWORD CHANGE softkey. The control file's password table is displayed as shown below. You can enter up to three passwords to access the AR module, as explained next.

The AR module is accessed by using passwords F2, 3, and 4. The functions which may be accessed are determined by which password is entered:

Password 2 - all functions may be accessed.

Password 3 - all functions may be accessed EXCEPT:

- * Write Off Invoices
- * Add, Modify, and Delete Credit Memos
- * Add, Modify, and Delete Cash Activity

Password 4 - all functions may be accessed EXCEPT:

- * Add, Modify, and Delete New Invoices

16. Press EXIT to return to the Control Module.

The AR module is now initialized on the Control Module and ready to run. Before continuing to initialize the AR control file, however, first either create or update the backup discs. See Chapter 8 for instructions.

Modify the AR Control File

Follow these steps to set up your AR control file:

1. Mount the HP250 disc.
2. RUN "HP250" and sign on with the MANAGER password.
3. Answer NO to "Are system parameters and status current?".
4. Press the CTRL FILE EDITOR softkey.
5. Enter 1 to access the AR control file.
6. Press the "CREATE FILE" softkey.

Now you can review each screen in the AR control file, enter the appropriate data and press the PROCESS DATA softkey:

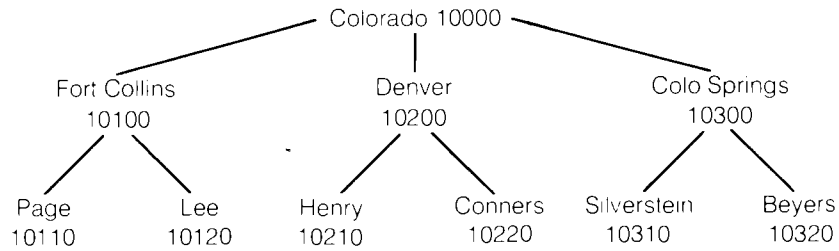
6. Control File Date - Enter the current system date as the last date of change of the control file.
7. Use Automatic Customer Numbering - Enter Y if you want customer numbers to be automatically suggested when you add a new customer.
8. Next Number to Use - You must always use a valid customer number here. If automatic numbering is to be used, the next value will be shown as the default when adding a customer. If the next automatic number is used, it is incremented. Enter a zero if automatic numbering is not selected.
9. Number of Days After Which Current Open Invoices Become Due and Payable - also known as the Finance Charge Grace Period. This is the number of days after which finance charges begin to accrue in AR Month End Processing for uncontested open invoices with balances due. It is also the default for the ageing columns on the Customer Ageing Report and the default cutoff date for overdue invoices on Past Due Letters. Note that the creation date of the invoice is counted. For example, an open invoice created on 1/1 becomes overdue on 1/31 if the grace period is 30 days. This number must be the same for all entities and customers.

10. Yearly Rate for Finance Charge - If you enter anything except zero, a daily rate (this number divided by 365) will be applied in AR Month End Processing to those open invoices subject to finance charges, prorated if necessary to only the portion of the last month during which a particular invoice was overdue. Note that finance charges are only computed and accrued at each month end.
11. Print Audit Trails - Enter either Y or N indicating whether audit trails are to be output to the default printer whenever a data base is altered. If Yes, then printer 0 must be available before any data base changes may be made.
12. Are Invoice Forms Pre-Printed - Enter either Y or N indicating whether Invoices will normally be printed on pre-printed forms during Post. Both this option and the next one may be overridden just before printing.
13. Are Statements Pre-printed - Enter either Y or N indicating whether Statements will normally be printed on pre-printed forms.
14. Customer Defaults - You can override all of these defaults when you add a new customer to the system.
15. Customer Class - Enter the default value (markup M1-M5, discount D1-DS, or list price 00). This is the same Customer Class referred to in Inventory Control, and is used only if Inventory Control is integrated.
16. Sales Region - Enter the default value, which may be related to a geographic region. If you do not use sales analysis regions, enter zero. This field is used only if Sales Analysis is integrated.
17. Salesperson - Enter the default value. This number may be related to geographic location, alphabetical order, or existing company identification numbers. Again, this field is used only when Sales Analysis is integrated.
18. Back Order Allowed - Enter either Y or N indicating whether customers will normally accept back orders. Used by Order Entry (OE).
19. Partial Shipment - Enter either Y or N indicating whether customers will normally accept partial shipments. Used by Order Entry (OE).
20. Credit Limit - Enter the default value for new customers.

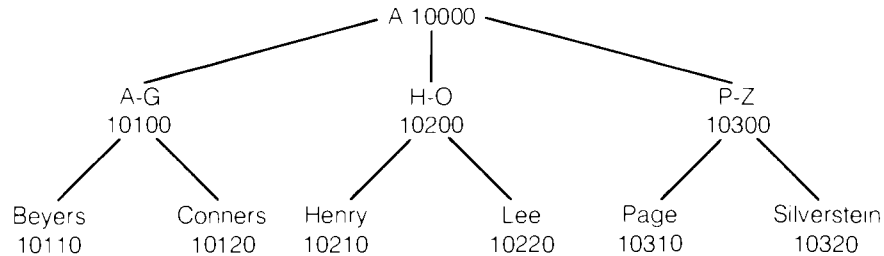
5-8 Software Initialization

Examples:

Geographic Location



Alphabetical Order



21. Type of Statement - Enter B or I for Balance Forward or Open Item. For the former type of customer, each statement will show Previous Net Balance and current activity only. For the latter, previous invoices and unassigned credit will appear first on each statement. The option may be changed when adding a customer. Any customer may be marked to never receive statements.
22. Trade Discount Code - Each defined code may be used for customers
23. Trade Discount Percent - Enter the percentage of the bill amount to be allowed as a trade discount for each code. A Trade Discount Code is only usable if its Percent is nonzero. Once a Code is defined, it may not be altered.
24. Minimum Trade Amount - Trade discounts will only be given if the bill amount for the invoice is equal to or greater than this amount.
25. Default Trade Discount Code - Enter the default (0 to 10) to be displayed when adding a customer. The number must refer to a defined Trade Discount Code.
26. Credit Terms Code - Each defined code may be used for customers and invoices (0 is always defined to mean NONE). Up to fifteen codes besides NONE may be defined, on two successive screens.
27. Credit Terms Percent - Enter the percentage of the bill amount to be allowed as a cash discount for each code, to be applied when cash sales are posted or invoices are paid off.

