

# SHARP

## Business Software

### MZ-80A

## PURCHASE LEDGER

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MZ80 - 04C

# **PURCHASE LEDGER**

## **User Guide**

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## **Introduction**

Welcome to PURCHASE LEDGER, one of a series of programs which together provide a complete range of business software for the SHARP MZ - 80A Personal Computer.

PURCHASE LEDGER is used in conjunction with DIRECTORY which maintains the account names and addresses. It may also be used with other programs in the series to provide a fully integrated business system.

No prior experience of working with computers is necessary to operate PURCHASE LEDGER successfully. There are easy to follow displays taking the form of questions to which the user selects the appropriate reply.

The conventions adopted in PURCHASE LEDGER are followed throughout the other programs in the series making them equally easy to use.

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## **Program Description**

**PURCHASE LEDGER** maintains a Comprehensive Balance Forward Purchase Ledger. Accounts are updated by posting details of Invoices, Credits, and Payments to them.

When posting to accounts, batch totals are displayed to allow the user to double check the entries made. Optionally a Day Book listing may be produced on a printer to provide hard copy confirmation. Posting details may also be output on cassette tape which can be read by the **DAY BOOK ENQUIRY** program to give a full analysis of postings and **ACCOUNT ANALYSIS** program to update purchase analysis records.

The status of an account may be displayed or printed at any time to show the postings to that account in the current period and the balances outstanding for the current and previous two periods.

Account Remittances are produced at the end of a period showing full details of account activity and outstanding balances.

A selective Creditors report may be produced at any time to show the total and individual aged balances.

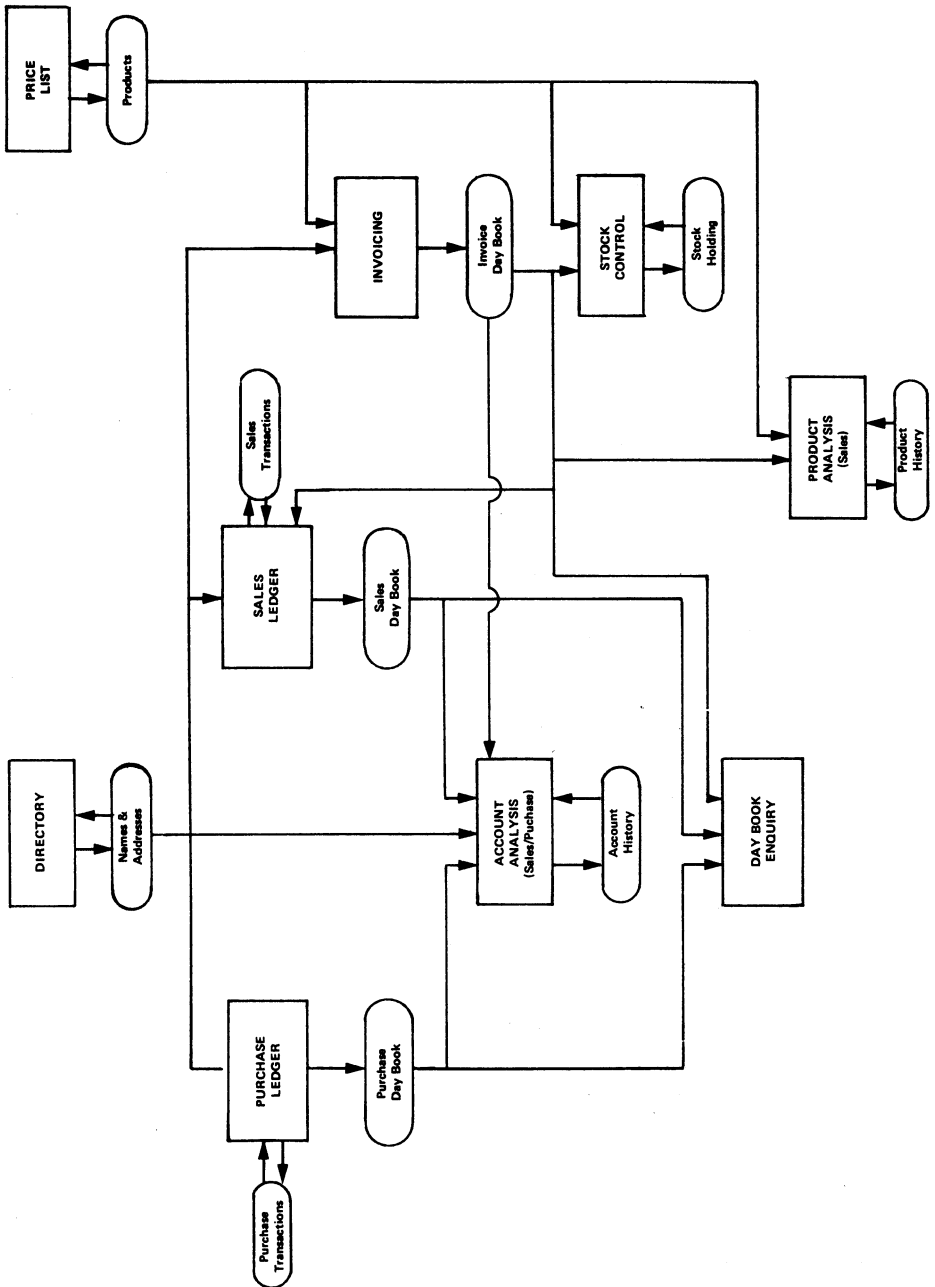
All essential VAT details are maintained for up to 5 VAT rates. The VAT figures are automatically updated when posting to accounts and they may be displayed, printed or reset as required.

