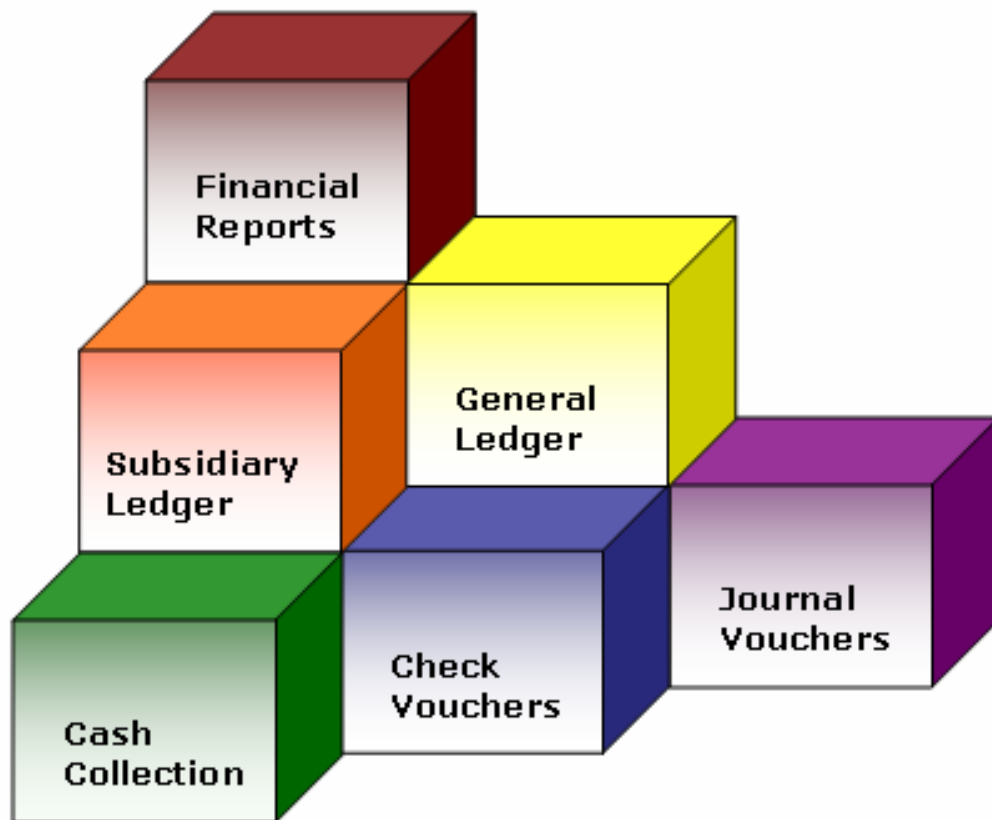


User's Guide

Coop AccountingTM

Version 5.32.20



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**Techworks Software
Solutions Co. Ltd.**

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Introduction

Thank you for choosing Coop Accounting Software to computerize your Accounting System...

Coop Accounting 5.32.20 is an integrated accounting software which includes *General Ledger and Accounts Receivable System to maintain its Share Capital, Savings and Loans of the Cooperatives*. This is applicable for almost different types of such as: Credit type, Consumer type, Community-based, Employee-based, Multi-Purpose or Transportation Services and even on Micro-finances.

For Technical Support, please contact us by:

Visiting our web-site at: www.techworkssoftware.com

Sending Your E-Mail to: support@techworkssoftware.com

Good luck!

Installing Coop Accounting

1. Insert the Coop Accounting CD Installer in the CD-ROM drive then wait for the Installation menu to appear.
2. Click button # **1 - Complete Application Component** to install. Follow the installation instruction. This will install all the files needed by our programs.
3. Next click button # **2 - Coop Accounting**, then click "OK". This is the main accounting program.
4. Then click button # **3 - Add Ons** up to button # **8 - Acrobat Reader** to complete all installations.
5. Check and modify the Windows Configuration as follow:

- a. **Windows 98 2nd Edition:**

Click **Start** button, select **Run** and type **c:\Windows\CONFIG.SYS**, then click "OK", then go to last line of the notepad and change files=40 to files=**100**

Quit and save the changes. Restart the computer.

b. For Windows Me:

Using Notepad application, edit the Configuration File,
C:\Windows\SYSTEM.INI to add or edit the following line in the section:

[386 Enh]

PerVMFiles=100

c. For Windows 2000 and XP:

Click **Start** button, select **Run** and type

c:\Windows\System32\CONFIG.NT, then click "OK", then go to last line
of the notepad and change files=40 to files=100

Quit and save the changes. Restart the computer.

Running Coop Accounting Program

1. Find the **Coop Accounting 5.32.20** icon on your desktop, then double click it to display the Main Menu.

Product Registration for Coop Accounting program

1. On the Main Menu, press F5 function key to display the software registration window.
2. Look for the **Identification Code** and call our office to get the corresponding **Registration Code**.
3. Type the Registration Code on the specified box, then click the "OK" button.

Setup Coop. Identification

1. On the Main Menu, click **Setup and Computations** menu item.
2. Type Login Name and Password then press Enter key.
3. Press F2 function key to display the Setup Menu.

4. On the Select Setup menu, press down arrow key to select the # **2 – Coop Identification** item, then press Enter key.
5. Press F2 function key to edit the Coop Identification Record.
6. Type your Cooperative Name then press Enter key.
7. Type your Address: Street, Town/District, City/Province, and Initials. Press Enter key on each entry fields.
8. Press Esc key to exit editing.
9. On the “Save” dialog, select “Yes” then press Enter key.
10. Press Esc key to quit.
11. On the “Quit” dialog, select “OK” then press Enter key.

Setup User Id and Access Levels

1. On the Select Setup menu, select the # **3 - Data Security** item then press Enter key.
2. Press F3 function key to add a new User record.
3. Type the User Code, User Name, and Position entry fields and press Enter key on each entry fields.
4. Press Esc key to exit data entry.
5. On the “Save” dialog, select “Yes” then press Enter key.
6. Press F7 function key to assign an Access Level on the User record.
7. On the dialog, “No Access Code was found. Add Access code?”, select “OK” option then press Enter key.
8. On the Select Access Code Menu, press down or up arrow key to select one of the Access Levels listed below, then press Enter key:
 - SL – Subsidiary Ledger
 - GL – General Ledger
 - OR – Cash Collection
 - CV – Cash Voucher

- JV – Journal Voucher
 - VFY – Verifier
 - DED – Deduction
 - 000 – Administrator
 - PST – Post Transaction
9. Press F7 function key again to View, Add, Delete Access Levels for a User Record.
 10. Select one of the Options then press Enter key. Press Esc key to cancel Adding or Deleting User Record.
 11. To Move record, press up or down arrow keys. Look at the upper right corner of the screen for the record number.
 12. To edit record, press F2 function key then type your changes, press Esc key when done. On the “Save” dialog, select Yes then press Enter key.
 13. To delete record, press F4 function key. On the “Delete” dialog, select “OK” option then press Enter key. Note that record will be marked with the Deleted label beside the record number display.
 14. To find a record by User Code, press F5 function key, type the User Code to find, then press Enter key.
 15. To find a record by User Name, press F6 function key, type the User Name to find, then press Enter key.
 16. Press Esc key to Quit User File Maintenance.
 17. On the “Quit” dialog, select “OK” option then press Enter key.

Setup Collectors

1. On the Select Setup menu, press down arrow key to select # **4 - Collectors** item, then press Enter key.
2. On the Collector Record Screen, press F3 function key to add a new Collector record.
3. Type the Collector Code, Collector Name (press Enter key on each entry field).
4. Press Esc key to exit data entry.
5. On the "Save" dialog, select Yes option then press Enter key.
6. To Edit the Collector record, press F2 function key.
7. To Delete the Collector record, press F4 function key. On the "Delete" dialog, select "OK" option then press Enter key otherwise press Esc key to cancel this function. Note the Deleted mark on the record number display.
8. To find a record by Code, press F5 function key. Type the Code, then press Enter key.
9. To find a record by Name, press F6 function key. Type the Name, then press Enter key.
10. Press Esc key to Quit Collector file maintenance. On the "Quit" dialog, select "OK" option then press Enter key.

Add a New Project

1. On the Select Setup menu, press down arrow key to select # **5 - Project File** item then press Enter key.
2. On the Project Record screen, press plus "+" key to Add New Project.
3. Type your Project Description, Directory Path (8 characters max., no spaces allowed), and the Drive Path (type "C" for the hard-disk drive) press Enter key for each entry fields. Press Esc key to quit.
4. On the "Save" dialog, select "Yes" option then Enter key.
5. After processing, the confirmation message, "New Project for <Project Name>" will be displayed, press Enter key.

6. Press Esc key to quit Project Record maintenance.
7. On the "Quit" dialog, select "OK" option then press Enter key to go back to the Select Setup menu.

Add a New Period

1. On the Select Setup menu, press down arrow key to select # **6 - Period File** item then press Enter key.
2. On the Period Record screen, press plus "+" key to add a new year record if necessary.
3. On the "Save New Period?" dialog, make sure that the Yes option is selected then press Enter key.
4. Press Esc key to quit Period Record maintenance screen.
5. On the "Quit..." dialog, select "OK" option then press Enter key to go back to Select Setup menu.

