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SOFT 938 (TAPE)
SOFT 1938 (DISC)

TRANSACT

Book-Keeping System

TRANSACT OBJECTIVES

There are many people in business who have the unenviable task of having to set up some sort of book-keeping system for their new company.

- 'What books should I buy?'
- 'How many analysis columns will I need?'
- 'How do we calculate the VAT?'
- 'What reports will I need to produce?'

Such questions are usually answered by consultation with accountants or by employing the services of a book-keeper. However, those most in need of information for their business ventures are often those least in touch with the means by which it is produced. If your 'books' are maintained by someone not qualified to undertake a task of such importance, then a computer program may not necessarily make their task any easier.

TRANSACT has been designed to provide a dedicated alternative to a manually operated system. The main features of the program are:

- A standard method of recording information from any source document.
- A large 'user-defined' storage base for detailed analysis.
- Separate analysis for Output and Input VAT.
- Optional automatic calculation of VAT and Net values.
- Automatic assignment of 'debits' and 'credits'.
- Compatibility with other manually operated systems.
- Comprehensive reporting of all financial information recorded.

For the initiated, TRANSACT controls all the books of Prime Entry and maintains a self-balancing Nominal Ledger, using normal Double Entry method. A Journal facility is provided for any accounts adjustments with narrative. Sales and Purchase Ledgers are NOT supported within this program.

It must be stated that TRANSACT does not set out to teach book-keeping to the layman. It will, speed up the process of recording and reporting a company's financial affairs in a manner consistent with normal accounting practice. Input of information is straight forward and the operation is protected, against likely 'user' errors.

TRANSACT should suit most small business applications. It is recommended that after adopting the new system, your existing books be run in parallel for some time after, until confidence in program operation is established.

TRANSACT OVERVIEW

TRANSACTION PROCESSING

Manual book-keeping systems use 'day books' for analysis. These display transactions relating to Sales, Purchases, Banking & Petty Cash. Known as 'Books of Prime Entry', they record Total, VAT and Net values and are normally balanced at the end of each month. Bank transactions are kept in a Cash Book, which is usually divided into two sections to separate lodgements from bpayments. Some systems which only record transactions at the point of payment (through the Cash Book) will have a VAT Book to maintain tax point details.

TRANSACT combines all these operations under the heading of Transaction Processing. The type of transaction being processed will need to be identified before proceeding with the analysis. The system allows for 'mixed' transactions to be processed within the same 'file'. A File represents a number of transactions recorded at the same time. A Report Date is requested at the start of the program and this date will appear on all printed reports.

TRANSACT's reporting criteria differs from that of a manual system by being 'report date' based, rather than 'transaction specific' using the manual Day Books. Each transaction processed is identified by a number. This number in conjunction with the Report Date may be used as a filing reference for each source document.

Size of available memory will determine how many transactions may be processed in one File. Each completed File will require an identifying name for 'printing' and 'saving' to tape.

You may extend the analysis of a transaction to any number of Account Headings, as with a manual system. 'Sub-analysis' is also permitted, which means that analysis is made to one Account Heading only, but is detailed in several parts. A typical example of this is the recording of Bank deposits. The total 'paying-in' may be made up of several cheques from different Clients, all of whom have accounts with your company. The analysis heading is 'Debtor Control' in each case, with the payee's

name recorded separately under 'Details'. Whatever type of transaction is being processed, you will not be allowed to leave the operation until the sum of the analysed parts (including VAT) equals the Total amount recorded. This ensures that all transactions balance and 'Double Entry' principals are maintained.

A Summary of the Transaction File analysis is available by Account. Each Account may be itemised to display individual allocations. Specific handling of transactions is described under System Operations.

ACCOUNTS HEADINGS

All transactions must be analysed under Account Headings. These headings are set by you at the beginning of the program. The resulting Accounts 'structure' forms the basis of the system and is referenced by the Transaction File during processing.