28. Days Allowed - Enter the number of days during which each Cash Discount Code may be applied. For example, an invoice created on 1/1 with 10 days allowed would still be eligible for a cash discount on 1/10 (but not after that date). A Cash Discount Code is usable only if its number of Days Allowed is nonzero. Once a Code is defined, only the Description may be altered.
29. Description of Credit Terms - You may enter anything you wish here, as a description of each Code. For example, "10/10 NET 30" might mean "10% discount allowed for 10 days; finance charges accrue after 30 days". Note that the Finance Charge Grace Period has already been set for all customers and is not affected by the Description. This description is used throughout AR, including printed invoices.
30. Default Credit Terms Code - Enter the default (0 to 15) to be displayed when adding a customer. The number must refer to a defined Credit Terms Code.
31. GL Accounts - The account numbers used for each GL Account referenced by AR. All GL account numbers must be of the form XXXX.XX (1000.00 to 9999.99). If you will be making use of GL integration in AR, be sure that each AR account number matches the appropriate account description in GL.
32. User Title - You can define titles for three of the accounts. These include 2 Special Charges, which should be named the same way as in OE, and the third, Other Tax, which may be given an arbitrary nine-character name (i.e., "Local Tax"). Titles entered are used to update account names and appear on screens and reports throughout AR.
33. To obtain a printout of current AR control file parameters, press LIST TO PRINTER.
34. Press EXIT repeatedly to return to the Control Module (indicated when the password is requested).

The AR module and AR control file are now initialized. You may run "HP250", sign-on and enter the AR module.

Before continuing to load data as covered in the next chapter, familiarize yourself with the AR module by entering it and stepping through the various functions. Don't enter any data at this time. Pressing EXIT will return you to the main AR menu.

HP 250 Control Module Overview

The Control Module is the entry program to all OM/250 and FIN/250 software modules. It maintains data base integrity, the system date, the entity for which transactions and reports are generated and allows the system manager to set and modify system parameters. The individual software modules can be accessed after all parameters are set. The following functions are available to the system manager via the Control Module.

Conversion Status - The CONVERSION softkey allows setting the conversion status of each software module to be implemented. Up to five conversion levels may be set, depending on the conversion state. The system manager can access special functions when the conversion mode is set. The conversion mode also restricts each software module from sending or receiving certain information:

- * Accounts Payable: No restrictions are imposed during the conversion mode.
- * Inventory Control: All functions except POST are accessible in the conversion mode.
- * Accounts Receivable: You may add, delete and edit customers, open invoices, tax codes, contracts and ship to's in the conversion mode.

When AR is in stand-alone or integrated mode, however, you cannot add, delete or edit open invoices or year-to-date customer information.

- * Sales Analysis: You may add and delete salespeople, product codes, customers, and monthly/yearly histories of same. The daily post will only transfer customer data in conversion mode.

When SA is in stand-alone, integrated or integrated with month-end or year-end mode, however, history data may be modified but the data base integrity cannot be guaranteed.

Stand-alone Mode - Setting a module in stand-alone mode restricts it from receiving data from any other module. It can however, transmit to any other modules.

Integrated Mode - Setting a module in the integrated mode allows it to transmit and receive data with other modules set in the integrated mode. This is the normal mode for a module not requiring month-end or year-end updates.

Stand-alone with Month-end and Year-end Mode - The same as stand-alone mode, except the system prompts for month-end and year-end processing. See page 5-10 for more details.

Integrated with Month-end and Year-end Mode - This mode is the same as integrated, but the system prompts for month-end and year-end processing. See page 5-10 for more details.

The system manager can list and modify conversion status at any time. Modifications are normally made only once: CONVERSION mode should not be re-entered once exited to maintain system integrity.

Password Change - The PASSWORD CHANGE softkey allows defining two types of passwords used to ensure data security. Up to 30 passwords can be assigned on an HP 250 data base system. Each is assigned a unique number from 1 thru 31. Password number 1 is the MANAGER password. It allows access to all parameter changes and data bases in the system.

Each software module is assigned one or more additional password numbers for operator access. For example, AR is assigned numbers 2, 3, and 4. The Order Entry module is assigned only number 5. Password number 1 is reserved for the manager password. See page 5-5 for access available to the three AR passwords.

Holidays/Calendar Function - The HOLIDAYS/CALENDAR softkey allows entering, deleting and modifying your workdays and holidays. You can then obtain a listing of your holidays and workdays, and also print a yearly calendar. Up to 56 holidays can be entered.

Accounting Entities - Using entities allows entering, modifying and listing multiple General Ledger entries as a separate entities. An entity can be defined as a department, a division or an entire company. The ENTITY DATA softkey allows adding or modifying entity names and numbers. Up to 20 entities are allowed.

5-12 Software Initialization

Each entity is assigned a unique number. Names can be assigned or modified via the ENTITY DATA softkey. Assigned entity numbers cannot be easily deleted. Contact your software representative for more details.

Software Configuration - The CONFIGURATION softkey allows the manager to list the applications modules currently configured. If changing module configuration is required, call your software representative.

Hardware Configuration - Up to 12 devices can be maintained by the Control Module. The CONFIGURATION softkey allows setting and listing information on each device:

Printers:

- * Device address (select code).
- * Softkey label for each printer.
- * Lines per page.
- * Page width.

Mass Storage Devices:

- * Flex discs (device address 6).
- * Fixed disc (device address 7).
- * HP7906 Disc (device address 1 thru 5, after printers).

After entering device information, the Control Module sets appropriate flags indicating the configuration to each software module (e.g., two or three flex discs, or fixed disc). Thus the software is compatible between modules. The default printer is device address 0. If the system has only one printer, its select code must be 0.

This hardware configuration table is maintained by the system manager only for applications software use. It is not related to the operating system table. You should only reflect here the hardware which will actually be used for the AR module.

Control File Editor - Each FIN/250 and OM/250 module has one or more control files for maintaining module flags and default values. Each control file is accessed via the manager password and the CTRL FILE EDITOR softkey. Module functions are initialized, modified and listed via the control file editor.

The procedure for initializing the AR control file is on page 5-6. Do not modify information on any other module control file without first referring to that module's implementation guide.

Month-end and Year-end Processing - The MONTH-END/YEAR-END softkey allows setting up and accessing period-closing processes for each software module. After period closing dates are set up, the Control Module automatically initiates period closing processing on or about each date. This processing is enabled for each module set in a "with month-end and year-end" mode.

These terms are important:

- * Period Closing - Refers to either month-end or year-end.
- * Month-end - Closing the books on a calendar month basis.
- * Year-end - Closing the books on a calendar year basis.
- * Logical Closing Date - The date in which period closing should occur within the accounting system. This day may fall on either a weekday or a holiday, but is fixed once set.
- * Physical Closing Date - The date in which the actual period closing occurs. The operator may elect to close the books on another workday, if desired.
- * Number of Closing Periods - Up to 12 closing days are allowed with FIN/250. GL (stand-alone) allows 13 periods.
- * Period Count - The period describing the current system date is in the Logical Closing Date table, as explained next.

