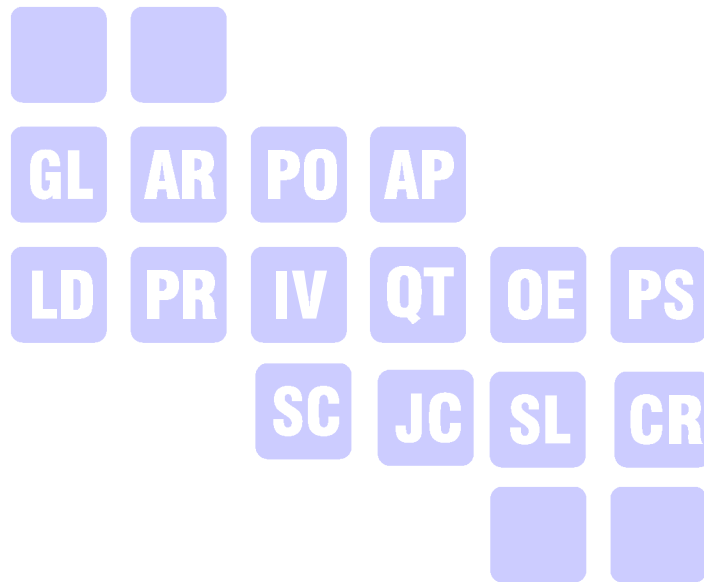




OVERVIEW



"Quality Business Software Since 1976"

© 1999 Starr Computer Systems Inc.

Manual revision 05- Starr Accounting version 4.09

September 1, 1999

The information contained in this manual is believed to be accurate and reliable. However, no responsibility for the accuracy, completeness or use of this information is assumed by Starr Computer Systems Inc.

Starr Accounting and Starr Accounting Plus are trademarks of Starr Computer Systems Inc., Omaha, NE 68152.

AMOS, AlphaBASIC Plus, Vue, and XED are trademarks of Alphamicrosystems, Santa Ana, CA 92799.

All other copyrights and trademarks are the property of their respective holders.

Starr Computer Systems Inc.
6126 Melissa Lane
Omaha, Nebraska 68152
(402) 571-1722
<http://www.starrcs.com/>

TABLE OF CONTENTS

PREFACE

CHAPTER ONE	INTRODUCTION	1-1
STARR COMPANY BACKGROUND		1-2
USER REFERENCE LIST		1-4
YEAR 2000 COMPLIANT		1-5
SOFTWARE ESPECIALLY FOR YOUR BUSINESS?		1-5
SYSTEM DATA FLOW		1-6
PLATFORMS		1-6
CUSTOMER INFORMATION		1-7
RETAIL PRICE LIST		1-9
SOFTWARE RENTAL PLAN		1-12
CHAPTER TWO	GENERAL LEDGER OVERVIEW	2-1
WHAT CAN IT DO FOR ME		2-1
FEATURES OF THE SYSTEM		2-1
HOW THE SYSTEM IS DESIGNED		2-2
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS		2-3
CHAPTER THREE	ACCOUNTS RECEIVABLE OVERVIEW	3-1
WHAT CAN IT DO FOR ME		3-1
FEATURES OF THE SYSTEM		3-3
HOW THE SYSTEM IS DESIGNED		3-4
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS		3-5
CHAPTER FOUR	PURCHASE ORDER OVERVIEW	4-1
WHAT CAN IT DO FOR ME		4-1
FEATURES OF THE SYSTEM		4-2
HOW THE SYSTEM IS DESIGNED		4-3
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS		4-3
CHAPTER FIVE	ACCOUNTS PAYABLE OVERVIEW	5-1

WHAT CAN IT DO FOR ME	5-1
FEATURES OF THE SYSTEM	5-2
HOW THE SYSTEM IS DESIGNED	5-3
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS	5-4
CHAPTER SIX	LABOR DISTRIBUTION OVERVIEW 6-1
WHAT CAN IT DO FOR ME	6-1
FEATURES OF THE SYSTEM	6-1
HOW THE SYSTEM IS DESIGNED	6-3
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS	6-3
CHAPTER SEVEN	PAYROLL OVERVIEW 7-1
WHAT CAN IT DO FOR ME	7-1
FEATURES OF THE SYSTEM	7-2
HOW THE SYSTEM IS DESIGNED	7-4
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS	7-6
CHAPTER EIGHT	INVENTORY OVERVIEW 8-1
WHAT CAN IT DO FOR ME	8-1
FEATURES OF THE SYSTEM	8-2
HOW THE SYSTEM IS DESIGNED	8-3
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS	8-4
CHAPTER NINE	QUOTATION OVERVIEW 9-1
WHAT CAN IT DO FOR ME	9-1
FEATURES OF THE SYSTEM	9-2
HOW THE SYSTEM IS DESIGNED	9-3
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS	9-3
CHAPTER TEN	ORDER ENTRY OVERVIEW 10-1
WHAT CAN IT DO FOR ME	10-1
FEATURES OF THE SYSTEM	10-2
HOW THE SYSTEM IS DESIGNED	10-3
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS	10-4
CHAPTER ELEVEN	SHIPPING CLERK OVERVIEW 11-1
FEATURES OF THE SYSTEM	11-1
HOW THE SYSTEM IS DESIGNED	11-2

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS	11-3
CHAPTER TWELVE	JOB COSTING OVERVIEW 12-1
WHAT CAN IT DO FOR ME	12-1
FEATURES OF THE SYSTEM	12-1
HOW THE SYSTEM IS DESIGNED	12-3
BRIEF DESCRIPTION OF THE MAIN PROGRAMS	12-3
CHAPTER THIRTEEN	SALES LEADS OVERVIEW 13-1
WHAT CAN IT DO FOR ME	13-1
FEATURES OF THE SYSTEM	13-1
HOW THE SYSTEM IS DESIGNED	13-2
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS	13-3
CHAPTER FOURTEEN	CHECK RECONCILIATION OVERVIEW 14-1
WHAT CAN IT DO FOR ME	14-1
FEATURES OF THE SYSTEM	14-1
HOW THE SYSTEM IS DESIGNED	14-2
BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS	14-3

PREFACE

This document is an introduction to the Starr Computer Systems Inc. accounting software. Starr Accounting was originally developed for the Alpha Micro mini computer. It can now also run on PC configurations; see the “Platforms” section of this document for further information.

STARR DOCUMENTATION ON THE WEB

The latest versions of our documentation are available from our Web site at “<http://www.starcs.com/>”. The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

READER’S COMMENTS FORM

Please note the Reader’s Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

CHAPTER ONE INTRODUCTION

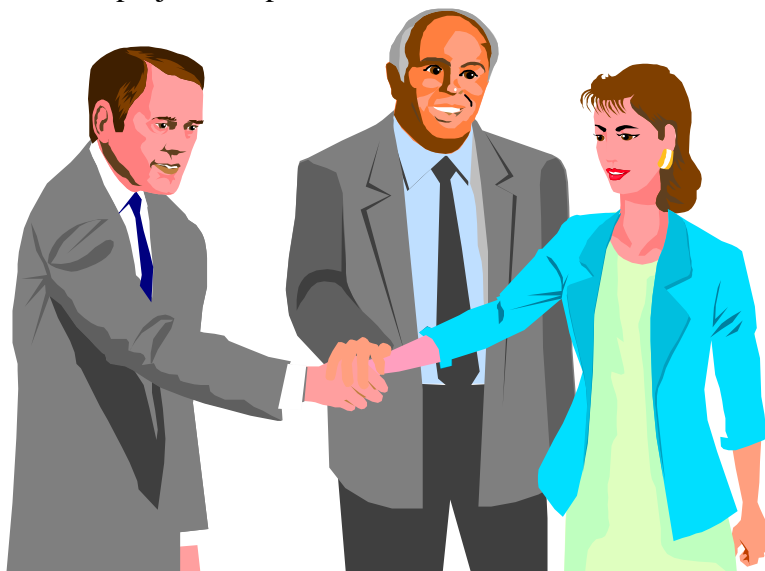
Starr Accounting is the culmination of the combined software needs of our client base and has been under continuous use and refinement since 1978. There are currently seventeen standard modules and a variety of custom special purpose modules.

The standard modules are: **GENERAL LEDGER, ACCOUNTS RECEIVABLE, PURCHASE ORDER, ACCOUNTS PAYABLE, LABOR DISTRIBUTION, PAYROLL, TIME CLOCK, DIRECT DEPOSIT, INVENTORY, QUOTATION, ORDER ENTRY, CREDIT CARD VERIFICATION, POINT-OF-SALE, SHIPPING CLERK, JOB COSTING, SALES LEADS, and CHECK RECONCILIATION.**

Most modules are available individually, but the system is fully integrated. It comes "ready-to-run" with sample data. The comprehensive user manuals have sample reports and step-by-step instructions. There are many comprehensive reports to give the professional business manager an accurate picture of the financial status of the business at any point in time.

All of our software is true multi-user, multi-tasking software and has multi-company capacity. Starr Accounting versions 4.07 and later are year 2000 compliant. Starr Accounting utilizes advanced programming techniques: the BASIC Plus programming language, ISAM Plus Indexed Sequential Access Method for file access, ESP for screen processing, and LOKSER file locking.

To provide custom features in our software, we consult with our clients on a regular basis. Utilizing a team approach, your expertise about your business linked with our data processing expertise will achieve successful project completion.



A *free* demo version of our software and full documentation (in Adobe Acrobat PDF format) is available from our Internet Web site "<http://www.starrcs.com>" or from the Alpha Micro CD.

We also offer an innovative software rental program so that you can try our software at a very low cost and with absolutely *no* obligation.

Starr Accounting includes programs to import ASCII comma delimited data into Starr databases; these programs can be used to import data from your existing software into Starr Accounting.

STARR COMPANY BACKGROUND

Starr Computer Systems is dedicated to helping you achieve financial control of your business so you can concentrate on fulfilling your company mission. Our company was founded in the 1976 bicentennial year and traditional values form the very core of how we do business:

- Commitment to a quality product.
- Total support for our customers - we are with you every step of the way.
- Service to our customers - we listen and respond to your needs.
- Continuous improvement and refinement of our products.

Our history of service began when we introduced microcomputers to the Omaha area in 1976. That year we co-founded the very first computer store in Omaha, and have been serving this area ever since.

Starr Computer Systems Inc. first established it's reputation for excellence in 1976 with a series of micro computer software. In 1978, we recognized that the Alpha Micro's capabilities and performance far exceeded any other computer on the market. Since that time, we have developed all of our software exclusively for the Alpha Micro, fully utilizing the power inherent in its design. We are an authorized Alpha Micro dealer.

Starr Accounting was developed in 1978 and has been continuously refined in response to the combined software needs of our client base. There are currently seventeen standard modules and a variety of custom special purpose modules.

The founder of Starr computer Systems Inc., Mr. Richard Starr, has a combination of a strong academic background and broad experience. His data processing career began in 1966 with large IBM computers. Later he worked with DEC mini computers and other main frames, and then progressed into the extremely powerful microcomputer industry. Mr. Starr has received two degrees, a B.Sc. in Mathematics ('71) and a M.S. in Computer Science ('73). Through his vast edu-

cational and vocational experience, Mr. Starr has gained valuable insight into solving today's complex business problems through the application of the high powered microcomputer.

The combination of solid values, history of innovative service, and programmer expertise found in Starr Computer Systems Inc. offers the quality that your business deserves. We can show you how to automate your business so that you save time and money--increasing productivity and efficiency, boosting sales, and providing you with more time to devote to your customers.

Starr Computer Systems Inc. uses the dealer concept in regards to the sales and support of Starr Accounting. By utilizing the dealer network, which has been developed and strengthened over the past fifteen years, we are able to supply the most comprehensive sales and service possible. This also means that there is not just one company to stand behind Starr Accounting, but a highly specialized group of companies across the United States that are trained to provide full support of Starr Accounting.



USER REFERENCE LIST

Our users are your best source of information about Starr Computer Systems software and our commitment to customer support. Ask us for the names and phone numbers of our current customers. We hope you will call them and ask how Starr Accounting has improved *their* business.

YEAR 2000 COMPLIANT

Starr Accounting versions 4.07 and later are year 2000 compliant. Starr Computer Systems Inc. certifies that our products will neither malfunction nor mishandle data during the transition from the year 1999 to the year 2000. The applications do not, therefore, require any maintenance versions nor depend on other vendor's products to manage Year 2000 issues.

Starr Computer Systems Inc. will develop and test future versions of our products and new products for year 2000 compliance.

SOFTWARE ESPECIALLY FOR YOUR BUSINESS?

It has become common in the computer industry for some computer companies to take their accounting system and say that it is special or custom for a particular type of business, and then customizing it by merely changing the first screen to say the inserted "custom" name. They then sell the software as "special" to that type of business, but the software may not be custom at all! This is **not** the case at Starr Computer Systems.

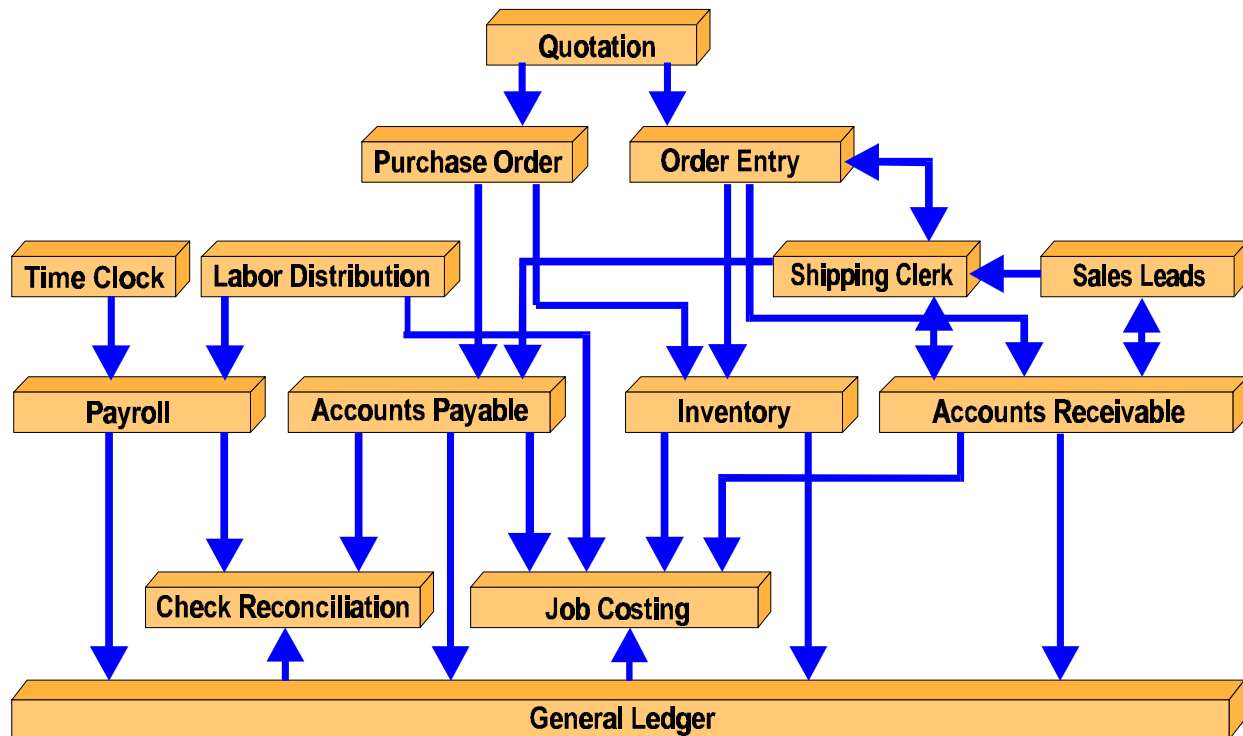
At Starr Computer Systems, we have a powerful, general-purpose accounting system that has been in continuous use and refinement since 1978. During that time, we have added features to our software to accommodate each new type of business that we have added as a client.

The standard version of Starr accounting works with many different types of businesses. Starr Accounting can also be customized in several ways. For example, Starr Accounting has the ability to become customized for your business via the control file setup options, which allows the program parameters to be set to fit your specific requirements. Also, since we use the ESP screen handling system, any screens can be modified to meet your needs, by changing field prompts, default values, auto skip fields, etc. It is important to remember that when you deal with Starr Computer Systems Inc., you are dealing with the developers of the software, not a second or third party vendor. Any changes you may need in the software can be provide effectively ***and*** quickly by the people that designed the software. We at Starr Computer Systems will be there on every level, from analyzing your needs and deciding your hardware requirements to installation, training, and most importantly--after sales support. Our clients will testify to our dedication.

