Getting Started with MJA™ General Ledger

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Chapter 1
Installing MJA General Ledger

1.1 Introduction

Thank you for purchasing MJA. This Getting Started booklet is intended to help you start using it as soon as possible.

This chapter shows you:

- How to start up the Rainbow 100
- How (and why) to make a MASTER copy and a WORKING copy of the MJA distribution diskette and of the MJA Testcase diskette you received.

The instructions follow these conventions:

- Messages that appear on the screen are in **computer dialog** type.
- Responses you enter into the computer are in ***boldface italic*** type.
- <C/R> means "press the Return key."
- Ctrl-C means that you should hold down the control key (the Ctrl key is to the left of the Lock key on the keyboard) and then press the C key so that both keys are pressed at the same time.

1.2 What You Should Have

You should have the complete MJA package, the Rainbow 100 computer, the CP/M-86/80 operating system and a printer is optional.

The complete MJA package includes:

- This Getting Started booklet
- The MJA General Ledger User's Guide
- The MJA distribution diskette
- The MJA Test Case distribution diskette

Rainbow 100 Hardware

A complete Rainbow 100 computer system should have:

- The Rainbow 100 computer
- A CP/M-86/80 operating system diskette
- A Digital Printer: LA50, LA100 or LQP02

Before you begin to install MJA on your Rainbow 100, make sure you also have:

- Four RX50 diskettes
- Four diskette labels
- A felt-tip pen for labelling diskettes. Do not use a ball-point pen

We also assume you have read the Rainbow 100 Installation Guide and have made a backup copy of the CP/M-86/80 operating disk.

1.3 Starting Up the Rainbow 100

First, make sure you have installed the Rainbow 100 computer as described in the Rainbow 100 Installation Guide and have followed the procedures for setting up the Rainbow 100 described on pages 2-5 of the Rainbow Getting Started booklet.

1. Turn on the Rainbow 100 computer by moving the power switch to the "1" position.

   The Rainbow 100 automatically makes sure all components work.

2. If it has been turned on recently, the message **"TESTING..."** appears.

3. After the test is complete, you should hear a "beep." The following appears on the screen:

Rainbow 100

Version 01.01.05A
Copyright (c) Digital Equipment Corporation 1982

All Rights Reserved

Press A, B, C, D, S, or T

A = start from Drive A
B = start from Drive B
C = start from Drive C
D = start from Drive D
S = execute Self Test
T = enter Terminal Mode

This is the "Main System Menu." See Appendix A in the Rainbow Getting Started booklet if this text is not displayed, or if any error messages are displayed above it.

4. Now insert the CP/M-86/80 operating system diskette into drive A (the upper drive). The label faces up, and the orange arrow on the diskette lines up with an orange indicator band in the disk drive opening. Type ***A.***
5. The message **"CP/M-86/80 Loading..."** briefly appears on the screen. Then a copyright message appears at the top of the screen, followed by an **"A>"** prompt underneath with a flashing cursor to the right of it.

1.4 Copying the Operating System Files

In this section, you will put an operating system onto four Rainbow 100 diskettes. In the next sections, two diskettes will have the MJA distribution diskette copied onto them. With an operating system on the diskette, you can start up MJA without the CP/M-86/80 operating system diskette.

1. The CP/M-86/80 operating system diskette should still be in drive A. Remove a blank diskette from the diskette box in the Rainbow 100 CP/M-86/80 Operating System Kit.
2. Remove the diskette from its protective envelope. Open the drive B door. Insert the blank diskette into drive B. The label must face downward, and the orange arrow on the diskette will line up with an orange indicator inside the drive B door.

NOTE

If any error messages are displayed at any time during the following procedure, refer to Chapter 7, Error Messages, in the Rainbow 100 User's Guide.

3. Type ***SUBMIT SYSCOPY A B <C/R>***. This copies the operating system onto the diskette in drive B.

4. While copying takes place, the small lights alongside each drive turn on and off and the drives make clicking and whirring sounds. When copying is completed, the operating system displays the "A>" prompt. The next illustration shows everything that appears on the screen during the procedure.

```
A>SUBMIT SYSCOPY A B

A>LDCOPY A: B:
LDCOPY VERS 1.5

A>PIP B:=A:*.SYS[ROV]

COPYING -
CPM.SYS
Z80CCP.SYS
Z80.SYS
PRMTVPVT.SYS

A>PIP B:=A:MAINT.CMD[OV]

A>PIP B:=A:PIP.CMD[OV]

A>PIP B:=A:COPY.COM[OV]

A>PIP B:=A:SUBMIT.CMD[OV]

A>PIP B:=A:STAT.CMD[OV]

A>
```

5. To make sure all files were copied, type ***DIR B: <C/R>***. The next screen should appear.

```
A>DIR B:

B: MAINT CMD: PIP CMD: COPY COM: SUBMIT CMD
B: STAT CMD

SYSTEM FILE(S) EXIST
A>
```

You have now successfully copied the operating system onto the diskette in drive B. Repeat this procedure with the other three diskettes. Then go on to the next section.

1.5 Making Copies of the MJA Distribution Diskette

Now you will make MASTER and WORKING copies of the MJA distribution diskette.

It is important to have several copies of your software, because individual copies are easily damaged, and eventually wear out. We suggest that you should always make a MASTER copy of any software, and use the MASTER copy to make replacements for WORKING copies that are damaged or wear out. Placing the MJA distribution diskette and the Test Case diskette in a separate, safe place offers even greater security.

NEVER use the distribution diskette or the MASTER copy for everyday use. They should only be kept as backups for the WORKING copy.