Date Set-up - The DATE SET UP softkey appears when all modules are in the conversion mode and allows specifying a month-end day and year-end month. The dates are used to create a table of logical period closing dates. For example, if the month-end day is 31 and the year-end month is 10 (October), the Logical Closing Date Table is:

1.	11/30/80
2.	12/31/80
3.	01/31/81
4.	02/28/81
5.	03/31/81
6.	04/30/81
7.	05/31/81
8.	06/30/81
9.	07/31/81
10.	08/31/81
11.	09/30/81
12.	10/31/81

5-14 Software Initialization

These dates are used by any module requiring month-end/year-end processing. Although periods 1, 3, 4, 7, and 12 fall on weekends, the Control Module will prompt for closing on the workday immediately before each of those affected logical closing dates. So these dates will be the physical closing dates for periods 1, 3, 4, 7, and 12:

1. 11/28/80
3. 01/30/81
4. 02/27/81
7. 05/29/81
12. 10/30/81

The days between the physical closing date and the logical closing date are lost; normally they will be non-working days.

CAUTION

The logical closing dates cannot be changed once entered (the softkey is available only in the conversion mode). Select these dates carefully, since they cannot be reset for General Ledger integration.

Period Closing Information - The INFO softkey allows displaying all information related to period closings:

- * Logical closing table.
- * Previous and next logical and physical closing dates.
- * Day and month for current period end.

General Ledger Month-end and Year-end - The MONTH-END and YEAR-END softkeys appear when the GL module is integrated and allow the operator to initiate the period closing process. For more details, refer to the GL Operators Guide.

ACCOUNTS RECEIVABLE CONTROL FILE CONVERSION SCREEN

HP250.2.1.B1 HEWLETT-PACKARD BUSINESS INFORMATION SYSTEM Date: 06/22/79
 MODULE AR CONTROL FILE EDITOR

Trade Discount Code	Trade Discount Percent	Minimum Trade Amount
1	1 %	250
2	1.5 %	500
3	2 %	1000
4	0 %	0
5	0 %	0
6	0 %	0
7	0 %	0
8	0 %	0
9	0 %	0
10	0 %	0

Default Trade Discount Code **0**

Please modify data on this form.

NOTE: a code is not usable if Percent = 0%; only white fields may be modified.

RESET FORM						PROCESS DATA	EXIT

HP250.2.1.B1 HEWLETT-PACKARD BUSINESS INFORMATION SYSTEM Date: 06/22/79
 MODULE AR CONTROL FILE EDITOR

Control file date **09/04/79**

Use automatic customer numbering? (Y/N) **Y** - if YES, next number to use **1500**

Number of days after which current Open Invoices become due and payable **30**

Yearly rate for Finance Charge (%) **12** Print audit trails? (Y/N) **Y**

Are Invoice forms pre-printed? (Y/N) **N** Are Statements pre-printed? (Y/N) **N**

Customer defaults: Customer Class **00** Backorder allowed (Y/N) **Y**
 Sales Region **1** Partial Shipment (Y/N) **Y**
 Salesperson **1** Credit limit **2500**
 Type of Statement (B/I) **B**

Please modify data on this form.

RESET FORM						PROCESS DATA	EXIT

ACCOUNTS RECEIVABLE CONTROL FILE CONVERSION SCREEN

HP250.2.1.B1 HEWLETT-PACKARD BUSINESS INFORMATION SYSTEM Date: 06/22/79
 MODULE AR CONTROL FILE EDITOR

Cr Terms Code	Cr Terms Percent	Days Allowed	Description of Credit Terms
1	2 %	10	2/10 NET 30
2	1 %	20	1/20 NET 30
3	4 %	5	4/5 NET 30
4	0 %	0	NONE
5	0 %	0	NONE
6	0 %	0	NONE
7	0 %	0	NONE
8	0 %	0	NONE
9	0 %	0	NONE
10	0 %	0	NONE

Please modify data on this form.

NOTE: a code is not usable if Days = 0; only white fields may be modified.

RESET FORM						PROCESS DATA	EXIT

HP250.2.1.B1 HEWLETT-PACKARD BUSINESS INFORMATION SYSTEM Date: 06/22/79
 MODULE AR CONTROL FILE EDITOR

Cr Terms Code	Cr Terms Percent	Days Allowed	Description of Credit Terms
11	0 %	0	NONE
12	0 %	0	NONE
13	0 %	0	NONE
14	0 %	0	NONE
15	0 %	0	NONE

Default Credit Terms Code 0

Please modify data on this form.

NOTE: a code is not usable if Days = 0.

RESET FORM						PROCESS DATA	EXIT

ACCOUNTS RECEIVABLE CONTROL FILE CONVERSION SCREEN

HP250.2.1.B1 HEWLETT-PACKARD BUSINESS INFORMATION SYSTEM Date: 06/22/79
 MODULE AR CONTROL FILE EDITOR

General Ledger Description	GL Acct	User Title
1 Cash	1000.00	
2 Accounts Receivable	1100.00	
3 Allow for Bad Debts	1100.10	
4 Federal Excise Tax	2000.00	
5 City Tax	2210.00	
6 State Tax	2220.00	
7 Trans Tax	2230.00	Trans Tax
8 Sales	4000.00	
9 Sales Ret and Allow	4000.10	
10 Trade Discount	4000.20	

Please modify data on this form.

RESET FORM						PROCESS DATA	EXIT

HP250.2.1.B1 HEWLETT-PACKARD BUSINESS INFORMATION SYSTEM Date: 06/22/79
 MODULE AR CONTROL FILE EDITOR

General Ledger Description	GL Acct	User Title
11 Cash Discount	4000.30	
12 Surcharge	4010.00	
13 Container Charge	4015.00	
14 Freight Charge	4020.00	
15 Service Charge	4025.00	
16 Hndling Charge	4030.00	Hndling Charge
17 Packing Charge	4035.00	Packing Charge
18 Finance Charge	4500.00	

Please modify data on this form.

RESET FORM						PROCESS DATA	EXIT



6

Now that you've completed all the data collection forms and the system has been installed, you're ready to load that data into the Accounts Receivable database. Since the forms emulate the system's displays, the loading process consists of transferring data from the forms onto the display.

Before starting to load the data, however, let's review some simple operating procedures.