To decide if an accounting system is "special for you", do not just look at the first screen -- see if the system really has the features you need to solve your business accounting problems.

SYSTEM DATA FLOW

Starr Accounting is a fully integrated accounting system. The relationship between the modules is as follows:



PLATFORMS

Starr Accounting was developed on an Alpha Micro mini-computer. This configuration remains very popular because of its very high price/performance ratio. There are systems in numerous sizes/price ranges to fit the needs of your business; the largest system supports 196 serial ports plus Ethernet. Users can be inexpensive dumb terminals, PC's, or both.

The Alpha Micro application server configuration is for those wanting to integrate into a Novel IPX or an open system TCP/IP LAN or WAN. There are application servers in numerous sizes/price ranges to fit the needs of your business; the largest server supports 196 serial ports plus Ethernet. Users can be inexpensive dumb terminals, PC's, or both.

If you have a small office and want your system to grow with you, we can now bring all of the power and flexibility of a true multi-user computer to your PC with our Falcon application server. This single PC card lets you run the full multi-user version of our software on a standard PC. When your needs grow you can move up to one of our larger application servers and continue to use the same software and data. The Falcon can support a small office network using IPX or

TCP/IP. It has a maximum of five users and two printers. Users can be inexpensive dumb terminals, PC's, or both.

Starr Computer Systems offers a risk-free program in which the Falcon card and our software can be rented. If you are not satisfied that Starr Accounting meets the needs of your business, you can simply return the Falcon card and software.

For more information about the Alpha Micro environment, see the Alpha Micro Web site at "<http://www.amos-online.com/>".

CUSTOMER INFORMATION

This section answers some common questions about Starr Computer Systems Inc. software packages and services.

1. **Software**

Each software package includes RUN code, subroutines, program utilities and sample data. Documentation must be purchased separately. All Starr Accounting run packages are SSD locked.

2. **Manuals**

The user manuals for all our products are available separately.

3. **Warranty**

Starr Computer Systems Inc. will correct errors in licensed programs for ninety days after delivery, without additional charge. Starr's normal media and distribution charges will apply to corrections and releases.

4. **Demonstrations**

Demonstration versions of Starr Accounting are available at reasonable cost; see the price list. Also, product demonstrations are available free at our home office; please call for an appointment.

5. **References**

Ask us for names and phone numbers of our current customers. We hope you will invest the time to talk to them.

6. License Agreement

Each customer must sign an End User License Agreement, and return it to us before the software is installed.

7. Distribution

Distribution can be provided on various magnetic media. Call us for current availability.

8. Customization

We are constantly working to improve our products. When a customer suggests a change that will benefit other users, we make the changes and distribute them through our normal update release process. If the change requires a great deal of work, we will generally negotiate with one or more users for payment at a reduced hourly rate.

When a suggested change is not of general usefulness, we negotiate a custom software contract. Under this arrangement the customer must bear the full development cost, at our normal hourly rate.

9. Software Updates

Revised versions of software packages are released on an unscheduled basis; Starr Accounting updates are usually released in September. The price for an update depends on the value added to the product and the costs of development and distribution, but is normally kept as low as possible to encourage all customers to be on the latest release. We can best support our customers if they are all on the same version of our software.

10. Software Installation

Consists of copying the software onto the customer's computer and making sure all software features operate correctly. May be accomplished by visiting the customer's site or by phone. Travel and phone expenses extra. Note: the Alpha Micro dealer providing the hardware usually provides Hardware installation and system software installation.

If you wish, we will bid a fixed-fee installation price for any software package.

11. Training

Consists of training a designated operator in all features of the software package, including: setting up system options such as a chart of accounts; entering master file data; entering and posting transactions; printing reports and special forms; closing accounting periods; and error recovery. Training may be conducted at our offices or at the customer's site.

If you wish, we will bid a fixed-fee training price for any software package.

12. **Implementation Consulting**

Implementation consulting consists of working with the customer's management to revise the company's procedures, files, organization, and so on, to mesh with the software package. When the management team is actively involved in the software implementation, the need for this service is minimal.

13. **Telephone Support**

Consists of answering operator questions, diagnosing problems, and helping with error recovery. A 9600-baud modem is required, but a higher speed modem is preferred. A FAX machine is also strongly recommended.

RETAIL PRICE LIST

The following retail prices are effective September 1, 1998.

1. **Starr Accounting Run Packages**

- a) **Standard Modules** \$795.00

The standard modules are: **General Ledger, Accounts Receivable, Purchase Order, Accounts Payable, Labor Distribution, Payroll, Time Clock, Direct Deposit, Inventory, Quotation, Order Entry, Job Costing, Sales Leads, and Check Reconciliation.**

These modules are each \$60.00 per month on the software rental plan.

- b) **Linked Modules**

The linked modules are: **Shipping Clerk** and **Credit Card Verification**. Shipping Clerk optionally links to Accounts Receivable (orders or customers), Order Entry (orders), Sales Leads (masters), or Accounts Payable (vendors) to obtain shipping address information. Credit Card Verification optionally links to Accounts Receivable (orders and billing) and Order Entry (orders and billing) to get the authorization for a credit card. The linked modules are priced per number of links. When ordering, please specify which module(s) you want to link to; a minimum of one link is required for each module.

i)	First link	\$795.00
	\$60.00 per month on the software rental plan.	
ii)	Second link	\$395.00
	\$30.00 per month on the software rental plan.	
iii)	Third link	\$195.00
	\$15.00 per month on the software rental plan.	
iv)	Fourth link	\$97.50
	\$7.50 per month on the software rental plan.	

2. Point of Sale

The Val Mac Group has integrated their Point of Sale system into Starr Accounting. Please contact them at (818) 887-6556 for current pricing.

3. Notes

Starr Accounting prices are based upon a maximum of four simultaneous Starr Accounting users; for more than four simultaneous users, multiply (the number of additional users) x (\$400.00) to compute the additional users fee.

This additional users fee applies to *all* Starr Accounting modules for which you are encoded (does *not* apply to each individual module). It is the *total* number of simultaneous Starr Accounting users that is counted, regardless of which Starr Accounting module each user is currently using.

In order to keep our prices as low as possible, we do not include printed documentation or phone support with our software.

a) Documentation

The documentation is included with the software in Adobe Acrobat PDF format, so that you can print it directly. It is also available via the Internet from our Web page "<http://www.starrcs.com/>" or from the Alpha Micro CD.

b) **Phone Support**

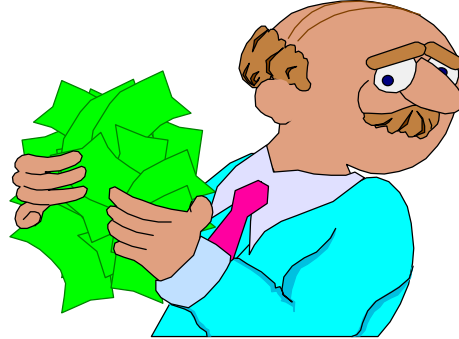
The amount of phone support required to get up on Starr Accounting depends on the experience of the user: one to two hours per module is common. Most users select our \$960.00 annual contract, which provides one-hundred calls/ten hours of phone support.

- i) If you purchase an annual phone support contract with the initial purchase of our software, we will provide **unlimited** phone support for the first ninety days, and only charge your contract with 25% usage. For the remainder of the year, we will charge support against the remaining 75% of the contract. In addition, you will be entitled to a 66% discount on software updates.

We provide you a monthly no-charge invoice for the hours charged against the contract, so that you can track the hours used. We can also provide you a report that showing hours used and remaining in the contract.

SOFTWARE RENTAL PLAN

We offer an optional software rental plan for all of the Starr Accounting software modules. This plan offers you the following advantages:



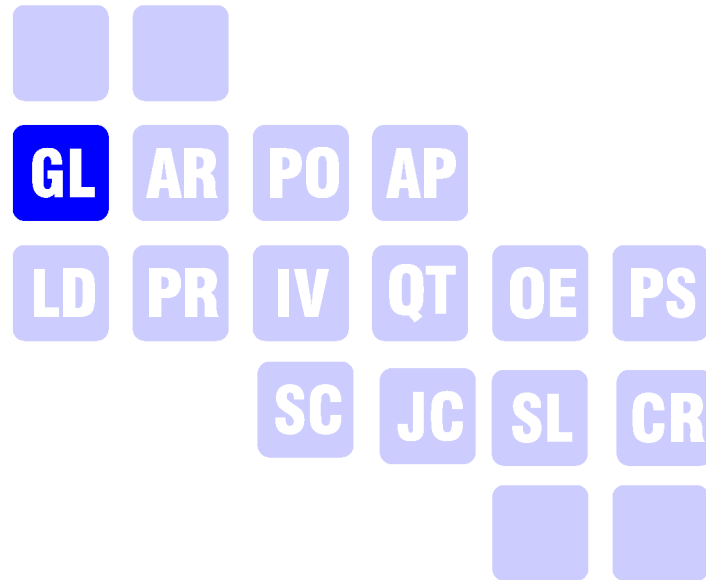
1. Vastly **reduces** your software start up costs.
2. **No charge for updates**. The only charge for updates is the time involved to install them. If you have a phone support contract the time will be charged against the contract; otherwise you will be billed time and material charges only.
3. When the rental program is combined with a phone support contract, **your costs are fixed**, and easy to fit into your budget.

The software rental prices are included on the price list.

The rental program is a ***great*** way to try our software with minimum investment. You can switch from rental to purchase at any time.

If you are on the current version of Starr Accounting, you can switch from the purchase to the rental program.

CHAPTER TWO GENERAL LEDGER OVERVIEW



WHAT CAN IT DO FOR ME

The General Ledger system will provide you the financial status and well being of your business in a timely manner (daily if needed). To prosper in today's competitive business climate you need to know "how are we doing now". New sales opportunities require a financial investment. If sales have dropped, you need to know "which types of sales?" and "how much are they off?". If expenses are too high then you need to know "which expenses?" and "how high are they?". The solutions to these issues always centers around the question "can we afford it?". You simply must have timely, accurate financial information to make those decisions that make your company grow.

FEATURES OF THE SYSTEM

The Starr Computer Systems, Inc. General Ledger System is a powerful, multi-company General Ledger. The General Ledger is regarded as a financial history describing what has happened during a given accounting period range.

The General Ledger System is designed to:

- record your financial transactions and balances of those transactions
- provide accurate and timely statements (balance sheet and income statement) that describe your current financial position
- provide you with comparative data on your financial position one year ago at this time, or actual versus budgetary data

Particular features of the Starr Computer Systems General Ledger System include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Flexible chart of accounts setup
- Full audit trail
- You can start a new accounting month or year without closing out the previous month or year. You have up to 364 days after the end of a year before closing the previous year.
- Comparative financial statements (Financial statements are printed for an accounting period low to high range. They can be re-run at any time during the year.)
- By use of accounting period, you do not need to close one period before you can enter transactions for the next period
- Departmental accounting (Division reporting can be attained via department number low to high range options)
- Budgeting
- Both budget ratio and variance reports are available
- Automatic interface with other systems
- Sample company for training

HOW THE SYSTEM IS DESIGNED

The General Ledger System operates with a General Ledger Master file and a Transaction file. The Master file allows for the creation and Maintenance of a Chart of Accounts. The Transaction file allows for the recording of journal entries.

The General Ledger Master file contains the chart of accounts which carries prior year and budget comparatives. The accounts contained in the Master file are maintained through the "Account file maintenance" program. The chart of accounts can be printed using the "Account master file" report program.

The Transaction file contains transactions for an accounting year. One record is maintained for each detail transaction. The transactions in the Transaction file are maintained through the "Transaction file maintenance" program. Transaction listings can be generated using the "Transaction file report (long form)" and "Transaction file report (short form)" programs.

The "Trial balance" program matches accounts in the Master file with appropriate transaction entries from the Transaction file, performs level totals, and lists each account and its transactions. Reporting is done for an accounting period low to high range.

Financial statements are generated from the Transaction file for an accounting period low to high range. They may be generated for any period, at any time during the year. The statements available are the Balance Sheet, Income Statement, and Budget Variance.

The "End of year processing" program prepares the system to begin processing a new year's transactions. It loads the current year account balances into the prior year comparatives. For each Balance Sheet account, it compresses the entire year's transactions into a single balance forward transaction. It deletes all but the new balance forward transactions.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The General Ledger System contains twenty-six programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each major program is briefly described below.

- **Control File Maintenance**

This program is used to set up account number ranges and various other data for the General Ledger System.

- **Accounting Period Maintenance**

This program is used to define up to twenty-six accounting periods for the current and following year.

- **Account File Maintenance**

This program maintains the Chart of Accounts file.
- **Transaction File Maintenance**

This program maintains the Transaction file. Transactions are entered with a minimum number of keystrokes.
- **Account Inquiry Display**

This program is used to display the Account Master record and all the corresponding account transactions on the terminal screen.
- **Generate Repeating Journal Entries**

Automatically generates repeating journal entries in the Transaction file. Enter these transactions manually once, and they will automatically repeat each period thereafter.
- **Generate C/R Transactions**

Automatically generates Check Reconciliation transactions from selected General Ledger transactions.
- **End of Year Processing**

This program prepares the system to begin processing a new year's transactions.

For Balance Sheet accounts will load the current year account balances into the prior year comparatives. For each account will "compress" the entire year's transactions into a single balance forward transaction; current earnings will be added to retained earnings. Also deletes the previous year's transactions.

For Income Statement accounts will load the current year account balances into the prior year and budget comparatives. Also deletes the previous year's transactions.
- **Reset Transaction File**

This program resets the transaction file entry numbers, batch numbers, and accounting periods, in preparation for a new year.
- **Copy transactions**

This program to copies transactions from company#1 to company#2, and renumbers the

transaction accounting periods in company#2. Used to change accounting years, or to express the same company in two different accounting years.

- **Consolidate transactions**

This program consolidates (merges) transactions from several companies into another company. It is used to create consolidated financial statements.

- **G/L interface**

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Chart of Accounts master and the Transaction file can be imported/exported.

- **Master File Report**

This program prints the Account Master file in several formats.

- **Transaction File Report (long form)**

This program prints all fields in the Transaction file by several options.

- **Transaction File Report (short form)**

This program prints selected fields in the Transaction file by several options.

- **Trial Balance Report**

This program matches every account in the Master File with the appropriate transaction entries from the Transaction File, performs level totals, and lists each account and its transactions for an accounting period low to high range. Several different print options are available.

- **Balance Sheet Report**

This program produces a balance sheet which summarizes all asset, liability, and equity accounts for an accounting period low to high range.

- **Income Statement Report**

This program produces an income statement which reports on the operating expenses of the business during an accounting period low to high range. It consists of all income and expense accounts, and is often referred to as the "Profit and Loss Statement".

Comparisons can be made between prior year or budget, comparing both period and year

to date totals. Ratios as a percent of sales are printed.

In addition, department income statements may be generated. A department income statement performs the same function as the income statement, except it only processes the accounts containing a specified department number range.

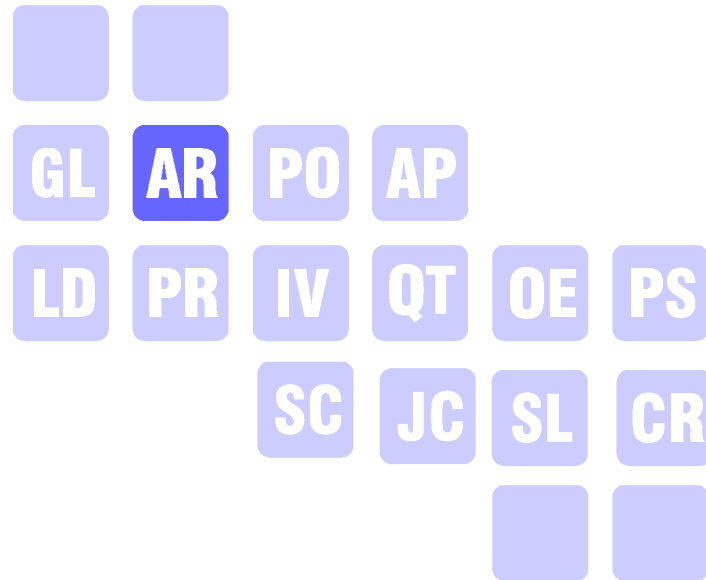
- **Budget Variance**

Prints budget, actual, and variance for accounting period low to high range. Reports for current period and year to date.