1. Open the drive A door. Remove the CP/M-86/80 operating system diskette. Return it to its protective envelope and store it in a safe place.
2. Open the drive B door. Remove the diskette (which has the operating system copied onto it) and insert it label-up in drive A. Close the drive A door.
3. Take the MJA distribution diskette out of its protective envelope and insert it label-down in drive B. Close the drive B door.
4. Type Ctrl-C. This tells the operating system that you have changed diskettes. You will hear clicking sounds from the drive and the small light alongside drive A turns on briefly. "^C" appears on the screen next to the **A>** prompt.

NOTE

If any error messages are displayed at any time during the following procedure, refer to Chapter 7, Error Messages, in the Rainbow 100 User's Guide.

5. Before making copies of the MJA distribution diskette, make sure that all of the files are on it. Type ***DIR B: <C/R>***. The following files will be listed on the screen, although not necessarily in the same order.

BRUN	**COM : INSTAL**	**MJA : MJPR01**	**COM : MJMENU**	**COM**
MJAMGO	**COM : MJAMG1**	**COM : MJAMG2**	**COM : COPY**	**COM**
MJGL41	**COM : MJGL01**	**COM : MJGL02**	**COM : MJGL10**	**COM**
MJGL11	**COM : MJGL30**	**COM : MJGL32**	**COM : MJGL40**	**COM**
MJA	**COM : MJPR02**	**COM : MJPR10**	**COM : MJPR11**	**COM**

6. Type ***PIP A:=B:*.*[OV]<C/R>***

   PIP is a command for copying files from one diskette to another.

   A: is the drive you are copying to (with the Operating System copied onto it).

   B: is the drive to copy from (with the MJA distribution disk on it).

   . means "all files".

   [OV] are added instructions for the PIP command to transfer and verify files.

7. As the MJA files are being copied, the small lights beside each drive turn on and off; and the drives make clicking and whirring sounds. The message **"COPYING -"** appears on the screen, followed by the file names as they are being copied. The file names are the same as those on the MJA distribution diskette. When all the files are copied, the **A>** prompt again appears on the screen.

8. Open the drive A door. Remove the diskette. This is the MASTER copy of the MJA distribution diskette. Place the diskette back in its protective envelope. Write the following information on the MJA MASTER copy diskette label (use a felt-tip pen):

   - MJA General Ledger MASTER COPY
   - The date
   - A message stating that the diskette is to be used as a backup, not for everyday use.

9. Take another diskette which has the operating system copied on it and insert it label-up in drive A. Close the drive A door.

10. Repeat steps 4, 6 and 7 to create a WORKING copy of the MJA distribution diskette.

11. Open the drive A door. Remove the diskette. This is the WORKING copy of the MJA distribution diskette. Write the following information on the MJA WORKING copy diskette label (use a felt-tip pen).

    - MJA General Ledger WORKING COPY
    - The date

12. Remove the MJA distribution disk from drive B. Place it in its protective envelope.

1.6 Making Copies of the Test Case Distribution Diskette

Now you will make MASTER and WORKING copies of the Test Case distribution diskette.

1. Take the Test Case distribution diskette out of its protective envelope and put it in drive B.
2. Remove a diskette with the Operating System copied on it from its protective envelope. Insert it label-up in drive A. Close the drive A door.
3. Type Ctrl-C. This tells the operating system that you have changed diskettes. You will hear clicking sounds from the drive and the small light alongside drive A turns on briefly. "**^C**" appears on the screen next to the **A>** prompt.

NOTE

If any error messages are displayed at any time during the following procedure, refer to Chapter 7, Error Messages, in the Rainbow 100 User's Guide.

4. Before making copies of the Test Case distribution diskette you will want to make sure that all of the files are on it. Type ***DIR B: <C/R>***. The following files will be listed on the screen, although not necessarily in the same order.

CLIENT	**TST : ACCNTS**	**TST : EMPLIS**	**TST : EMPLID**	**TST**
ACTIVI	**TST : EMPJOB**	**TST : TRANGL**	**TST**	

5. Type ***PIP A:=B:*.*[OV]<C/R>*** (Note: this is exactly what you did when you copied the MJA diskette).
6. As the Test Case files are being copied, the small lights beside each drive turn on and off and the drives make clicking and whirring sounds. The message "**COPYING -**" appears on the screen, followed by the file names as they are being copied. The file names are the same as those on the Test Case distribution diskette. When all the files are copied, the **A>** prompt again appears on the screen.

7. Open the drive A door. Remove the diskette. This is the MASTER copy of the Test Case distribution diskette. Place the diskette back in its protective envelope. Write the following information on the Test Case MASTER copy diskette label (use a felt-tip pen):
   - TEST CASE MASTER COPY MJA General Ledger
   - The date
   - A message stating that the diskette is to be used as a backup, not for everyday use.
8. Take a diskette with the Operating System copied on it and insert it label-up in drive A. Close the drive A door.
9. Repeat steps 3,5 and 6 to create WORKING copy of the MJA Test Case distribution diskette.
10. Open the drive A door. Remove the diskette. This is the WORKING copy of the MJA Test Case distribution diskette. Write the following information on the MJA Test Case WORKING copy diskette (use a felt-tip pen).
    - TEST CASE WORKING COPY MJA General Ledger
    - The date
11. Remove the Test Case distribution disk from drive B. Place it in its protective envelope.

    You now have MASTER and WORKING copies of both the MJA distribution diskette and the Test Case distribution diskette. Put both the MJA distribution diskette and the Test Case distribution diskette in a safe place away from the work area. Put the MASTER copies in another safe place away from the work area. The working copies are the ones to use.

    Now please proceed to Chapter 2 for some practice exercises.

Chapter 2
MJA General Ledger Test Case

2.1 General Ledger Manager

This document describes in a step by step manner the test case for the MJA G/L managers programs. This procedure is basically the same for all five MJA subsidiary functions (GL, Payroll, AR, AP and Inventory). In this document, we will refer to the Program Disk repeatedly. When working with the General Ledger, the program disk is the General Ledger Program Disk; when working with the Payroll system, the program disk is the Payroll Program Disk etc... .