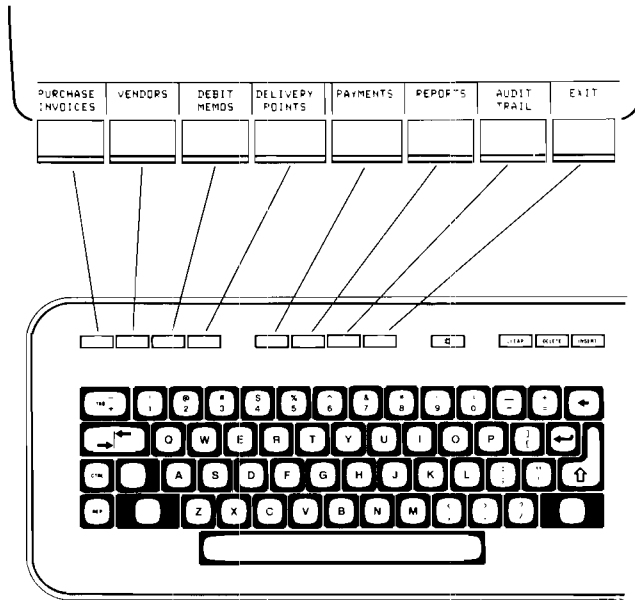


Getting Ready

Here's where you should be before loading data:

- * All data for the Tax Location, Ship To, and Customer conversion forms should be collected, organized and readable for a data entry clerk to key from. If the Open Invoices and/or Contracts will be entered, those forms should also be completed and ready now.
- * The system should be installed, tested and ready to run the AR module. If you have a two- or three-flex disc system, you should have the HP250, AR, AR1, and AR2 discs on hand. If you have a fixed-disc based system (7910 or 7906) you should have the HP250 disc cartridge.

To select and run each section of AR, simply press the appropriate softkey. The row of unmarked keys on the keyboard are also defined in conjunction with the softkeys:



An EXIT softkey is always provided to return you to the previous selection menu.

The next section outlines a recommended sequence for loading data. Then procedures follow for loading each set of AR data.

Loading Sequence

Here's a brief list of events which are properly sequenced to ensure an error-free load. We recommend you follow this sequence closely:

Load Tax Locations - Your first step is to load your tax location points from the Add Tax Locations conversion forms.

Load Customers - Next load your customers from the Add Customer conversion forms.

Load Ship To's - Next load your ship to locations from the Add Ship To conversion forms.

After all tax locations and customers and Ship to locations are loaded, you can either begin using the system in the normal mode, or you can proceed to enter the open invoices and/or contracts:

Load Contracts - Load the contracts from the Add Contracts conversion forms.

Load Invoices - Load your customer's invoices from the Add Invoice conversion forms.

Change Conversion Mode - After loading data, return to the HP 250 control module and change the conversion status from CONVERSION mode to either STAND-ALONE or INTEGRATED.

That's the loading sequence, but how do you actually load each set of data? Read on.

Loading Procedure

This section is a preview of the steps to load data from your conversion forms. The actual procedures are shown later.

Loading any data set consists of these simple steps:

1. Key-in data via the conversion forms for each data set. Notice the typing aid defaults appear from the control file.
2. Be sure to check each entry carefully before pressing the PROCESS DATA softkey.
3. After the data is processed, the system automatically returns you to a blank ADD screen so you can enter data from the next conversion form.
4. Back-up the data by returning to the main AR menu and pressing the BACK UP softkey. This process makes a duplicate copy of your data in case something happens to your original.

REMEMBER

You are entering data into the AR data base each time you press PROCESS DATA. Be sure to check your entries carefully.

You can review all the data-entry screens in your Accounts Receivable Operators Guide or simply walk through them on the system without entering any data. You'll find that the screens look like the conversion forms, making data entry an easy task.

Load Tax Locations

Follow this sequence to load all tax locations:

1. Press the CUSTOMERS softkey.
2. Press the TAX LOCATION softkey.
3. Press the ADD TAX LOCATION softkey.
4. Key-in data from conversion form.
5. Press the PROCESS DATA softkey.
6. Repeat steps 4 and 5 for each Add Tax Location conversion form.
7. Press EXIT to return to main AR menu.

To list the current tax locations and rates:

1. Press the CUSTOMERS softkey.
2. Press the TAX LOC REPORT softkey.
3. Press BEGIN REPORT.
4. After the report is complete, press EXIT.

Load Customers

Follow this sequence to load all customer data:

1. Press the CUSTOMER softkey.
2. Press the ADD CUSTOMER softkey.
3. Enter the customer number from the conversion form.
4. Key-in the required data from the conversion form.
5. If prompted, add the tax location data.
6. Press the PROCESS DATA softkey.
7. Key-in the remaining data from the conversion form.
8. Press the PROCESS DATA softkey (even if all the customer history data is left blank...pressing any other key will not save the data entered).
9. Repeat steps 3 thru 7 for each Add Customer conversion form.
10. Press EXIT to return to the main AR menu.

To list the current customers loaded:

1. Press the CUSTOMER REPORTS softkey.
2. Enter 2 to select the Customer Report.
3. Press BEGIN REPORT.
4. After the report is complete, press EXIT.

Load Customer Ship-To Addresses

Follow this sequence to load alternate Ship To addresses for your customers.

1. Press the CUSTOMER softkey.
2. Press the CUSTOMER SHIP-TO softkey.
3. Enter the customer number from the conversion form.
4. Key-in the required data from the conversion form.
5. Add Tax Location Data, if prompted.
6. Press the PROCESS DATA softkey.
7. Repeat steps 3 thru 6 for each Add Ship To conversion form.
8. Press EXIT to return to the main AR menu.

To list the current Ship To addresses:

1. Press the CUSTOMER softkey.
2. Press the CUSTOMER SHIP TO softkey.
3. Press the REPORT softkey.
4. Press BEGIN REPORT.
5. After the report is complete, press EXIT.

Load Open Invoices

Follow this sequence to load all new invoices:

1. Press the OPEN INVOICE softkey.
2. Press the ADD OPEN INV softkey.
3. Enter the customer number from the conversion form.
4. Key-in the required data from the conversion form.
5. Press the PROCESS DATA softkey.
6. Repeat steps 3 thru 5 for each New Invoice to be added.
7. Press EXIT to return to the main AR menu.

To list a summary of all new invoices:

1. Press the OPEN INVOICE softkey.
2. Press OPEN INV REGISTER.
3. Press the BEGIN REPORT softkey.
4. After the report is complete, press EXIT.

Load Contracts

Follow this sequence to load all customer contracts:

1. Press the CUSTOMER softkey.
2. Press the CUSTOMER CONTRACTS softkey.
3. Press the ADD CONTRACTS softkey.
4. Enter the Customer Number from the conversion form.
5. Key-in data from the conversion form.
6. Press the PROCESS DATA softkey.
7. Repeat steps 3 thru 6 for each contract conversion form.
8. Press EXIT to return to the main AR menu.