- **Purge Transactions**

Purges transactions for an entry number and batch number low to high range.

CHAPTER THREE ACCOUNTS RECEIVABLE OVERVIEW



WHAT CAN IT DO FOR ME

It is well known that controlling your Accounts Receivable is absolutely essential in any business. The real question is how to do this in an automated way. Our Accounts Receivable system gives you the tools to control your receivables without spending much time on it.

In Starr Accounting you have just two tasks to do to control your receivables. First, print an aging report regularly. Second, set the customer master credit code and credit limit fields for those customers whose payment history has changed. Credit code is a number that indicates a customer's credit worthiness. Credit limit is the dollar amount that the customer can charge without getting credit approval from management.

Here's how the order entry programs (orders entered from either the Accounts Receivable or Order Entry systems) handle credit issues:

- When a computer operator enters an order header and the customer is over their limit, the system displays their credit code, credit limit, and the amount the customer is over their

credit limit. The system will also repeat this message when the operator enters the first line item for this order.

- The Accounts Receivable control file has a parameter you set which is the number of days an invoice can be past due. When a computer operator enters an order header and the customer has invoices past due, a window will open up containing a listing of the past due invoices for this customer.
- If the entry of an order line item puts the customer over their credit limit, the system displays their credit code, credit limit, and the amount this line item puts them over their credit limit.

Here's how the apply credits program uses credit code:

- If the credit code of the customer making a payment is non-zero, the credit code for the customer is displayed.
- The fact that payment has been received indicates that this customer's credit privileges should now be reviewed.

Of course, the Accounts Receivable system does much more than control credit issues. Here are some of the biggest time savers:

- The system automatically maintains a sales history database for each customer (an abbreviated form of the line items for each invoice). In addition to powerful reports, there is also a customer inquiry program. This means that you will never again have to refer back to the printed invoices. This information is immediately available at your fingertips.
- Comprehensive sales tax reporting covering all states with up to four taxing entities per invoice.
- Daily recap report with deposit ticket.
- Sales analysis report for computing commissions.
- Flexible statement program that can save form costs and postage by only printing statements for customers that are "slow pays".
- Because the Accounts Receivable system interfaces to both the General Ledger and the Check Reconciliation systems, it takes no time to pass information to those systems. This eliminates double work and also eliminates the possibility of entry errors.

With our Accounts Receivable system, you always have up to the minute information on receivables.

FEATURES OF THE SYSTEM

The Starr Computer Systems Inc. Accounts Receivable system is designed as a complete invoicing and monthly statement generating system that keeps track of current and aged accounts receivable.

This package maintains a complete file for each customer consisting of the customer's name, address, and phone number, along with the customer's type of account, current balance, tax rates, and other useful account status information.

Each program within the system contains a complete set of prompts and other helpful messages to allow even an inexperienced operator to make full use of the system with minimal instruction time.

The Accounts Receivable system is designed to interface with the Starr Computer System's General Ledger system to provide automatically monthly journal entries to the General Ledger.

Particular features of the Starr Computer Systems Accounts Receivable system include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- You can start a new accounting month or year without closing out the previous month or year. You have up to 364 days after the end of a year before closing the previous year.
- Open item and Balance Forward
- Handles multiple A/R accounts in the General Ledger i.e. Customer A/R accounts, Employee A/R accounts, etc.
- Invoice generation that automatically posts invoice line items to as many as forty sales accounts.
- Automatically generates invoices, for customers you bill repeatedly.
- By use of accounting period, do not need to close one period before you can create transactions for the next period
- Prints detailed, aged, customer statements with dunning notes

- Automatically generates finance charges.
- Aging reports as well as aging CRT inquiry
- Automatic interface with General Ledger
- Automatic credit reconciliation
- Sales tax reporting
- Sales analysis by salesman
- Sales history
- Customer Labels
- Sample data for training

HOW THE SYSTEM IS DESIGNED

The Accounts Receivable system is designed to maintain a record for each customer which is set up using the "Customer file maintenance" program. This file consists of permanent information such as company name, address, phone number, type of account, tax rates, and information which is automatically updated by the system such as aging and statement dates, and year-to-date debits and credits. The "Customer file maintenance" program may also be used to change information in a customer's record, query or examine the information in the record, or delete the customer's record from the file.

The invoice generation programs are used to enter all the information that is to appear on each invoice. After the information is entered and verified on the video unit, the invoice is printed on pre-printed forms (or plain paper) on the printer; then the corresponding A/R transactions are automatically written to the transaction file. The invoices and transactions become part of the customer's record, and are available in screen displays and reports.

When invoices are generated, a sales history record is (optionally) written for each invoice line item. Programs are provided to maintain, inquire, print, and purge sales history records.

Transactions may be applied at any time to the customer file through the "Transaction file maintenance" program. The transactions are available in screen displays and reports.

This system has an apply credits program, which allows credit to be applied directly to a particular invoice or to the oldest invoice for that customer.

The "Statements" program prints a statement for each customer. If the customer has a balance forward account, the balance due at the beginning of this accounting period is listed followed by all invoices generated and transactions entered this period. For customers with open item accounts all invoices with dollar amounts due are listed along with all transactions entered this accounting period. Also includes aged totals and dunning notes.

Several programs are provided to assist the user in keeping track of customers and debit and credit entries. The "Customer master" report list all the current information in each customer's record and all current entries made to that customer's account. The "Transaction file" report provides a detailed list of all transactions. Additional reports are the "Customer A/R activity", "Aging", "Statements", "G/L Distribution", "Sales tax summary", "Sales analysis", and "End-of-period".

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Accounts Receivable System contains seventy-five programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control file maintenance**

This program maintains the A/R Control File parameters. Predefines up to forty sales, freight, tax, and miscellaneous accounts for use by invoice generation and posting to General Ledger.

- **Terms file maintenance**

This program maintains the A/R Terms file. Up to sixteen different payment terms can be defined.

- **Notes File Maintenance**

This program maintains the A/R Notes file. Notes can be printed on sales orders, invoices, or statements. Up to ten notes (each up to seventy-six characters in length), can be defined for each note category. There are three note categories: standard notes, aging notes, and point of sale notes.

- **Tax file maintenance**

This program maintains the A/R Tax file. The tax file is used by the invoice generation program to calculate the sales tax. There are tax records for state and local tax rates.

- **Salesman file maintenance**

This program maintains the A/R Salesman file. The salesman file is used to give each salesman a number for use by the invoice generation and customer master file.
- **Customer file maintenance**

This program maintains customer records. Includes city/state lookup via zip code.
- **Alternate key file maintenance**

This programs maintains alternate keys (shipping and billing keys associated with a customer key).
- **Transaction file maintenance**

This program allows for the entering of debit and credit entries directly into the Transaction file (instead of indirectly via the billing or apply credits programs).
- **Account inquiry display**

This program displays customer master information and associated transactions on the terminal screen in a condensed format.
- **Order maintenance**

This program is used to enter invoices and credit memos into the A/R system, and prints them on preprinted forms or plain paper. After the information is entered and the user verifies it is correct, the invoice/credit memo is automatically printed, and the corresponding transactions and sales history records are automatically created.
- **Order inquiry display**

This program displays order information and associated line items on the terminal screen in a condensed format.
- **Billing**

Bill an existing invoice/credit memo.
- **Apply credits**

This program is used to enter payments and apply credits in the A/R system. Handles partial and over payments. Automatically applies open credits and credit memos.

- **Compute finance charges**

This program computes finance charges on receivables which are past-due. Allows for manual skip of customers.

- **End-of-period processing**

This program summarizes and updates all activity for a period, clearing certain balances to zero in preparation for a new period. G/L distribution records are automatically passed to the G/L Transaction file by this program.

- **End-of-year processing**

This program summarizes and updates all activity for a year, clearing certain balances to zero in preparation for a new year. It also automatically runs the "Purge A/R transactions" program.

- **Reset Transaction File**

This program resets the transaction file entry numbers, batch numbers, and accounting periods, in preparation for a new year.

- **A/R Interface**

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Customer Master and the Transaction file can be imported/exported.

- **Update Zip Data**

This program updates the customer city, state, and area code using the zip code database.

- **Customer master report**

A complete listing of all Customer Master file is produced by this program. Has sort and record selection options.

- **Customer name & address report**

A short form Customer Master file listing is produced by this program. Has sort and record selection options.

- **Customer balances report**

A short form Customer Master file listing is produced by this program. Has sort and record selection options.

- **Customer comments report**

Prints customer comments (free form comments associated with Customer Master records).

- **Alternate key report**

A complete listing of the Alternate Key (ship to/bill to) file is produced this program. Has sort and record selection options.

- **Print orders (long form)**

A complete listing of the Order Header and Order Lines file is produced by this program. Has sort and record selection options.

- **Print orders (short form)**

An abbreviated listing of the Order Header and Order Lines file is produced by this program. Has sort and record selection options.

- **Print packing list**

Prints packing list to be included with the shipped order.

- **Transaction file report**

A complete listing of the Transaction file is produced by this program. Has sort and record selection options.

- **Customer A/R activity report**

This program produces a detailed listing of each customer's account. The beginning balance, all current A/R transactions, and a computed ending balance is printed for all customers. Has sort and record selection options.

- **Aging report**

This program prints an aged summary for each customer, with aged report grand totals. Optionally prints detail transactions. This program also has sort options.

- **Past due report**

This program prints past due customers owing in specified aging buckets, and optionally generates mailmerge data for those customers.

- **Statements report**

This program prints a statement for each customer on preprinted forms or plain paper. If the customer has a balance forward account, the balance due at the beginning of this accounting period is listed followed by all invoices generated and transactions entered this period. For customers with open item accounts all invoices with dollar amounts due are listed along with all transactions entered this accounting period. Also includes aged totals and dunning notes. Has record selection options.

- **G/L Distribution report**

This program is provided so that the G/L account distribution can be verified to be in balance, before the "End-of-period processing" program is run.

It produces a detailed G/L distribution of all customer transactions. All accounts are summed and balanced. Any accounts that do not exist within the G/L Master File are flagged. Optionally prints transaction detail. This program has record selection options.

- **Sales tax summary report**

This program prints a sales tax summary for up to fifty states, and up to fifty localities. Both detail and summary reports are generated. This program has record selection options.

- **Sales analysis report**

This program prints a sales analysis by salesman. It prints sales, cost-of-sales, gross profit, and payments received. Optionally prints transaction detail. Has record selection options.

- **Recap report**

This program produces a detailed G/L distribution of transactions for a date range (usually a single day). All accounts are summed and balanced. Cash and charge sales are split into separate report sections. Prints a deposit ticket. Optionally prints transaction detail. Optionally writes Check Reconciliation records.

- **Customer labels**

This program prints one to four up labels. This program has sort and record selection options.

- **Sales counts by salesman number report**

This program reads customer master records in a specified last sale date range and prints customer counts by salesman number.

- **Sales counts by customer code report**

This program reads customer master records in a specified last sale date range and prints customer counts by customer code.

- **Display A/R total**

This program calculates the current A/R total and displays the total on the CRT screen. The A/R total is calculated by summing all A/R transaction that have A/R account numbers.

- **Sales history maintenance**

This program maintains sales history records. Sales history records are normally automatically generated by the generate invoices programs.

- **Sales history inquiry display**

This program displays customer master information and associated sales history records on the terminal screen in a condensed format.

- **Print sales history**

A complete listing of the Sales History file is produced by this program. Has record selection options.

- **Customer usage report**

This program reads the Sales History database for a customer, and print quantity and dollar totals for each ship-to location for that customer.

- **Promotions report**

This Program reads the Sales History database to provide statistics on sales promotions. Sales promotion codes are entered in the order headers when the order is entered, and get written to Sales History when the order is billed.

- **Preferred customer report**

This program reads the Sales History database for a specified date range and prints pre-

ferred customers. Optionally sets the customer master record discount percentage via specified percentages; can also generate a mail merge file to notify customers of their preferred discount. Can also determine past due customers and deny the discount if they are past due.

- **Sales/customer report**

This program reads the Sales History database for a specified date range and prints sales per customer. For each salesman/date range prints net sales, profit, number of customers, net/customer, and profit/customer.

- **Good customer report**

This program reads the Sales History database for a specified date range and prints good customers (customers that have Sales History net sales in specified ranges and meet other “good customer” criteria). For each customer prints the number of invoices in each date range. Identifies “good”, “big”, and “inactive” customers.

- **Shipments/state report**

This program reads the Sales History database for a specified date range and prints shipments per state. It uses the ship to key to get the state abbreviation from the corresponding Customer master record.

- **Customers/promo code report**

This program reads the Sales History database for a specified date range and prints customer information and customer net sales for a promotion code.

- **Customer follow-up report**

This Sales History report prints follow-up promotion sales for customers that responded to a specified promotion.

- **Sales history kits report**

This program reads the Sales History database for a specified date range and prints kit sales information.

- **Movement report**

This Sales History report prints inventory item movements for a selected date range. Inventory items can be selected by various criteria. Report includes item profits and gross – profit margin.

- **Auto invoice order maintenance**

This program is used to enter auto invoices into the A/R system.
- **Auto invoice order inquiry display**

This program displays auto invoice order information and associated line items on the terminal screen in a condensed format.
- **Auto invoice generate A/R orders**

Generates regular A/R orders from auto invoice orders.
- **Auto invoice generate O/E orders**

Generates regular O/E orders from auto invoice orders.
- **Print auto invoices**

A complete listing of the auto invoice Order Header and Order Lines file is produced by this program. This program has sort and record selection options.
- **Auto invoice transaction maintenance**

This program is used to enter auto invoice transactions into the A/R system.
- **Auto invoice transaction inquiry display**

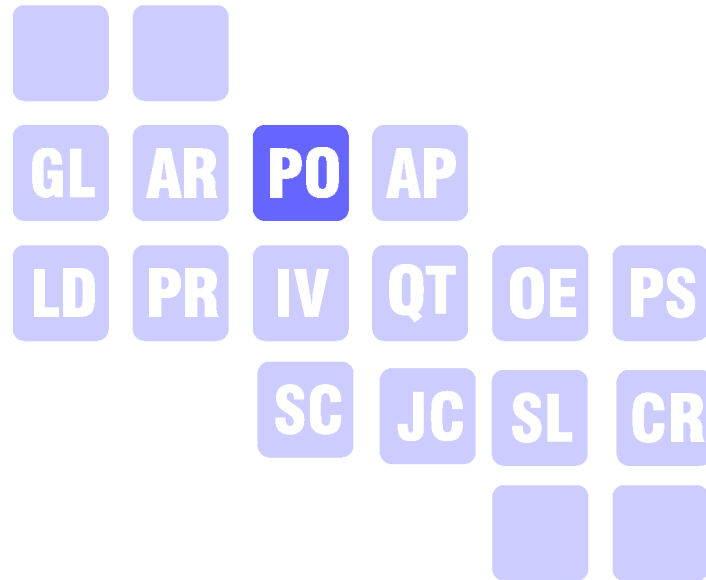
This program displays auto invoice order information and associated transactions on the terminal screen.
- **Print auto invoice order transactions**

A listing of the auto invoice order transactions is produced by this program.
- **Purge A/R transactions**

This program purges transactions from the Transaction file, and optionally prints an audit trail of purged transactions.
- **Purge sales history**

This program purges sales history transactions from the Sales History file. Optionally prints transaction detail. This program has record selection options.

CHAPTER FOUR PURCHASE ORDER OVERVIEW



WHAT CAN IT DO FOR ME

Our Purchase Order system will save you time. These savings are possible in several areas:

- The Purchase Order system is fully integrated with the Accounts Payable, Inventory, and Job Costing systems (these other modules then pass the financial data to the General Ledger). You enter the purchase order data once, and the data automatically flows into the other accounting modules. Our system eliminates double work.
- With Starr Accounting, you don't even need to manually enter purchase orders. Purchase orders are automatically generated from the Inventory "Reorder items" and the Quotation "Generate purchase orders" programs.
- You save time faxing your orders. The purchase order (as well as all other Starr Accounting reports) can be faxed directly from your computer screen. If you want to save on phone charges, the fax can be scheduled to run when phone charges are lowest.