There are 100 Accounts 'slots' divided into ten sections. The first section is reserved by the program for its ten 'control' accounts, which are explained in full later. The remainder are defined by you as 'headings' to represent Sales, Purchase and Overhead accounts plus any others that are needed.

It is useful to designate one section for each account 'type'. For example, 'Section 2', might only contain Sales accounts, 'Section 3', Purchases, etc. Each Heading is numbered sequentially for easy reference and Sections may be viewed or printed. If a Section is not filled, the remaining 'slots' will be reserved for future additions. New sections may be opened at any time.

The Accounts File maintains running balances for every Account Heading. These 'balances' are updated every time a new Transaction File has been created. The details are kept within the Transaction File and so the Accounts File retains only 'nominal' information according to accumulations on any one account. The Accounts File does not have the unique status of a Transaction File. After 'updating' you will be forced to 'save' the Accounts File. If you wish to keep separate Accounts Files for each 'updated' period, an option to change the File Name is offered. This facilitates reporting on the changing state of each account. If your Accounts File Balances are printed after each 'update' then renaming is not essential and the program will overwrite the previous Accounts File onto cassette. Transaction Files being unique, are protected from this action.

The 'updating' procedure is known as 'posting' in manual book-keeping. Totals are taken from each of the Day Books' analysis columns and 'posted' to the appropriate 'Nominal Ledger' Account (the Accounts File). This is usually performed on a monthly basis. The Nominal Ledger must then be balanced to detect any 'posting' errors. TRANSACT has provided against such errors by validating all numeric inputs and doing all the arithmetic for you.

You may print out either 'Headings', 'Balances' or a 'Trial Balance'. The latter excludes Section totals and any Accounts with 'nil' balances.

JOURNAL FACILITY

A Journal is another transaction type without pre-defined parameters (eg. Sales). Its main function is to make adjustments between different Accounts. Useful for attending items that have been "mis-analysed" or "mis-posted" Accountants use Journals to make period-end adjustments, such as charging depreciation on assets, providing for Accruals & Prepayments, or establishing opening balances for a new period. Those without journal experience in assignments of "debits" and "credits" should avoid using journals without advice. A guide to using this facility follows under System Operations.

TRANSACTION REVIEWS

Transaction Files may be 're-loaded' from tape for review or re-printing. Protection is provided against accidental 're-updating' to the Accounts File. Files may not be 'loaded' during processing of a new Transaction File.

PERIOD-END ADJUSTMENTS

The Accounts File Handler permits certain 'period-end' adjustments to be made.

[1] VAT Output & Input records may be transferred to a VAT Clearance Account for payment (or rebate). This allows current VAT information to be reported in isolation from previous periods. The information should be recorded on the VAT Return supplied by Customs & Excise before making period updates. The paying of VAT through this 'clearance' method has a special procedure described in System Operations.

[2] 'Profit & Loss' is the result of a company's trading activity within a certain period. Accounts which affect Profit or Loss may be transferred to this Account at the appropriate period-end. An 'instant' Balance Sheet may then be printed to show the company's present profitability and how this figure is represented in its Assets and Liabilities. This is specifically a reporting feature, so before execution, ensure that the Accounts file is 'saved' to tape thus retaining the original Account balances.

[3] To prevent the necessity of re-entering the Accounts Headings for a new accounting period, the Account Balances may be reset to zero. Opening balances may then be entered using the Journal Facility.

SUMMARY OF PRINTED REPORTS

ACCOUNTS FILE:

Headings	- Displayed Section by Section
Balances	- Headings & Balances with Section Totals
Trial Balance	- Headings & Balances without Totals or Zero Accounts
Balance Sheet	- Updated Profit & Loss " carried Forward Accounts

TRANSACTION FILE:

Full Report	- Transaction Number/Date/Transactor/Folio - Analysis under Total/VAT/Net columns - Transaction Type (coded) " Account Number
Posting Details	- Transaction Number - Net Values/Narrative/Account Totals
Control Report	- Transaction Number/Date/Transactor/Folio - Transaction Totals only - Transaction Type
Analysis [1]	- Itemised Net Values with Account Totals
Analysis [2]	- Summary of Account Totals

NB. The Control Report is created for executing Bank Reconciliations and as a Schedule for Sales and Purchase Ledger postings to a manual system.

