

RECEIPTING

REFERENCE MANUAL

AND

INSTALLATION GUIDE

(last revised Nov. 2016)

Introduction

This manual provides descriptive and operational information for the Receipts Posting program which operates on PCs running Microsoft Windows.

Section 1, **Main Menu**

Section 2, **Keyboard Use**

Section 3, **Printer Settings**

Section 4, **Receipt Posting**; a description of how to enter and print receipting info.

Section 5, **Category Codes**; a description of how to set up codes that will represent revenue categories.

Section 7, **Options**; a description of how to enter recurring data that is needed each day in other Receipting functions.

Receipting Overview

- o The Receipting software is menu driven to minimize operator training time. At each step the operator is prompted as to what entry is needed. This feature reduces operator training time.
- o A 2 character "user-id" may be entered upon entering Receipting. This id is stored with each receipt which allows user to print lists of receipts and totals by user-id.
- o User is allowed to enter any kind of receipt of money and distribute it to the appropriate revenue category. Optionally a receipt may be printed to give to payer (up to 3 receipts may be printed in one pass).
- o User is allowed to get a print-out of receipts and totals by revenue category.
- o This program interfaces with GFC's Utility Billing and Budgetary Acctg modules to post receipts to the appropriate module... Utility payment receipts to Utility Billing and miscellaneous receipts (fines, building permits, inspections, etc) to Budgetary.

Receipts - Daily General Sequence of Operation

RECEIPT ENTRY

User enters receipts throughout the day. If needed user may print a receipt form.

If you need to "close-out" the day before closing time, you may need to change the posting date to tomorrow's date so the 'close-out' can be done while still entering more receipts.

DAILY CLOSE-OUT

1) Print Receipts List (using "Print-Report"). This is a **Detail** listing of each receipt. If you have receipts with multiple dates, be sure and enter the range of dates desired when printing the list - otherwise leave dates as 00/00/00 and 99/99/99.

2) Print Receipt "Totals" (using "Print-Report"). This is a **Total** of receipts by each revenue catgy code. If this is to be done by "fund" enter a fund number and run for each fund - otherwise leave fund blank. If you want all catgy codes to print (even those with zero) check "Print Zero Totals". If you have receipts with multiple dates, be sure and enter the range of dates desired when printing the totals otherwise leave dates as 00/00/00 and 99/99/99.

3) If you want the receipts to be posted to Utility Billing and/or Budget, use the "Transfer" routine. Make sure the correct Budget Month-Year is displayed. Select "Budget and Utility" to include all receipts or "Utility" for utility receipts only, or "Budget" for budget only. If you have receipts with multiple dates, be sure and enter the range of dates desired when printing the totals otherwise leave dates as 00/00/00 and 99/99/99.

REMOVE RECEIPTS

On some sort of regular basis (daily or weekly or monthly) transferred receipts should be deleted (removed). Otherwise the receipts file will become very large and extra time will be needed to process current receipts. To delete receipts use the "Remove" command. If all receipts can be deleted leave the range of dates as 00/00/00 and 99/99/99.

In the following sections an attempt will be made to explain the operation of each program and how it interacts with all of the other programs. To learn the operation of the Receipting program, read the sections of this document in the following sequence:

Section 2 - Keyboard Use

Section 3 - Printer Settings

Section 6 - Other Functions

Section 1 - Main Menu

Section 7 - Options

Section 5 - Category Codes

Section 4 - Receipts

SECTION 2 KEYBOARD USE

This software is written for use on personal computers using Microsoft Windows. The keyboard of that system has some special function keys. Below is a list and an explanation of their use:

