

Journals Processing

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Journals Processing Overview

In BOOMS, both Order-related (A/R-A/P related) and non-Order-related transactions can be entered into Journals. BOOMS automatically places transactions into a special journal (called the Sales/Purchases AutoPost Journal, "SP") whenever you: Post Orders to A/R-A/P (Function "P1" from the Accounting Selection Menu) or "FREE", "VOID", or mark entries "PAID-IN-FULL" (PIF) from the A/R-A/P Query/Edit Screen. The effect of each of these is:

- **POST Order:**
Debit A/R, Credit Sales
Credit A/P, Debit Purchases
Credit T/P, Debit Purchases
- **FREE Order:**
Credit A/R, Debit Sales
Debit A/P, Credit Purchase
Debit T/P, Credit Purchases
- **VOID Order:**
Credit A/R, Debit Bad Debt (VOID A/R entry)
Debit A/P, Credit Bad Debt (VOID A/P entry)
Debit T/P, Credit Bad Debt (VOID T/P entry)
- **P-I-F Order:**
Credit A/R, Debit Sales (PIF A/R entry)
Debit A/P, Credit Purchases (PIF A/P entry)
Debit T/P, Credit Purchases (PIF T/P entry)



PIF does an automatic adjustment to sales and purchases. There is no special account on the General Ledger for PIF.

The following Journals (source) have been predefined in the system:

- **CR** - Cash Receipts
- **CP** - Cash Payments
- **TP** - Sales Tax Payments
- **GJ** - General Journal
- **EJ** - Exchanges Journal
- **AJ** - Period-End Adjustments Journal
- **SP** - Sales/Purchases AutoPost
- **MR** - Memorized Cash Receipts
- **MP** - Memorized Cash Payments
- **MG** - Memorized General Journal

Any Order-Related transactions placed in the Cash Receipts, Cash Payments or Sales Tax Payments Journals will be automatically posted to the Cash Account and the Accounts Receivable Account, Accounts Payable Account or Tax Payable Account (on the General Ledger). **YOU DO NOT ENTER MULTIPLE TRANSACTIONS TO DO THIS.**

Any Non-Order-Related transactions placed in the Cash Receipts or the Cash Payments Journal will be automatically posted to both the Cash Account and the Account as indicated in the transaction (on the General Ledger). **YOU DO NOT ENTER MULTIPLE TRANSACTIONS TO DO THIS.**

Transactions entered into the **Exchanges Journal** ("EJ") are Order-related. This journal is used for specialized processes to transfer (Exchange) amounts between an A/R Debit and an A/P Credit **OR** a negative A/P Credit (effectively a Debit) and an A/P Credit:

- **"CONTRA's"** - the Receivable typically relates to a Management Exchange (Service) Fee and the Payable relates to an amount due the List Owner (for a List rental). However, you can also CONTRA a negative A/P credit from an Order (effectively a debit amount or a credit due from a List Owner caused by a negative bottom line total on a Job Notification) with a positive credit amount on another Order for the same List Owner.

For example, suppose you have a \$200 Receivable from List Owner XYZ for a Management Service Fee (Order #1050) and a \$200 Payable to the same List Owner for a List Rental (Order #1070). You could enter the follow-

ing 2 transactions into the Exchange (EJ) Journal:

<u>Ref#</u>	<u>Acct</u>	<u>Order#</u>	<u>R/P Ind.</u>	<u>Amount</u>
CONTRA	XYZ	1050	R	200.00
CONTRA	XYZ	1070	P	200.00

Note that the transactions are entered the same as if they were entered directly into the “CR” or “CP” Journals. Both amounts are entered as positive numbers. In effect, the 2 entries cancel each other out (Receipt - Payment = 0). So, the “EJ” Journal should always total zero.

As another example, suppose you have a \$200 negative A/P Credit from List Owner XYZ created because you made a \$200 Service Bureau payment for the List Owner on a List Exchange Order resulting in a Job Notification indicating that you had a \$200 Credit FROM the List Owner (Order #2100) and suppose you have a \$200 Payable to the same List Owner for a List Rental (Order #2180). You could enter the following 2 transactions into the Exchange (EJ) Journal:

<u>Ref#</u>	<u>Acct</u>	<u>Order#</u>	<u>R/P Ind.</u>	<u>Amount</u>
CONTRA	XYZ	2100	P	-200.00
CONTRA	XYZ	2180	P	200.00

Note that **BOTH** transactions are entered the same as if they were entered directly into the “CP” Journal. The first transaction was for a negative credit, so it is entered as a negative amount (just as the amount due on A/P shows as a negative amount). As in the previous example, the 2 entries cancel each other out (same journal: Payment + Payment = 0). So, the “EJ” Journal should always total zero.

- **DEBIT/ CREDIT** Transfers - the Receivable typically relates to an overpayment and the Payable relates to a “Drawing Account” (you must set up a “Drawing Account” on A/P before doing the Exchange).