## **Interfaces to other programs**

The Name and Address file maintained by the DIRECTORY program is read for account details.

The Purchase Day Book file may be used by the following programs:

DAY BOOK ENQUIRY  
ACCOUNT ANALYSIS



## Data Items

Item	Maximum Characters		
Transaction Code	1	1	Invoice
		2	Credit Note
		3	Cash Payment
		4	Cash Correction
		5	Adjustment Debit
		6	Adjustment Credit
Age Code	1	1	Current Period
		2	Previous Period
		3	All Periods before previous period
Reference	5		Invoice/Credit No., etc.
Date	8		dd.mm.yy
Amount	8		Maximum Value 99999.99
VAT Code	1		Range 1-5
VAT Amount	8		Maximum Value 99999.99
Nominal Amount	2		Range 1-99

The Account Codes used are those assigned in the DIRECTORY Program.

A maximum of 100 Accounts can be processed.

A maximum of 16 Transactions can be processed per account in any one period.



## Notes on use

1. It is not possible to Close Down PURCHASE LEDGER if any new transactions have been posted, or Statements produced until a new master transaction file has been written out to tape.
2. To produce Remittances, PURCHASE LEDGER will read the Name and Address file again. Remittances will only be produced for accounts found on the Name and Address file.
3. When Remittances are produced at End of Period each account processed will be cleared of transactions and the balance will be updated accordingly.
4. If a Day Book on cassette tape is required it will be opened at Options 1 and 2 if not already open and will be closed at Options 5 and 7.

Options 3, 4 and 6 have no effect upon the Day Book on cassette tape.

## Loading the program

1. Load Tape BASIC (SA-5510) in the usual way.
2. Enter MON to return to the Monitor.
3. Load the program tape in the cassette deck.
4. Enter L for LOAD
5. Press PLAY

The following displays will appear:

LOADING LOADER

LOADING "PURCHASE LEDGER"

Ready

6. Enter RUN to run the program.

When the program has closed down at the end another program in this series may be loaded without reloading BASIC.

## Restarts

If the program should 'Break' for any reason it may be restarted at the Main Function menu by Entering

RUN 2000

Any records stored in memory will remain accessible. However, depending upon the reason for the 'Break' there is a possibility that some data may be lost or corrupted.