PROCEDURE SUMMARY

- [1] Enter Report Date
- [2] Enter new Accounts Headings for Accounts File structure, OR 'load' current Accounts file from Tape
- [3] Identify transactions to be processed
- [4] Analyse Net Values to allocated accounts
- [5] Provide details for each point of analysis
- [6] Print Transaction Reports
- [7] Update Accounts File with new Transaction File
- [8] Print new Accounts File Balances
- [9] Start new Transaction File or END...

TRANSACT

SYSTEM OPERATION

DEMONSTRATION FILES

The contents of the enclosed cassette is as follows:

1. Transact
2. Accounts - This is an accounts file with zero account balances. It has been set up to accommodate most small business account headings and can be reconfigured as required by the user.
3. Trans1 - This is a transaction batch file with a number of varying types of transaction.
4. Accounts1 - The original 'Accounts' file updated by the 'Trans1' file.

To access either the demonstration 'Accounts' file or the 'Accounts1' file simply select the [I]oad existing file option at program start-up and type 'Accounts' or 'Accounts1' when prompted for a file name. Having loaded either of the Accounts files the 'Trans1' file can be loaded from the main Transact menu.

GETTING STARTED

Reset the computer by holding down [CTRL], [SHIFT] and [ESC] keys together in that order. Place cassette into datacorder. Rewind tape to the beginning and then press **STOP/EJECT** once. Press [CTRL] and small [ENTER] keys simultaneously then press **PLAY** followed by any key. This program will take up to 8 minutes to load.

SECURITY

Having 'loaded' the program, remove the TRANSACT tape from the datacorder and replace with a blank tape to be used for storing your 'data'. Ensure that the leader is wound on so that the magnetic tape is exposed to the tape head. During program execution it is advisable to re-save Account and Transaction data files to a back-up tape for security.

ENTRIES

Data Entry points are marked by an area contained within square brackets. The length of this 'space' dictates the maximum length of input allowed. Use the **[DEL]** key to erase each last character input. To abort a complete entry, press the **[SHIFT]** key followed by **[ENTER]**. On most input prompts, pressing **[ENTER]** where no data has been entered will cause the program to back-step to a previous prompt or 'return' one of the Option Menus.

PROGRAM START-UP

On running TRANSACT you will be asked to:

» **Enter report date [dd/mm/yy]**

The prompt will only expect a numeric input and you should use the form [dd/mm/yy] as suggested. This date will appear on all printed reports.

» **[c]reate new file;or [l]oad existing file**

As you are starting a NEW file, press **[c]**. Otherwise a File can be loaded by pressing **[l]** provided that no Transaction File is currently being processed. On 'loading' the Report Date will be displayed for reference. Reports may be reprinted and transactions reviewed. Updating the Accounts File is not permitted and this option will be excluded from the menu.

» **enter FILE name: []**

Enter the name for the Accounts File Structure and press **[ENTER]**. This name may be changed before 'saving' to tape.

If creating a new file structure the first ten pre-set Accounts will be displayed under Section 1. These are known as Control Accounts since they maintain balances which monitor both 'incomings' and 'outgoings' of one sort or another. They are:

[bank control]

- Receipts (paying-ins) and Payments (cheques drawn)

[cash control]

- Receipts, monies recieved but not Banked and Payments, made in cash and funded by drawings from Bank or cash received.