For example, suppose you have received \$200 from Broker ABC (Order #1080). Now, the Order is canceled and you want to refund the \$200 to Broker ABC. You could enter the following 2 transactions into the Exchange (EJ) Journal:

<u>Ref#</u>	<u>Acct</u>	<u>Order#</u>	<u>R/P Ind.</u>	<u>Amount</u>
REFUND	XYZ	1080	R	-200.00
REFUND	XYZ	000000	P	-200.00

Note that the transactions are entered the same as if they were entered directly into the “CR” or “CP” Journals. Both amounts are entered as negative numbers. In effect, the 2 entries cancel each other out (Receipt - Payment = 0). So, the “EJ” Journal should always total zero. The first transaction negates the original \$200 receipt from the broker. The second transaction creates a negative amount paid on the “Drawing Account” (“six-zeroes-account”). You can now enter a \$200 transaction into the “CP” Journal for XYZ Order #000000.

This type of refund can also be accomplished by entering a **negative** amount for a **Cash Receipt** (CR) for Order #1080. Then you can use the Check Writer to to write a check from the negative Cash Receipt.

Transactions placed in the **General Journal** and the **Adjustments Journal** are non-Order-related and receive no special treatment, so multiple transactions are necessary. For example, to transfer cash from Savings to Checking, 2 transactions are required:

- Debit “Cash in Checking Account” (positive)
- Credit “Cash in Savings Account” (negative)

Entries in Journals are “Batch” oriented. That is, you can group related transactions and get an “edit” listing of just that group (batch). The listing will show each individual transaction and a reference (batch) dollar total. This enables you to better control the entry of cash (or transfers) into the journals.

Once you have verified as correct all transaction “Batches” (i.e. printed and verified a Transaction Edit Listing), you can post the Cash to Accounts Receivable/Accounts Payable. This is accomplished by Function “A/R-A/P POST”, “DAILY CASH” (“P2”) from the Accounting Selection Menu (See Chapter 9).

Contents of the Journal File

Following are the contents of the Journal File:

- **Account** - either the 5-character account name on the Accounts File (for Order-related transactions) or a 5-digit

- number of an account on the General Ledger.
- **Transaction #** - sequence number of an entry (generated automatically by BOOMS).
- **Batch Transaction #** - sequence number of the “Header” for the current “group” of transactions.
- **Transaction Amount** - dollar amount of an entry.
- **Transaction Date** - date the transaction was entered.
- **Transaction Reference** - 6-character transaction identifier (e.g. a check number or other identifier, such as “CONTRA” or “REFUND”).
- **Order Number** - Order number for Order-related transactions.
- **Description** - 24-character description for this entry. For an Order-related transaction, the description will be carried forward to the comment field of an A/R or A/P entry when this transaction is posted (but only if that A/R or A/P entry does not already have a comment).
- **Other Account To Post** - For an Order-related transaction, this is the “balancing” account to be posted in the General Ledger (e.g. this is the Cash Account, 1020, for Cash Receipts and Cash Payments).
- **Salesperson 1** - 2-digit SALESPERSON ID of YOUR Broker.
- **Salesperson 2** - 2-digit SALESPERSON ID of YOUR Manager (for a Management Order).
- **Sales Amount 1** - earnings to be assigned to SALESPERSON 1 based on this transaction (Calculated when the transaction is posted to A/R).
- **Sales Amount 2** - earnings to be assigned to SALESPERSON 2 based on this transaction (Calculated when the transaction is posted to A/R).
- **List Number** - List Number from the related Account File entry.
- **Mailer** - Mailer Code from the related Account File entry.
- **Broker** - Broker Code from the related Account File entry.
- **Vendor** - Vendor Code for a non-Order-related Cash Payment.
- **Invoice Date** - date of the invoice from a creditor for a Cash Payment.
- **Invoice Number** - invoice number from a creditor for a Cash Payment.
- **Payment Amount** - An amount that you entered with a Cash Receipt transaction that indicates the expected payable amount (to a List Owner). This field is not used directly by BOOMS, but can be referenced using the Report Writer.

☞ If you enter “*” in the first position of the “PAYM.AMT”, the field will be filled in with the appropriate A/P AMOUNT DUE (if possible): If ONLY 1 A/P Record applies to the requested Order, BOOMS will use the Amount Due from that record. If TWO A/P Records apply to the requested Order AND one of the records is already fully paid (or has no amount due), BOOMS will use the Amount Due from the non-paid A/P Record. If BOOMS cannot determine to which A/P Record the transaction applies, you will be switched to LONG edit mode and receive error message “VALUE FOR FIELD IS INVALID”. In LONG edit mode, you can manually enter the correct A/P PAYM.AMT.

Journals Processing

The Journal Entry screen (Figure 10.1) is displayed upon selecting Function “Journals”, “Enter/Edit Transactions” (“J1”) from the Accounting Selection Menu (The default screen represents the format for the Cash Receipts Journal. The format will differ slightly depending on the journal being processed). This screen is divided into 3 parts:

- Part 1 (top 2 lines) is the STATUS/ERROR Message Area and a description of the 10 primary function keys (F1-F0).
- Part 2 (below the “Journal Entry” Header) consists of reference information and several input fields used to switch between the various Journals and to select specific transactions for Display/Edit
- Part 3 consists of the transaction Entry/Edit area which allows the entering of up to 5 transactions at a time.