Once you have powered up the system:

1. Insert the Program Disk into the Upper (A:) drive.
2. Insert the Test Case Data Disk into the lower (B:) drive.
3. Turn the power on and wait for the Rainbow signon message.

   If your system has a printer, turn it on also.
4. Type ***A***

   The system is booted from the disk in drive A.

   Wait for the CP/M 86/80 prompt **(A>)**
5. Enter ***Ctrl C*** (i.e. hold CTRL key down and press C).

   This procedure ensures that both disks are allocated properly.

   Throughout the remainder of this test case, required operator responses are shown in computer response bold italic. We have also used the term ***'RETURN'*** as the activation character. You should note that ***'ENTER'*** can be substituted for RETURN. Additionally, the numeric keypad can be used as well as the numeric keys on the main keyboard. Finally, to delete a character, use the delete key or backspace key. To delete an entire entry, use the ***'Ctrl U'*** key (i.e. hold the 'Ctrl' key down and press 'U').

6. Enter ***MJA*** followed by ***RETURN.***

   This will cause the MJA system to be started.

   The installation screen will appear with the cursor at the system date prompt.

   Notice that the installation name appears as **Your Name Here**

7. Enter ***INSTAL*** and ***RETURN***

   The MJA configuration parameters will be displayed. The cursor will appear adjacent to the prompt at the bottom of the screen.

8. Enter ***Y*** and ***RETURN.***

   The Default Data Device prompt will be displayed. Notice that the current value is shown in parentheses.

9. Enter ***RETURN***

   The Installation Name will be displayed and the cursor will pause; allowing a new installation name to be entered.

10. Enter ***MJA - G/L Test Case*** and ***RETURN***

11. Enter four ***(4) RETURNs***

    The configuration parameters will be redisplayed. Notice that the Installation name has been changed.

    The cursor is at the optional prompt.

12 Enter ***N*** and ***RETURN***

   The **Please Wait - Updating INSTAL.MJA** message is printed, the terminal will beep and the installation screen will be redisplayed.

   Notice that the installation name has been changed. The cursor is at the System Date prompt.

NOTE

Perform Steps 13 through 16 if you have an LA50 printer. Otherwise, proceed to step 17.

13. Enter ***LA50*** and ***RETURN***

    The LA50 Set-Up menu will be displayed. You can set the printer pitch by typing the number shown to the left of the desired option.

    Make sure that the printer READY light is on.

14. Enter ***4*** and ***RETURN***

    The printer head will move. A Test Pattern prompt will be displayed.

15 Enter ***Y*** and ***RETURN***

    A test pattern will be printed on the printer. Verify that the pitch has been set to 16.5 cps.

16. Enter ***RETURN***

    The installation screen will be displayed. The printer will remain at the selected pitch until its power is turned off or until it is reset.

17. Enter ***040183*** followed by ***RETURN***

    Sets the system date to April 1, 1983.

    The MJA Start Menu will be displayed.

18. Enter ***6*** and ***RETURN***

    The **Please Wait - Loading** message will be displayed while the selected application program is loaded.

19. Enter ***1*** and ***RETURN***

    The **Select Client Code** prompt is printed at the bottom of the screen.

20. Enter ***ABC*** and ***RETURN***

    The Client Information Screen will be displayed. The cursor is adjacent to the Client Name Prompt.

21. Enter ***ABC Company*** and ***RETURN***

    The cursor will drop to the **Adress 1** prompt.

22. Enter ***12101 Manual Blvd NE*** and ***RETURN***

23. Enter ***Suite C & D*** and ***RETURN***

24. Enter ***Albuquerque*** and ***RETURN***

25. Enter ***NM*** and ***RETURN***

26. Enter ***87112*** and ***RETURN***

27. Enter ***RETURN***

28. Enter ***RETURN***

    The cursor appears adjacent to the Any Change prompt.

29. Enter ***N*** and ***RETURN***

    The **Client File being updated** message is printed and then the Managers Menu is redisplayed.

30. Enter ***4*** and ***RETURN***

31. Enter ***ABC*** and ***RETURN***

    The **Please Wait - Loading** message is displayed and then the parameter grid is printed. The cursor is at the bottom of the screen adjacent to the Select Row prompt.

32. Enter ***1*** and ***RETURN***

    The cursor moves to line 1 (i.e. General Ledger) and stops under the DEVICE header.

33. Enter ***RETURN***

    The default device (B:) is displayed. The cursor moves to the **Account** prompt.

34. Enter ***25*** and ***RETURN***

    The cursor moves to the **Transactions** prompt.

35. Enter ***25*** and ***RETURN***

    Notice that the Storage requirements are computed and displayed. It should be noted that the displayed storage amounts are meant to be approximate. The actual storage requirements may differ slightly due to different system defaults.

    The cursor returns to the **Select Row** prompt.

36. Enter ***RETURN***

    The General Ledger data files just specified will be created and initialized. While this is in progress, a message is displayed. Upon completion, the Managers Menu is redisplayed.

37. Enter ***5*** and ***RETURN***

38. Enter ***ABC*** and ***RETURN***

    The System Password screen is displayed.

    The cursor is at the bottom of the screen adjacent to the Any Change prompt. Notice, there are no passwords set.

39. Enter ***Y*** and ***RETURN***

    The cursor moves to the **System Manager Password** prompt.

40. Enter ***SYSMAN*** and ***RETURN***

41. Enter ***six RETURNs***

    Notice that each RETURN moves the cursor down to the next prompt. The cursor ends up at the **Any Change** prompt. We have set a system managers password.

42. Enter ***RETURN***

    The client file is updated to reflect the new password and then the Managers Menu is redisplayed.

43. Enter ***6*** and ***RETURN***

44. Enter ***ABC*** and ***RETURN***

    Notice that now the user is asked to enter the System Managers password.