Please use this Restart facility with care.

# **PURCHASE LEDGER**

## **Operating Instructions**

Program Display	Operator Response	Comment
<p><b>**START PROCEDURES**</b></p> <p>1. ENTER DATE (dd.mm.yy)? or 'N' TO CLOSE DOWN</p>	<p>1. Enter 'N' to exit from this session of PURCHASE LEDGER</p> <p style="text-align: center;">OR</p> <p>2. Enter date in format shown (eg 05.10.82 = 5th October 1982)</p>	<p>Exit from PURCHASE LEDGER</p>
<p>2. LOAD INPUT TAPE: NAME &amp; ADDRESS</p> <p>O.K. (Y/N)?</p>	<p>1. Enter 'N' if you do not wish to load a file</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if you are ready to load the file</p>	<p>GO TO STEP 1</p>
<p>3↓ PLAY</p>	<p>1. Insert tape containing required file and press PLAY</p>	
<p>4. TAPE WAS RECORDED ON dd.mm.yy.</p> <p>READING ACCOUNT. . . RECORD. . .</p> <p>An alarm is emitted when the file has been loaded</p>	<p>1. Check file details displayed to ensure correct file was loaded. Press ENTER key.</p>	<p>Alarm stops</p>
<p>5. LOAD INPUT TAPE: PURCHASE TRANS</p> <p>O.K. (Y/N)?</p>	<p>1. Enter 'N' if you do not wish to load a file</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if you are ready to load the file</p>	<p>GO TO STEP 8</p>
<p>6↓ PLAY</p>	<p>1. Insert tape containing the required file and press PLAY</p>	

Program Display	Operator Response	Comment
<p>7. TAPE WAS RECORDED ON dd.mm.yy.</p> <p>AVE REC SIZE = ...</p> <p>SPACE LEFT = ... : ... TRANS</p> <p>READING ACCOUNT... RECORD...</p> <p>An alarm is emitted when the file has been loaded</p>	<p>1. Check file details displayed to ensure correct file loaded. Press ENTER key.</p>	<p>Alarm stops</p>
<p><b>**MAIN FUNCTION SCREEN**</b></p> <p>8. PURCHASE LEDGER dd.mm.yy.</p> <p>1. ACCOUNTS POSTING</p> <p>2. POST CASH</p> <p>3. STATUS REPORT</p> <p>4. CREDITORS REPORT</p> <p>5. REMITTANCE ADVICES</p> <p>6. VAT</p> <p>7. FINISH</p> <p>ENTER OPTION NO. (1 – 7)?</p>	<p>1. Enter required function number</p> <p>For function 1</p> <p>For function 2</p> <p>For function 3</p> <p>For function 4</p> <p>For function 5</p> <p>For function 6</p> <p>For function 7</p>	<p>GO TO STEP 9</p> <p>GO TO STEP 17</p> <p>GO TO STEP 25</p> <p>GO TO STEP 28</p> <p>GO TO STEP 34</p> <p>GO TO STEP 41</p> <p>GO TO STEP 46</p>

Program Display	Operator Response	Comment
<b>**ACCOUNTS POSTING**</b>	1. Enter 'N' if you do not wish to record Purchase Day Book on tape  OR  2. Enter 'Y' if you wish to record Purchase Day Book on tape.	GO TO STEP 11
9. *LOAD OUTPUT TAPE: PURCHASE DAY BOOK  O.K. (Y/N)?  *Note this display only appears if Purchase Day Book file is not already loaded		
10. <b>RECORD. PLAY</b>	1. Load tape: press RECORD and PLAY keys	Program displays 'WRITING PURCHASE DAY BOOK'
11. DAY BOOK TO BE OUTPUT ON PRINTER  O.K. (Y/N)?	1. Enter 'N' if you do not wish to print Day Book  OR  2. Enter 'Y' if you wish to print Day Book	GO TO STEP 13
12. *READY PRINTER (Y/N)?  *Note this display will not appear if the printer is already on-line	1. Enter 'N' if you do not wish to print  OR  2. Ensure printer is on-line Enter 'Y'	GO TO STEP 11
13. CODE (3 chs)?	1. If there are no further records to post press ENTER key.  OR  2. Enter code of record to be amended (or '?' if next record is required)	GO TO STEP 16