Create a New Project and/or Period

1. On the Select Setup menu, press down arrow key to select # **7 - Create Project/Period**, then press Enter key.
2. On the Select a Project window, press arrow key to select a Project Name, then press Enter key (You may press Esc key to cancel the process).
3. On the Select a Year window, press arrow key to select a Year, then press Enter key.
4. The [Current Working Project/Period] window will be displayed to confirm the selected Project/Period to be created.
5. Press Enter key to continue.
6. On the "Continue Creating?" dialog, press letter "Y" then press Enter key to proceed creating the project/period.
7. After processing, the message "Creating configuration for... <Project Folder>" will be displayed. Press Enter key to continue.

8. The message, "System Setup was successful...", will be displayed. Press Enter key to go back to the Select Setup menu.

Selecting Project and Period

1. On the Select Setup menu, make sure that the item, # **1 - Select Project/Period**, is selected, then press Enter key.
2. On the Select a Project window, press down or up arrow to select the project you want to use, then press Enter key.
3. On the Select a Year window, press arrow key to select the year you want to use, then press Enter key.

Note: You will notice that the second line from the top of the screen will display the Project Directory and Period you have selected.

4. Press Esc key to quit the screen, press Enter key when necessary until you go back to the Main Menu.

Using the CDA Standard Chart of Accounts

1. Insert the Coop Accounting CD Installer in the CD-ROM drive then wait for the Installation menu to appear.
2. Close the CD Browser by clicking on the Exit button.
3. Run the Windows Explorer (Tip: Point your mouse pointer to the Start button, right-click, then point and click the Explore item on the menu).
4. On the Windows Explorer, click on the CD-ROM drive to display the files on the right side.
5. Double-click on the folder "**CDA Standard Chart of Accounts**".
6. Double-click on the file "**SetupSCA**" or "**SetupSCA.exe**" to run it.
7. On the Winzip Self-Extractor – SetupSCA.exe window, click the Browse...button.
8. On the Browse for Folder window, double-click Drive "**C:**", double-click the Project Folder Name, then click the "**PF**" sub-folder name, then click "OK" button.
9. Click the Unzip button to start extracting the SCA G/L file.

10. On the "Overwrite..." dialog, click the "Yes" button.
11. The message, "**1 file(s) unzipped successfully**", will be displayed. Click the "OK" button.
12. Click the Close button.

Setup General Ledger

1. On the Main Menu, click the **General Ledger** item.
2. Type Login Name and Password then press Enter key.
3. Press F2 function key to select a month.
4. Press down or up arrow to select a month then press Enter key. Note that the Month you select here is used in generating reports to pre-select the month.
5. Press F3 function key to go to Chart of Accounts Maintenance screen.
6. On the Chart of Accounts Maintenance screen, press down or up arrow, Page Down or Page Up keys to move the record selection.
7. To Insert a Detail Account, move the selection on the Account to be followed, then press Insert key to insert a blank line after the selected account. (Press Esc key to cancel your entry).
8. Press slash "/" or letter "c" (code) to enter the Account Code.
9. Type your Account Code, then press Enter key.
10. Press asterisk "*" or letter "t" (title) to enter the Account Title.
11. On the "Indent Title?" dialog, select "Yes" option then press Enter key.
12. Type the Account Title, then press Enter key.
13. Type a Numeric or Digit entry to input the Beginning Balance of the Account, then press Enter key.
14. Press Home key or letter "n" (nature) to change the Nature of the Account currently selected from Debit into Credit (vice versa).

15. Press End key or letter "s" (sub-title) to change the Sub-Title setting from "No" into "Yes" (vice-versa). Set the "Sub" column to "Yes" if the Account Title is a Group and will not be used for transactions.
16. To find a record, press letter "F" (find). On the "What to find?" dialog, select Code or Description, enter the Account Code or Description you want to find, then press Enter key. The message "Account Code was found" will be displayed, press Enter key to move the selection to that record.
17. For "Cash On Hand" or "Cash In Bank" Accounts, you need to change one setting. For instance, select the Cash On Hand account, then press Enter key to display the Other Information window. Press the Enter key until the cursor is on the field, "Cash or Bank (Y/N)", press "Y" for "Yes", then press Enter key. Press Esc key to exit.
18. Press Esc key then Enter key to quit the Maintenance screen.

Setup Financial Reports

1. On the **General Ledger** main menu, press F5 function key.
2. On the Select Setup menu, select the **Financial Reports** item then press Enter key.
3. On the Financial Report Setup screen, press F2 function key to Edit the Range of Accounts settings of FROM and TO fields for the following Account Types listed below:

Account Types:

- Current Asset
- Investment
- Property
- Other Asset
- Current Liability
- Long-Term Liability
- Reserve

- Equity (*Make sure to include the Net Savings Account*)
 - Income
 - Expense
 - Net Savings (*This stores the bottom-line of the Cooperative*)
4. On the Financial Report Setup screen, press F2 function key to edit.
 5. Press Down or Up arrow to move the selection to the **FROM** and **TO** columns. On the From column, press Enter key to display the Select GL Account window, select the Starting Account Code then press Enter key. On the To column, press Enter key to display the Select GL Account window, select the Ending Account Code then press Enter key. After completing all account types, press Esc key to exit editing. On the "Save..." dialog, select "Yes" option then press Enter key.
 6. Press Esc key to quit Financial Report Setup screen. Press Esc key to go back to the **GL** main menu. Press Esc key again then press Enter key to go back to the Main Menu.

Setup Subsidiary Ledger Accounts

1. On the Main Menu window, click **Subsidiary Ledger** item.
2. Type Login Name and Password then press Enter key.
3. Press F2 function key to select a Month. The month selected here is used in generating reports.
4. Press F5 function key to display Select Setup menu.
5. On the Select Setup menu, select the item, # **1 - Subsidiary Ledger Account**, then press Enter key.
6. On the Subsidiary Ledger Record screen, press F3 function key to add a Subsidiary Account.
7. On the Account Code field, press Enter key to display Select GL Account window.
8. Press down or up arrow keys to select the account, then press Enter key to confirm selection.

9. On the Short Name field, type your Abbreviated version of the Account. This short name will be displayed on the Verifier Screen.
10. On the Aging field, press letter "Y" for Yes if this is a Loan Account, then press Enter key.
11. Press Esc key to exit editing. On the "Save..." dialog, select "Yes" option then press Enter key.
12. To edit a record, press F2 function key.
13. To delete a record, press F4 function key.
14. To find a record by Account Code, press F6 function key.
15. To find a record by Short Name, press F7 function key.
16. Press Esc key to quit maintenance screen.
17. On the "Quit..." dialog, select "OK" option then press Enter key.
18. Press Esc key again then Enter key to go back to the main menu.

Setup Members File

1. On the Main Menu window, click **Subsidiary Ledger** item.
2. Type Login Name and Password then press Enter key.
3. Press F2 function key to select a Month.
4. Press F3 function key to display the File Maintenance screen.
5. On the Member Record screen, press F3 function key to add a New Member record.
6. On the Member Code field, type the code in a four (0001) to six (000001) digits conventional format, then press Enter key. You may create your own alpha-numeric format depending on your data.

Note: that this field can only be entered once and cannot be edited after saving it.

7. Press Enter key again on Employee Number field to move right to the next input field.

8. On the Name field, type the Member's Name then press Enter key. This is the full name of the member which can be in the format of Last Name first.

Note: That you may not enter a Name already existing in the record. The program will report duplicate error message.

9. Press Esc key to exit from editing other input fields. Note that you may edit the other input fields later after we have build up the Members File.
10. On the "Save..." dialog, select "Yes" option and press Enter key.
11. Press Esc key to quit file maintenance screen. On the "Quit..." dialog, press Enter key to go back to the SL main menu.

Setup Area File

1. On the S/L Main Menu screen, press F5 function key to display the Select Setup menu.
2. On the Select Setup menu, select item # **3 - Area File**, then press Enter key to display the Area File maintenance screen.
3. Press slash "/" key to input the Area Code then press Enter key.
4. Press asterisk "*" key to input the Description then press Enter key.
5. Press Enter key to add a New Record.
6. To find a record, press Alt-F key combination. Type the Code or Description you want to find, then press Enter key. The program displays the message, "Code was found", press Enter key to move to that record.
7. Press Esc key to quit. On the "Save..." dialog, select "OK" option, then press Enter key to go back to the Select Setup menu.

Setup Member Type File

1. On the **S/L** main menu screen, press F5 function key to display the Select Setup menu.
2. On the Select Setup menu, select item # **4 - Member Type File**, then press Enter key to display the Member Type File maintenance screen.
3. Press slash "/" key to input the Code column then press Enter key.
4. Press asterisk "*" key to input the Description column then press Enter key.
5. Press Enter key to add a New Record.
6. To Find a record, press Alt-F key combination. Type the Code or Description you want to find, then press Enter key. The program displays the message, "Code was found", press Enter key to move to that record.
7. Press Esc key to quit. On the "Save..." dialog, select "OK" option, then press Enter key to go back to the Select Setup menu.

Setup Credit Line File

1. On the **S/L** main menu screen, press F5 function key to display the Select Setup menu.
2. On the Select Setup menu, select item # **5 - Credit Line File**, then press Enter key to display the Credit Line File maintenance screen.
3. Press slash "/" key to input the Code column then press Enter key.
4. Press asterisk "*" key to input the Description column then press Enter key.
5. Press letter "F" key to input the Amount for the **From** Column then press Enter key.
6. Press letter "T" key to input the Amount for the **To** column then press Enter key.
7. Press letter "L" key to input the Amount for the Loanable column then press Enter key.
8. Press Enter key to add a New Record.