45. Enter ***SYSMAN*** and ***RETURN***

    Notice that it does not echo.

    The Client Specifications report is displayed. It shows that we have setup a General Ledger with space for 25 ledger accounts and 25 journal transactions. Also, we can see the device where the data is stored. Finally, we see that we have specified a system managers password.

46. Enter ***RETURN***

    The Managers Menu is redisplayed.

47. Enter ***5*** and ***RETURN***

48. Enter ***ABC*** and ***RETURN***

49. Enter ***SYSMAN*** and ***RETURN***

50. ENTER ***Y*** and ***RETURN***

    The cursor moves adjacent to the System Managers Password prompt.

51. Enter ***DELETE*** and ***RETURN***

52. Enter ***six RETURNs***

    The Cursor should be adjacent to the Any Change prompt. Notice that we have deleted the system managers password.

53. Enter ***RETURN***

    The Client File is updated and the Managers Menu is displayed.

54. Enter ***6*** and ***RETURN***

55. Enter ***ABC*** and ***RETURN***

    Notice that a password is not requested (i.e. none is set so none is required).

    The Client Specifications report is displayed and notice that the managers password has disappeared.

56. Enter ***RETURN***

    The Managers Menu is displayed.

57. Enter ***3*** and ***RETURN***

58 Enter ***ABC*** and ***RETURN***

    The Selected client name and address will be displayed. Since this is an irreversible process, the user is requested to confirm the deletion.

59. Enter ***Y*** and ***RETURN***

    A message is displayed while the client is being deleted.

    Upon completion, the Managers Menu is redisplayed.

60. Enter ***6*** and ***RETURN***

61. Enter ***ABC*** and ***RETURN***

    An error message is displayed indicating that a client with code ABC doesn't exist (i.e. we just deleted it).

62. Enter ***RETURN***

    The cursor appears at the Select Option prompt.

63. Enter ***RETURN***

    The **Returning to Start Menu** message is printed and then the Start menu is redisplayed.

64. Enter ***RETURN***

    The MJA System is terminated and the Backup Message is displayed. Control is returned to the operating system.

    This completes the G/L Managers Test Case.

Proceed to Section 2.2 General Ledger Test Case.

2.2 MJA General Ledger Testcase

This document describes in a step by step manner the test case for the MJA General Ledger Software system.

Once you have powered up the system:

1. Insert the Program Disk into the Upper (A:) drive.
2. Insert the G/L Test Data Disk into the lower (B:) drive.
3. Turn the power on and wait for the Rainbow sign on message.
4. Type ***A***

   The system will be booted from the disk in drive A.

   Wait for the CP/M 86/80 prompt **(A>)**
5. Enter ***Ctrl C*** (i.e. hold CTRL key down and press C).

   This procedure ensures that both disks are allocated properly.

   Throughout the remainder of this test case, required operator responses are shown in computer response bold italic.
6. Enter ***MJA*** followed by ***RETURN***.

   This will cause the MJA system to be started.

   The installation screen will appear with the cursor at the **system date** prompt.
7. Enter ***040183*** followed by ***RETURN***.

   Sets the system date to April 1,1983.

   The MJA Start Menu will be displayed.
8. Type ***1*** followed by ***RETURN***.

   The client selection screen will appear.
9. Enter ***TST*** followed by ***RETURN***

   The name of the client selected will appear for verification.
10. Enter ***Y*** followed by ***RETURN***

    The MJA General Ledger Main Menu will appear.

11. Enter ***1*** followed by ***RETURN***

    The Loading message will be displayed while the selected program is called in from disk.

    Upon completion, the Ledger account maintenance sub-menu will be displayed.

12. Enter ***1*** followed by ***RETURN***

    The Account Maintenance screen will appear with the cursor adjacent to the **Account #** prompt.

13. Enter ***100.00*** followed by ***RETURN***.

    The ledger account information is retrieved for inspection and modification.

    The cursor is at the **Any Change** prompt at the bottom of the screen.

14. Enter ***Y*** followed by ***RETURN***

    The cursor will move to the top of the screen adjacent to the **Account #** prompt.

15. Enter ***RETURN***

    The original account number is redisplayed.

    The cursor drops to the **Acct Type** prompt.

16. Enter ***four RETURNs***

    Notice that the cursor stops in turn at the **Department**, the **Title** and the **YTD Budgeted** prompts. Each of these may be changed as desired.

    The Current Balance and the QTD Balance fields are skipped since balances for existing accounts can only be changed by journal transactions.

    The cursor is again at the **Any Change** prompt.

17. Enter ***N*** followed by ***RETURN***

    The empty ledger maintenance screen is redisplayed.

18. Enter ***250.00*** followed by ***RETURN***

    The chart of accounts is searched to see if the account exists. Since it does not, it is assumed that a new account with the number 250.00 is to be added.

    The three dollar figures, Current balance, YTD Budgeted and QTD balance fields are zeroed and displayed as such.

    The cursor drops to the **Acct Type** prompt.

19. Enter ***X*** followed by ***RETURN***

    X is an invalid account type. The bell will sound and the list of valid types will be displayed on the right side.

20. Enter ***L*** followed by ***RETURN***

    The error display will be cleared.

    The cursor will drop to the **Department** prompt.

21. Enter ***1*** followed by ***RETURN***

    The cursor will drop to the **Acct Title** prompt.

22. Enter ***Accounts Payable*** followed by ***return***

    The cursor will drop to the **Current Balance** prompt.

23. Enter ***XXXXXXXX*** followed by ***RETURN***

    The erroneous dollar figure will be rejected and the terminal will beep.

    The figure will be re-requested.

24. Enter ***RETURN***

    The 0.00 amount will be displayed and the cursor will drop to the **YTD Budgeted** prompt.