Key	Function
Tab	This key is normally used to move from field to field although in some cases Enter will do the same thing.
Shift-Tab	This key combination is normally used to move back to the previous field
Enter	When the cursor is on a command (such as "Save" or "Close") this key is normally used to execute the command (same as clicking on the command). On Lookup screens and other screens that display lists of records, Enter can be used to select the highlighted record. In some cases this key causes the cursor to move to the next field (like the Tab key).
Esc	This key will cause a program to close and return to the Main Menu. In File Maintenance programs if a record is displayed on the screen the Esc key will first clear the screen and if pressed again will cause the program to close. On screens where data is filled out Esc acts like a Cancel command by clearing the screen. For example when adding a new customer pressing Esc would cause the program to cancel the operation and the customer screen would be cleared.
F12	When entering receipts this key will cause the focus to go to the "Save" command. This may be more convenient than clicking on "Save" since after pressing F12 user can press Enter key to perform the save.
Down/Up Arrow	In the some programs these keys will scroll thru records. For example in the Receipt program user can enter a partial receipt name and the closest record will display. User may then press Down/Up arrows to scroll thru additional records until the record desired is displayed. On 'Lookup' screens and other screens with lists of records user may use these keys to move up and down the list of records to get to the record desired.
Page Up/Down	On Lookup screens and other screens that display lists of records user may use these keys to display the next or previous page of records making it faster to get to the record desired. On the Receipt input screen the Page Down key is used to move to the "Received" section after the last receipt line is entered.
Alt	This key will make the short-cut keys visible. For example on many screens there is a "Print" command. To access this command by using the keyboard press the Alt key and the letter "P" to execute the Print command.
Home	When entering info in a data field, this key moves the cursor back to the beginning of the field.
End	When entering info in a data field, this key moves the cursor to the end of any existing text.

SECTION 3

PRINTER SETTINGS

All “Print” programs allow user to select a default printer name, font, size, and orientation which are unique to the program opened. Some print programs also allow a tray and double-sided selection. Following is an explanation of each of the fields:

Printer:	The default or last used printer name will initially display but user can select the drop-down arrow to choose any other printers set up under Windows Printers/Faxes.
Font:	The default or last used font will initially display but user can select the drop-down arrow to choose any other displayed font.
Size:	The default or last used font size will initially display but user can select the drop-down arrow to choose any other font size desired.
Orientation:	The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). User may select from a drop-down list or by pressing P or L.
Tray:	Some printers have multiple trays so the receipt form and report programs can set which tray should be used.
Double Sided:	Some printers have a double sided (duplex) print capability. If your printer has such a capability then when printing receipt forms and reports user may check this box to print on both sides of the paper. This would normally not be done for receipt forms but could be viable for reports.
Set:	When user prints a report the printer settings (name, font, size, orientation, tray, etc) are saved. Use this command if user has changed the printer settings and wants to save the new settings without printing.
Print to Screen:	Some report programs have a “Print to Screen” checkbox. Checking this box and then clicking on “Print means the report should display to the screen instead of printing to paper. After viewing the report user may close the screen by pressing Esc or clicking on “X”.

Note that all the above settings are stored in each PC’s registry so the settings can be uniquely set for each PC.

Programs will initially list your Windows default printer as the printer name and “Arial” will initially be the default font name. The default size will vary and in some cases may not be the ideal size for your printer. Below are recommended print sizes.

Program Name	Font Size (Arial)
Receipt Detail and Totals Reports	7
Transfer Journal	8
Receipt Form - Regular	9 or 10
Receipt Form - Narrow	5 - 7 depending upon the width of the paper
Category Code Rept	9

When printing at Arial 5 or 6 or 7 the print can be smaller than desired. An alternative would be to use the font “Arial Narrow” which allows user to increase the font size by 1 or 2. For example the Receipts Rept at Arial-7 could be printed at Arial Narrow-8 which would be more readable.

PRINTING TO CSV FILE

The Receipt Jrnl program has a checkbox named “Print to csv file”. When checked the report is written to a file instead of printed to a printer or to the screen. The file is a ‘comma-separated-value’ formatted file so it should be importable by most spreadsheet programs such as Excel. Upon selecting the “Print” command (when this box is checked) a screen will appear which allows user to enter the path and file name. For example entering “Receipts.csv” would store the report in the same folder as your other receipt files. Entering “\DOCS\Receipts.csv” would store the report in a file in the “DOCS” folder. Caution: if you create file using the same name as a previous report, the previous report will be deleted and a new one will be created. Note: user may view previously entered path/name values by selecting the down-arrow at the end of the field.

SECTION 4 RECEIPTS

This program is used to enter and print receipts. The purpose of this program is to enter and categorize receipt of monies and optionally print a receipt form to give to the payer. Category codes are used to make specifying revenue categories quicker. After printing a journal, receipts can be transferred to the Budget and Utility Billing files.