9. To find a record, press Alt-F key combination. Type the Code or Description you want to find, then press Enter key. The program displays the message, "Code was found", press Enter key to move to that record.
10. Press Esc key to quit. On the "Save..." dialog, select "OK" option, then press Enter key to go back to the Select Setup menu.

Update Member's Area, Type, Collector, and Credit Line

1. On the **S/L** main menu screen, press F3 function key to display the Member Record Screen.
2. Press the down or up arrow key to move to a record or press slash "/" key or asterisk "*" key to find a Member Record.
3. On the currently displayed Member Record, press letter "A" key to select an Area Code. Press letter "T" key to select a Member Type. Press letter "C" key to select a Collector. Press letter "L" key to select a Credit Line category. Use arrow key to select item then press Enter key to confirm selection.
4. Press Esc key to quit Member Record file maintenance screen. On the "Quit..." dialog, select "OK" option then press Enter key to go back to the S/L main menu.

Setup Subsidiary Ledger Columns

1. On the **S/L** Main Menu, press F5 function key.
2. On the Select Setup menu, select # 2 - **Subsidiary Ledger Columns** item, then press enter key.
3. On the Subsidiary Ledger Column Record screen, press F2 function key to Edit the current record or press F3 function key to add a new record.
4. On the Column 1 input field, press Enter key to select a G/L Account. Press Enter key to confirm Account selection.
5. You can fill-up all the Column fields up to Column 14 to define a Subsidiary Account on that column.

6. Press Esc key to exit editing, on the "Save..." dialog, select "Yes" option then press Enter key.
7. To delete a record, press F4 function key.
8. Press Esc key to quit this screen, on the "Quit..." dialog, select "OK" option then press Enter key to go back to Select Setup menu.
9. Press Esc key again and Enter key to go back to **S/L** main menu.

Note: Each Record of the S/L Columns will be used as a Input Form Template for entering the S/L Beginning Balances and generating S/L Schedule Report to show Balances of accounts. Take note of the Record Number displayed at the upper right of the screen. This record number is used to select a particular S/L Column Record or Format.

Checking The S/L Status Report

1. On the Main Menu window, click the **Utility** item.
2. On the Utility Menu window, select # **4 - SL Status** item, press Enter key to generate the report.
3. Press F2 function key to preview or process the report.
4. On the Select Month window, select a month then press Enter key.
5. On the "Beginning only?" input field, type letter "Y" for Yes then press Enter key to display only the beginning balances.
6. On the "Continue?" input field, type letter "Y" for Yes then press Enter key to start processing the report.
7. After the report is 100% complete, press Enter key.
8. Press F3 function key to View the S/L Status Report.
9. When viewing the report, press and hold the TAB key to show the right side of the report. Please check that all the lines in the (S/L – G/L) Difference column is Zero (0). This confirms that the data you have setup in the G/L Beginning Balances is correct against the S/L Beginning Balances you typed.
10. Press Esc key to exit viewing the report.

11. Press Esc key again and Enter key to go back to the Utility menu.

Verifying Member's Account Ledgers

1. On the Main Menu window, click the **Verifier** item.
2. Type Login Name and Password then press Enter key.
3. On the Verifier Screen, to find a Member by Code, select the Code item, then press Enter key to edit the field.
4. Type the Member Code you want to verify, then press Enter key. The program will display "Member Code not found" message if the code does not exist in the Member File, then press Enter key.
5. To Find a Member by Name, press down arrow key to select the Name item, then press Enter key to edit the field.
6. Type the Initial letters of the Member Name you want to verify, then press Enter key to begin the search. Press down or up arrow key to select a Member you want to verify, then press Enter key.
7. Press letter "M" key to select a Month to verify. Press Enter key to confirm your selection.
8. Press letter "+" key to display the current account ledger status.
9. The program will display the current balances of the accounts and will show you the total of the Savings and Loans at the bottom of the screen. Press down or up arrow key to select the Account you want to check the details, then press Enter key.
10. On the "Options" window, select "What Year" option then press Enter key. Type the Year you want to verify, then press Enter key.
11. The program will then show you the Detailed Ledger of the Account. Press Esc key to go back to the Verifier Screen.
12. Press Esc key and then press Enter key to go back to the Main Menu.

Setup – Cash Collection

1. On the Main Menu window, click the **Cash Collection** item.
2. Type Login Name and Password then press Enter key.
3. On the “Set Date Entry?” dialog, select “Yes” to set a New Transaction Date for data entry, then press Enter key.
4. If you are prompted with the message, “Configuration not found. Create a new one”, press Enter key to continue.
5. On the “Enter MONTH to unlock (1-12)” input field, type the Month value you want to unlock, then press Enter key.
6. On the “Enter DATE to unlock (1-31)” input field, type the Date value you want to unlock, then press Enter key.
7. Type “Y” (yes), then press Enter key.
8. On the O.R. main screen, press **Alt - U** key combination to **Setup O.R.**
9. Type Login Name and Password then press Enter key.
10. On the Select Setup window, press down arrow key to select the Cash On Hand item then press Enter key.
11. On the Cash on Hand Setup window, press F2 function key to Edit.
12. Press Enter key to select the Cash on Hand Account from the List window, then press Enter key to confirm selection.
13. Press Enter key to select the “Interest” from the List window, then press Enter key to confirm selection.
14. Press Esc key to exit editing, on the “Save...” dialog, select “Yes” option then press Enter key.
15. Press Esc key to exit Cash on Hand Setup, on the “Quit...” dialog, select “OK” option the press Enter key.
16. Press **Alt – U** key combination to Setup **O.R. Accounts**.
17. Type Login Name and Password then press Enter key.
18. On the Select Setup window, choose the **Selected OR Accounts** item then press Enter key.

19. On the O.R. Items Record screen, press F3 function key to add an Account Item.
20. On the Account Code input field, press Enter key to select the Account from the list window. Press Enter key to confirm selection.
21. Press Esc key to exit editing, on the "Save..." dialog, select "Yes" option then press Enter key.
22. Press Esc key to exit setup, on the "Quit..." dialog, select "OK" option then press Enter key.
23. Press Alt – U key combination to Setup O.R. DCR Columns.
24. Type Login Name and Password then press Enter key.
25. On the Select Setup window, select DCR Columns item then press Enter key.
26. On the DCR Columns Setup window, press F2 function key to edit.
27. On the Account input field, press Enter key to select a Subsidiary Ledger Account from the list window.
28. After selecting the last Account input field, press Esc key to exit editing the Account Columns.
29. Press Esc key to quit setup, on the "Quit..." dialog, select "OK" option the press Enter key.

Transaction Entry – Cash Collection

1. On the Main Menu window, click the **Cash Collection** item.
2. Type Login Name and Password then press Enter key.
3. On the "Set Date Entry?" dialog, select "Yes" to set a New Transaction Date for data entry, then press Enter key.
4. If you are prompted with the message, "Configuration not found. Create a new one.", press Enter key to continue.
5. On the "Enter MONTH to unlock (1-12)" input field, type the Month value you want to unlock, then press Enter key.
6. On the "Enter DATE to unlock (1-31)" input field, type the Date value you want to unlock, then press Enter key.

7. Type "Y" (yes), then press Enter key.
8. On the O.R. Main Screen, press asterisk "*" to select a Collector from the List window. Press Enter key to confirm your selection.
9. Press slash "/" key to add a new Booklet Range of O.R. numbers.
10. Press slash "/" key to add the Starting of the Booklet. Type the starting number, then press Enter key.
11. On the "Add to OR Summary?" dialog, select "OK" option, then press Enter key.
12. Press slash "/" key to select a Member by Code. Type the code you are searching, the list will select the member code automatically. Press Enter key to confirm your selection.
13. Press asterisk "*" key to select a Member by Name. Type the name you are searching, the list will scroll automatically. Press Enter key to confirm your selection.
14. Press down or up arrow keys to select the Account to put the corresponding transaction amount. Type the Credit Amount, then press Enter key.
15. Press plus "+" key to end your entry and move to the Next O.R. Number.
16. After the last O.R. number, the program will display the message, "Booklet << LAST NUMBER >>. Calculate totals?", select "OK" option then press Enter key.
17. If you want to abort the data entry, press Esc key to exit O.R. entry, on the "Cancel this OR?" dialog, select Yes option then press Enter key to cancel the last O.R. record.
18. Press Esc key to go back to the O.R. main screen.

How to Delete O. R Entry

1. Set date of the O.R. to be deleted.
2. Press "HOME" to search the Booklet number then type the O.R. number on the highlighted upper right corner of your screen, then press enter.
3. A message confirming the O.R. and Booklet number will appear, select "OK" then press enter.
4. Press enter to view the entry on your screen.
5. Press enter again to edit your entry.
6. Type Login Name and Password then press Enter key.
7. Replace all the value on the Debit or Credit side to zero then press enter and press escape.
8. On the "what do you want?" dialog box, Select "**Go Back/Delete**", then press enter.