[debtor control]

- Client Invoices issued LESS Payments received

[creditor control]

- Supplier Invoices received LESS Payments made

[output vat]

- Declarations in respect to Sales & Direct Income

[input vat]

- Claims in respect to Purchases and Expenditure

[vat clearance]

- Period balance of Outputs and Inputs

[reserve debtors]

- These Accounts record Totals for adjustments made at an accounting period-end in respect to Accruals and Pre-payments. They are accessed via the Journal Facility.

and

[reserve creditors]

Those unaffected by such procedures can ignore these Accounts.

[profit & loss]

- Strictly reserved for reporting the result of Income against Expenditure. This is not an automatic function and its 'updating' is described under Accounts File Handling. N.B. The Headings within this section cannot be changed by the user.

SETTING-UP HEADINGS

There are a total of 90 Accounts available for your own Accounts Headings, grouped in tens (9 Sections in all), thus permitting 'batching' of different Account types, eg. Sales, Purchase, Overheads, etc. Press **[ENTER]** to set up your first 'batch' of accounts under Section 2. Type the desired title for the first Section Heading, then type your Account Headings. If you wish to back-step on an entry, press **[ENTER]** on the next input prompt. This will erase the previous entry. If you have entered less than ten Headings and wish to finish, press **[↑]** then **[ENTER]** on the next input prompt. You will then be asked:

» accept headings? [Y/N]

If **[n]** is pressed, ALL entries for that section will be wiped.

» any more headings? [Y/N]

If **[y]** is pressed, the next section will be opened for entry. Any unallocated Accounts from the previous section will be arrow marked and reserved for future entries using the AMEND facility. When all Section and Account Headings have been entered and accepted, the main program options will be displayed within the TRANSACT Menu.

THE TRANSACT MENU

The options are:

[p]rocess transactions
[a]ccounts file handler
[r]estart program
[e]nd

1. [a]ccounts file handler

Having set up your Account Headings, examine the facilities under the **[a]**ccounts File Handler. Press **[a]** to display the Accounts File Handler options, these being:

1. headings : [e]nter or [a]mend
: [v]iew

- **[e]nter**

Press **[e]** to enter NEW Account Headings under the next available Accounts Section. NEW Heading(s) are entered as described within 'Setting Up Headings'. If all Sections are in use then **[a]mend** only will be offered.

- **[a]mend**

Press **[a]** to amend existing Accounts Headings. The ten Account Headings within Section 2 (the first section set up) will be displayed. Unused Accounts will be arrow marked. Enter the Account Number followed by the NEW Heading to be inserted. Press **[n]** to continue to the next Section OR press **[ENTER]** to return to the 'Accounts File Handler' menu. NB. Remember Headings for Section 1 may not be amended.

- **[v]iew**

Press **[v]** to view either Account 'Headings', Account 'Balances' OR a 'Trial Balance'. All reports may be output to the screen or to the printer.

On Screen Reports

Viewing of Account 'Headings' and 'Balances' is selectable from any Section No. set up.

Printed Reports

Printing of Account 'Headings' and 'Balances' starts from Section 1. You may **[a]top**, **[r]estart** or **[e]nd** printing of the report at any time. This facilitates re-alignment or change of paper when necessary. Pressing the **[ESC]** key once will also halt printing at any time.

'Balances' are displayed in single column form. Positive numbers represent 'debits' and negative numbers represent 'credits'. Section totals are reported.

The 'Trial Balance' report specifically excludes Account Balances which are 'nil' and all Section totals. The display is under separate Debit and Credit columns.

2. period-end : [u]pdate profit & loss : [r]eset balances to zero

- **[u]pdate profit & loss**

Press **[u]** to update the Profit & Loss Account. (See Transact Overview under the section 'Account Headings'). On entering this facility each Account Heading from Section 2 will be displayed in logical order. You will be asked whether you wish to transfer this balance to Profit & Loss. Accounts which do not represent strict Income or Expenditure should NOT be transferred. On completion an 'Instant' Balance Sheet may be printed. This report does not take a traditional Balance Sheet format

and is for reference only. Balances are reported under separate Debit and Credit columns.