After choosing the "Receipts" command the following screen appears:

```

=====Receipts=====
|
| Post      Edit      Delete      Print      Remove      Transfer      Lookup      Main Menu      Help
|-----|
|
| Date:      _____      Receipt#: _____      Name:      _____
| Utility Loc: _____      User-ID: _____      Address-1: _____
| Account#:  _____      Address-2: _____
| Bal Due:   _____      City/St/Zip: _____      Dflt
|
|                               Remarks: _____
|
| Category Code/Desc      Amount      Xfer
| 1 _____      _____      _ o      Total Amt Due: _____
| 2 _____      _____      _ o      Received _____
| 3 _____      _____      _ o      Check: _____
| 4 _____      _____      _ o      Ck#/Type: _____/____
| 5 _____      _____      _ o      Cash Amt: _____
| 6 _____      _____      _ o      Dr/Cr Card: _____
| 7 _____      _____      _ o      Total Rcvd: _____
| 8 _____      _____      _ o
| 9 _____      _____      _ o      Change: _____
|10 _____      _____      _ o
|-----|
|                               Save      Cancel
|
=====

```

Name: _____ Rcpt#: _____ Date: _____ **Post** **Exit**

User may exit Receipts program by pressing Esc or selecting "X" or "Exit". Otherwise user will normally follow these general steps:

- a. Remove (delete) the receipts file if not accumulating postings (Remove)
- b. Post Receipts (Post)
- c. Print receipt journal and totals (Print)
- d. Edit and/or delete any incorrect receipts (Edit/Delete).
- e. Transfer receipts to Utility Billing and/or Budget (Transfer)

Receipt Entry

To review, edit, or delete a previously entered receipt, user must enter a name or receipt# from the "Name" or "Rcpt#" fields at the bottom of the screen. If the exact value is not known user may enter an approximate receipt# or name and then press **Down-Up Arrows** (or click on red arrows at top of screen) to scroll to the correct record. Or after entering an approximate value user may select the **LookUp** command to display a list of receipts (there is a "Print" command on the Lookup screen should you want to print the list). Note that before the search begins user can enter a **"Date"** at the bottom of the screen and only records with matching dates will display.

Post

To post a new receipt user can click on either "Post" command or may press Alt-O. The receipt screen should then be filled in by user. Following is an explanation of each field:

- Date:** Upon entering the first receipt the user is prompted to enter the posting date. The current date will initially display but user may change if needed. As long as user stays in the program the posting date will remain loaded. If the date subsequently needs to be changed, user may click on the Date field or press Shift-Tab from the Util Acct# field.
- Receipt#:** Depending upon how the Auto-Receipt# question on the Options-General screen has been answered, the receipt# will either fill in automatically with the next automatic number or will begin with 000001. If "Edit Receipt" in Options has been un-checked then this field may not be changed-otherwise it can be changed.
- User-ID:** Two characters (numbers and/or letters). If user has logged into Receipting using an Id the value will display here automatically and the field will be skipped. If an Id was not entered upon entering Receipting the program will stop at this field for possible entry. Entry is optional and its purpose is to identify who entered a receipt. The Id is stored with the receipt and prints on the receipt form
- Utility Loc:** Since this program allows access to two sets of Utility files, user may select the location name from this drop-down list. Initially the setting will be first location name but user may change by pressing down-arrow or by using the mouse to access the drop-down list. Upon beginning each receipt this value will automatically repeat from the last entry. Note: If user needs to change the posting date, click on the date or use Shift-Tab.
- Account#:** If the receipt involves a utility payment then user should enter the utility acct#. If not known user can enter an approximate acct# and select Lookup (Alt-L) to get a list of customers in acct# order (see Name field below for name Lookup). Once records display in the Lookup screen, user may double-click on the record desired or press down/up-arrow to highlight the record and Enter pressed to select it (NOTE: to access a different Utility database, go to the Utility Loc and select the location desired). Once a valid acct# is selected the customer's balance and name/addr will display along with possible special messages.
- Name:** If posting a utility receipt and the acct# is not known then user may enter a few letters of the name and select 'Lookup' (Alt-L) to get a list of utility customers in name order. When the record desired is selected the customer name, address, acct#, and balance, will fill in automatically on the receipt screen. If posting a misc receipt (utility pmt not involved) then user must type payer's name.
- Address 2/3:** If posting a utility receipt the address will fill in automatically but may be changed. If posting a misc receipt (utility payment not involved) then user should type payer's address (if needed).
- City/State/Zip:** If posting a utility receipt the city/state/zip will fill in automatically but may be changed. If posting a misc receipt (utility payment not involved) then user should either type payer's city/state/zip (if needed) or typing "S" or "D" or clicking on the "Dflt" command will display your local city/st/zip automatically as stored in Options-General.