Transaction Entry – Cash Disbursement

1. On the Coop Accounting 5.32.20 Main Menu window, click **Cash Disbursement** item.
2. Type Login Name and Password then press Enter key.
3. Press the plus "+" key to set the Transaction Date.
4. On the Monthly Lock System Maintenance screen, type the Month value on the "Enter MONTH to unlock (1-12)" input field, then press Enter key.
5. Type the Date value on the "Enter DATE to unlock (1-31)" input field, then press Enter key.
6. Type "Y" (yes), then press Enter key.
7. On the Cash Disbursement main window, press Enter key to start with the data entry.
8. Press the asterisk "*" key to set the CV Number. Type the CV Number, then press Enter key.

9. Press slash "/" key to display the Transaction Type menu.
10. On the Transaction Type menu, select one of the following types, then press Enter key:

Transaction Types Description

- | | |
|----------------------|------------------------------------|
| 1. Withdrawal | - for Member's Withdrawal in Check |
| 2. Expense | - for Cooperative's Expenses |
| 3. Loan Release | - for Member's Loan Releases |
| 4. Payable/Replenish | - for Cooperative's Expenses |
-
11. We will discuss the Loan Release transaction, so press down arrow key to select **# 3 - Loan Release** item, then press Enter key.
 12. On the Loan Release Record screen, press plus "+" key to Add a new Loan Record. The Loan Release Number is assigned automatically.
 13. Enter your data for the following items: Member, Loan Type, Restructured, Loan Amount, Terms (number), Terms Mode, Interest Amount, Interest Rate (per annum), Date Granted, Mode of payment, Principal Amortization, Interest Amortization, LPP payment, and MAS payment. Press Enter key on each input fields to select or enter the values required.
 14. Press Esc key to exit editing, on the "Save..." dialog, select "Yes" option then press Enter key.
 15. Press letter "a" key to set the Approval Date of the Loan Record. You may type the date or accept the date set by the program by pressing Enter key.
 16. Press Enter key to select the Loan Release Record into the CV Number displayed for you to input the Accounting Entries. You will notice that the table displayed has an initial entry of the Loan Account and the Loan Amount already on the Debit column.
 17. To do the other entries, press Enter key to add a new entry line.
 18. Press asterisk "*" key to input the Particulars column.

19. Press slash “/” or asterisk “*” key to select the Account by Code or by Title, on the “Search By...” list window, you can just type the first characters of the Account Code or Title you are looking for, then the program will move the selection automatically to the matching Account, or press Down or Up arrow keys to select the Account, then press Enter key to confirm your selection. You will notice that the same Member Code is copied automatically into the current line you are editing.
20. Press the plus “+” key to enter the Debit or Credit Amount.
21. Press asterisk “*” key to enter the Amount on the Credit column. Or press the slash “/” key to enter the Amount on the Debit column.
22. Type the Amount on the cursor prompt, then press Enter key to accept the amount.
23. Press Enter key again to add a new entry line. Please take note of the Status (should always show “Balance” status) and the Difference (should show No Amount or Zero).
24. To input the Check Number, select the Bank Account on the list of Entries by pressing down or up arrow key, then press Insert key. If the warning message “Not a bank account” is displayed, the Account you have selected should be edited in the General Ledger to set the Account as “Y” for Yes in the “Cash or Bank?” field on the Other Information window.
25. On the “Enter Check #” dialog, type the Check Number for this Loan Release transaction, then press Enter key.
26. Press the Home key to enter your comments (like “Loan Release...”) on the Explanation field, then press Enter key.
27. Press Esc key to exit editing, on the “Post transaction now?” dialog, select “OK” option then press Enter key to Save the record. Note that if you select the No option, the record will not be saved.
28. On the “Print voucher?” dialog, select No option then press Enter key. Note that if you want to print the CV document, select “Yes” option then press Enter key.

29. The message, "Updating... please wait", will be displayed as the program is updating the summary files of the system.
30. Press Enter key to do another CV Loan Release transaction entry.
31. Otherwise, press Esc key to exit CV Entry.
32. On the "Quit CV Entry?" dialog, select "OK" option then press Enter key.
33. Press Enter key to go back to the CV Main Window, so that you can enter another type of CV transaction. Otherwise, press Esc key to quit CV entry, select "OK" option then press Enter key.
34. Press Esc key to quit the program, on the "Quit Program?" dialog, select "OK" option then press Enter key to go back to the Coop Accounting Main Menu Window.

Note: The same procedure applies to Entering the other types of CV Transactions except for the Loan Release Record Screen which is shown only on the Loan Release Type of CV Transaction.

Press F1 function key on the Loan Release Record Screen to display the Help Screen showing the following table of command keys:

Loan Release Command Keys - Help Screen

Key	Description	Usage
Enter	Select loan	Select loan release for voucher
/	Find	Look for loan release by code, name & number
Up arrow	Up	Move to lower record
Down arrow	Down	Move to higher record
+	Add	Add a new loan release
CTRL+Enter	Edit	Edit an old loan release
Delete	Delete	Delete loan release record

CTRL+Delete	Pack	<i>Remove all deleted loan release Record from file</i>
a	Approval	<i>Set the date of approved loan</i>
g	Date Granted	<i>Set the date of granted loan</i>
c	Cancel	<i>Set the date of cancelled loan</i>
n	Number	<i>Set the starting number of loan Release</i>
Home	Account item	<i>Select Account item for loan charges & bank</i>
*	Co-Maker	<i>Add or edit co-makers</i>
F10	Calculator	<i>Calculator function</i>

Posting Transactions on Cash Disbursement

1. Press "Ctrl + Home".
2. Type Login Name and Password then press Enter key.
3. Press up or down arrow to select the month of transaction.
4. Press "/" to type the C.V. number you want to post or press "*" to look for the specific C.V. transaction.
5. Press "F9" to post the transaction.
6. When the message dialog box "Post transaction now?", select "OK" then press enter.
7. Press enter on the dialog "Transaction Posted Now".

Transaction Entry – Journal Voucher

1. On the Coop Accounting Main Menu window, click on the Journal Voucher item.
2. Type Login Name and Password then press Enter key.
3. On the JV Main screen, press the plus “+” key to set the JV Date.
4. On the “Enter MONTH to unlock (1-12)” input field, type the Month value then press Enter key.
5. On the “Enter DATE to unlock (1-31)” input field, type the Date value then press Enter key.
6. Type “Y” (yes), then press Enter key.
7. On the JV Main screen, press Enter key to start the data entry.
8. On the JV Entry screen, press the asterisk “*” key to input the JV Number. Type the JV Number, then press Enter key.
9. Press the slash “/” key to select the Type of JV Transaction:

Transaction Types	Description
4 - Withdrawal	- for Member's Cash Withdrawal
2 - Adjustment	- for Cooperative's Adjustments
3 - Loan Release	- for Member's Loan Releases
1 - Deposit	- for Member's Deposit Transactions

10. Press down or up arrow key to select the Transaction Type, then press Enter key to confirm your selection.
11. Press Enter key to start the table input for the Account Entries.
12. Press slash “/” key to input on the Code and Name column. Press slash “/” key to select a Member by Code or press asterisk “*” key to select a Member by Name. Press the initial letters of the code or name to automatically move the selection or you can press down or up arrow key to select, then press Enter key to confirm selection.

13. Press asterisk "*" to input on the Particulars column.
14. Press slash "/" key to select an Account by Code or press asterisk "*" key to select by Account Title. Press the initial letters of the code or title to automatically move the selection or you can press down or up arrow key to select, then press Enter key to confirm selection.
15. Press the plus "+" key to input on the Debit/Credit column.
16. Press the slash "/" key to input the Amount on the Debit column, or press the asterisk "*" key to input the Amount on the Credit column. Type the Amount on the cursor prompt, then press Enter key. Please take note of the Status line displayed below the Totals line. The Status should always show "Balance" and Difference line shows Blank red fields which means Zero.
17. Press Enter key to add a New Account Entry line. Then, repeat the data entry procedure.
18. When you have completed the table entries, press home key to input the JV Explanation, type the explanation, then press Enter key.
19. Press Esc key to exit JV entry, on the "Transaction done. Save entry?" dialog, select "OK" option then press Enter key.
20. Repeat the procedure to enter another JV transaction.
21. Otherwise, press Esc key to quit JV entry, on the "Quit JV Entry" dialog, select "OK" option then press Enter key.
22. Press Esc key again to quit the JV Program, on the "Quit Program?" dialog, select "OK" option then press Enter key to go back to the Coop Accounting Main Menu window.

Posting Transactions on Journal Voucher

1. Press "Ctrl + Home".
2. Type Login Name and Password then press Enter key.
3. Press up or down arrow key to select the month of transaction.
4. Press "/" to type the J.V. number you want to post or press "*" to look for the specific J.V. transaction.
5. Press "F9" to post the transaction.
6. When the message dialog box "Post transaction now?", select "OK" then press enter.
7. Press enter on the dialog "Transaction Posted Now".

How to setup Passbook printing

For Loan Accounts:

1. Go to GL. File. Select a subsidiary loan account (e.i. Regular Loan).
2. Press Enter to show other Information.
3. Press arrow key to go to "Passbook" Type". Type "L" (for Loan), press enter.
4. Go to "Interest Code (Passbook)", enter the code of Interest on Loans Account (e.i. "405.32.200"), press enter, then press Esc key.
5. Repeat this procedure to all Loan accounts.
6. Go to Cash Collection.
7. Press Alt+U, type login name and password, select setup, select Cash on Hand, press enter.
8. COH/Interest Setup, press F2 to edit. Select "Interest".
9. Enter, Select GL Accounts, press down arrow key and select Interest on Loan account, (e.i. "405.32.200 Interest on loans"). Press enter.
10. Press Esc key, on the dialog "Save current changes?" choose "Yes", then press Enter.