To list the current contracts:

1. Press the CUSTOMER softkey.
2. Press the CUSTOMER CONTRACTS softkey.
3. Press the CONTRACT REPORT softkey.
4. Press the BEGIN REPORT softkey.
5. After the report is complete, press EXIT.

Of course, if at any step you discover an error, modify the data to reflect the correct values. Be certain to do so prior to leaving CONVERSION mode.

Introduction

This chapter explains the final steps in implementing your AR system. Here we cover testing the system by running the AR reports and checking the results with your present accounting system. This process of running both the HP 250 system and your present accounting system is called "parallel processing". We show two methods of running in parallel, then help you set a date to cutover to using only the HP 250 system.

This is one of the most critical phases in implementing your system, so please pay close attention to the information presented here.

System Testing

Now that you've loaded the AR data base, trained the system operator(s) and reviewed your daily operating procedures (see the AR Operators Guide), you're ready to test the AR module. This is done by performing the daily data-entry procedures and running the needed reports. Perhaps the best way to check the system is by parallel processing.

Parallel Processing

As mentioned above, parallel processing is operating your business like you have in the past, posting manual records or operating your old system while, at the same time, processing the same data through your new HP system. Although this approach is costly and time-consuming, it's critical to the system's success. Why? It'll help you verify some key observations:

- * The data base is loaded properly and your on-hand balances are accurate.
- * The periodic reports match the old system reports.
- * Your people understand how to operate the system on a day-to-day basis.

If you don't take the time now to verify the accuracy of your system implementation, you can never be confident that the data you're using to run your business is dependable. Also, your people may never fully trust the system if it hasn't been fully tested, and that can significantly reduce your chances of success.

So there are two reasons for parallel processing:

- * Verify the accuracy of your data and your operating procedures.
- * Convince yourself and your people that the system is dependable and worthy of their full support.

Before beginning to parallel process, you should have a list of checkpoints, things to look for so you'll know the system is implemented successfully. The next section offers a checklist to follow during the system test.

Cutover Checklist

The following checklist provides management with a mechanism for reviewing the implementation phase. Until you've accomplished all items on the list, you should continue system testing. Once you're satisfied that the system meets all items on the list, however, you can be sure the new system is fully operational and your people are operating it correctly. Then you can safely stop parallel processing and rely completely on your HP system.

AR IMPLEMENTATION CHECKLIST

Run/Check	Person Responsible	Date Accomplished	Initials
1. Run the Customer Report to verify the information on file on each customer.			
2. Generate the Ship-to Report and compare it with the Customer Report for correctness of data.			
3. Run the Open Invoice Register to verify the accuracy of your open invoices.			
4. Run the Tax Location Report to verify tax rates for all city/state combinations.			
5. Print the Contract Report if any contract information is used in your system.			
6. Generate the Credit Memo Register and/or the Cash Activity Register if any have been added to your system.			
7. Once you have entered one of the production modes (Stand-Alone or Integrated), generate statements via the Customer Reports menu. This will verify that all customer balances will be correct for monthly processing.			

Ongoing Maintenance

OK! You're through the system testing, you've completed the checklist, and you've cutover to using only the new system. What's next? As far as conversion is concerned, you're done. Now you only need be concerned about ongoing maintenance.

So far, you've invested a lot of time, energy and expense into bringing the new system up and converting over. If you've done your job, the data base and operating procedures are checked out. But don't stop here...

Insist on daily maintenance processing. Make any purchase invoice corrections, process debit memos and resolve all audit trail problems on a daily basis. Use of the audit trail is covered in the AR Operator's Guide. Someone should probably be assigned the responsibility of guaranteeing the accuracy (integrity) of the data base and timeliness of any corrections. Do it now to avoid hours, or even days, spent tracking down invalid data entered days or weeks ago.

As with any computing system, yours is fast and accurate...but only as accurate as the data entered. If you can keep tight control on the input and error reconciliation process, you can be assured that the system's output will be accurate, timely and dependable.

What is Backup

"Backup" is copying the information on your flex-discs or 7906 disc to another set of flex-discs or 7906 disc. Disc backup should become a daily routine, so that if your main discs are damaged or destroyed, you can return to the point of the last backup.

The FIN/250 software enforces a daily backup by automatically initiating a backup routine when the system date is changed (when entering a module). If you are entering a lot of data on the same day, however, you may wish to backup your main discs more often; say at coffee break and again at lunchtime. In this case, use the SYSTEM BACKUP softkey available when signing on via the Control Module; read Daily Backup later in this chapter.

Before reviewing the backup procedure, let's answer some common questions about backing up discs.

When Do I Backup the System?

You must have at least one daily backup. The Control Module keeps track of when you run the backup routine. If backup

8-2 Disc Backup

hasn't been run and you change the system date (when signing on), the Control Module doesn't let you enter a module until a backup is run.

Of course, you can backup your system more than once a day; you could backup at noon and then just before leaving. Then you'll prevent losing an entire day's data entry if a disc or the system fails in late afternoon.

If you decide to backup more than once a day, keep a log of when each backup is run and who ran it. Then, if a failure occurs, you can find out exactly where to begin re-entering data.

What's the Difference Between System Backup and Daily Backup?

A system backup duplicates the entire set of flex-discs, while a daily backup only duplicates the data files and control files. Once a backup set of discs is created, only the daily backup is needed. When the system fails and you must recover from the backup discs, however, you must run the system backup to create a new set of flex-discs.

There is no system backup routine for 7906 discs. This should be done manually using the HP-supplied disc duplication utility "DUPL".

How Many Backup Sets Should I Keep?

Ideally, you should keep four sets of discs: a main set and three backup sets. Keep two backup sets in the office; update each set on an alternate day. Store them in a filing cabinet or metal storage box. Keep the other set in a safety deposit box; update it less frequently, say every Friday afternoon or Monday morning. Now you can recover even if your main discs and daily backup discs are damaged.

If keeping four sets of discs seems like too much, at least keep a main set and two backup sets.

Is Security the Only Reason for Backup?

NO. You should regenerate your flexible discs after each six months of operation. Discs, like phonograph records, eventually wear out. Skips and scratches on a record reduce the sound quality. Your discs are subjected to similar abuse from dust and smoke in the air, head wear, etc. The 7906 cartridge disc can be expected to last much, much longer.

Can a Filing System Help Recovery?

Yes. File your open invoices, credit memos, etc. by date. Then, if you have to recover from a system failure, you know exactly what data was lost.