Our Purchase Order system catches errors and keeps you in control. In the real world, the majority of arriving shipments do not match your original purchase order. Either the quantity is different, the price is incorrect, or it is a partial shipment. In our receiving program it is easy to process these differences, but it always notifies you of them.

FEATURES OF THE SYSTEM

Purchase Order interfaces with the Accounts Payable and Inventory systems, and optionally with the General Ledger and Job Costing systems. The Purchase Order system keeps track of each purchase order; from order placement to shipment to the time the order is received. It automatically updates Accounts Payable, General Ledger, Inventory, and Job Costing. Both inventory and non-inventory purchases may be job costed. Purchase order status and commitment information are readily available, including current pricing information. With the Starr Purchase Order system, you will have complete purchasing management control.

The Starr Purchase Order system is designed to:

- Allow easy entry of purchase orders
- Provide for convenient entry of received goods, and invoice data
- Generate purchase orders, and other management reports
- Update the associated Accounts Payable, General Ledger, Inventory, and Job Costing files with no additional entry
- Provide for a complete Purchase Order history

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Purchase Order system include:

- Interactive, menu-driven programs
- Complete outstanding order data, with on-line query at any time
- Automatic interface with Accounts Payable, General Ledger, Inventory, and Job Costing
- User-defined P/O history
- Self-instructing user documentation

- On-line order query at any time
- Comprehensive management reporting
- Sample data for training

HOW THE SYSTEM IS DESIGNED

Orders are entered through the "Order maintenance" module. Order headers are maintained by the "Order header maintenance" program. The order header contains the vendor name an address, shipping name and address, shipping instructions, terms, and other information important to this particular order.

Order lines are entered via the "Order lines maintenance" program. The order line contains the part number and description, vendor's part number, order and ship quantities, cost, promised date, weight and volume, serial number, and other information relating to this line item.

Each order line is posted to the Inventory on order fields as the order lines are created. Orders may be inspected on the CRT screen via the Order Inquiry program.

A receivings program exists to enter the date and quantity of received goods. When an invoice is received, this same program is used to enter invoice data, including any miscellaneous charges (e.g. freight, sales tax, etc.).

A post receivings process exists to provide an edit report of received goods, generate Accounts Payable transactions, post to Job Costing, generate Inventory transactions, and close received P/O's. Lines that are only partially received will be closed, and a new line will be automatically created for the balance.

A complete history of received P/O's is maintained. A purge program exists to delete received P/O's older than a specified date.

Purchase orders are printed either on plain paper, continuous letterhead, or pre-printed forms. Main reports include "Order file (long form)" and "Orders file (short form)"; options exist to print all orders or only open orders. Other reports include "Post Receivings Edit" and "Audit Trail Of Purged P/O's".

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Purchase Order system contains eighteen programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control file maintenance**

This program maintains the P/O Control File parameters.

- **Order header maintenance**

This program maintains order headers.

- **Order lines maintenance**

This program maintains order lines (line items associated with an order header).

- **Order inquiry display**

This program displays order header information and associated line items on the terminal screen in a condensed format.

- **Receiving**

This is used to enter receiving information for an existing purchase order in a quick and easy method. Both invoice and line item information can be entered. Allows for price and quantity adjustments to the order.

- **Post Receivings**

This is a series of programs that prints an edit report of received purchase orders, generates Accounts Payable transactions, posts to Job Costing, generates Inventory transactions, and closed received purchase orders.

- **Reset inventory P/O quantity**

This program re-computes the Inventory purchase order quantity based upon the purchase order lines.

- **Print orders (long form)**

A complete listing of the Order Header and Order Lines file is produced by this program. This program has sorting and record selection options.

- **Print orders (short form)**

An abbreviated listing of the Order Header and Order Lines file is produced by this program. This program has sort and record selection options.

- **Print order forms**

Prints purchase order forms on either plain paper, continuous letterhead, or pre-printed forms.

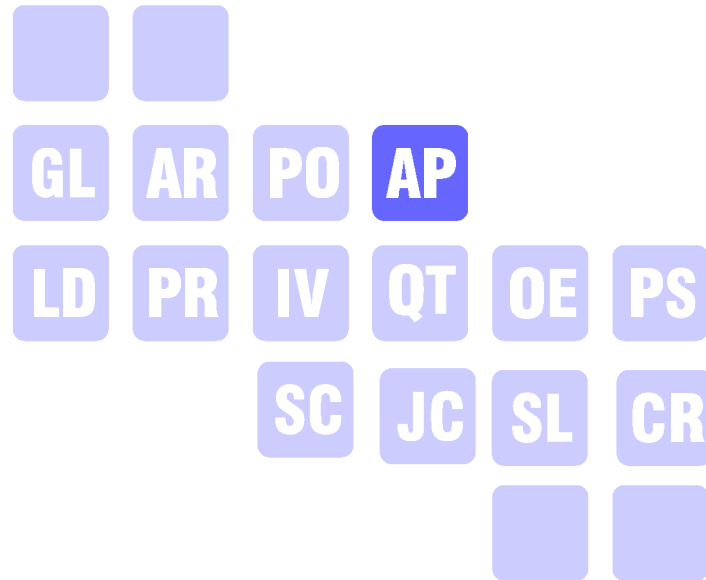
- **Inventory A/P difference report**

Prints order lines that have been posted to Inventory but not to Accounts Payable. Represents items that have been received into Inventory but whose corresponding invoices have not been processed via P/O Receiving.

- **Purge purchase orders**

Purges purchase orders in a selected date range, and optionally print an audit trail of purged orders.

CHAPTER FIVE ACCOUNTS PAYABLE OVERVIEW



WHAT CAN IT DO FOR ME

The Accounts Payable system will save you time. Our clients have repeatedly reported tremendous time savings compared to paying bills manually. It has been our observation that manually paying bills on a monthly schedule takes all day (eight hours). With Starr Accounting it takes less than one hour. These savings are possible for several reasons:

- Organizing the data takes no time. Although the reporting system presents the data in a variety of formats, the cash requirements report is usually all that is needed.
- The pay selection module makes deciding whom to pay trivial. In automatic pay you define a date range then push a key. If you are short of cash, you can use the manual pay method to fine-tune the automatic pay (not pay or partially pay selected invoices).
- No more hand written checks. Time is too valuable to waste it manually writing checks.

- Because the Accounts Payable system interfaces to both the General Ledger and the Check Reconciliation systems, it takes no time to pass information to those systems. This eliminates double work and also eliminates the possibility of entry errors.

The Accounts Payable system will save you money. You will never miss a discount again.

With our Accounts Payable system, you always have up to the minute information on current obligations. Since vouchers are entered daily, you can always make wise purchase decisions.

FEATURES OF THE SYSTEM

The Starr Computer Systems Inc. Accounts Payable System is designed to keep track of current and aged accounts payable. The system incorporates programs to:

- Maintain a complete record for each vendor
- Help determine which vouchers to pay by due date or discount date or within certain cash requirements
- To automatically print checks and a check register

Each program within the system contains a complete set of prompts and other helpful messages to allow even an inexperienced operator to make full use of the system with minimal instruction time.

The Accounts Payable System is designed to interface with the Starr Computer System's General Ledger System to provide automatically monthly journal entries to the General Ledger, or it may be run independently to be used with your existing accounting system.

Particular features of the Starr Computer Systems Accounts Payable System include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Automatically posts invoices to the Accounts Payable account and expense accounts in the General Ledger
- You can start a new accounting month or year without closing out the previous month or year. You have up to 364 days after the end of a year before closing the previous year.
- Interfaces to Job Costing

- Maintains a vendor master file
- Enters and updates vendor vouchers via transaction entry
- Up to sixteen expense distributions per voucher
- Handles partial payments
- By use of accounting period, you do not need to close one period before entering transactions for later periods
- Provides open accounts payable reports
- Provides user defined aging dates with aging reports
- Prints checks with full stub, printing multiple vouchers per check
- Allows for handwritten and voided checks
- Automatically writes Check Reconciliation transactions from checks
- Provides for automatically generated recurring auto vouchers
- Vendor labels
- Special features for cash basis accounting
- Sample data for training

HOW THE SYSTEM IS DESIGNED

The Accounts Payable System is designed to maintain a record for each vendor which is set up using the "Vendor file maintenance" program. This file consists of permanent information such as company name, address, phone number, and information that is automatically updated by the system such as year-to-date debits and credits.

Vouchers may be applied at any time to the vendor file through the "Transaction file maintenance" program. Voucher transactions contain such information as invoice date and amount, discount date, due date, and terms. There can be up to sixteen expense distributions per voucher. The transactions may be printed by via the "Transaction file" report program.

Three report programs exist which assist the user in deciding which vendors to pay. These reports are the "Open vouchers" report, the "Cash requirements" report, and the "Aging" report. After analyzing these reports and considering the amount of cash the user has available, the user may then use the "Pay selection" program to select the exact vendors and vouchers he wishes to pay. Partial payments may also be applied.

After the "Pay selection" program has been run, the "Print checks" program will print a check for each vendor, listing all vouchers paid by this check. The user has the option of printing a check register, which will list the check information for each vendor.

The "End of period processing" program accumulates the debit and credit transactions to be passed to the General Ledger. A transaction audit Trail is printed first, followed by a General Ledger transaction register.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Accounts Payable System contains thirty-nine programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control File Maintenance**

This program allows the user to set up and maintain the A/P Control file parameters.

- **Terms File Maintenance**

This program allows the user to set up and maintain the A/P Terms file. Up to sixteen different user-defined payment terms can be defined.

- **Vendor File Maintenance**

This program maintains vendor records changed, deleted, and queried from the Master File.

- **Alternate Key File Maintenance**

This program maintains vendor records changed, deleted, and queried from the Master File.

- **Transaction File Maintenance**

This program maintains bill-to and ship-to vendor keys.

- **Account Inquiry Display**

This program is used to display the Vendor Master record and all corresponding vendor transactions on the terminal screen.

- **Generate Pre-Paid Payments**

This program is used to automatically generate payment transactions for previously entered pre-paid vouchers.

- **Void a Check**

This program is used to void (reverse out) a check, and optionally recreate the original voucher.

- **Pay Selection**

This program allows the user to select vouchers to be paid in two ways:

1. All vouchers with a specific due or discount date may be automatically marked to be paid.
2. The user may select only specific vendors or vouchers to be paid. As this program marks vouchers to be paid, the total cash required to print checks is displayed on the CRT.

- **End of Period Processing**

This program summarizes and updates all activity for this period, clearing certain balances to zero in preparation for a new period. G/L distribution records are automatically passed to the G/L Transaction file by this program.

- **End of Year Processing**

This program changes unpaid transactions to accounting period zero and resets the vendor master balances. It then automatically runs the "Purge A/P transactions" program, to delete paid transactions.

- **Reset Transaction File**

This program resets the transaction file entry numbers, batch numbers, and accounting periods, in preparation for a new year.

- **A/P interface**

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Vendor master and the Transaction file (with distributions) can be imported/exported.

- **Auto Voucher File Maintenance**

This program maintains auto voucher transactions. Auto vouchers are used to generate A/P transactions for vendors that you pay the same amount on a recurring basis.

- **Auto Voucher Inquiry Display**

This program is used to display the Vendor Master record and all corresponding auto voucher transactions on the terminal screen.

- **Generate A/P Transactions**

This program allows the user to automatically generate A/P transactions from auto vouchers.

- **Auto Vouchers Report**

A complete listing of the Auto Voucher file is produced by this program.

- **Vendor Master Report**

A complete listing of the Vendor Master file is produced by this program.

- **Vendor Name & Address Report**

A vendor name and address listing is produced by this program.

- **Vendor Balances Report**

A Vendor Master File balances listing is produced by this program.

- **Vendor comments report**

Prints vendor comments (free form comments associated with Vendor Master records).

- **Alternate Key File Report**

An Alternate Key File listing is produced by this program.

- **Transaction File Report**

A complete listing of the Transaction file is produced by this program.

- **Vendor A/P Activity Report**

This program produces a detailed listing of each vendor's account. Either individual vendors or all vendors may be printed.

- **Open Vouchers Report**

This program produces a report of all vouchers in the system that have not been paid.

Selecting to process only marked for payment transactions provides a "preview" of the checks before checks are actually printed.

- **Cash Requirements Report**

This program produces a list of all open vouchers and cash required to pay these vouchers. Prints daily and running totals.

- **Aging Report**

This program provides a single line aged summary for each vendor, with aged report grand totals. Optionally prints transaction detail.

- **Print Checks**

This program scans the vendor records for vouchers that were marked to be paid during the "Pay selection" program. Only one check is generated for each vendor with a check stub listing all vouchers that are being paid.

- **Check Register Report**

This program prints a complete register of all vouchers paid on a specified date.

- **G/L Distribution Report**

This program is provided so that the G/L account distribution can be verified to be in balance, before the "End of period processing" program is run.

It produces a detailed G/L distribution of all vendor transactions. All accounts are summed and balanced. Any accounts that do not exist within the G/L Master file are flagged.

- **Print Vendor Labels**

This program prints one to four up labels for selected vendors. Includes many select and print options.

- **Display A/P Total**

This program calculates the current A/P total and displays the total on the CRT screen.

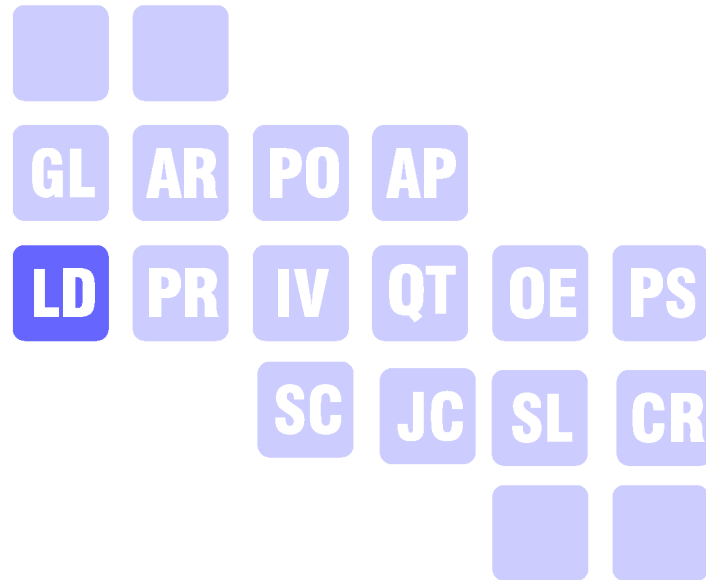
- **1099 Processing**

This program prints end-of-year 1099's and clears the Vendor Master 1099 amount.

- **Purge A/P Transactions**

This program purges paid vouchers from the Transaction file, and prints an audit trail of purged transactions.

CHAPTER SIX LABOR DISTRIBUTION OVERVIEW



WHAT CAN IT DO FOR ME

The most common use for Labor Distribution is as the data entry module for Payroll. The reason is to accurately track labor costs (labor can be up to 50% of the cost of running your business). Our system tracks not only the time worked, but what the employee was doing, giving you a better tool for tracking employee activity. The benefit is increased employee productivity, which translates into increased profits.

Labor Distribution is also used when you are using both Payroll and Job Costing. It eliminates double entry when you are using both of these modules, saving you time.

FEATURES OF THE SYSTEM

Labor Distribution is the most important aspect of controlling the costs of the company. Labor can be more than 50% of the cost of running your business.

Our stand-alone Payroll system assumes that each employee works in the salary expense account and pay rate that is defined in his or her employee master record. You will use the Labor Distribution system in conjunction with our Payroll system when you require one or more of these expanded features:

- Each employee can work in more than one salary expense account
- Each employee can work at more than one pay rate
- You want to Job Cost each piece of time for an employee

The Starr Computer Systems Inc. Labor Distribution system is designed to:

- Give you better labor cost control
- Allow you to utilize your labor skills more efficiently, and
- Improve labor distribution

The system maintains time sheet transactions for the employees and calculates the payroll checks for each employee based on the transactions entered. The system also offers labor distribution reports that detail the employee transactions for the pay period by employee.

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Computer Systems Inc. Labor Distribution system include:

- Stand alone or interface with other systems
- Optionally links to General Ledger, Payroll, and Job Costing.
- Interactive, menu-driven programs
- Self-instructing user documentation
- Time sheet like entry
- Full audit trail
- On-line employee query at any time
- Comprehensive management reporting
- Sample data for training

HOW THE SYSTEM IS DESIGNED

The Labor Distribution Management system is a transaction oriented, time sheet entry system, which optionally links to General Ledger, Payroll, and Job Costing.