For Savings and Share Capital accounts:

1. Go to GL. File. Select a subsidiary Savings/Share account.
2. Press Enter to show Other Information.
3. Press arrow key to go to "Passbook Type". Type "S" for Savings account.
4. or Type "F" for Share Capital, enter.

Generating Transaction Check Report

1. On the Coop Accounting Main Menu window, click on the **Utility** item.
2. On the Utility menu, press down arrow key to select the "**# 3 - Transaction Check**" item, then press Enter key.
3. On the Transaction Check Report Screen, press F2 function key to preview the report.
4. Press down or up arrow key to select a Month, then press Enter key.
5. On the "Continue?" prompt, type "Y" for Yes, press Enter key to process the report.
6. When the process completes and the screen displays, "...finished. Press any key to continue", press Enter key.
7. Press F3 function key to View the "ERROR CHECK" report.
8. Check for the "Error(s)" column (the last column) to note the Error Messages on each transaction records. Press arrow keys, Page Down and Page Up key, and Ctrl-PageUp or Ctrl-PageDown keys to browse the report on the screen.
9. Press Esc key to exit on viewing the report.
10. To print the report into your Printer, press F5 function key.
11. Press down or up arrow key to select a Month, then press Enter key.
12. On the "Continue?" prompt, should be set to "Y" for Yes, Turn **ON** your Printer, then press Enter key to process and print the report.
13. Press Esc key to quit report, on the "Quit..." dialog, select "OK" option then press Enter key to go back to the Coop Accounting Main Menu window.

Generating Over Payment Report

1. On the Coop Accounting Main Menu window, click on the **Utility** item.
2. On the Utility menu, press Down arrow to select the “# 5 - Overpayment” item, then press Enter key.
3. On the Over Payment/Withdrawal Report Screen, press F2 function key to preview the report.
4. Press down or up arrow key to select a Month, then press Enter key.
5. On the “Order of Listing” dialog, select the sorting you want on the report, by Code or by Name, then press Enter key.
6. On the “Report No Loan Dates?” dialog, select “Yes” or “No” option then press Enter key.
7. On the “COOP SYSTEM CHECK” report screen, type “Y” or “N” for the “Beginning only?” prompt, then press Enter key.
8. On the “Continue?” prompt, should be set to “Y” for Yes, press Enter key to process the report.
9. When the process completes, press Enter key.
10. Press F3 function key to View the “COOP SYSTEM CHECK” report.
11. Type Login Name and Password then press Enter key.
12. Check the last three columns, namely, “Over-Payment, Over-Withdraw, and No Loan Dates”, for each member lines. Press TAB key to view the right-most part of the report, press Home to go back to the left-most part of the report, press arrow keys, Page Down and Page Up key, and Ctrl-PageUp or Ctrl-PageDown keys to browse the report on the screen.
13. Press Esc key to exit on viewing the report.
14. To print the report into your Printer, press F4 function key.
15. Type the password, then press Enter key.
16. Press down or up arrow key to select a Month, then press Enter key.
17. On the “Order of Listing” dialog, select the sorting you want on the report, by Code or by Name, then press Enter key.

18. On the "Report No Loan Dates?" dialog, select "Yes" or "No" option then press Enter key.
19. On the "COOP SYSTEM CHECK" report screen, type "Y" or "N" for the "Beginning only?" prompt, then press Enter key.
20. On the "Continue?" prompt, type "Y" for Yes, Turn **ON** your Printer, then press Enter key to process and print the report.
21. Press Esc key to quit report, on the "Quit..." dialog, select "OK" option then press Enter key to go back to the Coop Accounting Main Menu window.

Generating Statement of Account Report

1. On the Coop Accounting Main Menu screen, click **Verifier** item.
2. Type Login Name and Password then press Enter key.
3. To select a Member by Code, select the "Code" prompt, then press Enter key. Type the Code, then press Enter key.
4. To select a Member by Name, select the "Name" prompt, then press Enter key.
5. Type the initial letters of the name you want to verify, then press Enter key.
6. Press letter "M" to select a Month for the date of the Statement of Account Report.
7. On the Select Month list window, press down or up arrow key to select a Month, then press Enter key.
8. Press letter "P" to display the "Printing -All accounts" menu. Select the "**# 1 - One Member**" item, then press Enter key.
9. On the Print Subsidiary Ledger screen, press F2 function key to Preview the report. The program will process the report, when it completes, press Enter key to go back to the print menu.
10. Press F3 function key to View the report.
11. The Statement of Account Report will show you the Member's Subsidiary Ledgers, its Transaction History, Loan History, and the Summary of Accounts. Use the navigation keys displayed at the bottom of the screen. To view the right-

most side of the report, press TAB key several times or hold on it. To view the left-most side of the report, press HOME key.

12. Press Esc key to exit viewing the report.
13. To print the report to the Printer, make sure your Printer is switched ON then press F4 function key to start printing.
14. Press Esc key to quit reporting, on the "Quit..." dialog, select "OK" option then press Enter key to go back to the Verifier Screen.
15. To quit the Verifier Screen, press Esc key then press Enter key to go back to the Coop Accounting Main Menu screen.

Computation of Fines

1. On the Coop Accounting Main Menu screen, click on the **Verifier** item.
2. Type Login Name and Password then press Enter key.
3. Verify one Member until you have the Summary Accounts Status screen displayed.
4. Press down or up arrow key to select a Loan Account on the list, then press Enter key.
5. On the Options window, press Right arrow key to select the "Fines" option, then press Enter key.
6. Type Login Name and Password then press Enter key.
7. On the Fines Computation Parameters window, press up arrow key until the cursor reached the first input field.
8. On the "Grace Period (days)" input field, type a numeric value, then press Enter key.
9. On the "Fines Rate" input field, type a numeric value percent as the rate on or before the maturity date of a loan, then press Enter key.
10. On the "Fines Rate After Term" input field, type a numeric value percent as the rate after the maturity date of a loan, then press the Enter key.

11. On the "Interest Code" input field, type the Interest on Loan Account Code, then press Enter key.
12. On the "Interest Payment" input field, type the Amount of Interest which should be paid, then press Enter key.
13. On the "Interest Fines Rate" input field, type a numeric value percent as the Fines rate used to compute the Fines Amount for non-payment of the Interest on Loan, then press Enter key.
14. On the "Advance Interest (month)" input field, type the number of months of advanced interest payment, then press Enter key.
15. On the "Interest Due" input field, type an Amount of Interest to be paid on the Date of Payment of the loan on or before maturity, then press Enter key.
16. On the "Continue?" prompt, press "Y" for Yes then press Enter key.
17. After the processing is completed, the Computation of Fines and Interest screen will be displayed showing the Totals of the Fines column and Interest Fines column for a particular Loan Account.
18. Press Enter key to print the computed fines table to your Printer.
19. Make sure that your Printer is turned ON and On-Line ready.
20. On the Options window, press right arrow key to select the "Print Fines" option then press Enter key.
21. On the Printing Options, select Normal (standard draft characters) or Condense (smaller characters) then press Enter key to start your hard-copy printing job.
22. Press Esc key to exit Fines computation, then press Enter key to go back to Verifier Screen.
23. Press Esc key twice then press Enter key to go back to the Coop Accounting Main Menu window.

Computation of Savings Interest

1. On the Coop Accounting Main Menu window, click on the Setup & Computations item.
2. Type Login Name and Password then press Enter key.
3. Press F3 function key to display the Select Computation menu.
4. On the menu, select the “# 1 - **Savings Interest Computation**” item, then press Enter key.
5. On the Savings Interest Computation screen, press F2 function key to Preview the computation results.
6. On the Savings Interest Setup window, press F3 function key to edit the parameters.
7. On the “Method of Computation” input field, type a numeric value from 1 to 3 to select one of the Methods, as follows, then press Enter key to move to the next field:
 - a. **[1] Daily Balance**
 - b. **[2] Average Daily Balances**
 - c. **[3] Lowest Balance**

The Formula Used to Compute the Savings Interest are as follows:

- a. **[1] Daily Balance**

$$\text{Savings Interest} = \frac{\text{Daily Balance} \times \text{Interest}}{365}$$

- b. **[2] Average Daily Balance**

$$\text{Savings Interest} = \frac{\text{Total Daily Balance} \times 30 \times \text{Interest}}{\text{No. of days (Month)} \quad 360}$$

- c. **[3] Lowest Balance**

$$\text{Savings Interest} = \frac{\text{Lowest Balance} \times 30 \times \text{Interest}}{360}$$

8. On the "Period of Posting" input field, type a numeric value 1 or 2 to select one of the Options: **[1] Monthly** or **[2] Quarterly**. Press Enter key to move to next field.
9. On the "Number of days per Month" input field, type a numeric value in days per month (normally set to 30), then press Enter key.
10. On the "Number of days per Year" input field, type a numeric value in days per year (normally set to 365), then press Enter key.
11. On the "Savings Deposit Code" input field, press Enter key to select from the GL Accounts list window, then press Enter key.
12. On the "Savings Interest Percent" input field, press Enter key to select from the GL Accounts list window (normally this is the Interest Expense on Deposits Account), then press Enter key.
13. On the "Savings Interest Percent" input field, type a numeric value in percent per annum, then press Enter key.
14. On the "Minimum Balance to compute" input field, type the minimum Savings Deposit balance to be included in the computation of Savings Interest, then press Enter key.
15. Repeat the procedure on the "Second Set" column to define another type of Savings Deposit Account (for example, Kiddi Savers Account).
16. Press Esc key to go to the next input screen which is the "Period/Set Parameters".
17. On the "What quarter to compute? (1, 2, 3, 4)" input field, type a numeric value from 1 to 4 as quarter, then press Enter key.
18. On the "What interest set? (1,2)" input field, type a numeric value 1 or 2 to select one of the Interest Set columns you have defined on the "Savings Interest Setup" window previously, then press Enter key.
19. On the Preview Report screen, press up arrow keys to move to the "Post interest?" input field, then, type "N" for No (Setting this to "Y" for Yes means that you want to finalize the result of the computation and generate the Journal Voucher transaction record automatically) then press Enter key.
20. Press Enter keys (3X) to start the computation process.