What is Check Read?

Check Read is an automatic double-check of each data item as it's transferred from one disc to another. If an error is found, an error message indicates to use another disc; the current disc is damaged or worn out.

Initial Backup Procedure

Follow these steps to create your first sets of backup flexible discs:

1. Mount the HP250 flex-disc (or the HP250 disc platter).
2. RUN "HP250" and sign on. Don't change the system date.
3. Press the SYSTEM BACKUP softkey to run the backup routine.
4. Assign a backup symbol to the backup disc. This is a character from a thru z appended to the disc label to identify the disc as a backup copy. For example:

<u>Main Disc Label</u>	<u>Backup Labels</u>
AP	APa APb
AR	ARa ARb
GL1	GL1a GL1b

So "a" indicates the first set of backup discs and "b" indicates the second set.

5. Create a backup copy by mounting the main disc in one drive and the backup disc in the other drive. Follow the displayed instructions.
6. After the backup is complete, follow the displayed instructions to backup other discs in the set.

Daily Backup

Once you've created a set of backup discs, you can use the DAILY BACKUP softkey to re-copy the discs on a daily (or more frequent) basis. The daily backup runs much faster than the system backup, since it only copies the data files and control files.

Recovering the Main Discs

"Recovery" is creating a new set of main discs using the backup discs. You'll need to do this if the system fails or a main disc is damaged or worn out (read "Is Security the Only Reason for Backup?" on page 8-2).

To recover your main discs:

1. Mount your backup HP250 disc and enter: RUN "HP250"
2. The system will recognize the backup disc and ask if you wish to recover; enter Y for yes.
3. Follow the displayed instructions for mounting the backup discs, one at a time. You may wish to try using the old discs after re-initializing them, as covered in the HP250 System Operators Guide.

The system automatically creates each new main disc and assigns it a label by deleting the last character from the backup disc label.



Introduction

You can greatly reduce the system "downtime", the time you cannot operate the system because of troubles, when you can find the problem and take the needed recovery action. By checking the system yourself, you may be able to avoid calling for service or at least minimize the time needed for a service representative to get the system back into operation. This chapter shows how to identify many problems and then shows how to take the best recovery action.

Hardware Failures

System problems are generally the result of either a "hardware" (equipment) failure or a "software" failure. If the system selftest fails at power-on, a hardware failure has occurred. The selftest can't check every system component, however, so the next step is to run the appropriate tests explained in the System Operators Guide.

When a hardware problem is confirmed, call your Hewlett-Packard service representative to set up a service visit (Refer to your HP Service Contract). If the failure is related to a non-critical system component, like the printer or its interface cable, you can still use the system as long as you don't access

that component. Ask your service representative for advice while setting up the visit.

If both the power-on selftest and the System Texts run OK, but you still have a problem running applications software, the problem is probably with the software. Read on.

Software Failures

Software failures can be caused by entering incorrect data or by an error in the software coding or program. Here are a few things you can do to determine to problem.

The AR module is designed to catch many data-entry errors and display an error message instead of accepting the incorrect data. The computer will beep, an error message will appear and the cursor will move to the data field containing the incorrect data. For example:

ERROR: ENTITY MUST BE IN THE RANGE FROM 1000 TO 9999.

ERROR: NUMBER ENTRY OUT OF RANGE.

ERROR: BLANK INVOICE NUMBER IS NOT ALLOWED.

To recover, simply enter the data correctly and continue. If the error appears again, refer to the appropriate section of this Guide or the Operators Guide for a description of the data item you're entering. The Glossary may be of help.

If the AR module encounters an error which does not allow it to continue processing, it displays a message of this form:

```
PROGRAM ERROR NUMBER..... 43
ERROR OCCURRED IN LINE..... 2480
ERROR OCCURRED IN PROGRAM..... ARAVDR
```

This kind of error message may also appear:

```
DATA BASE ERROR NUMBER..... 17
ERROR OCCURRED IN LINE..... 1740
ERROR OCCURRED IN PROGRAM..... ARATRL
```

The AR software module is designed to catch most operator errors and even its own errors. But if the computer fails, it will halt program execution and display an error message. For instance:

SYSTEM ERROR G

You cannot access the program to analyze software errors, but you should note the error message and the program in which it occurred. Also note any softkeys pressed just before the error. For instance, suppose you encountered an error while running the Add Customer function:

April 23, 1980

1. Pressed INVOICE key.
2. Pressed ADD INVOICE key.
3. Entered data for invoice #35.
4. Pressed PROCESS DATA key...

PROGRAM ERROR #43
ERROR IN LINE # 2590
ERROR IN PROGRAM ARAVDR

Called Software Rep. at 10:30.

After noting the module function, softkeys pressed, and error message, leave the system as is. Then call your software representative for assistance (see the front of this Guide). The software representative may have you perform steps to help pinpoint the error.

CAUTION

When a software error occurs, do not run the module further until talking with your software representative.

The computer may not return keyboard control when some software errors occur. This is a further indication to call your software representative for help. If a software error (not a SYSTEM ERROR) has occurred and you must run other software, simply press SHIFT-HALT to regain keyboard control. The computer is now cleared, as just after being switched on. If this doesn't work, try CTRL-HALT only as a last resort.

If you cannot recover from a software error and you cannot guarantee the integrity of the data base, revert to the back-up discs and re-enter all data as of the last daily backup. You can determine what data has been entered since the last backup by listing an Audit Trail report after the software error is cleared by the software representative.



Conversion Forms

A

This appendix provides a master copy of each form used when collecting data for the Accounts Receivable system. Remove each form to make copies. Return the master copy here for future use.

Instructions on completing the forms are in Chapter 3, AR Setup Options.