Remarks: If any additional information about the receipt is needed to be recorded, enter it under "Remarks". Information entered here for a misc receipt will be placed in the "Description" field in Budget Detail Records.

Catgy Cd/Desc: User may enter up to ten codes to define which revenue catgys the receipt is for. These codes should already have been set up in the Category Code program. These codes represent such revenue categories as Utility Payments, Building Permits, Inspection Fees, etc. Note that the catgy code for utility payments can self-insert (see Options-General for more info). If the catgy code is not known then user may press Down-Up arrow or use the mouse to open the drop-down list to view records by description. User may select the record by double-clicking or pressing Enter when a record is highlighted. After the last catgy has been entered pressing Page Down key will move the focus to the "Received" fields.

Amount: If an amount has been set up with the catgy code that value will display automatically although the amount may be changed. A utility payment can be set to self-insert in which case the customer's balance will display automatically as the amount. Once user has entered all amounts then user should press 'Page Down' key to go to the "Received" amounts.

Xfer: Enabled only when editing. If a receipt has been transferred each line will be marked. If user needs to show a line as not being transferred then un-mark the line.

RECEIVED:

Check Amt: Enter the amount being received that is being paid by check.

Check#: If receiving a check, enter the check#.

Type: If receiving a check and the check is a utility deposit check that is being applied to the customer's balance, enter "D". If this receipt is posted to Utility Billing with type "D" then that program knows to clear the deposit off the customer screen and also update the history as a 'deposit applied'.

Cash Amt: Enter the amount being received that is being paid by cash.

Dr/Cr Card Amt: Enter the amount being received that is being paid by cr card.

After answering the above questions, the "Save" command will add the receipt to the receipt file while the Esc key (or Cancel command) will void the entry. Upon saving (depending upon a setting in Options) the user will be asked whether a receipt should be printed. Select "Yes" to print or "No" to not. If "Yes" is selected a receipt will print in one of two formats - regular or narrow (up to 3 receipts can be printed in one pass). The narrow format is designed to print on paper 3 - 4 inches in width while the regular format is designed to print on 8 1/2" wide paper. If for any reason the receipt does not print properly user may (while receipt is displayed) click on the printer icon at the top of the screen or may select "Print" and "Rcpt on Screen" to re-print

Edit

To edit a receipt user must first access a record as described under "Receipt Entry". Once a receipt displays user may select "Edit" (Alt-E) to make changes. User would normally "point and click" to access the field to be changed. When making changes notice that when you enter a value in a field that already has a value the field may be cleared. If you do not want to clear the entire field but only change a portion of it then arrow over to the area to be changed and then enter the correction. The Esc key (or Cancel command) may be used to start the edit over. The "Save" command will rewrite the revised data thereby making it permanent. If after saving you would like to print the revised receipt, select the printer icon at top of screen or select "Print" and then "Rcpt on Screen".

Delete

To delete a receipt user must first access a record as described under "Receipt Entry". Once a receipt is found user may select "Delete" (Alt-D) if the receipt should be deleted. After selecting "Delete" the system will sound an audible alarm asking user whether the receipt should be deleted. Select "Yes" to delete or "No" to not.

Print

Upon selecting "Print" (or Alt-P) the program allows three options... 'Rcpt on Screen' or 'Report' or 'Screen'. "Rcpt on Screen" prints a receipt for the displayed receipt record. "Report" allows user to print a list of receipts or optionally receipt totals. "Screen" prints an image of the screen. Upon selecting "Report" the following screen displays:

```

====Print=====
| o Print Details           Beg Date:_____ |
| o Print Totals           End Date:_____ |
|                           |
| _Include Non-Transferred Rcpts Beg Cat Cd:_____ |
| _Include Transferred Rcpts   End Cat Cd:_____ |
| _Print Zero Totals           Fund #:_____ |
| _Print in Name Order        User ID:_____ |
|
| Printer:
|
| _____ Size
| Font:
|
| _____
| Orientation:
|
| _____ Set _____ Print to Screen
| Tray:           _____ Print to csv File
|                 _____ Double Sided
|
=====

```

User would answer questions as follows:

- Print Detail/Totals:** There are 2 report types. "Print Details" means to print a list of receipts. "Print Totals" means to print receipt totals by fund/category code.
- Incl Non-Transferrd Rcpts:** If the report should include receipts not transferred, then make sure this box is checked.
- Incl Transferred Rcpts:** If the report should include receipts already transferred (previous runs) then make sure this box is checked. Normally this will be left un-checked.
- Print Zero Totals:** Applicable only if the "Print Totals" option is selected. User may choose to include totals even if they are zero. Normally this is un-checked but may be checked to include zero totals.
- Print in Name Order:** Applicable only to the "Print Detail" option. If this box is checked the detail receipt report will print in alphabetic order by name instead of Rcpt# order.
- Beg/End Date:** If the report should only be for a single date or a range of dates, enter the beg/end dates. Leave as 00/00/00 and 99/99/99 to include all dates.
- Beg/End Cat Cds:** If the report should only be for a single catgy or a range of catgys, enter the beg/end catgys. Leave as spaces and ZZZZ to include all catgys.
- Fund#:** Applicable only to the "Print Totals" option. User may specify a fund to print. This allows user to get totals for only a single fund (01, 02, etc). Leaving the fund# blank means to include all funds. NOTE: the fund# that each category belongs to was established when the category codes were set up.

User ID: This field will initially be blank which means that all receipts would be included. If a User-Id is entered then it means only receipts with a matching Id will be included.

Printer Info: see Printer Settings discussion in Section 3.

After answering the above questions, the "Print" command will begin the report. Depressing Esc key or selecting "Close" or "X" will exit the routine without printing.

Transfer

Since the receipts do not get posted over to Budget and Utility Billing as they are entered, a program is provided to perform the transfer after all receipts have been entered, printed, and verified. If you are only entering receipts and do not want them moved over to other files, then you would not run this program. After selecting "Transfer" (Alt-T) the following screen displays:

```
====Transfer====
|
| Mo-Yr: _____ |
|
| Beg Rcpt Date:00/00/00 |
| End Rcpt Date:99/99/99 |
|
| Transfer: Budget and Utility |
|
| Printer: |
| _____ |
| Font: _____ Size: _____ |
| _____ |
|
| Orientation: |
| _____ Set |
|
| Tray: _____ |
| _____ Double Sided |
|
|====
```

User would answer questions as follows:

Mo-Yr: This entry is needed for transferring entries over to the Budget Detail Records file. Since a month and year is attached to all Detail Records the program needs to know what month and year should be attached to the receipts about to be transferred. The default will be the current month and year but may be changed.

Beg/End Rcpt Date: Should the receipt file contain un-transferred receipts for multiple days and only a single day should be transferred, user must enter a beg/end date. Leave as 00/00/00 and 99/99/99 to include all dates.

Transfer: If receipts should be transferred to both the Utility Billing and Budget files, leave the value from this drop-down list as "Utility and Budget". Select "Budget" for Budget only or "Utility" for Utility Billing only.

After answering the above questions, select "Transfer" to begin the transfer. Esc key (or "Close") may be used to cancel the transfer. Upon selecting "Transfer" a warning screen will display. User may then select "Yes" to proceed or "No" to cancel the transfer. Once the transfer is over, a journal will print showing the records being transferred. Note: if any receipts on the Budget Transfer report have asterisks next to the Rcpt# then there is either an invalid budget acct or vendor code on that record.

Remove

If user is starting a new posting session the first decision to be made is if the receipts from previous sessions should be deleted. If you are accumulating receipts for the month this would only be done once a month. If you do not accumulate receipts for the month then normally "Remove" will be done daily. When "Remove" (or Alt-R) is selected, a screen will display warning the user to the fact that you are deleting the receipts. To proceed select "Yes" to proceed. To stop select "No".

Then another screen with a beg/end date will appear. If receipts for only a range of dates should be removed enter the dates before selecting "Remove". Normally the dates should be left as 00/00/00 and 99/99/99 to delete all postings regardless of the date. When user selects "Remove" to begin the removal the program checks to see if any of the receipts (for the dates selected) have not been transferred. If any are found then a warning is displayed allowing user to abort the removal (by selecting "No) or continue (by selecting "Yes"). IMPORTANT: if any other user is in the Receipts routine while the removal is being done, the removal may perform slower than normal. Therefore it is better if no one else is in the Receipts program when performing the remove routine.

Main Menu

Selecting this command (or pressing Alt-M) will cause the program to be exited and returned to the Main Menu (same as selecting "X"). If user is entering a receipt this command is disabled until the receipt is saved.