21. On the "Order of List" dialog, press Right arrow key to select Code or Name sorting of Members option, then press Enter key.
22. After the processing is completed, press Enter key.
23. Press F3 function key to View the resulting interest computation.

Note: Viewing a Report is limited to the Number of Pages in the Report text file generated (can be up to 5 pages only). If the report is more than the number of pages that can be viewed, you can change the setting of the "Starting Page" input field and press Esc key to abort processing of the report. This is one way to view parts of the report. Please refer to Common Problems and Solutions section for a way to view large report text file.

24. Press Esc key to exit viewing of the report.
25. Press F4 function key to print the report to your Printer.
26. On the "Savings Interest Setup" window, do the same procedure outlined above to input the parameters. Note that the previous settings you have defined were saved by the program. To accept the previous settings, just press Enter key.
27. Do the same procedure outlined above to generate the computation of savings interest. After the printing is completed, press Esc key then Enter key to go back to the Select Computation menu.

Computation of Dividends (Interest on Share Capital)

1. On the Coop Accounting Main Menu window, click on the Setup and Computations item.
2. Type Login Name and Password then press Enter key.
3. Press F3 function key to display the Select Computation menu.
4. On the menu, press down arrow keys to select "**# 4 - Interest on Share Capital Computation**" item, then press Enter key.
5. On the "Interest on Share Capital" menu, select the "**# 1 - Create Share Capital Balances**" item then press Enter key.
6. When the message "Share Capital Code not found. Creating configuration." window appears, press Enter key.

7. On the "Interest on Share Capital Computation" parameters window, check that the Posting Year is set to the year you want to process.
8. On the "Posting Method" input field, press Enter key to select the method to use.
9. On the "Select Posting Method" menu window, press down or up arrow key to select one of the options: Particular Date method or End of Month method, then press Enter key.
10. On the "Posting Date" input field, type a number from 1 to 31 as the Nth cut-off day (normally set to 7th day of the each month) as the basis for getting the ending balances of the Share Capital Account of each Member. Note that this applies only when the Posting Method selected is "**1 - Particular Date**". Press Enter key.
11. On the "Fixed Dep. Code" input field, press Enter key to select the Account from the list window displayed. Press Enter key.
12. On the "Fixed Dep. Code 2" input field, press Enter key to select the Account from the list window displayed. Press Enter key.

Note: When you set this second Account, the program will come up with a single Total Balance from the two Fixed Deposit Accounts. Normally, this input field is not applicable to most of the Cooperatives so it is left as blank.
13. On the "Exclude Delinquent" input field, type "N" for No or "Y" for Yes, then press Enter key. This setting applies to each Member in the resulting List of Share Capital Balances which you can edit later on.
14. On the "Exclude Closed Account" input field, type "N" for No or "Y" for Yes, then press Enter key. This setting applies to each Member in the resulting List of Share Capital Balances which you can edit later on.
15. Press Esc key to exit editing, on the "Save..." dialog, select "Yes" option then press Enter key.
16. On the "Found current computation. Create a new one?" dialog, press Right arrow key to select "Yes" option, then press Enter key.
17. On the "Continue?" prompt, press "Y" for Yes then press Enter key.
18. When the processing is completed, press Enter key to go back to the Interest on Share Capital menu window.

19. Press down arrow key to select “# 2 - **Edit Share Capital Balances**” item then press Enter key.
20. On the “Edit Share Capital Balances” edit window, press down or up arrow key to move to the Member record, or press slash “/” key to search Member by Code, press asterisk “*” key to search Member by Name.
21. On the current member record displayed, press Enter key to Edit the record displayed.
22. On the “Exclude” input field, type “Y” for Yes then press Enter key (Note that setting this field to Yes means that this record will not be included in the Share Capital Contribution).
23. You still have the option to edit the Monthly Balances from January to December field. Just press down or up arrow key to select the month to edit then type the correct amount, then press Enter key.
24. When you press Enter key on “December” input field, you will be prompted to Save the record, select “Yes” option then press Enter key.
25. When you want to exit editing, just press Esc key then select “Yes” on the “Save...” dialog, then press Enter key.
26. When you have completed all the Member Records, press Esc key. On the “Quit...” dialog, select “OK” option then press Enter key.
27. On the Interest on Share Capital menu, press down arrow key to select “# 3 - **Print Original Balances**” item then press Enter key.
28. On the “Print Original Share Capital Balance” window, press F2 function key to Process the report and save to text file, press F3 function key to View the report.
29. Press F4 function key to print the report.
30. Check that the Printer is switched ON and On Line Ready.
31. On the “Continue?” prompt, type “Y” for Yes then press Enter key.
32. On the “Select Order of Listing” dialog, press right arrow key to select “Name” or “Code” sorting option, then press Enter key to start printing the report.
33. After printing is completed, press Esc key then press Enter key to go back to the “Interest on Share Capital” menu window.

34. To process the Dividends Contribution, on the menu, press down arrow key to select “# 4 - **Print Interest on Share Capital**” item, then press Enter key.
35. On the “Interest on Share Capital” screen, press F2 function key to Preview the report.
36. On the “Net Income (Allocated)” input field, type the Amount to be allocated to the Dividends Distribution, then press Enter key.
37. On the “Continue?” prompt, press “Y” for Yes then press Enter key.
38. On the “Select Order of Listing” dialog, press Right arrow key to select “Name” or “Code” sorting option, then press Enter key to start processing the report.
39. When processing is completed, press Enter key.
40. Press F3 function key to View the report generated. Refer to Common Problems and Solutions when you cannot view the report.
41. Press F4 function key to print the report.
42. On the “Net Income (Allocated)” input field, type the Amount to be allocated to the Dividends Distribution, then press Enter key.
43. Check to make sure that your Printer is switched ON and On-Line.
44. On the “Continue?” prompt, press “Y” for Yes then press Enter key.
45. On the “Select Order of Listing” dialog, press right arrow key to select “Name” or “Code” sorting option, then press Enter key to start printing the report.
46. When printing is completed, press Esc key to quit, on the “Quit...” dialog select “OK” option then press Enter key.
47. On the menu, press Esc keys to exit.
48. Press Esc key then press Enter key to go back to the Coop Accounting Main Menu window.

Computation of Patronage Refunds

1. On the Coop Accounting main menu window, click on the Setup & Computations item.
2. Type Login Name and Password then press Enter key.
3. Press F3 function key to display the Select Computation menu.
4. On the menu, press down arrow key to select “# 5 - Patronage Refund Computation (Cash Basis)” item then press Enter key.
5. On the “Patronage Refund (Cash Basis)” menu window, select “# 1 - Patronage Refund Interface” item then press Enter key.
6. On the “Patref Interface Record” window, press F3 function key to add an Interest on Loan Account record.
7. On the “Account Code” field, press Enter key to select an account on the G/L List window displayed. Press Enter key to confirm selection.
8. Press Esc key to exit editing, on the “Save...” dialog, select “Yes” option then press Enter key.
9. Press up or down arrow key to move the record.
10. To delete a record, press F4 function key.
11. To find a record by Account Code, press F6 function key.
12. To find a record by Account Title, press F7 function key.
13. When you have added all the Interest on Loan accounts, press Esc key to quit, on the “Quit...” dialog, select “OK” option, then press Enter key to go back to the “Patronage Refund (Cash Basis)” menu window.
14. On the menu, press down arrow key to select “# 2 - Create Interest on Loan Balances” item, then press Enter key.
15. When you see the message dialog, “Patref configuration not found. Creating configuration.”, just press Enter key.
16. Check that the Posting Year is the correct year you want to process.
17. On the “Exclude Delinquent” input field, type “Y” for Yes or “N” for No, then press Enter key.