Program Display	Operator Response	Comment
<p>14. Name.....</p> <p>Max chs.....</p> <p>TRANS CODE 1 – 6</p> <p>REFERENCE (5)</p> <p>DATE dd.mm.yy. RUN DATE</p> <p>AMOUNT</p> <p>VAT CODE 1 – 5</p> <p>VAT AMOUNT</p> <p>NOMINAL CODE 1 – 99</p>	<p>1. Press ENTER key if you do not wish to process this record</p> <p>OR</p> <p>2. Enter posting details</p>	<p>GO TO STEP 13</p>
<p>15. TOTAL.....</p> <p>O.K. (Y/N)?</p>	<p>1. Enter 'N' if details require change</p> <p>OR</p> <p>2. Enter 'Y' if details are correct</p>	<p>GO TO STEP 14</p> <p>GO TO STEP 13</p>
<p><b>**POSTING TOTALS**</b></p> <p>16. TOTAL = .....  VAT = .....  BATCH = .....  END OF POSTING</p> <p>An alarm is emitted to indicate end of posting</p>	<p>Check details displayed are correct: press ENTER Key</p>	<p>Alarm stops GO TO STEP 8</p>

Program Display	Operator Response	Comment
<p><b>**POST CASH**</b></p> <p>17. *LOAD OUTPUT TAPE: PURCHASE DAY BOOK</p> <p>O.K. (Y/N)?</p> <p>*Note this display only appears if Day Book file is not already loaded.</p>	<p>1. Enter 'N' if you do not wish to record Day Book on tape</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if you wish to record Day Book on tape</p>	<p>GO TO STEP 19</p>
<p>18. RECORD. PLAY</p>	<p>1. Load tape: press RECORD and PLAY keys</p>	<p>Program displays 'WRITING PURCHASE DAY BOOK'</p>
<p>19. DAY BOOK TO BE OUTPUT ON PRINTER</p> <p>O.K. (Y/N)?</p>	<p>1. Enter 'N' you do not wish to print Day Book</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if you wish to print Day Book</p>	<p>GO TO STEP 21</p>
<p>20. *READY PRINTER (Y/N)?</p> <p>*Note this display will not occur if printer is already on line</p>	<p>1. Enter 'N' if you do not wish to print</p> <p style="text-align: center;">OR</p> <p>2. Ensure printer is on line, enter 'Y'</p>	<p>GO TO STEP 19</p>
<p>21. CODE (3 chs)?</p>	<p>1. If there are no further records to post press ENTER key</p> <p style="text-align: center;">OR</p> <p>2. Enter code of record to be amended (or '?' if next record required)</p>	<p>GO TO STEP 24</p>



Program Display	Operator Response	Comment
<p>22. Name.....</p> <p>Max chs :.....:</p> <p>AGE CODE 1 – 3</p> <p>REFERENCE (5)</p> <p>DATE dd.mm.yy. RUN DATE</p> <p>AMOUNT</p> <p>DISCOUNT</p> <p>ENTER TRANSACTION DETAILS</p>	<p>1. Press Enter key if you do not wish to amend this record</p> <p style="text-align: center;">OR</p> <p>2. Enter posting details</p>	<p>GO TO STEP 21</p>
<p>23. TOTAL.....</p> <p>O.K. (Y/N)?</p>	<p>1. Enter 'N' if details require change</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if details are correct</p>	<p>GO TO STEP 22</p> <p>GO TO STEP 21</p>
<p><b>**POSTING TOTALS**</b></p> <p>24. TOTAL = .....</p> <p>VAT = .....</p> <p>BATCH = .....</p> <p>END OF POSTING</p> <p>An alarm is emitted to indicate end of posting</p>	<p>1. Check details displayed are correct. Press ENTER key</p>	<p>Alarm stops GO TO STEP 8</p>