25. Enter ***12345*** followed by ***RETURN***

    The Budgeted amount will appear as 123.45. Notice that the decimal point (if not explicitly typed) will appear as two places from the right.

    The cursor will drop to the **QTD Balance** prompt.

26. Enter ***RETURN***

    The 0.00 amount will be displayed.

    The **Any Change** prompt will appear.

27. Enter ***RETURN***

    RETURN defaults to N

    The empty maintenance screen will appear with the cursor adjacent to the **Account #** prompt.

28. Enter ***RETURN***

    The ledger accounts file will automatically be sorted since a new account has been added.

    Upon completion, the Ledger Accounts Sub-menu will be redisplayed.

29. Enter ***2*** followed by ***RETURN***

    The **Report Date** Prompt will appear.

30. Enter ***RETURN***

    The system date will be displayed in the MN/DY/YR format.

    The **Screen or Printer selection** prompt will appear.

31. Enter ***S*** (to select screen) followed by ***RETURN***

    The chart of accounts will be displayed on the screen.

32. Enter ***RETURN***

    The Maintenance sub-menu will be redisplayed.

33. Enter ***RETURN***

    The Returning to Main Menu message will be displayed.

    The G/L Main Menu will be redisplayed.

34. Enter ***8*** followed by ***RETURN***

    The Loading message will be displayed.

    The System Managers Inquiry / Update screen will be displayed.

    The cursor is adjacent to the **Any Change** prompt.

35. Enter ***Y*** followed by ***RETURN***

    The cursor moves to the **Closing** prompt just below the original data.

36. Enter ***280.00*** followed by ***RETURN***

    The original data is replaced by 280.00 and the cursor moves to the **Qtr Inventory** prompt.

37. Enter ***RETURN***

    The cursor moves to the **Year** prompt.

38. Enter ***RETURN***

    The cursor returns to the **Any Change** prompt.

39. Enter ***RETURN***

    The **Client being updated** message will be displayed.

    Then, the **Returning to Main Menu** message will be displayed, then the G/L Main Menu will be displayed.

40. Enter ***2*** followed by ***RETURN***

    The **Loading** message will be displayed and then, the Transaction Maintenance Sub-menu will be displayed.

    The cursor will appear adjacent to the **Select Option** prompt.

41. Enter ***1*** followed by ***RETURN.***

    The **Index being created** message will appear.

    Then, the Journal Transaction screen will appear.

    The cursor will be adjacent to the **Reference** prompt.

42. Enter ***12345*** followed by ***RETURN.***

    The cursor will move to the **DATE** prompt on the same line. The date format **MNDYYR** will be displayed.

43. Enter ***RETURN***

    The system date will be displayed in the MN/DY/YR format.

    The cursor will move to the **Amount** prompt.

44. Enter ***250000*** followed by ***RETURN***

    The Amount will be reformatted and displayed as **2,500.00.** NOTE: The decimal point is assumed to be 2 places from the right.

    The cursor moves to the **Journal** prompt.

45. Enter ***?*** followed by ***RETURN***

    The bell will ring and the valid Journal Types will be displayed at the bottom of the screen. The cursor will remain at the **Journal** prompt.

46. Enter ***RETURN***

    The default Journal Type of 1 will be displayed.

    The cursor will move to the **Dr Account** prompt. (Debit Account).

47. Enter ***100.00*** followed by ***RETURN***

    The account title will automatically be displayed and the cursor will move to the **Cr** Prompt.

48. Enter ***555555*** followed by ***RETURN***

    The terminal will beep and the **Non Existent account** message will be displayed. The cursor will move to the **Comments** prompt.

    This feature (i.e. posting to nonexistent accounts) allows the user to continue posting transactions and later go to the accounts maintenance program to add the account. These accounts will appear on an error report prior to running financial statements if they aren't added.

49. Enter ***RETURN***

    The cursor will move to the **Any Change** prompt.

50. Enter ***Y*** followed by ***RETURN***

    The cursor moves to the **Reference** prompt.

51. Enter five ***(5) RETURNs***

    The cursor moves to the **Cr Account** prompt.

52. Enter ***290.00*** followed by ***RETURN***

    The Account Title is automatically displayed.

    The cursor moves to the **Comments** field.

53. Enter ***Original Owner Investment*** followed by ***RETURN***

    The cursor moves to the **Any Change** prompt.

54. Enter ***N*** followed by ***RETURN***

    The transaction is recorded and an empty transaction screen is displayed.

NOTE
The tag number is incremented to 2.

The cursor is at the **Reference** prompt.

55. Enter ***546-Int*** followed by ***RETURN***

    The cursor moves to the **Date** prompt.

56. Enter ***050183*** followed by ***RETURN***

57. Enter ***100.00*** followed by ***RETURN***

58. Enter ***1*** followed by ***RETURN***

59. Enter ***410.00*** followed by ***RETURN***

60. ENTER ***100.00*** followed by ***RETURN***

61. Enter ***Pre Post May Interest*** followed by ***RETURN***

62. Enter ***RETURN***

    The transaction is recorded. An empty screen will appear and the tag count is incremented to 3.

63. Enter ***Rent*** followed by ***RETURN***

64. Enter ***040183*** followed by ***RETURN***

65. Enter ***15000*** followed by ***RETURN***

66. Enter ***0*** followed by ***RETURN***

    Transaction Type is 0 (i.e. repeating). NOTE: The **Count** prompt appears with **99** as the default.

67. Enter ***12*** followed by ***RETURN***

68. Enter ***400.00*** followed by ***RETURN***

69. Enter ***100.00*** followed by ***RETURN***

70. Enter ***Monthly Rent Payment*** and ***RETURN***

    We have just recorded a repeating transaction with a count of 12 (i.e. 1 full year of rent payments - 12 months). Thereafter, when the recurring entries are updated, this transaction will automatically repeat itself. Each time it repeats, the count will be decreased by one. When it reaches zero, the entry will be purged.