18. On the “Exclude Closed Account” input field, type “Y for Yes or “N” for No, then press Enter key.
19. Press Esc key to exit editing.
20. On the “Found current computation. Create a new one?” dialog, press Right arrow key to select “Yes” option then press Enter key.
21. On the “Continue?” prompt, press “Y” for Yes then press Enter key.
22. When the process is completed, press Enter key to go back to the “Patronage Refund (Cash Basis)” menu window.
23. On the menu, press down arrow key to select “# 3 - **Edit Interest on Loan Balances**” item then press Enter key.
24. On the “Patref Balances” window, press down arrow key to move to the next record or press up arrow key to move to the previous record, press slash “/” key to find a record by Code, or press asterisk “*” key to find a record by Name.
25. Press Enter key to edit the displayed record.
26. On the “Exclude” input field, type “Y” for Yes or “N” for No then press Enter key. Note that “Yes” means that this record will not be included in the Patronage Refund Distribution.
27. You can still edit the Accumulated Interests on each Month (January to December input fields). Type the amount then press Enter key.
28. Press Esc key to exit editing, on the “Save...” dialog, select “Yes” option the press Enter key.
29. After you have completed all the Member records, press Esc key to quit, on the “Quit...” dialog, select “OK” option then press Enter key.
30. On the Patronage Refund menu, press down arrow key to select “# 4 - **Print Interest on Loan Balances**” item then press Enter key.
31. To process the report and saved to text file, press F2 function key to Preview the report.
32. When you see the message dialog, “Share Capital Code not found. Creating configuration.”, just press Enter key.

33. On the "Continue?" prompt, type "Y" for Yes then press Enter key.
34. On the "Select Order of Listing" dialog, select either Code or Name then press Enter key to start processing the report.
35. When the report processing is completed, press Enter key.
36. Press F3 function key to View the report generated.
37. Press TAB key to see the right-most side of the report, press HOME key to see the left-most side. Check the Total Interest at the bottom of the report.
38. Press Esc key to quit viewing report.
39. Press F4 function key to print the report.
40. Check that your Printer is switched ON and On-Line Ready.
41. On the "Continue?" prompt, type "Y" for Yes then press Enter key.
42. On the "Select Order of Listing" dialog, select either Code or Name option then press Enter key start printing the report.
43. When you have completed printing the report, press Esc key to quit.
44. On the "Quit..." dialog, select "OK" option then press Enter key to go back to the menu.
45. To process the Patronage Refund Contribution, on the menu, press down arrow key to select "**# 5 - Print Patronage Refund (Cash Basis)**" item then press Enter key.
46. Press F2 function key to preview the report.
47. On the "Net Income (Allocated)" input field, type the Amount to be distributed then press Enter key.
48. On the "Continue?" prompt, type "Y" for Yes then press Enter key.
49. On the "Select Order of Listing" dialog, select either "Code" or "Name" sorting option then press Enter key to start processing.
50. When the processing is completed, press Enter key.
51. Press F3 function key to View the report.

52. When viewing the report, press arrow keys to scroll the screen, press TAB key to see the right-most side of the report screen, press HOME key to see the left-most side of the report screen.
53. Press Esc key to quit viewing the report.
54. Press F4 function key to print the report.
55. On the "Net Income (Allocated)" input field, type the Amount to be distributed then press Enter key.
56. Check to make sure that your Printer is switched ON and On-Line.
57. On the "Continue?" prompt, type "Y" for Yes then press Enter key.
58. On the "Select Order of Listing" dialog, select either "Code" or "Name" sorting option then press Enter key to start printing.
59. When the printing is completed, press Esc key to quit, then press Enter key to go back to the menu.
60. Press Esc keys to exit the menus, then press Esc key to quit, select "OK" option then press Enter key.

Distribute Dividends & Patronage Refunds

1. On the Coop Accounting Main Menu window, click on the Setup & Computations item.
2. Type Login Name and Password then press Enter key.
3. Press F3 function key to display the Select Computation menu.
4. Press down arrow key to select "**# 8 - Distribute Dividend & Pat-Ref (Cash Basis)**" item then press Enter key.
5. On the "Distribution..." window, press F2 function key to Preview.
6. On the "Period to Distribute" dialog, press right arrow key to select "Last Year" option then press Enter key.
7. When you see the "Share Capital Code not found. Creating configuration.", just press Enter key.

8. On the "Sort by" dialog, select either Code or Name sorting option then press Enter key.
9. On the "Dividend Payable Code" input field, press Enter key to select the account on the Select GL Account list window, press up or down arrow key or press a number to select an Account, then press Enter key to confirm your selection.
10. On the "Patronage Payable Code" input field, press Enter key to select the account on the Select GL Account list window, press up or down arrow key or press a number to select an Account, then press Enter key to confirm your selection.
11. On the "Less Fund Code" input field, press Enter key to select the account on the Select GL Account list window, press up or down arrow key or press a number to select an Account, then press Enter key to confirm your selection.
12. On the "Heading" input field, type the Name of the Fund Code as the Heading on fund code column in the report, then press Enter key.
13. On the "Less Amount" input field, type the Amount to be deducted from the dividend, then press Enter key.
14. On the "Share Code" input field, press Enter key to select the account on the Select GL Account list window, press up or down arrow key or press a number to select an Account, then press Enter key to confirm your selection.
15. On the "Heading" input field, type a Heading for the Share Capital column in the report, then press Enter key.
16. On the "Post to JV?" prompt, type "Y" for Yes or "N" for No then press Enter key. Note that setting this to "Yes" means you want to finalize the processing and generate the Journal Voucher transaction records automatically.
17. On the "Month to Post?" input field, type a number from 1 to 12 as the month to post the JV transactions, then press Enter key. Note: Make sure that this field has the value from 1 to 12 and not zero.
18. On the "JV Number" input field, type a number as JV Number then press Enter key.
19. On the "JV Date" input field, type a date value as JV Date then press Enter key.

20. On the "Double Spacing?" input field, type "N" for No or "Y" for Yes then press Enter key.
21. On the "Continue?" prompt, type "Y" for Yes then press Enter key.
22. When the processing is completed, press Enter key.
23. Press F3 function key to View the report.
24. Type Login Name and Password then press Enter key.
25. Browse the report, then press Esc key to exit viewing.
26. Press F4 function key to print the report.
27. Type Login Name and Password then press Enter key.
28. Do the same procedure from step 6 up to step 20.
29. Check to make sure that your Printer is switched ON and On-Line.
30. On the "Continue?" prompt, type "Y" for Yes then press Enter key.
31. When you have completed printing, press Esc key to quit, on the "Quit..." dialog select "OK" option then press Enter key.
32. Press Esc keys on the menu window, then press Esc key and Enter key to go back to the Coop Accounting Main Menu window.

Rebuilding Index

1. On the Coop Accounting Main Menu screen, click on the Utility item.
2. On the Utility menu, select the "**# 1 - Rebuild Index**" item then press Enter key.
3. Type Login Name and Password then press Enter key.
4. On the prompt, "Continue rebuilding Index for...", type "Y" for Yes then press Enter key.
5. When the process completes, the message line "Indexing was successful. Press any key to continue." is displayed. Sometimes, you will notice some "File Not Found" message lines, but, just ignore these message lines because those are not error messages.
6. Press Enter key to continue and go back to the Utility Menu.

7. Press Esc key to quit, on the "Quit..." dialog, select "OK" option then press Enter key to go back to the Main Menu window.

Update G/L Monthly Balances

1. On the Coop Accounting Main Menu screen, click on the General Ledger item.
2. Type Login Name and Password then press Enter key.
3. On the General Ledger Main screen, press F2 function key, press down or up arrow key to select a Month, then press Enter key.
4. Press F6 function key to display the Updating Monthly Balances screen.
5. Press up arrow key to move the cursor to the "Process all?" prompt.
6. On the prompt, "Process all?", type "Y" for Yes then press Enter key.
7. On the prompt, "Continue?", type "Y" for Yes then press Enter key.
8. After the process completes, press Enter key to go back to the G/L Main screen.
9. Press Esc key to quit, on the "Quit..." dialog, select "OK" option then press Enter key to go back to the Main Menu window.

Subsidiary Ledger Update

1. On the Coop Accounting Main Menu screen, click on the Subsidiary Ledger item.
2. Type Login Name and Password then press Enter key.
3. On the Subsidiary Ledger Main screen, press F2 function key, press down or up arrow key to select a Month, then press Enter key.
4. Press F6 function key to display the **S/L** Update screen.
5. Type Login Name and Password then press Enter key.
6. On the Subsidiary Ledger Update screen, press Enter key to continue.
7. On the "Continue update?" prompt, type "Y" for Yes then press Enter key to start processing the S/L Update.
8. After the processing completes, press Enter key to go back to the S/L Main screen.

9. Press Esc key to quit, on the "Quit this program?" dialog select "OK" option then press Enter key to go back to the Main Menu window.

Updating Beginning Balance for New Year

1. On the Coop Accounting Main Menu window, click on the Setup & Computations item.
2. Type Login Name and Password then press Enter key.
3. Press F2 function key to display the Select Setup menu.
4. On the Select Setup window, press down key to select "**# 6 - Period File**" item then press Enter key.
5. On the PERIOD Record screen, press the plus "+" key to add a New Period or Year.
6. On the "Save..." dialog, select "Yes" option then press Enter key.
7. Press Esc key to quit, on the "Quit..." dialog, select "OK" option then press Enter key to go back to the Select Setup menu.
8. Press Down key to select the "7. Create Project/Period" item then press Enter key.
9. On the Select a Project list window, press down or up arrow key to select the Project on the Name column then press Enter key.
10. On the Select a Year list window, press down or up arrow key to select a Year then press Enter key.
11. The message window, "[Current Working Project/Period]", will be displayed to show and confirm your selection. Press Enter key.
12. On the prompt "Continue creating?", type "Y" for Yes then press Enter key to go ahead and create the new period.
13. After the process completes, the message window "Creating configuration for..." will be displayed. Press Enter key.
14. The message line "System Setup was successful." will be displayed. Press Enter key to go back to the Select Setup menu.