Program Display	Operator Response	Comment
<b>**STATUS REPORT**</b>	1. Press Enter key if no further records required	GO TO STEP 8
25. CODE (3 chs)?	<p style="text-align: center;">OR</p> 2. Enter Code of required record (or '?' if next record required)	Record details are displayed
26. Print/Continue?	1. Enter 'C' to continue  <p style="text-align: center;">OR</p> 2. Enter 'P' to print this record	
27. READY PRINTER (Y/N)?	1. Enter 'N' if you do not wish to print  <p style="text-align: center;">OR</p> 2. Ensure printer is on line, enter 'Y'	GO TO STEP 25

Program Display	Operator Response	Comment
<b>**CREDITORS REPORT**</b>		
28. OUTPUT ON SCREEN (Y/N)?	1. Enter 'Y' if you wish report to be displayed on the screen  OR  2. Enter 'N' if you do not wish the report to be displayed on the screen	GO TO STEP 30
29. OUTPUT ON PRINTER (Y/N)?	1. Enter 'N' if you do not wish the report to be printed  OR  2. Enter 'Y' if you wish to print the report.	GO TO STEP 8
30. ZERO BALANCES (Y/N)?	1. Enter 'Y' if you wish to process records with zero balances  OR  2. Enter 'N' if you wish to process records with zero balances	GO TO STEP 8
31. BELOW LIMIT (Y/N)?	1. Enter 'Y' if you wish to process records below the limit  OR  2. Enter 'N' if you do not wish to process records below the limit	If output on screen, record is displayed GO TO STEP 33
32. *READY PRINTER (Y/N)?  *Note this display only occurs if printer is not on line	1. Enter 'N' if you do not wish to print  OR  2. Ensure printer is on line, enter 'Y'	GO TO STEP 8

Program Display	Operator Response	Comment
33. Print/Continue/End?	1. Enter 'E' if you do not wish to continue  OR  2. Enter 'C' if you wish to continue display/print	Report is printed GO TO STEP 8

Program Display	Operator Response	Comment
<p><b>**REMITTANCE ADVICES**</b></p> <p><b>34. PURCHASE DETAILS</b>  dd.mm.yy  Max chs : .....:.....:</p> <p>NAME (24)</p> <p>ADDRESS(24)  (24)  (24)  (24)</p> <p>PHONE (11)</p> <p>MESSAGE(35)</p>	<p>1. Enter required details</p>	
<p><b>35. O.K. (Y/N)?</b></p>	<p>1. Enter 'N' if details require change</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if details correct</p>	
<p><b>36. LOAD INPUT TAPE:</b>  NAME &amp; ADDR  O.K. (Y/N)?</p>	<p>1. Enter 'Y' if you wish to load tape</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if you wish to load tape</p>	<p><b>GO TO STEP 34</b></p>
<p><b>37. ↓ PLAY</b></p>	<p>1. Load tape. Press ENTER key</p>	
<p><b>38. TAPE WAS RECORDED ON</b>  dd.mm.yy.</p> <p>START CODE (3 chs)?</p> <p>END CODE (3 chs)?</p> <p>ZERO ACTIVITY (Y/N)?</p> <p>END OF PERIOD (Y/N)?</p>	<p>1. Enter printing option details</p> <p>Enter Y to print a Remittance for every account.</p>	