Transactions may be applied at any time through the "Transaction file maintenance" program. The transactions are automatically posted to Job Costing if implemented. The transactions may be listed by using the "Transaction file" report program.

A "Payroll transaction summary" report is available for previewing the time sheet entries by employee.

At the end of the pay period the "Generate labor payroll" program is run to create the payroll check for the employees based on the Labor Distribution transactions.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Labor Distribution system contains twelve programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each major program is briefly described below.

- **Control File Maintenance**

This program is used to set up Labor Distribution control parameters.

- **Transaction File Maintenance**

This program maintains employee time sheet entries.

- **Transaction Inquiry Display**

This program is used to display the Employee Master record and all the corresponding labor transactions on the terminal screen.

- **Generate transactions**

This new program is used to generate labor Distribution transactions from an ASCII time clock import file. Although our import format is generic, we have been interfacing with a Simplex Time Clock using Simplex's WinSTAR software.

- **Generate Labor Payroll**

This program posts labor transactions to each employee's paycheck using Labor Distribution transactions in a specified date range. Produces an audit trail of transactions used to generate the payroll.

- **Transaction File Report**

This program produces a complete listing of the Transaction file. This program has select and sort options.

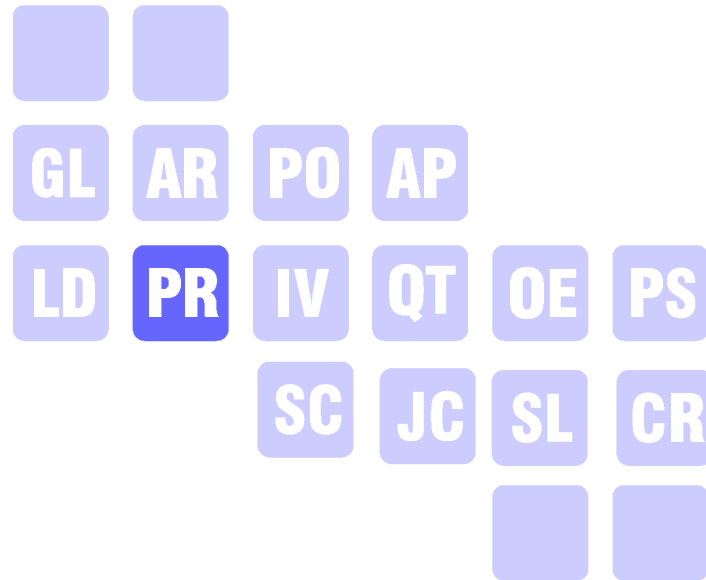
- **Payroll Transaction Summary**

This program previews the time sheet entries by employee before running the "Generate labor payroll" program. Calculates daily totals, period totals and full General Ledger distribution for each employee and for the company.

- **Transaction File Purge**

This program purges Labor Distribution transactions for a date range. Optionally prints an audit trail of deleted transactions.

CHAPTER SEVEN PAYROLL OVERVIEW



WHAT CAN IT DO FOR ME

The Payroll system will save you time. There are savings in several areas:

- Organizing the data for the government forms takes forever (and it is getting worse). Our system gives you the information to know your liabilities, and meet those liabilities on time and without penalty. It reports on wages, misc. earnings (e.g. Cafeteria Plans, tips), income tax withheld, deductions (e.g. 401K, ect.), unemployment, IRA contributions, and workman's compensation. It prints your quarterly 941 report, as well as federal and state unemployment wage and contribution reports. It prints W-2's at the end of year.
- If you have more than just a few employees, it will take less time to calculate the payroll with the computer than by doing it manually. It is always faster to use the computer if you are using the system to automatically calculate cafeteria plan wage reductions; or 401K, IRA, or misc. deductions.

- If some of your employees are paid by the hour, you can use our time clock feature to have them “punch in/out” on the computer terminal. This time clock data is automatically summarized and passed into the employee’s paychecks.
- No more hand written checks. Time is too valuable to waste it manually writing checks.
- If you are audited or there is a dispute with an employee, the check history database can be used to easily verify every check written to an employee.
- Because the Payroll system interfaces to both the General Ledger and the Check Reconciliation systems, it takes no time to pass information to those systems. This eliminates double work and also eliminates the possibility of entry errors.

The Payroll system can provide a valuable service to your employees. With the direct deposit feature, both you and your employees are happier as neither of you will have to mess with checks.

The Payroll system will keep you current with government mandated requirements, like submitting W-2’s on magnetic media. Currently this is only required if you have 250 or more employees, but those requirements will be changed to include smaller employers.

FEATURES OF THE SYSTEM

The Starr Computer Systems, Inc. Payroll System allows a company to prepare its periodic payroll for hourly, salaried, and commissioned employees while accumulating the necessary information for tax reporting. It generates the monthly, quarterly, and annual returns to be filed with local, state, and federal governments. It also prepares employees’ W-2’s and maintains an up-to-date information reference for each employee. The Payroll System includes tables for federal withholding and FICA as well as withholdings for all fifty states and up to twenty localities from pre computed or user generated tables. The system will automatically produce payroll checks or direct deposits.

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

The Payroll System is designed to interface with the Starr Computer Systems Inc. General Ledger System. This feature provides automatic monthly journal entries to the General Ledger. The Payroll System also has an optional link to Labor Distribution for automatic entry into the payroll accounts from a time sheet.

An optional Time Clock feature is provided, which lets hourly employees punch in/out directly into the computer via the terminal screen. Using this feature means the employee hours are already known by the system, via the computer time clock.

Particular features of the Starr Computer Systems Payroll System include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- User changeable tax tables and limits for all tax deductions. Allows for all 50 states, and up to 20 localities from pre-computed or user generated tables.
- Regular, as well as three additional user defined hourly earnings. Also eight user defined non-hourly (misc.) earnings.
- Supports tip misc earnings (computes taxes on tips but doesn't count tips as earnings). Includes "Allocated tip form 8027" and reports tips on the W-2 report and W-2 floppy.
- FICA, federal, state, and local deductions, as well as twenty additional user defined deductions. The user defined deductions can be set up to be taken out every period, every other period, etc.
- Ability to take deductions either before or after tax calculations, as allowed by "cafeteria plans" or "401K" rules.
- Handles salaried, hourly, and commission employees; pay periods can be weekly, bi-weekly, semi-monthly, or monthly.
- Maintains a complete record for each employee.
- Automatically posts to the General Ledger based upon user definable accounts.
- Automatically writes Check History records from checks
- Automatically writes Check Reconciliation transactions from checks
- Automatic time card entry. Optionally can receive information from the time clock programs.
- Optionally can receive information from the time sheet entry (Labor Distribution) programs.
- Prints pay check with check protection and detailed check stub. Uses the same check for A/P.
- Supports direct deposit.
- Tracks sick and vacation earned and used.

- General reports include: “Employee file & deductions”, “Direct deposit employees”, “Sick & vacation”, “Checks”, “Check register (short form)”, “Check register (long form)”, “Check deductions”, and “Direct deposit register”.
- Monthly reports include: “Month to date summary”, “Monthly wages”, “monthly unemployment”, “Monthly IRA”, “Monthly workman’s compensation”, and “Post to G/L” audit trail.
- Quarterly reports include: “941 report”, “Federal unemployment contribution”, “State withholding liability”, “State quarterly wage schedule”, “State unemployment wages”, and “State unemployment contribution”.
- End of year reports include: “Generate W-2 floppy” and “Print W-2’s”.
- Magnetic Media W-2 Reporting
- Sample data for training

HOW THE SYSTEM IS DESIGNED

The Payroll System maintains a record on each employee in your company, storing such information as name and address, Social Security number, deductions, pay type, pay period; and a month, quarter, and year to date record of each employee’s pay and deductions. The system uses these records to calculate the payroll, including all deductions for each employee, print checks, and print reports and government forms.

The pay check records can optionally be loaded with hours and pay by the Labor Distribution system. Alternately, they can optionally be loaded with hours by the Time Clock system.

Four types of information files are pooled to calculate the payroll and prepare reports:

- The Payroll Control file, which tells the Payroll System which General Ledger accounts it’s various entries should be posted to. It is created and maintained by the “Control file maintenance” program.
- The Tax Information file, which contains tables for federal, state, and local taxes. It also contains the General Ledger accounts for the state and local entities. It is created and maintained by the “Tax file maintenance” program.
- The Employee Master file, which includes the employees’ pay rate, type of pay, number of exemptions, and so forth. It is created and maintained by the “Employee file maintenance” program.

- The Employee Deduction file, which (optionally) defines adjustments, up to eight misc. earnings, and up to twenty misc. deductions for each employee. It is created and maintained by the “Deduction file maintenance” program.

Each pay period the following five programs are run:

- The “Calculate paychecks” program to compute the gross and net pay for each employee.
- If you have direct deposit employees, the “Generate direct deposit” program is run to generate a direct deposit file to be electronically submitted to the bank.
- A “Direct deposit register” program is run to print a “check stub” from the paycheck record for each direct deposit employee.
- The “Print checks” program to prepare the checks and stubs.

A Paycheck History subsystem optionally creates a complete check history record for each check written.

A Check Reconciliation subsystem optionally creates a check reconciliation record for each check written.

- The “Check register” program should then be run to obtain a detail report for that pay period. Running this program after printing the payroll checks will print the register showing the check number of the actual check given to the employee.

You could run the check register program twice; first, before writing the checks to preview the totals, and secondly, after printing the checks to record the check numbers.

The “Employee file & deductions” report may also be run at this time to get a full audit of the monthly-to-date activity.

There are three end of period menus:

- The “End of month” menu contains the programs to print the monthly reports, creates the monthly General Ledger transactions, and clears the monthly fields in the Employee master records.
- The “End of quarter” menu contains the programs to print the quarterly reports and clear the quarterly fields in the employee master records.
- The “End of year” menu contains the programs to generate W-2 floppy disks, print paper W-2’s, and clear the year to date fields in the employee master records.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Payroll System contains sixty-five programs which collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control File Maintenance**

This program allows the user to set up and maintain the Payroll Control file parameters.

- **Weekly Period Maintenance**

This program allows the user to set up and maintain the weekly period dates, which are used by the Time Clock system to compute overtime.

- **Workman's Compensation Maintenance**

This program allows the user to set up and maintain the workman's compensation codes and rates.

- **Federal Tax File Maintenance**

This program allows the user to set up tax files for federal withholdings. Also contains other federal tax parameters.

- **State/Local Tax File Maintenance**

This program allows the user to set up tax files for state and local tax withholdings. Also contains other state/local tax parameters. Also contains General Ledger accounts for the taxing entities.

- **Employee Master File Maintenance**

This program maintains employee master records. The record includes the following employee information: employee key, name, address, phone, social security number, marital status, tax exemptions, pay period, pay type, pay rate, default expense account, dates, and current monthly, quarterly, and yearly earnings and withholdings.

- **Deduction File Maintenance**

This program is used to maintain employee misc. earnings/deduction records, for those employees who have adjustments and/or misc. earnings/deductions. Includes ability to specify how often to take out each earning/deduction; e.g. every period, every other pe-

riod, etc. Can take out an amount, an amount per hour, or a percentage. Can take deductions either before or after taxes.

- **Paycheck File Maintenance**

This program is used to maintain employee paycheck records. Can be used to calculate paychecks, but is generally used to make corrections to paychecks after the “Calculate paychecks” program is run.

- **Calculate Paychecks**

This program calculates the paycheck for each employee. This can optionally be done automatically without additional information from the operator. In manual mode, information, such as hours worked or commission earned must be entered for each employee. This program may also be used to issue manual checks to one or several employees, or pay extra items such as bonuses.

- **Generate Direct Deposit**

This program generate a direct deposit file from the paycheck records; the direct deposit file can then be electronically submitted to the bank. It also optionally writes Check History and Check Reconciliation records.

- **Post Current Payroll**

This program adds the current paycheck information to the month, quarter, and year-to-date fields within the employee master file. Also verifies that the previous paycheck was posted, paycheck written, etc.

- **Employee Adjustments**

This program makes manual adjustments to the month, quarter, and year-to-date fields of an employee master record. Options are provided for how to adjust the fields and which fields to adjust.

- **Set Deduction Counter**

This program sets the deduction counter for a specific deduction. It is used to for deductions that are taken on an irregular basis (do not occur on a regular frequency).

- **P/R interface**

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. The Employee Master file can be imported/exported.

- **Employee File & Deductions Report**

This program is used to print the contents of the employee file, and any corresponding deduction information. All employees or specific employees may be listed showing only personal or all information. Additionally, only totals may be generated.

- **Employee comments report**

Prints employee comments (free form comments associated with Employee Master records).

- **Direct Deposit Employees Report**

This program is used to print those employees who use paycheck direct deposit.

- **Sick & Vacation Report**

Prints sick and vacation earned and used for each employee.

- **Print Pay Checks**

This program will print pay checks for all employees or for individual employees. Both preprinted and computer assigned check numbers may be used for extra security. A check stub is included showing a breakdown of earnings and deductions, including year to date totals.

- **Direct Deposit Register**

This program prints a "check stub" from the paycheck record for each direct deposit employee.

- **Check Register Report (Short Form)**

This program prints an abbreviated check register, printing a single line for each check. This program may optionally be run before the check printing program is run to provide a "preview" of the earnings and withholding data before the checks are actually printed.

- **Check Register Report (Long Form)**

This program prints out a complete register showing all items that appear on each employees' check, including the check number. This program may optionally be run before the check printing program is run to provide a "preview" of the earnings and withholding data before the checks are actually printed.

- **Check Deductions Report**

This program prints paycheck deductions by deduction/employee. Prints detail by employee and totals for each deduction.

- **MTD Summary Report**

This program prints monthly earnings and deductions by employee. Also prints a month, quarter, year-to-date totals page.

- **MTD Wages Report**

This program prints monthly wages, workman's compensation, and federal, state, and local withholding by employee. Also prints a month, quarter, year-to-date totals page.

- **MTD Wage analysis report**

This program prints both positive and negative wages (wage reductions) for each employee. It also prints net wages, net deductions and net pay.

- **MTD miscellaneous earnings/deductions report**

This program prints miscellaneous earnings and then miscellaneous deductions for each employee, with sub-totals for each type of earning/deduction.

- **MTD Unemployment Report**

This program prints gross wages, federal, state, and local wages unemployment wages by employee; also totals by taxing entity. Also prints a month, quarter, year-to-date totals page.

- **MTD IRA Report**

This program prints gross wages, employee and employer IRA amount by employee; also grand totals. Also prints a month, quarter, year-to-date totals page.

- **MTD Workman's Compensation Report**

This program prints gross wages and workman's compensation amount by employee; also totals by state/workman's comp code. Also prints a month, quarter, year-to-date totals page.

- **MTD Post to G/L**

This program prints an audit trail of monthly G/L transactions to be posted to the General

Ledger. Also prints a month, quarter, year-to-date totals page. This program also has an option to post these transactions to the General Ledger.

- **Clear MTD Totals**

This program clears the month-to-date totals in the employee master records.

- **QTD Federal 941 Report**

This program prints the Federal 941 report and Schedule B (report of tax liability). Also prints a month, quarter, year-to-date totals page.

- **QTD Federal Unemployment Wages Report**

This program prints federal quarterly wages and unemployment wages by employee, with totals for each state. Also prints a month, quarter, year-to-date totals page.

- **QTD Federal Unemployment Contribution Report**

This program prints federal quarterly unemployment wages and contribution due. Also prints a month, quarter, year-to-date totals page.

- **QTD State Withholding Liability Report**

This program prints state quarterly income tax liability by state. Also prints a month, quarter, year-to-date totals page.

- **QTD Wage Schedule Report**

This program prints quarterly wages by employee in a format acceptable for keypunching by the state. It is generally used as a supplemental unemployment report.

- **QTD State Unemployment Wages Report**

This program prints state quarterly wages and unemployment wages by employee, with totals for each state. Also prints a month, quarter, year-to-date totals page.

- **QTD State Unemployment Contribution Report**

This program prints state quarterly unemployment wages, contribution due, and covered worker totals; by state. Also prints a month, quarter, year-to-date totals page.