    The cursor is at the **Any Change** prompt.

71. Enter ***RETURN***

    The transaction is recorded and the empty entry screen is redisplayed.

NOTE
The tag count is incremented to 4.

72. Enter ***1877-A*** and ***RETURN***

73. Enter ***RETURN***

74. Enter ***500.00*** and ***RETURN***

75. Enter ***1*** and ***RETURN***

76. Enter ***RETURN***

    The description adjacent to the **Dr Account** prompt indicates that no debit account was entered.

77. Enter ***100.00*** and ***RETURN***

78. Enter ***Note Payment*** and ***RETURN***

    The cursor is at the **Any Change** prompt. NOTE: We have credited cash on hand but haven't debited any account.

79. Enter ***RETURN***

    NOTE: The screen is cleared, the Reference and Date remain the same. The cursor appears adjacent to the **Amount** prompt. The tag numbers indicate that the current tag is 5 but that the beginning tag for this compound transaction is 4.

    The Trx Balance Summary indicates that we have entered one credit transaction for 500.00 and zero debit transactions.

80. Enter ***450.00*** and ***RETURN***

81. Enter ***RETURN***

82. Enter ***250.00*** and ***RETURN***

    Recording the debit to Accounts Payable.

83. Enter ***RETURN***

    No Credit Account message is displayed.

84. Enter ***RETURN***

    The comments field remains unchanged. The cursor is at the **Any Change** prompt.

85. Enter ***RETURN***

    The screen is reformatted, the begin tag remains at 4 since the transaction is still Out of Balance (i.e. Debits do not equal credits). The current tag is incremented to six and the Trx Balance Summary shows one debit for 450.00 dollars and one credit for 500.00 dollars. The difference (50.00) is also shown. The cursor is at the **Amount** prompt.

86. Enter ***50.00*** and ***RETURN***

87. Enter ***RETURN***

88. Enter ***410.00*** and ***RETURN***

    The **Interest Expense** title is displayed.

89. Enter ***RETURN***

90. Enter ***RETURN***

    The Comments field remains unchanged. The cursor is at the **Any Change** prompt.

91. Enter ***RETURN***

    The transaction is recorded, the screen is redisplayed. Note, the begin tag and end tag are again the same (i.e. 7). The Trx Balance Summary is cleared (meaning that the ledger is in balance). The cursor is at the **Reference** prompt.

92. Enter ***RETURN***

    The journal transaction maintenance sub-menu is displayed.

93. Enter ***2*** and ***RETURN***

    The Transaction edit selection prompt is displayed. Transactions are referred to by a computer assigned tag number that is always shown on the entry screen as the **Current Tag.**

94. Enter ***1*** and ***RETURN***

    The selected transaction is recalled and displayed.

    NOTE

    The message Edit Tag: and number is shown on the upper right side of the screen.

    The cursor is at the **Any Change** prompt.

95. Enter ***Y*** and ***RETURN***

    The cursor moves to the **Reference** prompt.

96. Enter ***CASH*** and ***RETURN***

    The Reference field is changed to read CASH. The cursor moves to the **Date** field.

97. Enter ***six RETURNS***

    NOTE

    The cursor stops at each successive prompt. New Data can be entered or the original data left unchanged.

    The cursor is at the **Any Change** prompt.

98. Enter ***RETURN***

    The transaction is re-recorded (i.e. along with the updated reference). The **Edit Selection** prompt reappears.

99. Enter ***1*** and ***RETURN*** NOTE: When we recall the transaction, the Reference field is now CASH. The cursor is at the **Any Change** prompt.

100. Enter ***RETURN***

    The **Edit Selection** prompt is displayed.

101. Enter ***RETURN***

    The Journal Transaction Maintenance sub-menu is redisplayed.

102. Enter ***3*** and ***RETURN***

    Since auto-update is a process that can only be reversed by making reversing entries (potentially a lot of work), the user is prompted to confirm the selection.

103. Enter ***Y*** and ***RETURN***

    The **Please Wait** message will be displayed briefly and then the sub-menu will be redisplayed.

104. Enter ***2*** and ***RETURN***

    The **Edit Selection** prompt is displayed.

    104.1. Enter ***3*** and ***RETURN***

    The repeating transaction which we previously entered with a count of 12 is displayed. NOTE: The count has been reduced by one to eleven.

    104.2. Enter ***RETURN***

105. Enter ***7*** and ***RETURN***

    This is the transaction entry that was automatically created when we performed the auto update.

106. Enter ***RETURN***

107. Enter ***RETURN***

    The Maintenance sub-menu is displayed.

108. Enter ***RETURN***

    The G/L Main Menu is redisplayed.

109. Enter ***3*** and ***RETURN***

The Loading message is displayed. The Transaction Reports sub-menu is displayed. The cursor is adjacent to the **Select Number** prompt.

110. Enter ***1*** and ***RETURN***

The **Report Date** prompt is displayed.

111. Enter ***RETURN***

Report date defaults to system date.

112. Enter ***RETURN***

Output device defaults to Screen. The **Desired Date** prompt appears.

113. Enter ***RETURN***

Selection date defaults to system date.

The Transaction file is processed and all transactions with a date matching the selection date (system date in this case) will be printed.

The report is printed to the screen.

NOTE

Only transactions having a transaction date 040183 are printed. Also, the repeating transaction (type 0) is skipped.

114. Enter ***RETURN***

The Reports sub-menu is redisplayed.

115. Enter ***1*** and ***RETURN***

116. Enter ***RETURN***

117. Enter ***RETURN***

118. Enter ***050183***

The report showing all transactions with a date of 050183 are printed.

119. Enter ***RETURN***

120. Enter ***2*** and ***RETURN***

121. Enter ***Four RETURNs*** - Observe the prompts as they are printed.

The report for all transactions from tag #1 thru tag #7 is printed.