Upon initial selection of Function “J1”, you will be placed in the Cash Receipts Journal. If you have already been entering transactions into the Cash Receipts Journal, you will be automatically placed in Add (Edit) Mode for the next transaction to be entered (the cursor will be positioned at the first (top) transaction line).

☞ “SP” Journal entries can only be “displayed”, not “added” or “edited”.

The valid function Keys are:

- **F2** - Print a Transaction Edit Listing of the Entire Current Journal
- **Shift-F2** - Print a Transaction Edit Listing of the Entire Current Batch
- **F3** - Enter into Add/Edit Mode
- **F4** - Delete transaction (Edit Mode only)
- **Shift-F4** - Mark a transaction Paid-in-Full (Edit Mode only)
- **F5** - Enter into Edit Mode
- **Shift-F5** - Commission Adjustment
- **F6** - Toggle LONG/ SHORT edit



Figure 10.1. Journal Entry/Edit Screen

- **Shift-F6** - Cycle Account Type (C-A-T)
- **F7** - Display 5 transactions
- **Shift-F7** - Display Next 5 transactions (same as PgDn)
- **Ctrl-F7** - Display Prior 5 transactions (same as PgUp)
- **F8** - Select New Journal
- **Shift-F8** - Begin a new “Batch” of transactions

Select Journal (F8)

Selecting Option “New Journal” (F8) allows you to begin processing in a different Journal. The cursor will be positioned at the “SOURCE” field. Enter one of the valid journals (e.g. CR, CP). BOOMS will:

- Set the Journal Date to the current date,
- Set the appropriate “Batch” and “Journal” totals,
- Enter into “Add/ Edit” Mode and position the cursor at the first input field for the first (top) transaction in part 3 of the screen.

Start New Batch (Shift-F8)

Selecting Option "New Batch" (Shift-F8) causes BOOMS to create a new transaction "batch header" in the current journal. Transaction batches are useful for reporting and for visualizing "reference totals". For "New Batch", BOOMS will:

- Set the Journal Date to the current date,
- Zero (00) the reference (Batch) total,
- Set the "Last Batch #" to the transaction number of the just created Batch Header,
- Enter into "Add/ Edit" Mode and position the cursor at the first input field for the first (top) transaction.

Add Transaction (F3)

Selecting Option Add (F3) results in the clearing of the 5 transactions in Part 3 of the screen and the positioning of the cursor at the first input field of the first (top) transaction. Each transaction can consist of the following (fields that are unique to particular Journals are noted):

- **Status** is 4 columns of display-only visuals as follows:
 - Column 1 = C** is displayed when an Order-related transaction is Added, if Cash has previously been Posted for this Order (may indicate a duplicate payment).
 - Column 1 = P** is displayed if the Order-related transaction has been posted to A/R or A/P. Non Order-related transactions are only posted at the end of the accounting period (see General Ledger).
 - Column 2 = F** is displayed if this Order-related transaction is scheduled for "P-I-F" processing. That is, the related A/R-A/P entry is to be marked "Paid-in-Full" when this transaction is posted.
 - Column 3 = N** is displayed if this Order-related transaction has no matching account on A/R-A/P. Usually, this indicates a prepayment. If it doesn't, then you have entered an incorrect account.
 - Column 4 = B,O,M,S** is displayed for an Order-related transaction to indicate that the related A/R-A/P is for a **Broker, Owner, Mailer or Service Bureau**
- **Transaction Number** is a display-only field that indicates the current transaction number. Transaction numbers are assigned automatically (in sequence) by BOOMS. "Batch headers" are also assigned transaction numbers, but they are not displayed. When you begin processing a journal, the first transaction entered is number 2 since transaction number 1 is assigned to the first "batch header".
- **Transaction Date** is the date the transaction was entered into the Journal. It defaults to the current date.

☞ The date assigned to a transaction defaults to the last transaction displayed. For example, if the current date is 12/21/94 and you are displaying transactions with a date of 12/20/94 (yesterday's date), pressing "PgDn" could result in yesterday's date being assigned to today's transactions. If this is not what you want, then press "F3" to clear the screen and begin adding transactions with today's date.

- **REF#** - 6-character reference number associated with this transaction (e.g. a check number). This reference number will be carried forward to the related Accounts Receivable or Accounts Payable entry. See the note below for reference number "000000".
- **Acct/Name** - 5-character account name (A/R or A/P Order-related transactions) or a 5-digit account number (for an Account on the General Ledger).

☞ When doing Cash transactions to be applied against A/R or A/P, the account name (from the Promotion file) need only be entered if there are two Receivables (or Payables) for an Order and the amount being entered does not match either of the amounts due.