Program Display	Operator Response	Comment
<p>39. O.K. (Y/N)?</p>	<p>1. Enter 'N' if details require change</p> <p style="text-align: center;">OR</p> <p>2. Enter 'Y' if details correct</p>	<p>GO TO STEP 38</p> <p>Advices are printed</p>
<p>40. READING ACCOUNT. . . . RECORD. . . .</p> <p>The program emits an alarm when printing finished.</p>	<p>1. Unload tape. Press Enter key</p>	<p>Alarm stops GO TO STEP 8</p>

Program Display	Operator Response	Comment
<p><b>**VAT**</b></p> <p>41. VAT SUMMARY dd.mm.yy.  CODE RATE% INPUTS VAT</p> <p>1    .....    .....  2    .....    .....  3    .....    .....  4    .....    .....  5    .....    .....</p> <p>TOTALS    .....  Amend/Print/Continue</p>	<p>1. Enter 'C' to continue  OR  2. Enter 'P' to obtain  printed copy</p> <p>OR  3. Enter 'A' if you wish to  amend details</p>	<p>GO TO STEP 8</p> <p>Print is produced  GO TO STEP 41</p>
<p>42. ENTER CODE (1 – 5)?</p>	<p>1. Enter code for which  changes are required</p>	
<p>43. RATE?</p>	<p>1. Press Enter key if no  changes to rate</p> <p>OR  2. Enter rate changes</p>	
<p>44. INPUT?</p>	<p>1. Press Enter key if no  changes to output</p> <p>OR  2. Enter output changes</p>	
<p>45. VAT?</p>	<p>1. Press Enter key if no  changes to VAT</p> <p>OR  2. Enter VAT changes</p>	<p>GO TO STEP 41</p>

Program Display	Operator Response	Comment
<p><b>**FINISH**</b></p> <p><b>46. CLOSING DOWN</b></p> <p>*Note this display only occurs if Day Book is recorded on tape</p>	<p>Ensure Record and Play keys are depressed</p>	
<p><b>47. UNLOAD</b></p>	<p>1. Unload tape. Press ENTER key</p>	
<p><b>48. (RECORDS) HAVE BEEN CHANGED (NO RECORDS)</b></p> <p><b>READY TO MAKE NEW TRANS. TAPE</b></p> <p><b>O.K. (Y/N)?</b></p>	<p>1. Enter 'N' if you are ready to make a new tape</p>	
<p><b>49. LOAD OUTPUT TAPE: PURCH TRANS</b></p> <p><b>O.K. (Y/N)?</b></p>	<p>1. Enter 'N' if you are not ready to make new tape</p> <p style="text-align: center;"><b>OR</b></p> <p>2. Enter 'Y' if you are ready to make new tape</p>	<p><b>GO TO STEP 1</b></p>
<p><b>50 ↓ RECORD. PLAY</b></p>	<p>1. Load tape. Press Record and Play keys</p>	
<p><b>51. Writing PURCH TRANS</b></p> <p><b>WRITING ACCOUNT. . . .</b> <b>TRANS. . . .</b></p> <p><b>CLOSING TAPE – UNLOAD</b></p> <p>An alarm is emitted when tape is written</p>	<p>1. Unload tape Press ENTER key</p>	<p><b>Alarm stops</b> <b>GO TO STEP 1</b></p>



1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.

6. The sixth part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

7. The seventh part of the document discusses the importance of data quality and the various factors that can affect it. It provides practical tips for ensuring that data is accurate, complete, and consistent throughout the collection and analysis process.

8. The eighth part of the document explores the role of data in decision-making and the various ways in which data can be used to inform organizational strategy and operations. It emphasizes the need for data-driven insights to support effective decision-making.

9. The ninth part of the document discusses the importance of data security and the various measures that can be taken to protect data from unauthorized access, loss, or theft. It highlights the need for robust security protocols and regular security audits.

10. The tenth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.

11. The eleventh part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

12. The twelfth part of the document discusses the importance of data quality and the various factors that can affect it. It provides practical tips for ensuring that data is accurate, complete, and consistent throughout the collection and analysis process.

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