NOTE

The repeating transaction (type 0) is skipped.

122. Enter ***RETURN***

The Reports Sub-menu is redisplayed.

123. Enter ***3*** and ***RETURN***

124. Enter ***two RETURNs*** - System date and Screen output selected. NOTE: The various types of journal reports available.

125. Enter ***1*** and ***RETURN***

The report is printed.

126. Enter ***RETURN***

127. Enter ***4*** and ***RETURN***

128. Enter ***two RETURNs*** (System date and Screen output selected)

The **Ledger Account** prompt is displayed.

129. Enter ***100.00*** and ***RETURN***

The report shows only transactions debiting and/or crediting account number 100.00.

130. Enter ***RETURN***

131. Enter ***5*** and ***RETURN***

132. Enter ***two RETURNs*** (System date and Screen output selected)

The report shows only the repeating transactions.

133. Enter ***RETURN***

134. Enter ***6*** and ***RETURN***

135. Enter ***two RETURNs*** (System Date and Screen output selected)

A **Please Wait** message is displayed while the transaction summary is computed. Then, the report is printed.

136. Enter ***RETURN***

The sub-menu is displayed.

137. Enter ***RETURN***

The **Returning to Main Menu** message is printed and the G/L Main Menu is displayed.

138. Enter ***4*** and ***RETURN***

The **Please Wait** - Loading message is displayed and then the Ledger Reports sub-menu is displayed. The message - **Transaction file is unprocessed** is printed at the bottom of the screen. This indicates that we haven't verified that all recorded transactions debit and/or credit existing ledger accounts. In this case, the reports are still valid although not audited. In the case of Financial statements, we must process before printing.

139. Enter ***1*** and ***RETURN***

The **Report date** prompt is displayed.

140. Enter ***RETURN***

The **Creating Index** message is printed while the index is being created - makes sense !!

The **Select Account Number** prompt is displayed.

141. Enter ***100.00*** and ***RETURN***

142. Enter ***S*** and ***RETURN*** (Selects Screen as the output device)

The report will automatically be printed for account 100.00.

NOTE

Since this report requires 132 columns, the screen automatically switches to 132 format.

143. Enter ***RETURN***

The **Ledger Account selection** prompt is redisplayed.

144. Enter ***RETURN***

The Ledger Reports sub-menu is redisplayed.

145. Enter ***2*** and ***RETURN***

146. Enter ***RETURN*** - default to system date

147. Enter ***RETURN*** - default to screen for output device

Message - **Index being sorted** is displayed.

Then the ledger report for each and every ledger account is printed one right after another in numeric order. Note: The screen automatically switches to 132.

148. Enter ***RETURN***

The Sub-menu is redisplayed.

149. Enter ***3*** and ***RETURN***

150. Enter ***RETURN*** - default to system date

151. Enter ***RETURN*** - default to Screen output device

The G/L summary report is printed showing only beginning balances, net change, ending balance, total debits and total credits.

152. Enter ***RETURN***

The sub-menu is redisplayed.

153. Enter ***RETURN***

The G/L Main Menu is displayed.

154. Enter ***5*** and ***RETURN***

The **Please Wait - Loading** message is displayed.

The terminal will beep and a Transaction File Processing Error message will be displayed.

At this point, the system requires the user to verify that all transactions can properly be debited or credited to existing accounts. Attempting to run the Financial Statements without performing this step will cause the processing error message to be printed.

155. Enter ***RETURN***

The G/L Main Menu will be displayed.

156. Enter ***7*** and ***RETURN***

The **Please Wait - Loading** message is printed. The Utilities sub-menu is displayed.

157. Enter ***1*** and ***RETURN***

158. Enter ***RETURN*** - default to the System Date

A message is displayed while the index is created. Then each transaction is processed. Note: The last transaction as well as the transaction presently being worked on is displayed.

Upon completion the sub-menu will be displayed.

159. Enter ***RETURN***

The G/L main menu will be displayed.

160. Enter ***5*** and ***RETURN***

The **Please Wait - Loading** message will be displayed.

Then, the statements sub-menu will be displayed. The cursor is adjacent to the Select Number prompt.

161. Enter ***1*** and ***RETURN***

162. Enter ***RETURN*** - default to the system date

163. Enter ***RETURN*** - Select Screen as output device

The Trial Balance worksheet will be displayed.

164. Enter ***RETURN***

The Statements sub-menu will be redisplayed.

165. Enter ***3*** and ***RETURN***

166. Enter ***two RETURNs*** - default to system date and screen for output

The format design file prompt is displayed.

167. Enter ***FORM1*** and ***RETURN***

The **Invalid** error message will be printed and the terminal will beep since the format design file hasn't previously been set up. The file request will be repeated.

168. Enter ***RETURN*** - to select default format

The Income Statement will be printed. Note: The screen will be switched to 132.

169. Enter ***RETURN***

The Statements sub-menu will be redisplayed.

170. Enter ***4*** and ***RETURN.***

171. Enter ***three RETURNs***

The Balance Sheet will be printed.

172. Enter ***RETURN***

The statements sub-menu is redisplayed.

NOTE
We will return later to Design files

173. Enter ***RETURN***

The **Returning to Main Menu** will be printed.

The G/L menu will be printed.

174. Enter ***6*** and ***RETURN***

The **Holdover period selection** prompt is displayed.

175. Enter ***4*** and ***RETURN***

The G/L Main Menu is displayed. Notice that a holdover period is now printed on the screen (adjacent to option number 6).

The function of the holdover period is to allow the system to exclude any activity not occurring within the period. In this example, any activity (i.e. General Journal transactions) whose date does not fall in the month of April (i.e. 04) will be ignored.

176. Enter ***4*** and ***RETURN***

The Ledger Reports sub-menu will be displayed.