- **Sacct/Order Number** - Order Number for Order-related transactions or Sub-Account Number (for Salesperson Expense Account only). See the NOTE below for Order Number "000000".
- **Description** - 24-character description for this transaction. This description will be carried forward to the COMMENT field of the related A/R or A/P entry when Cash is posted to A/R-A/P (unless the entry already has a Comment). A general abbreviation can be used for this field (See Chapter 21).
- **Amount** - transaction amount. This is normally a positive amount. Negative transactions are only used to reverse entries or transfer amounts from one Order to another.

☞ If you enter “★” in the first position of the “TRANS.AMT”, the field will be filled in with the appropriate A/R or A/P AMOUNT DUE (if possible): If ONLY 1 Accounting Record applies to the requested Order, BOOMS will use the Amount Due from that record. If TWO Accounting Records apply to the requested Order AND one of the records is already fully paid (or has no amount due), BOOMS will use the Amount Due from the non-paid Accounting Record. If BOOMS cannot determine to which Accounting Record the transaction applies, you will be switched to LONG edit mode and receive error message “VALUE FOR FIELD IS INVALID”. In LONG edit mode, you can enter an Account Code to tell BOOMS which Accounting Record to use OR enter the correct Transaction Amount.

- **A/P Payment Amount** - (Cash Receipts only). This indicates an amount that you expect to pay (to a List Owner) based on a Cash Receipt. This field is not used directly by BOOMS, but it can be referenced using the Report Writer.

☞ If you enter “★” in the first position of the “PAYM.AMT”, the field will be filled in with the appropriate A/P AMOUNT DUE (if possible): If ONLY 1 A/P Record applies to the requested Order, BOOMS will use the Amount Due from that record. If TWO A/P Records apply to the requested Order AND one of the records is already fully paid (or has no amount due), BOOMS will use the Amount Due from the non-paid A/P Record. If BOOMS cannot determine to which A/P Record the transaction applies, you will be switched to LONG edit mode and receive error message “VALUE FOR FIELD IS INVALID”. In LONG edit mode, you can manually enter the correct A/P PAYM.AMT.

- **Outstanding Amount** - (CR and CP only; Display-only). The A/R or A/P Amount Outstanding. This amount includes all transactions that have already been posted.
- **Vendor** - Vendor code for non-Order-related Cash Payment (“CP” Journal only).
- **Invoice Date** - date that the invoice was received from the creditor (“CP” Journal only).
- **Invoice Number** - Creditor’s invoice number (“CP” Journal only).
- **“R/P” Indicator** - “R” if the transaction is related to an Account Receivable Account; “P” if the transaction is related to an Accounts Payable Account (“EJ” Journal only).

When you have entered 5 transactions (or less), press “ESC” (or “Enter”) to Add the transactions. BOOMS will display part of the name of each account for visual verification. You will receive error message “VALUE FOR FIELD IS INVALID, RE-ENTER” if any of the following conditions occur:

- You enter an invalid Account, or
- You enter an invalid Order Number, or
- You enter an Account and Order Number that are not related or
- You do not enter the “R” or “P” indicator when entering a transaction into the “EJ” Journal

☞ If you are positioned at the amount field of the last (bottom) entry, the pressing of PgDn results in the clearing of the 5 transactions and the repositioning of the cursor at the first field for the first (top) transaction.

☞ In general, an entry should already exist on Accounts Receivable or Accounts Payable before you enter a Cash transaction against it. Although BOOMS will allow “prepayment” transactions to be entered, if there is no matching Order on the Accounts File, the transaction cannot be 100% validity checked. Both the Acct Code and the Order Number must be entered for such transactions. (The Status field will show “N”).

The System recognizes Order Number “000000” as the special “Drawing Account”. You create a “Drawing Account” by entering and posting a transaction for Order Number “000000” (all 6 zeroes must be entered) will the appropriate Account Code and a zero amount. Then, transactions can be entered against the “Drawing Account” in the same manner as “prepayments”. The “000000” Order Number will appear on Aging Statements as “** DRAWING ACCOUNT **”.

When processing the “CP” Journal, the system recognizes the special Reference (check) Number “000000” as a transaction requiring a check to be written by the “Check Writer”. See the section on the Check Writer for more information.

Figure 10.2 is an example of a filled-in Journal Entry/Edit Screen for Cash Payments.

TRANS	TRANS DATE	RTRN	ACCT/ NAME	S/ACCT/ NUMBER	DESCRIPTION	AMT	BALANCE	TRANS AMT
1	07-01-99	4547	DC BK	141200	CLARK MAGALIN	.00	651.46	.00
2	07-01-99	4547	DTRCT	141200	DTRCT MODIC. INC.	.00	6,000.00	.00
3	07-01-99	4547	ITP	141200	ITP	.00	1,450.00	.00
4	07-01-99	4547	ITP	141200	ITP	.00	1,000.00	.00
5	07-01-99	4547	SY	141200	SY	.00	1,000.00	.00

Figure 10.2. Journal Entry/Edit Screen (5 Transactions from the CR Journal)

Display Transaction (F7, Shift-F7, Ctrl-F7)

Selecting Option Display (F7) results in:

- Status Message:
Display Request
- The positioning of the cursor at the “TRANS #” field.