- **[c]lear output and input vat**

This option will only be offered when balances exist on these Accounts. The 'net' balance of outputs against inputs is transferred to the VAT Clearance Account ready for payment or rebate. Current period Output & Input VAT can now be accumulated in isolation.

- **[r]eset balances to zero**

This option would only normally be used at the start of an accounting period and saves the chore of having to re-input the Account Headings. An 'Are you sure?' option is given should [r] be accidentally pressed.

3. security : [f]ile to tape

The Accounts file should be 'saved' each time a Transaction file is updated. (See Transaction File Handling). If an historical record of balances needs to be kept, the Accounts file should be 'renamed'. This option will be offered prior to 'saving'. The program automatically adds the letter 'a' onto the end of the filename for each accounts file saved. For example, the file name 'account' becomes 'account.a'. The file should be loaded and saved under the name of 'account'. For transaction files the letter 't' will be automatically added to the file name, thus making it possible to distinguish between accounts and transaction files.

4. Press [ENTER] to return to the Transact menu.

2. [p]rocess transactions

Select [p]rocess transactions from the Transact menu to create your first Transaction file. The following transaction types may be selected:

- [b]ank receipts & payments**
- [c]ash receipts & payments**
- [s]ales Invoices & credit notes**
- [p]urchase Invoices & credit notes**
- [j]ournals**
- [v]at: autocalc set-up**

Before processing any transactions the current VAT rate (if applicable) should be entered within the [v]at option. Press [v] and enter the current VAT Rate (eg. 15%) as appropriate. VAT may then be automatically down calculated from the Total values entered during Processing. Once set up, the program will retain this rate for the particular Accounts Structure in use and need not be set up again until required. The Rate is pre-set to zero for those not registered.

For each Transaction Type selected, **[b]**, **[c]**, **[s]**, **[p]** and **[i]** the input procedure is basically the same. Journals differ slightly and are covered later. Examples of how different Transactions are processed may be seen in the Appendix. The principals for entering Transaction data may seem confusing at first to those unfamiliar with the task. Run some 'dummy' examples for practice and refer to the notes that follow:

1. Select the Transaction Type to be processed. Eg. **[b]**, **[c]**, **[s]**, **[p]** or **[i]**.

2. You will then be asked to select the Transaction 'mode'. For example, in the case of **[b]**ank the Mode is either Payment or Receipt. Other Modes are indicated in the menu above. Press **[ENTER]** to return to the menu.

3. A reference section is opened for input of transactions.

You will be required to enter:

- Transaction Date
- Transactor Name
- Transactor Folio (eg. cheque no., invoice no., etc.)

4. Financial data may then be entered. Answer the following prompts as follows:

>> bank control : ? [↑]

Enter the TOTAL value of the document in hand. This is prompted by the 'Control Account Name' for the Type of Transaction being processed. In this example the Control Account Name is Bank Control.

>> input vat : ? [↑]

Enter the amount of VAT. If the VAT Autocalc has been set up, type **[@]** followed by **[ENTER]** to calculate and display the amount at the pre-set rate. If no VAT is applicable, then type **[0]** followed by **[ENTER]**.

>> cash control : ? [>]

Finally we come to the analysis (ie. what the Transaction is all about). An Account Name prompt is displayed. The system selects the first available account that is permitted by the Transaction Type and Mode. If the Account Name is not the desired Heading, you may call the correct Account by one of three options:

1. Press **[ENTER]** while the cursor is placed over the prompt **[>]**. The next available account will display. Continue pressing **[ENTER]** until the required account is displayed.

2. Account Headings may be called from any 'Section No.'. Type **[>]** followed by the required Section No. The first Account Heading within that Section will be displayed. Move forward through the Section by pressing **[ENTER]**.

3. Type **[=]** followed by the correct Account No. to display the corresponding Account Heading. For example, **[=11]**, would display the Heading for Account No. 11.