The **Unprocessed** message again appears since a period has been set and the file was previously processed with no period set. Again, we can ignore it for this report but it will come into play when we try to print financial statements.

177. Enter ***1*** and ***RETURN***

178. Enter ***RETURN*** - default to the system date.

An index file is created.

179. Enter ***100.00*** and ***RETURN***

180. Enter ***RETURN*** - default to Screen for output device.

The ledger report for account # 100.00 will be printed. Notice that the transaction we posted in May isn't printed on the report.

181. Enter ***RETURN***

The **Ledger Account** prompt is redisplayed.

182. Enter ***RETURN***

The sub-menu is displayed.

183. Enter ***RETURN***

The G/L Main Menu will be redisplayed.

184. Enter ***7*** and ***RETURN***

The **Please Wait - Loading** message is displayed and then the Utilities sub-menu is displayed.

185. Enter ***1*** and ***RETURN***

Now we are processing with the period holdover set to 04.

186. Enter ***RETURN*** - default to the system date.

An index file is created to enhance speed, then the file is processed. While it's in progress, the last tag and the tag currently being processed are displayed. Upon completion, the sub-menu will be redisplayed.

187. Enter ***2*** and ***RETURN***

Note the message at the bottom of the screen indicating that only period 04 will be initialized.

188. Enter ***RETURN*** - default to the system date

189. Enter ***1*** and ***RETURN***

Since this is an irreversible process, the user is asked to confirm the selection.

190. Enter ***Y*** and ***RETURN***

While initialization is in progress, a message is displayed.

Upon completion, the sub-menu is displayed.

191. Enter ***RETURN***

The G/L Main Menu is redisplayed.

192. Enter ***6*** and ***RETURN***

193. Enter ***0*** and ***RETURN***

This turns the period holdover selection off. The Main Menu will be redisplayed. Notice that the **no period** selection is displayed (See option line 6).

194. Enter ***4*** and ***RETURN***

The **Please Wait** message is displayed and then the Ledger reports sub-menu is displayed.

195. Enter ***1*** and ***RETURN***

196. Enter ***050183*** and ***RETURN***

    An index file is created and then the **Account selection** prompt will be displayed.

197. Enter ***100.00*** and ***RETURN***

198. Enter ***RETURN*** - default to screen output device.

    The General Ledger Report is printed. Notice that the transaction dated in May (i.e. 05) is still on the system. All the April (04) transactions have been consolidated (closed) and appear as the beginning balance.

199. Enter ***RETURN*** - the **account selection** prompt is displayed

200. Enter ***RETURN*** - the sub-menu is displayed.

201. Enter ***RETURN*** - the Main Menu is redisplayed.

202. Enter ***7*** and ***RETURN***

    After the **Please Wait - Loading** message, the Utilities sub-menu is displayed.

203. Enter ***3*** and ***RETURN***

    The Amortization screen is displayed. The cursor is adjacent to **Principal Amount** prompt.

204. Enter ***12000.00*** and ***RETURN***

205. Enter ***15*** and ***RETURN***

206. Enter ***RETURN***

    Leaving the payment amount zero - it will be computed.

207. Enter ***60*** and ***RETURN***

208. Enter ***RETURN***

    Payments per annum defaults to 12 (i.e. 1 a month). The cursor is adjacent to the **Any Change** prompt.

209. Enter ***N*** and ***RETURN***

210. Enter ***RETURN*** - default to screen output device

    The amortization schedule will be printed.

211. Enter ***RETURN***

    The Utilities sub-menu is displayed.

212. Enter ***1*** and ***RETURN***

213. Enter ***RETURN*** - default to the system date.

    Upon completion, the sub-menu will be displayed.

214. Enter ***RETURN***

    The G/L Main Menu will be redisplayed.

215. Enter ***5*** and ***RETURN***

    The Statements Sub-menu will be displayed.

216. Enter ***5*** and ***RETURN***

    The Design Facility sub-menu will be displayed.

217. Enter ***1*** and ***RETURN***

218. Enter ***FORM1*** and ***RETURN***

    This will allow us to create a file named FORM1.TST (i.e. company code is TST)

    The Design entry screen will be displayed.

219. Enter ***PAGE*** and ***RETURN***

220. Enter ***REVENUE,0*** and ***RETURN***

221. Enter ***PRINT,1,....Revenue.....>***

222. Enter ***.....Month to Date.....>*** and ***RETURN***

223. Enter ***.....Quarter to Date*** and ***RETURN***

224. Enter ***BLANK*** and ***RETURN***

225. Enter ***ACCNTS,1,000000,999999,S,0*** and ***RETURN***

226. Enter ***BLANK*** and ***RETURN***

227. Enter ***TOTAL,1,1,Total Revenue*** and ***RETURN***

228. Enter ***STOP*** and ***RETURN***

    The Design sub-menu will be redisplayed.

229. Enter ***3*** and ***RETURN***

230. Enter ***FORM1*** and ***RETURN***

231. Enter ***RETURN*** - default to screen output device

    The design file (named FORM1.TST) will be displayed. The screen will switch to 132 column format.

232. Enter ***RETURN***

The Design sub-menu will be displayed.

233. Enter ***2*** and ***RETURN***

234. Enter ***FORM1*** and ***RETURN***

235. Enter ***nine RETURNs***

Notice that each line of the design file passes thru the window at the top of the screen.

236. Enter ***S*** and ***RETURN***

The sub-menu will be redisplayed.

237. Enter ***RETURN***

The message **Returning to Statements Program** will be displayed and then the Statements sub-menu is displayed.

238. Enter ***RETURN***

The G/L Main Menu is redisplayed.

239. Enter ***RETURN***

The MJA Main Menu is displayed.

240. Enter ***RETURN***

The MJA system is terminated, the backup message is displayed and control returns to the operating system.

This completes the General Ledger Test Case