To display 5 transactions, fill in the desired “transaction number” and press “Enter” (or “ESC”).

Once transactions have been displayed, following entries can be displayed, in sequence, by repeatedly pressing **Shift-F7** (or PgDn). Also, prior entries can be displayed, in sequence, by repeatedly pressing **Ctrl-F7** (or PgUp).

☞ If you enter a transaction number that corresponds to a “batch header”, you will get a “not found” error message because you cannot display a “batch header”.

You cannot PgUp or PgDn past a “Batch Header”. Paging is confined to the current batch of Transactions.

Edit Transaction (F5)

Transaction Edit is functionally equivalent to Add. Once in Edit (or Add) Mode, Shift-F7 (PgDn) or Ctrl-F7 (PgUp) can be used to scroll 5 entries at a time by positioning the cursor in any field for the first (top) transaction or one entry at a time by positioning at any of the other four entries..

Commission Adjustment (Shift-F5)


For Order-related Cash Receipts (and “Exchanges”), you can invoke “Commission Adjustment” directly from Journal Entry by selecting option “Shift-F5” while Editing a transaction. In this way, commission(s) related to the transaction can be adjusted prior to actually posting the transaction to Accounts Receivable. This technique is most useful for entering commission on a prepayment. See Chapter 13 for a discussion of Commission Adjustment.

Delete Transaction (F4)

Selecting Option “Delete” (F4) while the cursor is positioned at a valid transaction, results in:

- The transaction number is replaced by “*****”
- The transaction amount is zeroed
- The Reference total and the Journal total are adjusted accordingly

After the deleted transaction leaves the screen (because of a “scroll”, a “re-display”, etc) it will no longer be displayed.

 **Order-related cash transactions cannot be deleted or edited once they have been posted to A/R-A/P. If a correction is to be made, a reversing transaction must be entered. It is highly recommended that a “transaction edit listing” be printed (and verified) prior to posting cash to Accounts Receivable and Accounts Payable.**

P-I-F Transaction (Shift-F4)

Selecting Option “P-I-F” (Shift-F4) while the cursor is positioned at a valid transaction, results in:

- The transaction number is flagged with an “F” (P-I-F)
- When the transaction is posted to the Accounts File (“P2” from the Accounting Selection Menu) the related Order Number for the Account will also be marked P-I-F. Do not use this flag for normal full payments (i.e. amount paid = amount due). Use it only when the amount paid is not equal to the amount due and no further payment is expected.

Edit Type Toggle (F6)

Selecting Option “Edit Type” toggles the LONG/SHORT indicator (displayed above the “SOURCE”). While in LONG Edit mode, all fields can be input. While in SHORT Edit mode, only REFERENCE NUMBER, ORDER NUMBER, DESCRIPTION and AMOUNTS can be input (and INVOICE DATE and INVOICE# for Cash Payments). SHORT Edit Mode is the normal setting for Order-related transactions since only a small amount of information is required to process these transactions.

Cycle Account Type (Shift-F6)

For Cash Receipts, BOOMS assumes prepayments are from mailers. For Cash Payments, BOOMS assumes prepayments are to List Owners. BOOMS displays this account type in the fourth position of the status field for the transaction. as follows:

B = Broker
O = Owner
M = Mailer
S = Service Bureau

If an account type displays wrong, it can be changed by selecting function “Cycle-Account-Type” (Shift-F6) while in Edit Mode. BOOMS will cycle through “B”, “O”, “M” and “S”. Setting a transaction to the proper account type is required for the BOOMS reporting system to function properly.


Memorized Transactions Overview

BOOMS can semi-automate non Order-related Cash Receipts (CR), Cash Payments (CP) and General Journal (GJ) transactions. Each of these Journals can be associated with a “Memorized Transactions” Journal as follows:

CR = **MR**
CP = **MP**
GJ = **MG**

Transactions entered into the appropriate “memorized” journal can be “recalled” while processing its related main journal. For example “MP” transactions can be recalled while you are entering transactions into the “CP” journal.

The “Memorized” journals can be manipulated in a similar manner to their related main journals. Transactions can be Added (F3) and Updated (F5) or Displayed (F7). However, certain functions will be ignored: (1) “order-related” transactions cannot be entered and (2) Delete (F4), Edit Type (F6), New Journal, while in Recall mode, (F8) and P-I-F (Shift-F4) are ignored.

 **IMPORTANT!** There is currently no reorganization facility for the Memorized Journals. It is strongly recommended that you plan the way that you will process transactions from these journals. For example if you currently need to “batch” 30 Cash Payment transactions, create a larger batch (perhaps 50 transactions) to accommodate future needs. The extra transactions can be flagged “DONTCOPY”. Then, as needed, any or all of these transactions can be activated by removing the “DONTCOPY” indicator. “DONTCOPY” is indicated by the word “DONTCOPY” (what else?) in the first 8 positions of the transaction description.