- **Clear QTD Totals**

This program clears the quarter-to-date totals in the employee master records.

- **YTD Allocated Tips Form 8027**

Computes allocated tips for Form 8027 using the "allocation based on hours worked" method. This report is then used when printing W2's or generating a W2 floppy; these programs open up a window and ask you to input the allocated tips amount for each employee.

- **YTD Generate W-2 Floppy**

Generates floppy disk file(s) of W-2 data for the Social Security Administration. Beginning with tax year 1987, employers with 250 or more W-2 Copy A forms to file must file those forms on magnetic media.

- **YTD W-2 Report**

This program processes the year-to-date fields and prints W-2 forms. Single W-2's may be printed when an employee leaves the company. This program also removes inactive employee records from the system.

- **Clear YTD Totals**

This program clears the year-to-date totals in the employee master records.

- **Punch/Print Time Card**

This program is used to enter time cards (punch the time clock). The date and time is automatically supplied by the system. Time cards may also be displayed or printed.

- **Time Clock Inquiry**

This program is used to display time clock records for a specified employee to the terminal screen.

- **Time Clock Summary Report**

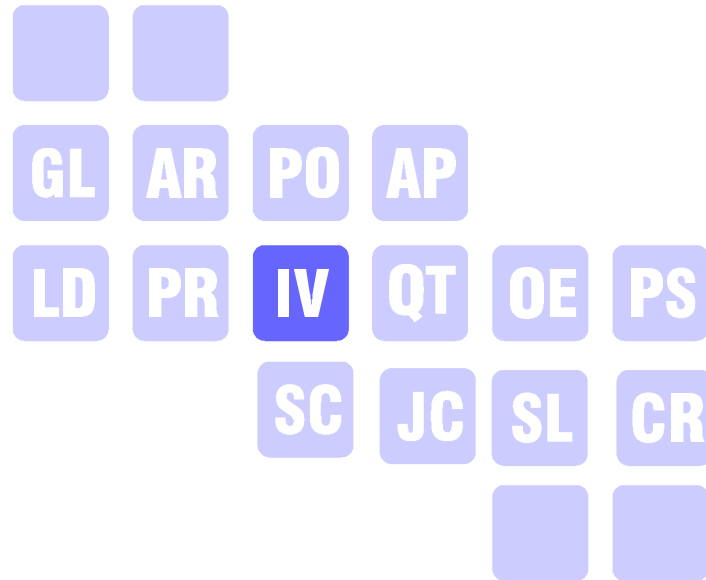
A complete listing of the Time Clock File is produced by this program. Can be printed for a specific date range.

- **Generate Time Clock Payroll**

Loads paycheck records with the total hours represented by time clock entries for a specified date range. Prints an audit trail of "paid" time clock entries, and marks time clock entries as "paid".

- **Time Clock File Maintenance**
This program maintains employee time clock records. Only usable by the system operator.
- **Purge Time Clock**
This program purges time clock records for a specified date range.
- **Check History File Maintenance**
This program maintains employee check history records.
- **Check History Inquiry**
This program is used to display check history records for a specified employee to the terminal screen.
- **Check History Report (Short Form)**
This program prints an abbreviated check history report, printing a single line for each check.
- **Check History Report (Long Form)**
This program prints out all check history report register showing all items that appear on each employees' check, including the check number.
- **Adjust Employee Master Totals**
This program adjusts the Employee Master MTD, QTD, and YTD totals from the Check History records for a date range, and prints a totals report.
- **Purge Check History**
This program purges check history records for a specified date range.

CHAPTER EIGHT INVENTORY OVERVIEW



WHAT CAN IT DO FOR ME

The goal of inventory control is to make sure that you always have a given item on the shelf (so you never miss a sale) without having excess inventory on the shelf that doesn't turn quickly. Excess inventory is wasted cash not earning you any profits, and inventory items that are not turning quickly should be eliminated. Controlling your inventory is a daunting task, but our Inventory system makes it much easier. It will tell you what to order and what to get rid of. It will tell you how much to order. It will tell you the profit, margin, and margin percentage for each item. It will give you the information necessary to apply the "just in time" method to your inventory.

Our Inventory system will save you money: you won't be wasting money on excess inventory or inventory items that do not turn. Our Inventory system will also save you time: keeping manual inventory records (or manually computing figures from your computer reports) is very time consuming and is never up to date; it simply is not practical.

When you change from a manual to a computer inventory system there is one very important area that is often overlooked. It is "Now that we have all of this data in the computer how do we keep the prices and reorder levels current?" In Starr Accounting we have a program that imports ven-

dor price changes (either via modem or floppy disk) into the Inventory Master records; we then have a powerful re-pricing program that computes all the pricing levels according to your specified profit margins. We also have a program that computes reorder levels based upon past sales history and your specified multipliers.

Although our Inventory system will stand alone, it works best when linked to the Purchase Order system for purchases and the Order Entry system for customer orders. Our reorder program will automatically generate purchase orders for needed items. Our Order Entry system relieves inventory when the items are sold. Our Quotation system will automatically generate both the purchase order and the customer order from the customer quote.

With our Inventory system, you always have up to the minute information on your inventory. You will be able to replenish your inventory items "just in time". You won't have money tied up in inventory items that do not turn.

FEATURES OF THE SYSTEM

Inventory is probably the most speculative of all of a company's assets. A true measure of the effectiveness of management is the ability with which it supervises the inventory control function.

The Starr Computer Systems Inc. Inventory Management system is designed to:

- Give you better merchandise control
- Allow you to lower your dollar investment in inventory
- Improve customer service and response

The System maintains detailed information on each inventory item including the part number, description, unit of measure, vendor and reorder data, item activity, and complete information on current item costs, pricing, and sales. The system also offers the choice between the three different costing methods: Average, LIFO, and FIFO. Transactions affecting inventory (sales, returns, purchases, transfers) may be applied at any time to insure the inventory data is always up to date and accurate. The inventory records may also be updated by the Starr Order Entry system.

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Computer Systems Inc. Inventory Management system include:

- Stand alone or interface with other systems
- Interactive, menu-driven programs

- Self-instructing user documentation
- Multiple warehouse locations
- Multiple pricing levels
- Extremely powerful and flexible re-pricing program
- Automatic computation of reorder levels
- Reorder program that automatically generates Purchase Orders
- Kits (a part made up of other parts)
- Multiple pricing levels
- Bar Codes
- Alternate (substitute) items
- On-line item query at any time
- Comprehensive management reporting
- Serial number tracking
- Interfaces to Job Costing
- Sample data for training

HOW THE SYSTEM IS DESIGNED

The Inventory Control File controls the Inventory Management System. In the control file the costing method is selected, and the transaction type ranges are defined. The price markups (for re-pricing), as well as other information are also defined here.

The Inventory Management system operates with an Inventory Master file that allows for the creation of each inventory item. This file contains the part number, description, and various other data on item costs, prices, reorder levels, and activity.

The Inventory Transaction file records transactions posted to each inventory item. Purchase, sale, returns, and transfer transactions are processed. Transactions are normally created by other Starr Accounting subsystems, but may also be entered manually.

The Item Vendor file associates a vendor/vendor item number with a Inventory Master record. The Alternate Item file is used to substitute a different part when another part is out of stock. The kits file is used to group a set of parts that can be ordered under a single part number.

Inventory Master records and their associated transactions may displayed on the terminal screen via the "Item inquiry display" program. Master records may be displayed in either "location/item #" or "item #/location" order; thus you have the ability to search multiple locations (warehouses) for a particular part.

Transactions may be applied at any time to the Master file through the "Transaction file maintenance" program. The transactions may be listed by using the "Transaction file" report program.

Several reports are available for the maintaining of stock, analysis, and forecasting. These reports include the "Inventory worksheet", "Price list", "Departmental summary", "Inventory status", "Profit by catalog/page", and the "Year-to-date" reports.

Reorder quantities are printed by the "Reorder levels" report. New reorder quantities are automatically computed via the "Compute reorder levels" program. The "Reorder items" program will reorder items that are below their reorder quantity, and will optionally automatically generate purchase order for the items to be ordered.

At the end of an account period, the "G/L distribution" report is run, then the "End-of-period processing" program is run to update current balances, and provide G/L distributions. The "End-of-year" program resets balances for a new year, and automatically runs the "Purge transactions" program.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Inventory System contains fifty programs which collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control file maintenance**

This program is run one time only, and allows the user to set up the costing method, transaction type ranges, and other control information.

- **Item master maintenance**

This program maintains inventory item master records.
- **Item vendor maintenance**

This program maintains vendor/vendor part number records that are associated with an Item Master file record.
- **Alternate item maintenance**

This program maintains substitute items that can be sold when another item is out of stock.
- **Kits maintenance**

This program maintains inventory kits, which are sets of inventory item part numbers that can be sold as a single part number.
- **Transaction file maintenance**

This program maintains purchase, sale, return, and transfer transactions. This program automatically posts these transactions to their corresponding Item Master records.
- **Item inquiry display**

This program is used to display Item Master information and associated transactions on the terminal screen in a condensed format.
- **Load New prices**

This program loads new prices from a vendor supplied ASCII file.
- **Change prices**

This program changes the Item Master prices in a variety of methods. It can work in either automatic or manual mode.
- **Synchronize Prices**

This program synchronizes cost and prices between two locations. It also produces an audit trail of the updates.
- **End-of-period processing**

This program summarizes all activity for this period. It provides G/L distribution totals, which are automatically posted to the General Ledger.

- **End-of-year processing**

This program updates the Item Master file balance forward amounts, and zeros certain balances to zero in preparation for a new year. It also automatically runs the "Purge transaction file" program.

- **Reset Transaction File**

This program resets the transaction file entry numbers, batch numbers, and accounting periods, in preparation for a new year.

- **Generate item vendor records**

This program automatically generates item vendor records from item master records with the same item number. It is very helpful during your initial data entry of Inventory Master records, as it eliminates the need to manually enter item vendor records. It prints an audit trail of all generated item vendor records.

- **Generate transfers**

This program is used to transfer some of one inventory item to another inventory item. Although it is usually used to transfer items between warehouse locations, it is possible to transfer items within the same warehouse. Produces an audit trail of generated transactions.

- **Generate adjustments**

This program automatically generates adjustment transactions for items. If you enter the item key and actual item counts (from the Work Sheet report), this program does the adjustment arithmetic, creates the adjustment transactions, and prints an audit trail of the generated transactions.

- **Generate new location masters**

This program automatically generates new Inventory Master records from existing Inventory Master in a different location. That is, it will create a new Inventory Master record which is a duplicate of the old Inventory Master record, except the new Inventory Master record will have a different location. It prints an audit trail of all generated new location masters.

- **Inventory interface**

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Item master and the Transaction file can be imported/exported.

- **Item master report (long form)**

This program produces a complete listing of the Item Master file, with all information on all items. This program has sort and record selection options.

- **Item master report (short form)**

This program produces a listing of selected Item Master file fields. This program has sort and record selection options.

- **Item master comments report**

Prints item master comments (free form comments associated with Item Master records).

- **Item sequence report**

Prints the inventory items in optional key sort sequence. Has sort and record selection options.

- **Item vendor report**

This program produces a complete listing of the Item Vendor file. This program has sort and record selection options.

- **Alternate item report**

This program produces a complete listing of the Alternate Item file. This program has sort and record selection options.

- **Kits file report**

This program produces a complete listing of the Kit Master file. This program has sort and record selection options.

- **Transaction file report**

This program produces a complete listing of the Transaction file. This program has sort and record selection options.

- **Inventory status report**

This program shows basic item information plus the activity of each item. This program has sort and record selection options.

- **Inventory price list report**

Prints item information and selected prices. This program has sort and record selection options.

- **Inventory worksheet report**

Prints inventory worksheet in bin number order. This program is used for comparison when doing a physical count of inventory. This program has record selection options.

- **Departmental summary report**

This program provides a one line summary for each department, showing total inventory investment, year-to-date sales, cost of sales, and other useful management information. This program has record selection options.

- **Year-to-date summary report**

This program shows the activity each item has had since the beginning of the year, plus the dollar revenue and margin for each item this year. This program has record selection options.

- **Print reorder levels report**

Prints item reorder levels information. This program has record selection options.

- **Compute reorder levels**

This program computes, prints, and optionally sets new reorder levels. Computes new reorder levels using the A/R Sales History database. This program has record selection options.

- **Reorder items**

All items whose in-stock quantity is below the reorder level will appear on this report. Has record selection options. Optionally will automatically generate purchase orders for items to be reordered.

- **G/L distribution report**

This program is provided so that the G/L account distribution can be verified to be in balance, before the "End-of-period processing" program is run. It produces a detailed G/L

distribution of all transactions. All accounts are summed and balanced. Any accounts that do not exist within the G/L Master file are flagged.

- **Print bin labels**

This program prints bin labels in bin number order. This program has record selection options.

- **Profit by catalog/page**

This program prints profit by catalog/page. Used to determine which pages of your catalog are most profitable; thus helps you design more profitable catalogs.

- **Compare published & unit cost report**

This program prints Inventory Master records whose published cost per sale unit is greater than a specified percentage variance of computed average unit cost (computer without self-correcting. This identifies those records whose average unit cost may be incorrect.

- **Print bar code labels report**

This program prints bar code labels using bar code printer control files. It reads selected inventory purchase transactions to determine which items to print bar codes for. It reads the corresponding inventory master record to get the bar code key to print. Can also print user-defined labels.

- **Serial# file maintenance**

This program maintains purchase, sale, and return serial# records.

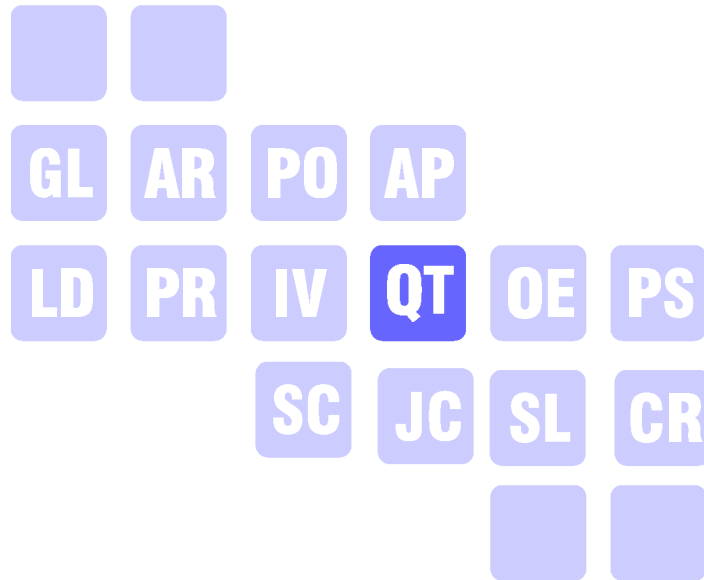
- **Serial# inquiry display**

This program is used to display Item Master information and associated serial# records on the terminal screen in a condensed format.

- **Serial# report**

This program prints serial# records for a selected date, item#, and serial# range.

CHAPTER NINE QUOTATION OVERVIEW



WHAT CAN IT DO FOR ME

Ever wanted to get twice as much work done without spending any more time than you are taking now? If you are using our Purchase Order and Order Entry programs, you can get this "twice as much work" benefit when also using the Quotation system.

When you enter a customer quote, the system automatically records what vendor you buy that product from. When the customer tells you that they accept the quote, the quote becomes a customer order. But because the vendor is known for each line item, the software can also automatically generate purchase orders for some or all of the products in the quote. If a vendor has items on multiple quotes, all items will be combined into a single purchase order for that vendor. The entire process is quick and easy.

You also save time faxing your quotes. The quotation (as well as all other Starr Accounting reports) can be faxed directly from your computer screen. If you want to save on phone charges, the fax can be scheduled to run when phone charges are lowest.

FEATURES OF THE SYSTEM

Quotation interfaces with the General Ledger, Accounts Receivable, Inventory, and Order Entry systems, and optionally with the Accounts Payable and Purchase Order systems. The Quotation system is used to generate a cost estimate of a potential order. If the quotation results in a customer order, purchase orders and the customer order can be automatically generated from the quotation.

The Quotation system makes quoting quick and easy. Pricing is automatic, since prices are pulled from the Inventory system. When using the Quotation system, entry of purchase orders and customer orders is unnecessary, since both can be created from the quotation.

Quotation data is easily updated. Complete management reports are provided.