Help

Selecting this command (or pressing Alt-H) will display summary information about this program. A "Print" command is provided to print the information to your default printer.

SECTION 5 CATEGORY CODES

This program is used to maintain or print category codes. The codes are to establish revenue categories that receipts will be distributed to. Establishing a short code can make specifying revenue categories quicker when posting a receipt. After choosing the Category Codes program the following screen appears:

```

=====
==Category Codes=====
| Add   Edit   Delete   Print   Lookup   Main Menu   Help   |
|-----|
| Code:____   Desc:_____   Fund#:____   |
| _ Sub-total   Amount:_____   |
| Transfer to: _____   |
| Path-Location: _____   |
| For Transfer to Budget:   |
| Account#:_____ (CR) _____   |
| Account#:_____ (DR) _____   |
| Vendor #:_____ _____   |
| Budget Desc:_____   |
|-----|
|                               Save   Cancel   |
|-----|

```

Code:____ Desc:_____ Exit

Code Entry

To review, edit, and delete a code, user must enter a code or desc. If the exact value is not known user may:

- a. Enter an approximate catgy code or desc and press Down/Up Arrow to scroll to the desired record.
- b. Enter an approximate catgy code or desc and then select Lookup (Alt-L) which will display a list of records. User may select a record by double-clicking on a record or user may use Down/Up arrows to move to the record desired and then press Enter to select.

Add

To add a new category code should select "Add" (Alt-A) from the Code Entry position. The above screen should then be filled in by user. Following is an explanation of each field:

Code: This code will be used to refer to this category from this point on. The code can be letters and/or numbers. This code must be a unique code and can not be used on more than one record. User might want to make the code be an abbreviation of the category (ex: Permits could be PM). Codes that need to print together should have consecutive codes. For example if you have several categories of permits you could use PM1, PM2, PM3, etc. Or you could use 1000, 1001, 1002, etc. **The program works best if user uses the same number of digits or characters in each code. For example all codes have 4 characters.**

Desc: The description of this category. Ex: PERMITS AND LICENSES
Fund#: The fund number that this revenue category belongs in. This could be "01", "02", "03", etc. This allows user to print receipt totals by fund#. If this capability is not needed then leave this field blank.

Sub-total: If this code is being set up simply to generate a sub-total when printing reports, check this box - otherwise leave unchecked. Sub-total codes should be sequential with the codes they are subtotaling. For example if totaling P1, P2, P3 you might want to use P99 as the subtotal code. If totaling 1000, 1001, 1002 the subtotal code could be 1099. Note: when this field is checked all the below fields become disabled.

Amount: If this revenue category has a standard fee, enter the amount.

Transfer to: If receipts for this code will be transferred to Budget files, select "Budget" from this drop-down list. If it will be transferred to Utility Billing, select "Utility Billing". If this code will not be transferred to either module, then select "None". Note: when "None" is selected all the below fields are disabled.

Path-Location: If receipts for this code will be transferred to Utility Billing or Budget, select the location "name". Usually there is only one path for each application so the correct name displays by default. If a secondary path needs to be selected then choose from the drop-down list. The values refer to path names set up in the Options-General screen that have been set up to identify file paths.

The following questions are applicable only if this revenue category total is being posted to the Budget files. When posting to Budget, detail records are created. The following is info that the detail record will need:

Account# (CR): The account that should be credited (normally a revenue acct).
Account# (DR): The account that should be debited (normally a bank or cash account). If using the "Single Entry" method in Budget then skip this field.

Vendor#: The vendor code set up in Budget for revenue postings.

Budget Desc: When entering a receipt if no "remarks" are entered then the value typed here will be placed in the Detail Record desc.

After answering the above questions, the "Save" command will update the Catgy Code file. Pressing Esc key or selecting "Cancel" will cancel the entries.

Edit

If changes are needed on an existing record, "Edit" (Alt-E) may be chosen. First user must display the record as described under "Code Entry" above. Once a valid code is found user may select "Edit" (Alt-E). User may 'point and click' to select a field or Tab/Enter keys may be used to move a field at a time. Notice that when you enter a value in a field that already contains a value the field will be cleared. If you do not want to clear the entire field but only change a portion of it then arrow over to the area to be changed and then enter the correction. Esc key or the Cancel command may be used to start the edit over. Selecting the "Save" command will rewrite the revised data to disk thereby making it permanent.