Having obtained the correct Account Heading enter EITHER the 'Net Amount' OR type [a] to automatically down-calculate the Net Value. This method pre-supposes only a single point of analysis. In the case of multiple analysis, enter individual figures to each required Account Heading. If the analysis is correct press [y] to continue or [n] to re-input. If [y] is pressed you will be asked to enter 'Details' to support the analysis. If no details are required press [ENTER].

TRANSACTION keeps track of the accumulations on each Transaction and will continue to prompt the current Account Heading until the Transaction balances (ie. the sum of all the analysed parts - including VAT - equals the Total). Once complete, a prompt : 'OK...another payment ? [Y/N]' will appear on the screen. The 'OK' indicates that the Transaction has been accepted by the system. If the Transaction has not been analysed correctly and a balance remains, press [a] against any account to reveal the difference. To input another Transaction press [y].

Processing - Special Features

1. Reference Data (Date, Transactor and Folio) may be duplicated from a previous entry by pressing [ENTER] on the prompted input. This does NOT apply to the first Transaction within a NEW file.
2. You may enter negative values for any Transaction Type (in the form -nnn.nn), if a reverse entry is required within the Transaction analysis. A typical example would be the separate analysis of discounts given on Sales.
3. You may 'back-step' on inputs by entering [↑] followed by [ENTER]. However, once you have accepted the first point of analysis, this feature is disabled.
4. When paying VAT through the Bank against a balance held in the VAT Clearance Account, the Total amount of the payment should be entered against BANK CONTROL. When the VAT is prompted, [p] followed by [ENTER] should be keyed in. This will automatically analyse the whole amount to the VAT Clearance Account. The same method applies to Rebates received. There is no other way of accessing the VAT Clearance and this prevents accidental analysis to the Account. Output and Input VAT Accounts must NOT receive analysis of such payments or receipts.

NOTE: Transactions cannot be amended. To rectify an erroneous Transaction, you must either re-enter the Transaction in reverse Mode (ie. create a Dummy Credit Note for an Invoice with identical inputs), or use the Journal to make rectifications on the Accounts affected.

Processing - Control Accounts

In order to maintain good system practice, it is important to observe certain principals relating to the Control Accounts.

Bank Control

1. Payments made to Suppliers, whose invoices have been processed through Purchases, should be analysed direct to CREDITOR CONTROL (NB. VAT=0).
2. Payments received from Clients, against invoices raised through Sales, should be analysed direct to DEBTOR CONTROL (NB. VAT=0). All other payments or receipts should be analysed in the normal way to VAT, if applicable, and the corresponding income or expense accounts.
3. Cash drawn from the Bank, representing Petty Cash, should be analysed direct to CASH CONTROL (NB. VAT=0). Petty Cash analysis should then be made through CASH CONTROL from resulting expenditure. You do not need to use Sales and Purchase Controls if you are involved in a CASH orientated business, where analysis is controlled through the Bank Account, and/or the Cash Control Account. If these principals are not observed, analysis may be duplicated on certain transactions.

[J]ournals

The Journal facility allows for direct entry into all available Accounts and should only be used by those experienced in 'Double-Entry' principals.

Press [J] and the first logical Account Heading will be displayed. To change the Heading to the one required, use the three methods as described within 'Process Transactions'. Financial entries may be made on each Account. You must assign Debit '+' and Credit '-' values to each entry (eg. '+5000'). If Transactions within a Journal balance, at the prompt: 'Entries now balance - continue ? [Y/N] press [y] to continue the entries or [n] to return to the PROCESS menu.

There is no restriction to the number of entries that can be made, given the limits of the Transaction File. Details may be recorded at the prompt: 'Details: []' for each entry made. NB. There is no autocalculation facility available for Journal entries.

After a transaction file has been created (only one entry qualifies for this status), press [ENTER] to return to the TRANSACT menu.