Add Tax Code Conversion Form

Date form completed _____
Initials _____
Date typed _____
Initials _____
Entity # _____

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------

City	State	City Tax Rate %	State Tax Rate %	Third Tax Rate %
------	-------	-----------------	------------------	------------------



Add Ship To Conversion Form

Date form completed _____
Initials _____
Date typed _____
Initials _____
Entry # _____

Customer #	Customer Name
Ship To Name	
Address	
Address	
City	State Zip Code
Other Address	

Customer #	Customer Name
Ship To Name	
Address	
Address	
City	State Zip Code
Other Address	



Date form completed _____
 Initials _____
 Date typed _____
 Initials _____
 Entity # _____

Add Customer Conversion Form

Customer #	Customer Name										Salesperson #
Address											Region #
Address											
City	State			Zip Code							
Other Address											
Phone #	Resale License #			Region #		Salesperson #					
Cust. Class	Trade Disc.	BACKORDER	Partial Shipment	Open Item	Balance	Credit Terms	Credit Limit \$	YTD Service \$	YTD SPECIAL 1 \$	YTD State Tax \$	YTD Non Tax 2
YTD Sales \$	YTD Freight \$			YTD Finance Charge \$		YTD City Tax \$		YTD Non Tax 1		YTD Non Tax 3	
YTD Container \$	YTD Special 2 \$			YTD Third Tax \$		YTD Non Tax 4		Unassigned Credit			



Add Contract Conversion Form

Date form completed _____
 Initials _____
 Date typed _____
 Initials _____
 Entry # _____

Customer #	Customer Name	Contract #
Expiration Date	Item #	Qty Commitment
Sold To Date	U/M	Selling Price

Customer #	Customer Name	Contract #
Expiration Date	Item #	Qty Commitment
Sold To Date	U/M	Selling Price

Customer #	Customer Name	Contract #
Expiration Date	Item #	Qty Commitment
Sold To Date	U/M	Selling Price

Customer #	Customer Name	Contract #
Expiration Date	Item #	Qty Commitment
Sold To Date	U/M	Selling Price

Computer
Museum



Date form completed _____
 Initials _____
 Date typed _____
 Initials _____
 Entity # _____

Add Open Invoice Conversion Form

Invoice #	Customer #	Customer Name	Container Charge
Invoice Date	Surcharge	Service Charge	Container Charge
Special Charge 1	Special Charge 2	Excise Tax	Total Tax
Invoice Amount	Amount Paid	Finance Charge	Balance on Invoice
	Freight Charge	Credit Card Code	

Invoice #	Customer #	Customer Name	Container Charge
Invoice Date	Surcharge	Service Charge	Container Charge
Special Charge 1	Special Charge 2	Excise Tax	Total Tax
Invoice Amount	Amount Paid	Finance Charge	Balance on Invoice
	Freight Charge	Credit Card Code	

Invoice #	Customer #	Customer Name	Container Charge
Invoice Date	Surcharge	Service Charge	Container Charge
Special Charge 1	Special Charge 2	Excise Tax	Total Tax
Invoice Amount	Amount Paid	Finance Charge	Balance on Invoice
	Freight Charge	Credit Card Code	





Date form completed _____
Initials _____
Date typed _____
Initials _____
Entity # _____

Accounts Receivable Control File Conversion Form
page 2

Code	Credit %	Days Allowed	Description of Terms
1	%		
2	%		
3	%		
4	%		
5	%		
6	%		
7	%		
8	%		
9	%		
10	%		
11	%		
12	%		
13	%		
14	%		
15	%		

Default Credit Terms Code:



Date form completed _____
 Initials _____
 Date typed _____
 Initials _____
 Entity # _____

Accounts Receivable Control File Conversion Form
 page 3

GL Description	GL Acct
Accounts Receivable	
Sales	
Sales Returns and Allowances	
Container Charge	
Freight Charge	
Service Charge	
Surcharge	
Defective Merchandise	
Trade Discount	
Finance Charge	
Cash	
Cash Discount	
Special	
Special	
Fet	
City Tax	
State Tax	
Tax	



B

This chapter explains all the fields used in the Accounts Receivable module. These fields are listed in alphabetical order and are described in the following terms:

Description - A brief definition of this field.

Field Type - The field may be either alphanumeric (A) or numeric (N). An alphanumeric field can contain both letters and numbers. A numeric field may be any of the following six types:

- 1) Integer - any negative or positive whole number less than 32768.
- 2) Short (whole short) - Any six digit number up to 999999.
- 3) Precision (precision short) - any number up to six digits with a decimal in any position (XXXXX.X, XXXX.XX, etc.)
- 4) Round (roundable short) - the same as precision except that if the field contains seven digits from a calculation, it will be rounded back to six digits. For example, if you are finding per unit cost from a total order cost of 10,000 with 30 ordered, the result is 333.3333. This would then be rounded to 333.333.
- 5) Real - any number up to 12 digits with a decimal in any position (XXXXXXXXXX.X, XXXXXXX.XXXXX, XXXXXXXXXXX.XXX, etc.)

B-2 Glossary

- 6) % - any number up to three digits with a decimal in any position up to 325%. If there are more than three digits to the right of the decimal, then the third digit will be rounded.

Field Length - This is the number of characters allowed in an alphanumeric field.

Uppercased by System - This refers to the system's automatically shifting all input to upper case letters.

Entry Allowed by Operator - This designates whether the operator may enter data in this field or the field is only for system output.

If Entry Allowed by Operator, Blank Input Allowed? - This designates whether or not a blank input is allowed or if input is required for further processing.

Default Value If Blank Input - If the field is not completed, then this default value is used by the software.

Edit Allowed After Initial Start-up - This designates whether or not the field may be altered after the value is initially set.

A

ACTIVITY DATE

- Description: The date a cash activity item was entered into the system.
- Field Type: A
- Field Length: 8
- Uppercased by System: No
- Entry Allowed by Operator: No
- Restrictions: Current date entered by system.

AMOUNT PAID

Description: This is the total amount which a customer has paid on an invoice.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No, except in conversion mode.

Restrictions: Non-negative; must be less than Invoice amount unless both are zero.

AMOUNT RECEIVED

Description: The amount of a cash receipt.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

AMOUNT TO APPLY

Description: Amount of Unassigned Credit to apply to invoice(s).

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Restrictions: Total to apply and refund cannot exceed customer Unassigned Credit.

AMOUNT TO REFUND

Description: Amount of Unassigned Credit to refund.
Field Type: N
Field Length: Real , 12
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? No
Restrictions: Cannot be zero.

B

BACKORDER

Description: The indicator showing a customer's acceptance of backordered items.
Field Type: A
Field Length: 2
Uppercased by System: Yes
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? No
Edit Allowed After Initial Start-up: Yes
Restrictions: (Y) yes or (N) no

BALANCE FORWARD FLAG

Description: When this flag is set, it indicates that statements only show activities (i.e., invoices, credit memos, cash receipts, etc.) which have occurred since the last month end. Older activity is consolidated into the previous balance due listed on the statement.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Not balance forward

Edit Allowed After Initial Start-Up: Yes

BALANCE OUTSTANDING

Description: Gross balance due on customer's account. (Sum of amounts due on all invoices).

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Restrictions: Non-negative

BILL AMOUNT

Description: Total extended price plus surcharge on an invoice. Used to compute taxes and discounts.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Restrictions: Non-negative

CONTRACT ITEMS

Description: The quantity of items for which a contract is valid.

Field Type: N

Field Length: Whole , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Restrictions: 0 - 999999

CONTRACT NUMBER

Description: A unique identifier for a customer contract.