Delete

To delete a record user must first access a record as described under "Code Entry". Once a valid code is found user selects "Delete" (Alt-D). Upon selecting "Delete" the system will display a message asking user whether the code should be deleted. Select "Yes" to delete or "No" to not.

Print

Upon selecting "Print" (Alt-P) the program allows two options... 'Report' or 'Screen'. "Screen" prints an image of the screen to your default printer. "Report" allows user to print a list of category codes to the printer if needed. Upon selecting "Print" (or the printer icon) the following screen displays:

```

====Print=====
|                Beg Code: _____|
|                End Code: ZZZZ      |
|                Fund #: _____|
|                _ Print List Only  |
|                Printer:           |
|                _____          |
|                Font:              Size:|
|                _____          |
|                Orientation:       |
|                _____ Set    |
|                Tray:              |
|                _____          |
|                _____ Double Sided|
=====

```

User would answer questions as follows:

- Beg Code:** if user would like just a partial listing, enter the code to start with. Leaving the beginning code as blank means to start with the lowest code.
- End Code:** if user would like just a partial listing, enter the code to end with. Leaving the ending code as ZZZZ means to print thru the highest code.
- Fund#:** if user wants to print a list of catgy codes for just a single fund, then user would enter that number - otherwise blank means to include codes from all funds.
- List Only:** checking this box would print just an "abbreviated" list - one line per record. Un-checking this box means to print a "full" list - all record info.
- Printer Info:** see Printer Settings discussion in Section 3.

After answering the above questions, the "Print" command will begin the report. Pressing Esc key or selecting "Close" or "X" will exit the program without printing.

Lookup (Alt-L)

This routine displays a list of records beginning with the record on the screen as accessed by the user. The sequence of the Lookup depends upon which field the program focus is in when the Lookup command (Alt-L) is selected. For example if user has placed the focus in the desc name field a list will display beginning with the displayed record in desc order. If the record has been accessed by code then the display will be in code order. If there is no record displayed then the list begins with the lowest value for the sequence selected. For example if user has placed the cursor in the desc field and clicks on Lookup the list will begin with the lowest desc. To scroll thru the list user may use the vertical scroll bar, press Page-Down or Page-Up keys, or Down or Up arrow keys. To select a record user may double-click on any record in the list or may press Enter key when one of the records is highlighted.

Main Menu

Selecting this command (or Alt-M) will cause the program to be exited and returned to the Main Menu (same as selecting "X"). If user is entering a receipt this command is disabled until the receipt is saved.

Help

Selecting this command (or Alt-H) will display summary information about this program. A "Print" command is provided to print the information to your default printer.

SECTION 6 OTHER FUNCTIONS

This menu choice allows access to programs which are used to set up perform certain miscellaneous functions. After choosing the Other Functions menu the following choices display:

File Repair
Clear Registry

User should select the routine desired.

File Repair

This command would be used in rare cases when the Receipt or Category Code files might get corrupted from power outage or computer malfunction. **You should not attempt to run this program without assistance from GFC Data Systems.**

Clear Registry

On rare occasions printer or display settings might need to be reset (cleared). For example if suddenly the wrong printer or font name begins displaying on your print screens it is easier to reset all the printer settings at one time rather than change printer settings one screen at a time. You must confirm the program should be run - click on Yes to clear or No to cancel. Display size settings will also be reset so some 'LookUp' or 'Print to Screen' screen and column heights and widths may need to be adjusted.

Print Receipts: since users may want to post receipts but not print a receipt form, you can un-check this question to not print receipt forms. Check this box to print receipt forms. If checked user will be asked at receipt print time whether a receipt should be printed. If un-checked then the user will never be asked.

Disable Duplex/Print Tray some printers have multiple trays and double sided print capability. If this box is unchecked then the program will look for such capabilities when a printer is selected. If you do not want to use these capabilities then check this box.

Use Postgres Bdgt: when transferring receipts, the GFC Budget files can be updated. Check this box if the Budget version you have is the Postgres version. Leave unchecked if you do not use Postgres.

Receipts: if printing receipts you may want to print more than one. Therefore this drop-down list allows user to choose the number of receipts to print (1 thru 3).

Narrow Format: if checked the program will print the receipt in a format of no more than 40 characters wide. If un-checked the program will assume you are using regular 8 1/2" wide paper.