There is no restriction on how many transactions can be grouped. If you desire, the same transaction can be placed in multiple batches. In addition, you do not have to use batches at all! You could place all transactions in a single batch and do selective copying only (Item Copy).

Memorized transactions should not be Added or Updated from the Period-End Checklist (“G3” Processing) because these updated transactions will not be accessible in subsequent accounting periods.

DataEntry Transactions Overview

Up to 6 journals can be defined (from “Valid Journals”), 3 for DataEntry Cash Receipts (R1, R2 and R3) and 3 for DataEntry Cash Payments (P1, P2 and P3). These DataEntry journals are holding areas that MUST be copied to the true Cash Receipts/Cash Payments Journals before they can be used (i.e. posted to A/R-A/P, have Checks written, etc.). Prior to using the “Recall” capability, define the required journals (“D2” - Valid Journals). Following is a sample for the first data-entry Cash Receipts journal:

```
Journal Name .....: R1
Description .....: CR - Data-entry 1
```

Transactions are entered into the data-entry journals EXACTLY as they are entered into the corresponding Cash Receipts and Cash Payments journals and each entry is validity checked at data-entry time. Transactions can be entered in “batches”. However, since the “Recall” capability (See below) is Batch-oriented, if you enter multiple batches, you will need to run multiple copies to copy all transactions for the data-entry journal.

Once you have entered the required transactions, YOU MUST SWITCH TO THE RELATED JOURNAL (either CR or CP) to perform the recall.

Memorized/DataEntry Transactions Recall (Shift-F3)

While in the Cash Receipts (CR), Cash Payments (CP) or General (GJ) journals, you can “recall” memorized transactions from a related journal. Selecting Option “Recall” (Shift-F3) results in Status Menu:

```
Recall:  F5=Mx  F6=x1  F7=x2  F8=x3
```

Press **F5** to do Memorized transaction recall (See Users’ Guide for a description of this facility)

Press **F6** to do data-entry journal 1 recall

Press **F7** to do data-entry journal 2 recall

Press **F8** to do data-entry journal 3 recall

 **Recall DOES NOT create a new batch. If you want to start a new batch for the recalled transactions, press “Shift-F8” (new Batch).**

You will be switched to the indicated journal (MP, MR, MG, R1, R2, R3, P1, P2 or P3) and positioned in the last batch. If this is not the batch you want to copy, display a transaction from the correct batch Press “Alt-F3” (BatchCopy). All the transactions for the Batch are copied to the related journal. If you want to copy another batch, display a record from that batch and do another “Alt-F3” (BatchCopy). However, if you want to have the transactions copied to a new batch on the related journal, return to that journal (F9), start a new batch (Shift-F8), and do another Recall (Shift-F3). The transactions in the **data-entry journals** are flagged posted (copied) once they are copied to the related journal (they cannot be re-copied). When you return to the related journal, you can “Page Up” to see the added transactions


While in the Memorized/DataEntry Journals, you can also Add and Update Transactions. In addition, you can “Item Copy” (Ctrl-F3) a selected transaction to its related journal or “Batch Copy” (Alt-F3) a batch of transactions to its related journal. When you return (F9) you go back to processing the related journal.

Memorized/DataEntry Transaction Item Copy (Ctrl-F3)

Selecting Option "ItmCopy" (Ctrl-F3) results in:

- The copying (Adding) of the current Edit mode transaction to the related main journal.
- Status Message:

1 Trans(s) Copied

 Only the transaction date and transaction number are changed. The transaction amounts (as well as any other transaction information) can be edited either before or after the transaction is copied.


Memorized/DataEntry Transaction Batch Copy (Alt-F3)

Selecting Option "BchCopy" (Alt-F3) results in:

- The copying (Adding) of the current Edit mode Batch of transaction to the related journal.
- Status Message:

nnnn Trans(s) Copied

Where "nnnn" is the actual number of transactions copied (It does not include any transactions that were skipped because they were marked "DONTCOPY").

 Only transaction dates and transaction numbers are changed. Transaction amounts (as well as any other transaction info) can be edited either before or after the transaction is copied.

Print Entire Current Journal (F2)

Selecting Option "Print" (F2) will cause a Journal Transaction Edit Listing to be printed for the ENTIRE Current Journal. Figure 10.3 is an example of a Journal Transaction Edit Listing.

SOURCE		TRANS	TRANS	ACCT-CODE	ORDER	LIST/		TRANS	BATCH
BATCH-DAT	NUMBER	DATE	REF	ACCT-NAME	NUMBER	MAILER	COMMENT	AMOUNT	TOTAL
Cash Receipts									
06-10-92	00002	06-10-92	123456	ABCML	002000	XYZ List		1500.00	3800.00
	00003	06-10-92	bcdef	ABC Mailer	002001	ABC Mailer		1200.00	
	00004	06-10-92	345678	ABC Mailer	002002	ABC Mailer			
	00005	06-10-92	234567	MALBR	002004	XYZ List	\$20 to follow	300.00	
	00006	06-10-92	067001	DEFML	002005	PDQ Mailer		300.00	
				DEF Mailer		DEF Mailer			
				PDQ		XYZ List	\$50 more 06/30	500.00	
				PDQ Mailer		PDQ Mailer			
								AUTO. REVERSAL ENTRY	-3800.00
									=====
									.00

Figure 10.3. Transaction Edit Listing (for entries on the Cash Receipts Journal)

Print Current Journal Batch (Shift-F2)

Selecting Option "Batch-Print" (Shift-F2) will cause a Journal Transaction Edit Listing to be printed for JUST the Current Batch (The Batch containing the transactions currently being displayed, not necessarily the last batch).