Field Type: N

Field Length: Whole , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-Up: No

CREDIT MEMO TOTAL

Description: The total net amount of a Credit Memo to apply towards a customer's account.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Edit Allowed After Initial Start-Up: No

Restrictions: Non-negative

CITY

Description: Part of a Ship-To or Bill-To address.
Field Type: A
Field Length: 14
Uppercased by System: Yes
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? No
Edit Allowed after Initial Start-Up? Yes

CONTESTED CODE

Description: Indicates a contested invoice.
Field Type: N
Field Length: True or False
Entry Allowed by Operator: Yes
Restrictions: Entered through a softkey.

CREDIT CARD CODE

Description: A two character field for user entry of the type of credit card used.
Field Type: A
Field Length: 2
Uppercased by System: Yes
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? Yes
Default Value if BLANK Input: Blank
Edit Allowed After Initial Start-Up: Yes

CREDIT LIMIT

Description: The amount of credit a customer is allowed before a warning is given.

Field Type: N

Field Length: Whole , 12

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: Yes

Restrictions: Non-negative

CREDIT TERMS CODE

Description: A code used to retrieve credit terms from a table contained in the AR control file.

Field Type: N

Field Length: Integer , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Default Value if BLANK Input: 0 (None)

Edit Allowed After Initial Start-Up: Yes

Restrictions: Must be zero or refer to a defined code (1-15).

CUSTOMER NAME

Description: A string identifier for customer.

Field Type: A

Field Length: 30

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Uppercased by System: No

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-Up: Yes

CUSTOMER NUMBER

Description: A numeric identifier for customer.

Field Type: N

Field Length: Whole , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-Up: No

Restrictions: Must be a positive number, 1 - 999999.

E

EXPIRATION DATE

Description: The date after which a contract is void.

Field Type: A

Field Length: 8

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-Up: Yes

Restrictions: Must be in MM/DD/YY format.

EXTENDED COST

Description: The total cost associated with items on an invoice.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Edit Allowed After Initial Start-Up: No

Restrictions: Non-negative; two digits to right of decimal.

F

FINANCE CHARGE

Description: The accumulated finance charge amount on an invoice.

Field Type: N

Field Length: Precision , 6

Entry Allowed by Operator: No--except in conversion mode--
ADD/MOD Open Invoice.

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: In conversion mode only--
Modify Open Invoice.

Restrictions: Non-negative; two digits to right of decimal.

FREIGHT CHARGE

Description: The amount of freight charge on an invoice.

Field Type: N

Field Length: Precision , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0-

Edit Allowed After Initial Start-Up: Yes

Restrictions: Non-negative; two digits to right of decimal.

INVOICE AMOUNT

Description: The original invoice amount before any payment was applied.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Edit Allowed After Initial Start-Up: No

Restrictions: Non-negative; two digits to right of decimal.

ITEM NUMBER

Description: A unique identifier for an item in inventory.

Field Type: A

Field Length: 18

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-Up: Yes*

Additional Notes: * By ADD/DEL item from invoice.

N

NUMBER TO DATE

Description: The number of units applied to this contract.
Field Type: N
Field Length: Whole , 6
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? Yes
Default Value if BLANK Input: 0
Edit Allowed After Initial Start-Up: Yes
Restrictions: Non-negative

O

ORDER DATE

Description: The date an order was placed in the system.
Field Type: A
Field Length: 8
Uppercased by System: No
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? Yes
Default Value if BLANK Input: Blank
Edit Allowed After Initial Start-Up: Yes
Restrictions: Must be in MM/DD/YY format.

P

PARTIAL SHIPMENT

Description: An indicator showing a customer's acceptance of partial shipments.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-Up: Yes

Restrictions: (Y) yes or (N) no

R

REFUND AMOUNT

Description: The amount of a cash refund.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Restrictions: Non-negative

SERVICE CHARGE

Description: The amount of service charge on an invoice.
Field Type: N
Field Length: Precision , 6
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? Yes
Default Value if BLANK Input: 0
Edit Allowed After Initial Start-Up: Yes
Restrictions: Non-negative, two digits to right of decimal.

SPECIAL CHARGES

Description: The amount of user defined charges for an invoice.
Field Type: N
Field Length: Precision , 6
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? Yes
Default Value if BLANK Input: 0
Edit Allowed After Initial Start-Up: Yes
Restrictions: Non-negative; two decimal places.

SURCHARGE

Description: Additional charge per item.
Field Type: N
Field Length: Precision , 6
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? Yes
Default Value if BLANK Input: 0
Edit Allowed After Initial Start-Up: Yes
Restrictions: Non-negative; two decimal places.

SHIP DATE

Description: The date goods were shipped.
Field Type: A
Field Length: 8
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? Yes
Default Value if BLANK Input: Blank
Edit Allowed After Initial Start-Up: Yes
Restrictions: Must be in MM/DD/YY format.

SHIP TO CODE

Description: An indicator used internally to retrieve an alternate Ship-To address.
Field Type: N
Field Length: Integer , 6
Entry Allowed by Operator: Yes, when called up.
Restrictions: Unique for customer.

SHIP-TO NAME

Description: The name on an alternate Ship-To address.
Field Type: A
Field Length: 30
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? Yes
Default Value if BLANK Input: Blank
Edit Allowed After Initial Start-Up: Yes

T

TAX AMOUNT

Description: The total amount of tax calculated for an invoice.
Field Type: N
Field Length: Precision , 6
Entry Allowed by Operator: No
Restrictions: Non-negative; two decimal places. Rounded to nearest cent for each taxable line item before addition.

TAX CATEGORY

Description: A field used to indicate the taxable status of an item.

Field Type: N

Field Length: Integer , 1

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-Up: Yes

Restrictions:

Value: 0 - Taxable
1 -
2 - Non-taxable categories
3 -
4 -

TAX RATE

Description: One of the three tax rates associated with a tax location.

Field Type: N

Field Length: Integer , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: Yes

Restrictions: Must be less than 100%

Additional Notes: If modified then possible erroneous answer for credit memo if invoice was calculated with old rates.

TRADE DISCOUNT CODE

Description: A code used to retrieve trade discount terms from a table contained in AR control file.

Field Type: N

Field Length: integer , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0 (none)

Edit Allowed After Initial Start-Up: Yes

Restrictions: Must be zero (none) or a defined code (1-10).

 U

UNASSIGNED AMOUNT

Description: The total amount received which has not been applied to a customer's account.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Restrictions: Non-negative

UNIT SELLING PRICE

Description: The price on a line item.

Field Type: N

Field Length: Precision , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: Yes

Restrictions: Non-negative; three decimal places.