3. [t]ransaction file handler or [I]oad transaction file

Press [t] to access the Transaction File Handler. The following options will be offered:

analysis : [v]iew entries

: [s]ummarise or [I]temise

: [t]ransaction report

: [c]ontrol accounts report

: [d]etails to analysis

update : [a]ccounts file balances

Security : [f]ile to tape

Analysis

- [v]iew entries

Press [v] to view entries within a Transaction file. Information is displayed as input for any Transaction. Enter the Transaction No. to view from, then press [ENTER]. The first Transaction chosen will be displayed. Press [n] to continue to the [n]ext Transaction, [I] to return the [I]ast Transaction and [e] to [e]nd the report and return to the menu.

- [s]ummarise

The summarised analysis displays Total values for each Account Heading to which amounts have been allocated.

- [I]temise

Itemised analysis offers the Accounts chosen in [s]ummarise for individual scrutiny. Transaction No., Amount and Details are displayed under each Account Heading., with respective Totals.

NB. Both reports may be output to the screen or to the printer.

- [t]ransaction report

This option presents complete details of the Transaction File, as described in Transact Overview under the section 'Summary of Printed Reports'. On the far right hand side of each transaction line there is a 'posting' code. The letters represent the type of transaction ie:

s = sales p = purchase b = bank c = cash j = journal

Adjacent to the letter codes are the allocated Account Numbers. Where analysis of Net Amounts extends beyond one Account, these amounts and codings are printed on succeeding lines.

- [c]ontrol accounts report

This option presents only total values and types of Transactions within the file. This report has been condensed for manual Ledger posting and other reconciliations (eg Bank).

- [d]etails to analysis

This option provides a narrative to the analysed Net Values with fully described Account Headings.

Update Security

- [a]ccounts file balances

Allows Transaction Account allocations as reported in the Analysis Summary to be transferred to the 'master' Headings in the Accounts File. You will be forced to 'save' the file to Tape before 'updating' can be executed. The program automatically adds the letter 't' onto the end of the filename of each transaction file saved. For-example, the file name 'trans' becomes 'trans.t'. The file should be loaded and saved under the name of 'trans'.

WARNING: After 'updating' the Transaction File will be erased from memory. For convenience, printed reports should be output before 'updating'.

TRANSACT will ask you to 'Name' the Transaction File before performing any of the Menu options. This name should be unique to the Transaction File.

You may continue Processing on the same Transaction File provided the file has not been 'updated'.

Press [ENTER] to re-access the Transact Menu.

- [r]estart or [e]nd program

Restarting the program will clear the memory and return you to the Report Date prompt at start-up. Both options 'check' to see whether the Transaction File currently in memory has been 'updated' to the Accounts File and warns you accordingly. You will be asked to confirm either action before proceeding.

APPENDIX

Example of Transaction Processing

account 1 25/05/85

sales transaction: 8

Invoice date : 25/05/85
 Invoice to : Rush Records
 Invoice folio : 10012

debtor control	654.00
output vat	-85.30
creative fees	-100.00
production fees	-400.00
typesetting	-68.70

OK ... another Invoice ? [Y/N]

Examples of Printed Reports

transf	21.05.85			
transaction report	folio	total	vat	net
1 21.05.85 Fred Smith	100	88.00	-11.48	-22.00
1		0.00	0.00	-54.52
2 21.05.85 JT Goods & Co	101	650.00	-84.78	-120.00
2		0.00	0.00	-104.00
2		0.00	0.00	-341.22
3 21.05.85 F Toms Ltd	102	850.66	-110.96	-120.55
3		0.00	0.00	-14.55
3		0.00	0.00	-450.00
3		0.00	0.00	-154.60
4 17.05.85 Bulk Supplies Ltd	159/45	-420.00	54.78	180.00
4		0.00	0.00	185.22
5 19.05.85 Jacksons Ltd	1994	-752.56	98.16	258.56
5		0.00	0.00	213.00
5		0.00	0.00	182.84
6 21.05.85 Fred Smith	100	88.00	0.00	-88.00
7 21.05.85 Cash	123478	-50.00	0.00	50.00
8 21.05.85 Bulk Supplies	123479	-420.00	0.00	420.00
9 21.05.85 F Toms	15966	850.66	0.00	-850.66
10 21.05.85 George Abel & Ptrs	104	1205.88	-157.29	-120.55
10		0.00	0.00	-928.04
11 21.05.85 D Smith	123480	-240.89	0.00	240.89