Print All Journal Transactions

Selecting Function "Journals", "Print" (J2) from the Accounting Selection Menu will result in a Journal Transaction Edit Listing of ALL Journals, including the Sales/Purchase AutoPost Journal which can be rather large.

Check Writer Overview

The BOOMS Check Writer is an integral part of Cash Payments and Sales Tax Payments processing (It is also possible to write checks from the Cash Receipts Journal;see Check Writer Selection below). When transactions are entered into either of these Journals, the **REFERENCE NUMBER** field can be filled in one of 3 ways:


- a non-blank number
- a "blank" number
- a "000000" number (six zeroes)

It is the last option above that signals to BOOMS that a check must be written. Also, if transactions containing "blank" reference numbers immediately follow a transaction containing a "000000" reference number, these transactions will be included on the same check as the "000000" transaction. For example, given the following transactions:

<u>TRANS#</u>	<u>REF#</u>	<u>ORDER#</u>	<u>AMOUNT</u>
11	010120	2001	100.00
12	000000	2010	500.00
13		2050	100.00
14	000000	2006	900.00
15	000000	2020	600.00
16		2028	700.00
17		2060	500.00

Transaction #11 will not have a check written because it has already been assigned a valid reference number (either by you or by a prior run of the Check Writer). Transactions #12 and #13 will be included on the same check (a "000000" REF# followed by a "blank" REF#). Note that the group is terminated by the next non-blank reference number or "000000" reference number. In a similar manner, transaction #14 will be put on a separate check and transactions #15, #16 and #17 will be grouped onto a single check.

When the actual checks are written, BOOMS will automatically assign reference numbers based on a starting check number that you specify.

 **The Check Writer does not post cash to the Accounts File (CP, TP or CR). This must still be done after the checks are written by selecting function "P2" from the Accounting Selection Menu.**

Check Writer Selection

Once you have entered (and verified) transaction for which BOOMS is to write checks, you can select function "BATCH" Checks (J3) from the Accounting Selection Menu. Upon doing so, the "Batch" Print Checks Window will overlay the lower part of the screen (See Figure 10.4)

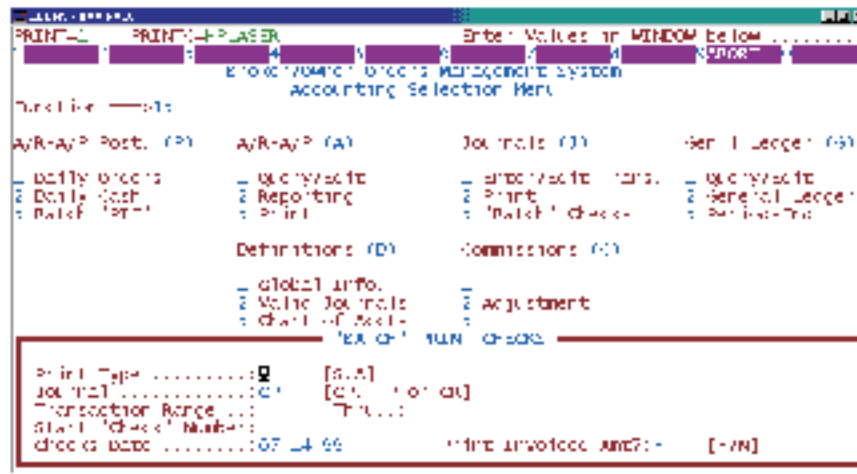


Figure 10.4. "Batch" Print Checks Window

The writing of checks is a 4 step process:

- BOOMS scans the selected Journal for transactions for which checks are to be written and builds a table of these transactions.

☞ The table contains approximately 8000 characters. Each transaction uses 9 characters and each check uses 5 characters. If the table capacity is exceeded, you will have to run the check writer multiple times to print checks. for example, 160 checks containing 800 transactions would use $(800 \times 9) + (160 \times 5)$ or 8000 characters.

- BOOMS writes checks based on the table.

☞ BOOMS uses pin fed, 2-part check forms that are compatible with the forms used by the "Real World Accounts Payable System Version 5 and 6" (Deluxe Check Number 91025) or Laser Checks that are compatible with "Real World Accounts Payable System Version 6" (Deluxe Check Number 80949; Nebs Form# LM210-1; Nebs Form # LM210C-1). For Laser Checks, you should use PRINTC=HPCHECKS (see Chapter 25 for creating Printer definitions).