Next Receipt#: if using auto-receipt#s this is the next receipt#. This number will be advanced by 1 each time a receipt is entered. If not using auto-receipt#s then this value is irrelevant.

Top Margin (inches): when printing a receipt form, this is the amount of space in inches that the paper will advance before printing.

Left Margin (inches): when printing a receipt form, this is the amount of space (in inches) that will be on the left side of the paper.

Deflt City/St/Zip: in the receipt posting program there is a place for user to enter payer's address. Since many payers will be living in the same city, you may enter a default city, state, zip which would normally be your local town.

Name/Address(1-3): if printing receipts, enter the city name and address to print on receipt. One line or a part of a line can be used for a phone, fax number, or email address if needed.

Budget Paths/Dbs(1-4): since the receipts program can interface with GFC's Budgetary Acctg program, the program needs to know where the Budget files are located. Since some users have multiple Budget files, up to four locations/names are allowed. If using the C-Isam version the normal entry would be "\BUDGET\" but could be "\BUDGET1\". If interfacing with the Postgres version of Budget you would enter the database name (ex: Budget). You should consult with your installer if you are not sure of the proper entry.

Db/Path Names(1-4): a meaningful path name can be assigned to each of the Budget Paths. For example "Budget" or "General" or "PWA" could be entered to help user identify the files or database name in each path/db. A name should only be entered for lines that contains an actual path.

Utility Paths (1-2): since the receipts program can interface with GFC's Utility Billing program, the program needs to know where the Utility files are located. Normal response would be \UTIL\ but could be \UTIL1\ if a second set of files are used. You should consult with your installer if you are not sure of the proper entry.

Path Names (1-2): a meaningful path name can be assigned to each of the Utility Paths. For example "Utility" or "Water" or "PWA" could be entered to help user identify the files in each path. A name should only be entered for lines that contains an actual path.

Cat Cd (1-2): since utility payments may be the majority of your receipts, the program provides for an automatic means of inserting the utility catgy code on the Receipt entry screen. If you would like the utility catgy code to auto-insert when entering a utility payment, enter the code here. Leaving these values blank means auto-insert is turned off.

Passwords: if needed, user may enter a password (up to 12 characters) that would have to be entered to access the program. Since the entry can not be seen as it typed, the user must repeat the password. If the entries do not match then the password must be typed twice again. The 'Master' password allows user access to all functions whereas the 'Rd-Only' (read only) allows user to enter and transfer receipts but receipts can not be edited or deleted and Catgy Codes can only be viewed.

User Passwords/Ids

Passwords (1-8): an alternative to the Master and Rd-Only passwords is the use of up to 8 "user" passwords where a password can be assigned to each user (password can be up to 9 characters). Since the password can not be seen as it is typed the user must retype it. If the entries do not match then the password must be typed twice again. Note: you can not use both the user passwords and the regular master/rd-only passwords.

Type (1-8): for each password entered, user must enter a password type where "M" is for master and "R" is for read-only. The master password allows user with the corresponding password to access all functions whereas the read-only password for the corresponding password does not allow user to edit or delete receipts and catgy codes can only be viewed.

Ids (1-8): if using a user-id at logon and you want to have the id verified, enter up to eight valid ids. At logon the value entered by the user will be compared with these values and must match for user to proceed. If all eight are left blank then any id (even a blank one) will be acceptable at logon. Note: the use of Ids does not require the use of the corresponding passwords and type values to the left.

After answering the above questions, selecting "Save" will update the Options screen. The program will issue an error and force a correction if both sets of passwords are being used or if there not a user type and id for each user password. Pressing Esc or selecting "Close" or "X" will leave the questions unchanged.

Rcpt Printer

The purpose of this routine is set up information regarding the printer to be used for printing the receipt form. Since the receipt form prints without asking for any printer information, the needed information must be set up in advance as to which printer, font name, font size, and tray will be used. Upon selecting this command the following screen displays:

```
Receipt Printer Setup
=====
| Printer:                |
| _____              |
| Font:                    Size: |
| _____              |
| Orientation:            |
| _____              |
| Tray:                    |
| _____              |
| _____ Double Sided  |
|-----|
|                Save    Cancel                |
|-----|
=====
```

See section 3 (Printer Settings) for more information regarding printer information. Upon changing the above setting user should select "Save" to permanently save the new settings or "Cancel" (or "X") to not save.