transal

21.05.85

trn	amount	details	postings
1	-22.00	commission to fg	: sales1 a/c
1	-54.52	fg	: sales2 a/c
2	-120.00	gt	: sales1 a/c
2	-104.00	dt	: sales4 a/c
2	-341.22	dt	: sales6 a/c
3	-120.55	ws	: sales1 a/c
3	-14.55	sw	: sales2 a/c
3	-450.00	bulk order	: sales4 a/c
3	-154.60	ds	: sales6 a/c
4	180.00	resales goods	: materials a/c1 a/c
4	185.22	resale goods	: materials a/c2 a/c
5	258.56	resale	: materials a/c1 a/c
5	213.00	New Sign	: point of sale items a/c
5	182.84	for resale items	: packaging a/c
6	-88.00	payment of invoice	: debtor control a/c
7	50.00	petty cash	: cash control a/c
8	420.00	payment of invoice	: creditor control a/c
9	-850.66	payment of inv 102	: debtor control a/c
10	-120.55	ds	: sales1 a/c
10	-928.04	ds	: sales4 a/c
11	240.89	week ending 17/05	: wages a/c

transal

21.05.85

control a/c	report	folio	total	type
1	21.05.85 Fred Smith	100	88.00	: sales
2	21.05.85 JT Goods & Co	101	450.00	: sales
3	21.05.85 F Toms Ltd	102	850.66	: sales
4	17.05.85 Bulk Supplies Ltd	159/45	-420.00	: purchases
5	19.05.85 Jacksons Ltd	1994	-752.56	: purchases
6	21.05.85 Fred Smith	100	88.00	: bank
7	21.05.85 Cash	123478	-50.00	: bank
8	21.05.85 Bulk Supplies	123479	-420.00	: bank
9	21.05.85 F Toms	15966	850.66	: bank
10	21.05.85 George Abel & Ptns	104	1205.89	: sales
11	21.05.85 D Smith	123480	-240.89	: bank

■ analysis summary ■ trans1

bank control	227.77
cash control	50.00
debtor control	1855.88
creditor control	-752.56
output vat	-364.51
input vat	152.94
sales1	-383.10
sales2	-69.07
sales4	-1482.04
sales6	-495.82
materials a/c1	438.56
materials a/c2	185.22
point of sale items	213.00
packaging	182.84
wages	240.89

account1

21.05.85

trial balance	dr	cr
bank control	227.77	
cash control	50.00	
debtor control	1855.88	
creditor control		752.56
output vat		364.51
input vat	152.94	
sales1		383.10
sales2		69.07
sales4		1482.04
sales6		495.82
materials a/c1	438.56	
materials a/c2	185.22	
point of sale items	213.00	
packaging	182.84	
wages	240.89	

account1 21.05.85
accounts balances

section 1 : system accounts

1	bank control	227.77
2	cash control	50.00
3	debtor control	1855.88
4	creditor control	-752.56
5	output vat	-364.51
6	input vat	152.94
7	vat clearance	0.00
8	reserve debtors	0.00
9	reserve creditors	0.00
10	profit & loss	0.00

1169.52

account1 21.05.85
accounts balances

section 2 : sales accounts

11	sales1	-383.10
12	sales2	-69.07
13	sales3	0.00
14	sales4	-1482.04
15	sales5	0.00
16	sales6	-495.82
17	sales7	0.00
18	sales8	0.00
19	sales9	0.00
20	sales10	0.00

-2430.03