15. On the Select Setup menu, press Up arrow key to select “# 1 - **Select Project/Period**” item then press Enter key.
16. On the Select a Project list window, press down or up arrow key to select the Project on the Name column then press Enter key.
17. On the Select a Year list window, press down or up arrow key to select the Previous Year (Year to forward to New Year) then press Enter key.
18. The message window, “[Current Working Project/Period]”, will be displayed to show and confirm your selection. Press Enter key.
19. On the Select Setup menu, press down or up arrow key to select “8. Update Beginning Balance” item then press Enter key.
20. On the prompt, “Starting Nominal account... 400.00”, type the correct Starting Account Code for the Income Accounts if it is different from the default displayed, then press Enter key.
21. On the prompt, “Continue?”, type “Y” for Yes then press Enter key.
22. When the updating process is completed, the message line, “Updating completed. Please rebuild index of year ...”, will be displayed. Press Enter key to go back to the Select Setup menu.
23. Press Esc key twice then press Enter key to go back to the Coop Accounting Main Menu window.

Note: You may now select the New Year or New Period with updated beginning balances, run a rebuild index command before you use the Verifier application to check the balances. This procedure can be repeated until you have updated the correct beginning balances from the ending balances of the previous year G/L and S/L data. After this procedure, you will be ready for the New Year transaction entries, reporting, and so on.

Setup Internet Connection

1. On the desktop screen, double-click the “My Computer” icon.
2. On the My Computer window, double-click “Dial-Up Networking” icon.
3. On the Dial-Up Networking window, double-click on “Make New Connection” icon.
4. On the Make New Connection wizard window, type a name for the computer you are dialing, e.g., “BLAST”, then click Next button.
5. On the Telephone Number field, type “4142020” as the BLAST telephone number, then click Next button.
6. Click on Finish button.
7. On the Dial-Up Networking window, right-click the BLAST icon, then click on Properties.
8. On the General Tab, click the “Use area code and Dialing Properties” check box to clear the check mark, you will notice that both the Area Code and Country Code fields are disabled except the Telephone Number field containing 4142020.
9. Click on Server Types Tab, clear all the check boxes except the “TCP/IP” check box.
10. Click “OK” button.
11. On the Dial-Up Networking window, double-click the “BLAST” icon.
12. On the Connect To window, type the User name found on the BLAST internet card in the format xxxxxx@blast.ph.
13. Type the Password found on the BLAST internet card.
14. Click the Save password check box to save the user name and password after a successful internet connection.
15. Click on the Connect button.
16. Wait for the Fax Tone like sound.
17. After the verification of the user name and password you will be connected to the internet, one indication is the Connection Icon found on the tray where the date and time is displayed (usually on the lower right of the screen).

18. Once you are connect, on the desktop, double-click the Internet Explorer icon (with the blue E icon) to run it, then visit our web-site by typing <http://www.techworkssoftware.com> on the Address then press Enter key.
19. To Disconnect from the internet, on the tray, right-click the computer icons (with the flashing green light), then click on "Disconnect".

Note: When you visit our web-site, you can do the following:

1. *Read on the latest developments in Techworks Software.*
2. *Send us your Sales Order or Service Request (via E-Mail) by just Submitting a filled-up form.*
3. *Download our Product Demo Presentation.*
4. *Refer a Client to us.*
5. *Become our Registered Client.*
6. *and many more...*

Setup Outlook Express (POP3 E-Mail)

When you become our Registered Client, we will provide you with E-mail Account on our web-site domain, techworkssoftware.com.

Your Cooperative will have the opportunity to communicate via E-Mail to the rest of our Cooperative Clients and promote cooperation.

Our goal is to setup and encourage the Cooperatives to make use of the E-Mail and Internet technologies to facilitate the Technical Support we are providing to our valued Clients.

1. On the desktop screen, double-click the Outlook Express icon.
2. On the Outlook Express window, click on Tools menu, then on the Accounts item.
3. On the Internet Accounts window, click the Mail tab.
4. Click the Add button and then click Mail item.

5. On the Internet Connection Wizard window, type the Display Name of the E-Mail Account you are setting-up, then click Next button.
6. On the E-Mail address field, type the E-Mail Account we provided (in the format of <coopname>@techworkssoftware.com), then click Next button.
7. On the E-Mail Server Names window, select POP3 Server type.
8. On the Incoming mail server, type "techworkssoftware.com" (without the quotes).
9. On the Outgoing mail (SMTP) Server field, type "techworkssoftware.com" (without the quotes), then click the Next button.
10. On the Internet Mail Logon window, type the E-mail address (in the format <coopname>@techworkssoftware.com) on the Account Name field.
11. On the Password field, type the password we provided to you.
12. Make sure the "Remember password" option has a check mark.
13. Click the Next button.
14. Click the Finish button.
15. On the Internet Accounts window, on the Mail tab, double-click on "techworkssoftware.com" item.
16. On the Mail Account name field, type the short-name of your Cooperative Name.
17. Click on the Servers tab, on the Outgoing Mail Server section, click on the check box "My server requires authentication" to put a check mark on it, then click the "OK" button.
18. On the Internet Accounts window, click on the Close button.
19. To Configure Outlook Express, click on Tools menu then Options item.
20. On the General tab, click to check on "When starting, go directly to my 'Inbox' folder" option box.
21. Click to uncheck on "Notify me if there are any new newsgroups" option box.
22. Click to check on "Automatically display folders with unread messages" option box.

23. On the Send/Receive Messages section, click to Uncheck the “Check for new messages every __ minute(s)” option box.
24. Click on the “OK” button to finish settings.

Using Outlook Express (Checking E-Mail)

1. Establish Internet Connection.
2. On the desktop screen, double-click on Outlook Express icon.
3. When you see the message box, “You are currently working offline. Would you like to go online now?”, click Yes button to establish internet connection.
4. If you are already connected to the internet, Outlook Express will automatically go to the Inbox folder and Check to Receive and Send E-Mails. You will see New Messages displayed on the Inbox folder.
5. To manually check for E-Mails, click the “Send/Receive” button on the toolbar of Outlook Express. You will receive New E-Mails into your Inbox and send E-Mails from your Outbox folder.
6. To read the E-Mail on your Inbox, double-click the message line and a Window will pop up showing the messages.
7. While reading the E-Mail, you have the option to Reply with your response E-Mail.
8. Click on Reply button on the toolbar, note that the fields From, To and Subject line are already provided automatically.
9. Type you message or letter, then click Send button on the toolbar when you have completed your E-Mail. Your E-mail will be saved in the Outbox folder until you do a Check E-Mail command.
10. Click the “Send/Receive” button on the Outlook toolbar to Receive New E-Mails and Send any pending E-mails on the Outbox folder. After sending your E-Mail, it will be moved to the Sent folder for later checking.

Using Outlook Express (Composing E-Mail)

1. Run Outlook Express.
2. You can compose your E-Mail without being connected to the internet.
3. On the Outlook Express window, click on the Create Mail button on the toolbar.
4. On the New Message window, fill-up the fields: From (E-Mail address), To (E-Mail address), and Subject line with the Topic.
5. Click on the big white space of the window to start typing your letter or messages.
6. To attach files to your E-Mail (this is how you Transfer a File to the Recipient E-Mail), click the Attach button (Paper clip icon).
7. On the Insert Attachment window, locate the file by double-clicking on the folders until you found the file, click the filename, then, click the Attach button to complete the task.
8. When you have completed your E-Mail, then click the Send button on the toolbar to place the E-Mail into the Outbox.
9. To really send the E-Mail, you need to click on "Send/Receive" button on the toolbar to check E-Mails and send your E-Mails.

Common problems and Solutions

1. Configuration Not Found error message on the Verifier Screen:
 - Check that you are pointing to the correct Project and Period. If not, then run the procedure on selecting Project and Period.
 - Check your Network Drive Mapping. If the Map Drive (F:) does not exist, re-establish the connection to the Server computer by Mapping the Network Drive again.
2. The Verifier seems to display an outdated balance status:
 - Try to do the procedure on Rebuilding Index, then do the Update G/L monthly balances procedure and the S/L Update procedure.
3. The Trial Balance Report is showing a not balance status:

- Try to do the procedure on Rebuilding Index, then do the Update G/L monthly balances procedure and the S/L Update procedure.
4. The “DOS Error 51” error message is displayed when you try to go to the Subsidiary Ledger screen. The error message line is something like, “Error DBFNTX/1006 Create error: C:\PROJECT\PF\MBCD.NTX, (DOS Error 51)”, select Quit option then press Enter key to go back to the Main Menu window:
 - Close the Coop Accounting program of the other computers, then try running your program again.
 5. When viewing the generated report, an error message window: “Report too large to view”, is displayed. This means you cannot view the report generated because the file size is too large to be viewed in the Coop Accounting program:
 - The option here is to load the resulting report text file found in the folder “C:\COOP\REPORT”, run the Windows Explorer application, go to the REPORT folder and check the last generated text file in that folder. Double-click that text file to load it in Notepad or Wordpad application to view the full report without printing many pages of the report in your printer.

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