- BOOMS prints an Activity Report of the actions taken by the Check Writer.
- BOOMS assigns reference (check) numbers to the appropriate Cash Payment transactions.

Depending on the "PRINT TYPE" option specified, some or all of the above steps will be performed. The Check Writer options are:

- **Print Type** - by default the Check Writer will write checks for all ("A") affected Cash Payment transactions. In this case, BOOMS will perform all 4 of the steps listed above. You can request that the check writer only give you a setup report ("S"). In this case, BOOMS will only perform steps (1) and (3) above.

☞ It is recommended that you run with the "S" print type prior to running with the "A" print type until you get a feel for the routine involved in writing checks.

- **Journal** - by default the Check Writer will print checks from the Cash Payments Journal (CP). Specify "TP" to print checks from the Sales Tax Payments Journal or "CR" to print checks from the Cash Receipts Journal (from negative transactions).
- **Transaction Range...Thru** - by default the Check Writer will scan the entire requested Journal. You can limit the scan to a particular transaction range as desired (perhaps to just print a particular "rush" check).
- **Start "Check" Number** - indicates the first check number to be printed. Before the first check is actually written, you will be given an option to re-specify this number.
- **Checks Date** - by default, this is the current date. Any valid date can be entered.
- **Print Invoiced Amount?** - If "N" is specified, the Invoiced Amount (Amount Due) will not be printed on the Check Stub.

Once you have filled the screen variables and pressed the "Enter" (or "ESC"), the check writing process begins.

The Check Writing Process

The Check Writer processes checks as follows:

- BOOMS scans the "CP" Journal and builds a table of Checks to be written. If ANY account cannot be located (from the promotion file) checks will not be written (i.e. a PRINT TYPE of "S" will be forced).

- BOOMS prompts with message:

START "CHECK" NUMBER CORRECT ? (F2/F4)

If you reply "F2", BOOMS continues with the next step. If you reply with "F4", BOOMS positions the cursor at the "START CHECK NUMBER" field and allows you to re-specify the starting check number.

- BOOMS writes the checks.
- BOOMS prompts with message:

Accept "Checks" ?????? (F2/YES, F4/NO)

If you reply "F2", BOOMS continues with the next step. If you reply with "F4", the Check Writer terminates and the Cash Payment transactions are unaffected (i.e. you could re-run the Check Writer immediately and re-print the same checks).

- BOOMS prompts with message:

MOUNT STANDARD FORMS AND PRESS F2 ..

This message is issued in preparation for printing the Check Writer Activity Report. Once you have put standard 8 1/2" x 11" forms into the printer, press "F2" (If you have access to multiple printers, you can also use a Function Key 11 combination to change printers at this point). BOOMS will print the Activity Report (and update affected "CP" transactions with the appropriate REF# if the PRINT TYPE is "A").

 If the Check Writer skips a check number (because more than 14 transactions are included on the same check), you will see an asterisk ("*") on the account name containing the skipped check.

If you attempt to combine multiple transactions for different accounts on the same Check, the transactions will be flagged with a "#" (invalid account) and BOOMS will not print any Checks.

If the current A/P entry for a check being written indicates that a prepayment has already been posted, the transaction will be flagged with a "?" (questionable Check Activity).

Even though BOOMS has assigned reference numbers, the "CP" transactions can still be edited until they are posted to Accounts Payable.


 The name and address to be printed on a check is determined by the first transaction in a check group (i.e. the "000000" transaction).

Figure 10.5 shows a sample 2-part Check and Figure 10.6 shows a sample Check Writer Activity Report

ABC REF.NO	ABC Associates INVOICE.NO	04/10/94 INV.DATE	010101 INV.AMOUNT	AMOUNT.PAID	DISCOUNT	NET CHECK AMT
001000	A-123456	04/01/88	500.00	500.00		500.00
001050	A-125555	04/01/88	250.00	250.00		250.00
001070	A-125570	04/01/88	1,350.50	1,350.00		1,350.00
001111	A-125600	04/01/88	2,500.00	2,489.01		2,489.01
001113	A-125630	04/01/88	200.00	200.00		200.00
Check total:						4,789.01

TLC Associates 135 TLC Lane Tender, NY 10001	CHECK NO. CHECK DATE 010101 04/10/94
--	---

FOUR THOUSAND SEVEN HUNDRED EIGHTY NINE AND ****
 01/100 DOLLARS ***** \$****4,789.01

PAY TO THE ORDER OF	ABC Associates 345 ABC Lane Abesee, NY 10000
---------------------------	--

AUTHORIZED SIGNATURES

Figure 10.5. Sample "2-part Check" (Compatible with "Real Worlds Accounts Payable System Version 5 and 6")

ACCOUNT NAME	REF. NUMBER	TRANS NUMBER	TLC ACCOUNT ORDER#	VENDOR INVOICE#	INVOICE DATE	INVOICE AMOUNT	CHECK
April 10, 1994 2:15PM TLC Associates							
Broker/Owner Orders Management System CHECK WRITER ACTIVITY REPORT							
Page 001							

Figure 10-6. Check Writer Activity Report