The Starr Quotation system is designed to:

- Allow easy entry and change of quotes
- Provide for automatic pricing of items, via the Inventory system
- Prints quotations
- When the quotation is accepted, automatically generates the purchase orders and customer order from the quote
- Generates management reports

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Accounting Quotation system include:

- Interactive, menu-driven programs
- Complete outstanding order data, with on-line query at any time
- Automatic interface with General Ledger, Accounts Receivable, Accounts Payable, Inventory, Order Entry, and Purchase Order.
- Self-instructing user documentation
- On-line order query at any time
- Comprehensive management reporting

- Sample data for training

HOW THE SYSTEM IS DESIGNED

Orders are entered through the "Order maintenance" module. The "Order header maintenance" program maintains order headers. The order header contains the billing customer information, shipping address, order number, tax codes, salesman number, shipping instructions, and other information important to this particular order.

Order lines are entered via the "Order lines maintenance" program or the "Order lines quick entry" program. The quick entry module provides for entry with a minimum of keystrokes.

Each order line accesses to the Inventory master file for pricing as the order lines are created. Orders may be inspected on the CRT screen via the Order Inquiry program.

A quotation form can be printed. If the quotation is accepted, the purchase orders and customer orders can be automatically generated from the quotation.

Quotes are printed either on plain paper, continuous letterhead, or pre-printed forms. Main reports include "Order file (long form)" and "Orders file (short form)"; options exist to print just selected orders.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Quotation system contains fourteen programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control file maintenance**

This program maintains the Quotation Control File parameters.

- **Order header maintenance**

This programs maintains order headers.

- **Order lines maintenance**

This programs maintains order lines (line items associated with an order header).

- **Order lines quick entry**

This program is a streamlined order entry designed so that entry of line items is quick and easy.

- **Order inquiry display**

This program displays order header information and associated line items on the terminal screen in a condensed format.

- **Generate purchase orders**

This program automatically generates purchase orders from the quotes, and prints an audit trail of the generated orders.

- **Generate customer orders**

This program automatically generates customer orders from the quotes, and prints an audit trail of the generated orders.

- **Print orders (long form)**

This program produces a complete listing of the Order Header and Order Lines file. This program has sort and record selection options.

- **Print orders (short form)**

This program produces an abbreviated listing of the Order Header and Order Lines file. This program has sorting and record selection options.

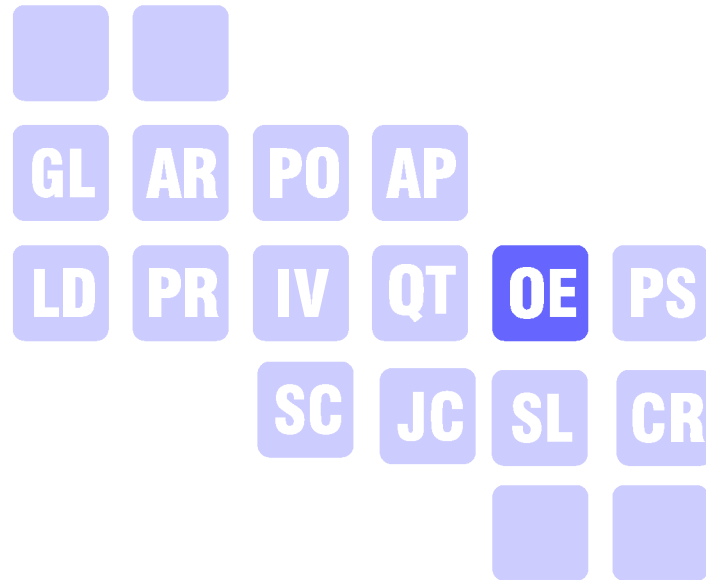
- **Print quotation forms**

Prints quotation forms on either plain paper, continuous letterhead, or pre-printed forms.

- **Purge quotes**

Purges quotes in a selected date range, and optionally print an audit trail of purged orders.

CHAPTER TEN ORDER ENTRY OVERVIEW



WHAT CAN IT DO FOR ME

If you sell and ship products you need Order Entry to take orders (which commits inventory), efficiently fill orders via picking documents, ship the product (which updates shipping records), bill the customer or accept cash or credit card payment (which updates Inventory and Accounts Receivable), optionally post the sale to Job Costing, and have all the associated financial data posted to the General Ledger. You need to monitor the customer's credit status so that orders do not ship to customers who are a poor credit risk. You need to back order items out of stock and fill those back orders as soon as the product is shipped. You need to direct ship from the manufacturer to your customer without affecting your inventory. You also need to do hundreds of other tasks related to order processing.

A strength of our system is its high integration with all of the above tasks. Our system eliminates double work, thus saving you time. In addition, our software is quick and efficient. You can take phone orders quickly, also getting the credit card authorization while you are still talking to the customer.

FEATURES OF THE SYSTEM

Order Entry interfaces closely with the Inventory Management system. The Order Entry system provides a fast and accurate method of entering sale and return transactions, updating inventory, and providing an invoice for A/R records. It also has point-of-sale capability.

The Starr Computer Systems Inc. Order Entry system is designed to:

- Update inventory as the order is entered
- provide the customer with a record of the sale
- provide picking ticket, packing list, and shipping label
- update Inventory and A/R when the order is billed

The system maintains detailed information on each customer's order including the billing customer, shipping location, shipping instructions, order date, shipping date, terms, and tax information for each order. Each order line contains the invoice number, part number, price, unit cost, discount, and tax information.

Through the inventory system a choice is offered between three different costing methods: Average, LIFO, and FIFO. The inventory is updated as the line items are entered.

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Computer Systems Inc. Order Entry system include:

- Point of sale capability
- Direct interface with inventory management
- Interactive, menu-driven programs
- Self-instructing user documentation
- Use of accounts receivable billing
- Automatic interface with General Ledger
- Batch mode or inter-active processing
- Inventory bar codes

- Automatic calculation of UPS charges
- Choice of costing method
- Multiple pricing levels
- Automatically generates and fills back orders
- On-line order query at any time
- Comprehensive management reporting
- Sample data for training

HOW THE SYSTEM IS DESIGNED

Orders are entered through the "Order maintenance" module. The "Order header maintenance" program maintains order headers. The order header contains the billing customer information, shipping address, order number, tax codes, salesman number, shipping instructions, and other information important to this particular order.

Order lines are entered via the "Order lines maintenance" program or the "Order lines quick entry" program. The quick entry module provides for entry with a minimum of keystrokes, and can be used in a point-of-sale environment.

Each order line is posted to the Inventory and Job Costing master files as the order lines are created. Orders may be inspected on the CRT screen via the Order Inquiry program.

Orders can be billed at the time of entry, or may be billed later. Both individual billing or automatic batch mode billing are provided.

Batch mode processing is used to easily process a batch of orders, in either automatic or manual mode. It can selectively produce Picking Tickets, Packing Lists, or Invoices.

Reports include orders, picking tickets, packing lists, shipping labels, and invoices. Inventory, Order Entry, and Accounts Receivable master files are updated when the order is invoiced; invoiced orders are then automatically purged. Back orders are automatically filled (if possible) when the fill back orders program is run.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Order Entry system contains thirty-two programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control file maintenance**

This program maintains the O/E Control File parameters.

- **Customer price maintenance**

This program maintains special customer pricing records.

- **Status price maintenance**

This program maintains special inventory status pricing records.

- **Promo price maintenance**

This program maintains special promo code pricing records.

- **Order header maintenance**

This program maintains order headers (orders and returns).

- **Order lines maintenance**

This program maintains order lines (line items associated with an order header).

- **Order lines quick entry**

This program is a streamlined order entry designed so that entry of line items is quick and easy. This module can be used for entry of telephone orders, as well as regular or counter (point-of-sale) orders. Invoices can be generated either immediately or later (via batch mode processing).

- **Order inquiry display**

This program displays order header information and associated line items on the terminal screen in a condensed format.

- **Fill back orders**

This program automatically fills back orders, if possible. An audit trail of filled back orders is printed.

- **Billing**

This is a series of programs that selects orders for billing, updates back order quantities, prints invoices, updates inventory, updates orders, generates A/R Transactions, posts to the customer master file, writes sales history, and purges orders.

- **Reset inventory reserve & BKO**

This program re-computes the Inventory reserve and back order quantities based upon the order lines.

- **Select a batch**

This program selects a batch of orders for batch mode processing.

- **Reset a batch**

This program de-selects a batch of orders that were previously selected for batch mode processing.

- **Process a batch**

This program processes a batch of orders that were previously selected for batch mode processing. It can process the batch of orders in either automatic or manual mode. It can selectively produce Picking Tickets, Packing Lists, or Invoices.

- **Print customer pricing file**

This program prints the special customer pricing file. This program has numerous record selection options.

- **Print status pricing file**

This program prints the special inventory status pricing file.

- **Print promo pricing file**

This program prints the special promo code pricing file.

- **Print orders (long form)**

This program produces a complete listing of the Order Header and Order Lines file. This program has sorting and record selection options.

- **Print orders (short form)**

This program produces an abbreviated listing of the Order Header and Order Lines file. This program has sorting and record selection options.

- **Picking summary report**

Prints picking totals in bin-item order.

- **Print picking tickets**

Prints picking tickets in picking sequence order.

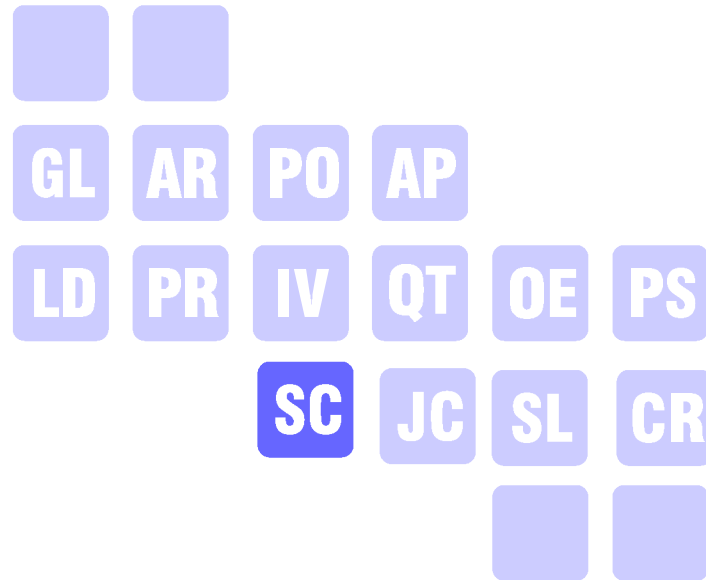
- **Print packing list**

Prints packing list to be included with the shipped order.

- **Print shipping label**

Prints a shipping label for an order.

CHAPTER ELEVEN SHIPPING CLERK OVERVIEW



FEATURES OF THE SYSTEM

The Starr Computer Systems, Inc. Shipping Clerk module is a shipping manifest that is integrated into Starr Accounting. This shipping system is very powerful in that it can not only eliminate all manual writing involved with the shipping process, but it can also minimize the amount of information that must be keyed in by pulling the information from Starr Accounting and the electronic scale.

The Shipping Clerk is designed to:

- Interface with Accounts Receivable, Order Entry, Sales Leads, and Accounts Payable to obtain shipping address information
- Receive the weight from either an electronic scale or from the Inventory Master
- Calculate the total shipping charges, including any additional charges such as handling charges

- Print package labels, address labels, charges labels, and COD tags
- Print transaction detail report
- Produce the shipping manifest
- Automatically pass the charges back to the orders for billing (with an optional markup)

Particular features of the Starr Computer Systems Shipping Clerk include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Full audit trail
- Interface with other system with flexibility on levels of integration
- Supports USA, Canada, and Mexico
- Sample company for training

HOW THE SYSTEM IS DESIGNED

The Shipping Clerk interfaces with the Order Entry, Accounts Receivable, Sales Leads, and Accounts Payable databases to obtain the shipping address and other information. Using all of these databases, you can easily ship to customers, prospects, or vendors. In addition, you can manually enter the address information, and ship to virtually anyone.

Order Entry is accessed using customer orders; then the charges are automatically passed back to the order for billing.

Accounts Receivable is accessed using customer orders; then the charges are automatically passed back to the order for billing. You can also use the customer record to obtain shipping information.

Sales Leads is accessed using the leads database. When using the Shipping Clerk as a stand alone system, we recommend using Sales Leads for address information.

Account Payable is accessed using the vendor database. This link is used so you can easily return product to a vendor.

UPS rate and zone files are used to compute UPS rates. This data can be updated by you when new rates are published, so you avoid annual rate update charges. All USA, Canada, and Mexico rates are included. The control files also contain information that permits marking up the rates; either by a percentage, a fixed amount, or both.

Charges are calculated using a simple, easy to use screen. All shipping tasks are done from this "process package" screen, with each task either automatic or done by pressing a function key. The tasks are: "assign package ID", "get the weight", "compute charges", "print a package label", "print an address label", "print a charges label", "print a COD tag", and "write a manifest transaction".

The "Transaction file" report contains the full detail of the daily transactions. It can be printed in several sort orders, and with varying amounts of detail. This report is your audit trail of each days shipping.

The "UPS manifest" report is a summary report containing both an abbreviated transaction listing and a service/charges summary. It can be printed in several sort orders. One copy goes to the UPS driver, and you keep one copy and file it with your "Transaction file" report.

When new rates are published, they are keyed by Starr Computer Systems Inc. and made available to Shipping Clerk users. A program is provided to load the new rates while preserving your zone data.

The Shipping Clerk system will optionally write to a Tracking Number database. This database is used to easily get the tracking number of billed packages. The Tracking Number database "order number" is used as a key to the A/R Sales Leads database; the Sales Leads database contains the "customer key" and "customer purchase order". There are four database programs associated with the Tracking Number file: "Tracking file maintenance", "Tracking inquiry display", "Tracking file report", and "Tracking file purge". The "Load MaxiShip data" program creates Tracking Number records from the UPS MaxiShip system.

The "Purge transactions" program is used to purge old transactions, and to produce an audit trail of purged transactions.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Shipping Clerk System contains twenty-two programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each major program is briefly described below.

- **Control File Maintenance**

This program is used to set the Shipping Clerk's system parameters. It also contains the rates additional services.

- **UPS USA Zones Maintenance**

This program is used to maintain a chart of the UPS USA zones.

- **UPS USA Rates Maintenance**

This program is used to maintain a chart of the UPS USA rates.

- **UPS Canada Zones Maintenance**

This program is used to maintain a chart of the UPS Canada zones.

- **UPS Mexico Zones Maintenance**

This program is used to maintain a chart of the UPS Mexico zones.

- **UPS Canada/Mexico Rates Maintenance**

This program is used to maintain a chart of the UPS Canada and Mexico rates.

- **Set Parameters**

This is used to set the daily parameters, such as pickup date and pickup record number.

- **Process a Package**

This program is used to process packages. Reads weight and computes charges. Prints package labels, address labels, charges labels, and COD tags.

- **Transaction File Maintenance**

This program maintains all shipping transactions.

- **Reset Transaction File**

This program resets the transaction file entry numbers in preparation for a new year.

- **Tracking File Maintenance**

This program maintains tracking number records.

- **Tracking Inquiry Display**

This program displays customer account information and package tracking number records on the terminal screen.

- **Load New Rates**

This program automatically loads new rates while preserving your old zones.

- **Load UPS data**

This program creates Tracking Number records from ASCII data that was exported from the UPS On-Line system.

- **Transaction File Report**

This program will print a report of selected transaction data. It can print the data in several orders, and has many selection parameters.

- **UPS Manifest Report**

This program prints is a summary report containing both an abbreviated transaction listing and a service/charges summary. It can be printed in several sort orders.

- **Tracking File Report**

This program will print a report of selected tracking number data.

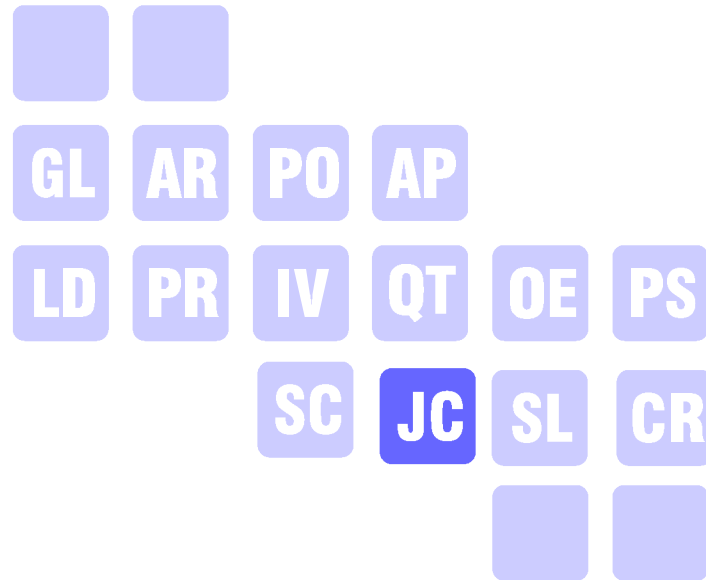
- **Purge Shipping Clerk Transactions**

This program purges transactions from the transaction file and optionally prints an audit trail of purged transactions.

- **Purge Tracking File Records**

This program purges tracking file records and optionally prints an audit trail of purged records.

CHAPTER TWELVE JOB COSTING OVERVIEW



WHAT CAN IT DO FOR ME

Perhaps you are selling products together with installation and a warranty period for a fixed price. Perhaps you are selling fixed price service contracts. If these fixed price sales apply to you, then you must be able to calculate the profit on any job at any time. Knowing up to the minute profit gives you the ability to control installation costs before the job is complete. Knowing up to the minute profit on old service contracts gives you the ability to quote new service contracts more intelligently, increasing the profit margin on the new contracts.

The trick is how to compute job profit without adding staff. When using Job Costing with Starr Accounting, the only extra work is adding a Job Master record when the job is sold. All posting to the Job Master is done automatically by the Labor Distribution, Accounts Payable, Inventory, Order Entry, Accounts Receivable, and General Ledger systems.

FEATURES OF THE SYSTEM

Job Costing is an essential part of any business that provides goods and services on a fixed contract amount, and thus needs to know if the contract was profitable. Job Costing also applies to businesses that build a product, and thus need to know what it cost to build the product.

Gross sale amount is posted to the job record when the A/R sale transactions are generated (via Accounts Receivable or Order Entry). Costs are immediately posted to the corresponding job record when the labor, material, or other transactions are entered (via General Ledger, Purchase Order, Accounts Payable, Labor Distribution, and Inventory). Job profit is re-computed with each transaction entered, so you always know up to the minute profitability via a simple screen inquiry.

The "Job status" report provides full detail for prior to completion, warranty, and after warranty labor, material, and other for selected jobs.

The Starr Computer Systems Inc. Job Costing system is designed to:

- Give you better control of job costs
- Allow you to more effectively bid on jobs based on past job records
- Improve job profitability

The system maintains detailed information on each job including the job number, salesman number, customer key, description, budget data, completion date, warranty dates, and job profit. Transactions affecting Job Costing come from General Ledger, Accounts Receivable, Purchase Order, Accounts Payable, Labor Distribution, Inventory, Order Entry, and Job Costing. Job Costing transactions are created automatically by the various accounting subsystems, or may be entered manually as Job Costing transactions. The corresponding Job Costing master record will be updated by the transactions and the job profit will be immediately re-calculated.

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Computer Systems Inc. Job Costing system include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Stand alone or interface with other systems
- Full audit trail
- Detailed job status report
- On-line job query at any time

- Comprehensive management reporting
- Sample data for training

HOW THE SYSTEM IS DESIGNED

The Job Costing system operates with a Jobs Master file and a Transaction file. The Jobs Master file allows for the creation and Maintenance of jobs. The Transaction file allows for the recording of cost and billing transactions.

The Job Transactions are immediately posted to their corresponding Jobs Master record; thus you can bring up the Jobs Master record and determine up to the minute profit. J/C transactions are automatically created by the "G/L transaction file maintenance program", the "A/R transaction file maintenance" program, the "A/P transaction file maintenance" program, the "Labor Distribution transaction file maintenance" program, the "Inventory transaction file maintenance" program, from Purchase Order post receivings, and Accounts Receivable or Order Entry billing.

The J/C Master File contains the job number, salesman number, customer key, description, and various other information on warranty and completion dates, budget data, and expense data. The "Jobs master file maintenance" program maintains the items within the Master File. All information on all items may be listed by using the "Jobs master report" program.

Transactions may be applied at any time to the Jobs Master file via the various sources. The "Transaction file" and "Job status" reports may list the transactions.

The "Job status" report is a detailed report which lists the complete current status of the job, all the transactions that have been posted to this job, and the percentage of the expenses to the net sale amount.

BRIEF DESCRIPTION OF THE MAIN PROGRAMS

The Job Costing system contains nine programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each major program is briefly described below.

- **Control File Maintenance**

This program is used to set up and maintain Job Costing control parameters.

- **Jobs File Maintenance**

This program maintains the jobs master file.

- **Transaction File Maintenance**

This program maintains the jobs transaction file. Transactions are usually automatically created from other accounting subsystems, but may also be entered manually.

- **Jobs Master Report**

This program produces a complete listing of Jobs Master file. Has selection options.

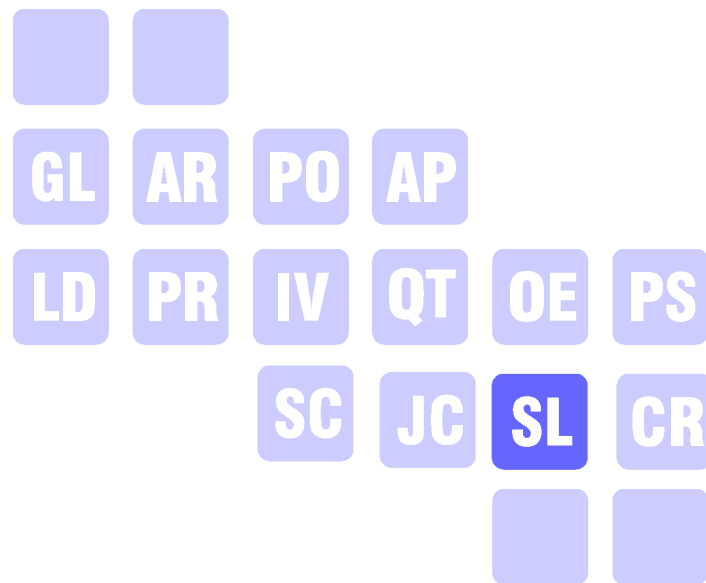
- **Transaction File Report**

This program produces a complete listing of Jobs Transaction file. Has selection and sorting options.

- **Job Status Report**

This program produces a detailed report containing selected Jobs Master information and all the transactions that have been applied to the job. Computes job status subtotals and percentages.

CHAPTER THIRTEEN SALES LEADS OVERVIEW



WHAT CAN IT DO FOR ME

Have you ever lost a sale because your sales staff failed to follow up on a lead in a timely manner? Our Sales Leads system is designed to help you avoid this very costly problem.

When you have your salesmen using this system, it makes them accountable for their actions. It tracks salesmen's activity and gives you the ability to monitor their progress.

Using the Sales Leads database will save you time. You can quickly generate mailing labels, mail merge data, or import data for another application or computer. You also save time when the lead becomes a customer; you do not have to re-key the customer information.

FEATURES OF THE SYSTEM

The Starr Computer Systems Inc. Sales Leads System is a powerful; multi-company leads tracking system. The Sales Leads system is designed to:

- Maintain a comprehensive database of clients and/or potential clients
- Provide full telemarketing ability
- Provide ability to load existing customers into the Sales Leads database, to create customer mailings
- Provide automatic creation of Customer Master records from Sales Leads records, when the lead becomes a customer
- Provide record selection ability from the Sales Leads database
- Generate reports, labels, and mail merge letters based on selected records

Particular features of the Starr Computer Systems Sales Leads System include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Can have a unlimited number of notes associated with a master record
- Record selection ability
- Online order query at any time
- Full telemarketing ability with automatic dialing
- Comprehensive management reporting
- Automatic interface with A/R Customer Master
- Mail merge Output
- Data interchange between other computer systems
- Sample data for training

HOW THE SYSTEM IS DESIGNED

The Sales Leads (S/L) system operates with two ISAM based master files. The Master file includes full name and address information, contact names, salutation, and company name. Also includes class, type, action, and status codes; these codes are used to identify and process groups within the database. Also includes file, update, last action, and next action dates.

The Notes file is used to store notes, which are associated with a Master record. There is no limit to how many note records are associated to a given master record; the total pool of notes is "shared" between all master records. The note key is composed of the S/L customer key and the current date; duplicate keys are allowed to permit multiple notes on the same date.

Master and associates note data can be displayed the CRT screen via the "Master/notes inquiry" program. Options then exist to automatically update the master or add new notes. These features are particularly useful in a telemarketing environment.

Records are selected for processing/printing by a "Select records" program, which marks records either in groups or individually, based upon the codes, date ranges, and zip code ranges.

The Sales Leads system prints a master/notes report, a notes report, and one to four up labels. Reports are optionally printed for records which have been marked for printing by the "Select records" program.

A program exists to update the Master file with existing Customer records, so that the selection and reporting features of the Sales Leads system can be used to generate new sales for existing customers.

A mail merge output file can be created for selected records, which can then be used with the AlphaWrite word processing software to create mail merge letters.

A program exists to create an interchange file of the Master data in a format that can be processed by any other type of computer, so you can sell yours leads to other businesses.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Sales Leads system contains nineteen programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control file maintenance**

This program maintains the S/L Control file parameters.

- **Master file maintenance**

This programs maintains Master records.
- **Notes file maintenance**

This programs maintains Note records (notes associated with a Master record).
- **Master/notes inquiry display**

This program displays master information and associated notes on the terminal screen in a condensed format.
- **Select records**

This program marks master records for processing; either groups or individually, based on codes, dates, zip codes, and other selection criteria.
- **Update codes & action dates**

This program updates the S/L Master codes and next action date for selected records. It also produces an audit trail of updated records.
- **Create mail merge file**

This program creates a sequential mail merge output file from selected records. These sequential records can then be used by word processing software to create mail merge letters.
- **Create interchange file**

This program creates a sequential interchange output file from selected records. This file is used for data interchange between Alpha Micro and non-Alpha Micro systems. Provided so you can sell your leads data for any type of system.
- **Update S/L from A/R customer file**

This program creates new or updates existing S/L master records using the A/R Customer Master file data. Provided so that customer data can be process via Sales Leads.
- **Delete S/L if A/R customer**

This program deletes S/L Masters and their corresponding notes when an A/R Customer record has the same key as the S/L Master. Used to delete leads after they become customers. Produces an audit trail of deleted records.

- **Update Zip data**

This program updates the S/L Master city, state, and area code using the zip code database.

- **Print master/notes**

This program produces a complete listing of the Master file and associated notes. This program has sorting and record selection options.

- **Print notes**

This program prints notes for a specified note date range.

- **Print labels**

Prints one to four up labels for selected records. This program has sort and record selection options.

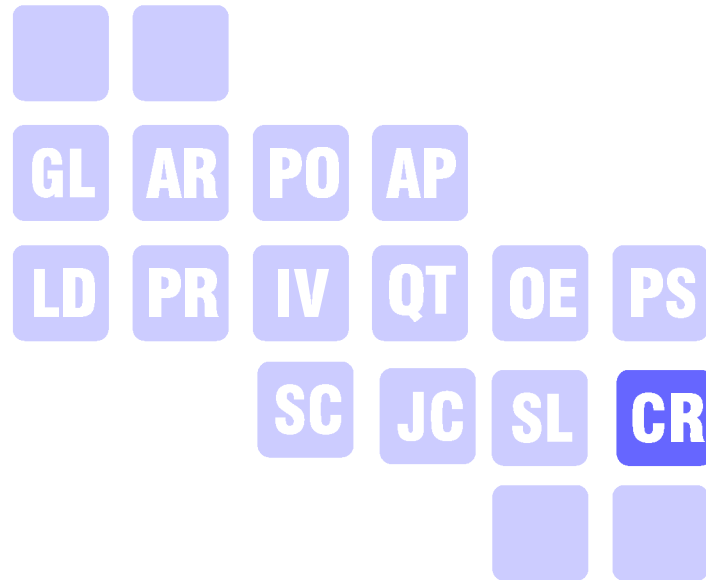
- **Purge master/notes**

Purges master and associated notes for selected masters, and optionally print an audit trail of purged masters/notes.

- **Purge notes**

Purges notes for a specified date range, and optionally print an audit trail of purged notes.

CHAPTER FOURTEEN CHECK RECONCILIATION OVERVIEW



WHAT CAN IT DO FOR ME

The Check Reconciliation system will save you lots of time compared to reconciling the bank manually. This is because the system requires no manual data entry. The check entries are created by the Accounts Payable and Payroll "Print checks" programs. The deposits entries are created by the Accounts Receivable "Recap" program. Miscellaneous entries are created from General Ledger transactions by the General Ledger "Generate C/R transactions" program.

The reconciling process is quick and easy to use. You can close any number of transactions with a single keystroke. Our method is simply a better way of reconciling the bank.

FEATURES OF THE SYSTEM

The Starr Computer Systems, Inc. Check Reconciliation System is a powerful, multi-company, multi-checkbook system. The Check Reconciliation System is used to track checks and deposits

made against your bank statement until they are reconciled against your bank statement. The Check Reconciliation System can optionally interface with the General Ledger, Accounts Receivable, Accounts Payable, and Payroll systems.

The Check Reconciliation System is designed to:

- Automatically create check and deposit transactions made against your checkbook
- Provide the ability to create manual transactions
- Provide you with a simple and easy way to reconcile the transactions against your checkbook
- Provide balancing reports

Particular features of the Starr Computer Systems Check Reconciliation System include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Flexible and easy reconciliation program
- On-screen inquiry
- Full management reporting
- Automatic interface with other systems
- Sample company for training

HOW THE SYSTEM IS DESIGNED

The Check Reconciliation System operates with a Control file and a Transaction file. The Control file contains statement balances and dates, and the transaction date range. The Transaction file contains the checks and deposits made against the checking account. If you are using the associated accounting module, the transactions are automatically created for you; otherwise, they can be entered manually.

The Transaction file contains transactions for an unlimited period, but is usually for an accounting year. One record is maintained for each check or deposit. The transactions in the Transaction file

are maintained through the "Transaction file maintenance" program. Transaction listings can be generated using the "Transaction file report" program.

The "Reconcile transactions" program reconciles the transactions against your bank statement. It provides a quick and easy way to scroll through the transactions, and mark the transactions as open, closed, or void. It displays closed transaction totals, the bank statement totals, and the reconciled difference.

The "Account inquiry display" program provides an easy way to scroll through the transactions on the terminal screen. The "Transaction file report" provides a listing of the transactions by various selection criteria. The "Balance summary report" provides a report format similar to those found on the back of a bank statement. The "Purge transactions" program is used to delete reconciled transactions.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Check Reconciliation System contains eleven programs which collectively perform the creating, maintaining, updating, and report generating functions of the system. Each major program is briefly described below.

- **Control File Maintenance**

This program is used to set up statement balances and dates, the transaction date range, various other data for the Check Reconciliation System.

- **Transaction File Maintenance**

This program maintains the Transaction file. Each check and deposit becomes a record within the Transaction file.

- **Reconcile Transactions**

This program reconciles the transactions against the bank statement. It provides a quick and easy way to scroll through the transactions, and mark the transactions as open, closed, or void. It displays closed transaction totals, the bank statement totals, and the reconciled difference.

- **Account Inquiry Display**

This program is used to display the Account Master record and all the corresponding account transactions on the terminal screen.

- **Reset Transaction File**

This program resets the transaction file entry numbers and batch numbers, in preparation for a new year.

- **Transaction File Report**

This program prints the Transaction file by various selection criteria.

- **Balance Summary Report**

This program creates a balancing report similar to those found on the back of a bank statement.

- **Purge Transactions**

This program purges reconciled transactions for a date range, and prints an audit trail of purged transactions.

DOCUMENT HISTORY

STARR ACCOUNTING OVERVIEW

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	08/15/96	New PDF document; adapted from old format.
01	4.06	12/12/96	Rental program update.
02	4.07	09/01/97	September 1, 1997 release
03	4.07	11/15/97	Y2K compliant section, S/L update
04	4.08	09/01/98	September 1, 1998 release
05	4.09	09/01/99	September 1, 1999 release

READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

Name: _____ Date: _____

Title: _____ Phone number: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Comments: