

Quick Start User's Guide

Coop Accounting

Version 5.34

Step	Your Actions	Screen Displays
Running the Coop Accounting program		
1	Double-click the Coop Accounting 5.34.00 icon on your desktop	User Login window. Login Name prompt
2	Type 'ADMIN' then press Enter key	Password prompt
3	Type 'ADMIN' then press Enter key	Main menu of Coop Accounting program
Select the Sample Data Project		
1	Click Utility menu	Utility Menu with "1. Select Project/Period" selected
2	Press Enter key	Select a Project window
3	Press Down arrow key	SAMPLE project is selected
4	Press Enter key	Select a Year window
5	Press Up arrow key	Selects Year 2005
6	Press Enter key	Project/Period: C:\SAMPLE\2005 is displayed on top line
7	Press Esc key	Quit Utility? window with OK selected
8	Press Enter key	Coop Accounting Main menu
Verify Member Account/Ledger Status		
1	Click Verifier	Verifier Screen
2	Press letter 'c'	Code prompt
3	Type '000815' then press Enter key	Name displayed is Ma. Norina C. Sumulong
4	Press letter 'i'	Member Information screen
5	Press Esc key	Close Member Information screen
6	Press plus sign '+'	All the Member's Subsidiary Accounts with Balances
7	Press Down or Up arrow key	to highlight or select a specific Account
8	Press Enter key	Options dialog box with 'What Year' selected
9	Press Enter key	Enter Year prompt with 2005 initial value
10	Press Enter key	Statement of Account screen
11	Press [ALT + S] key	Print Member Account Screen with From Date prompt
12	Press Enter key	To Date prompt
13	Press Enter key	Continue? prompt with 'Y' default value
14	Press Enter key	Ready to print...
15	Press letter 'Y'	to print the statement of account
16	Press Esc key	Verifier Screen with S/L Accounts listed
17	Press Esc key	No S/L Accounts listed
18	Press Esc key	Quit verifying? dialog with OK selected
19	Press Enter key	Coop Accounting Main Menu

Step	Your Actions	Screen Displays
Generate and View the Financial Condition Report		
1	Click General Ledger	General Ledger Screen
2	Press F4 function key	Select a Report menu
3	Press Down arrow key 2X	'3 - Financial Condition' is selected
4	Press Enter key	Statement of Financial Condition menu screen
5	Press F2 function key	Preview Report with prompt at Bottom margin field
6	Press Enter key 2X	Processing Completed with OK selected
7	Press Enter key	Statement of Financial Condition menu screen
8	Press F3 function key	Report is displayed

How to Navigate the Viewed Report

1	Press Up or Down arrow key	Scroll per line of the report
2	Press TAB key repeatedly	Scroll horizontally to the Right side
3	Press HOME key	Scroll horizontally back to the Left side
4	Press Page Up or Page Down key	Scroll one page at a time
5	Press [Ctrl + PageUp] key	Scroll to Top of the report page
6	Press [Ctrl + PageDown] key	Scroll to Bottom of the report page
7	Press Esc key	Close and exit view the report

Print the Financial Condition Report

1	Follow the steps in viewing the report...	Statement of Financial Condition menu screen
2	Press F4 function key	Print Report Screen with prompt on Bottom margin field
3	Press Enter key 2X	Ready to print...
4	Press 'Y' key	Report will be printed
5	Press Esc key	Quit this report? dialog with OK selected
6	Press Enter key	Select a Report menu
7	Press Esc key	Quit reporting? dialog with OK selected
8	Press Enter key	General Ledger main screen
9	Press Esc key	Quit this program? dialog with OK selected
10	Press Enter key	Coop Accounting Main Menu

NOTE: Coop Accounting contains more than 50 Types of Reports and you can generate these reports using the same steps outlined above.

Try the Subsidiary Ledger Reports

- Collection Efficiency report
- S/L Schedule report
- Aging of Receivables (Current, Past Due, Restructure, and In Litigation)
- Schedule of Delinquents report
- Schedule of Payments report
- Member Marter List report
- Unearned Interest Schedule report

Step	Your Actions	Screen Displays
Adding a New Member Code		
1	Click Subsidiary Ledger	Subsidiary Ledger Screen
2	Press F3 function key	Member Record screen
3	Press F3 function key	prompt on Member Code field
4	Type 'SAMPLE' as Member Code for the Coop's Transactions, then press Enter key	prompt on Employee#
5	Press Enter key	prompt on Name field
6	Type 'SAMPLE MULTI-PURPOSE COOPERATIVE' then press Enter key	prompt on Category field
7	Press Enter key	Select Status box with Regular selected
8	Press Down or Up arrow key	to select either Regular or Associate category
9	Press Enter key	to set the category field
10	Press Esc key	SAVE current changes? dialog box with Yes selected
11	Press Enter key	Member record is saved
Cash Collection Transaction Entry		
1	Click Cash Collection	Set Date? dialog box with 'No' selected
2	Press 'Y' key for Yes	Date Setup with prompt on Month field
3	Type '6' for the Month of JUNE	prompt on Date field
4	Type '5' for the date June 5	prompt on Continue? with 'Y' as initial value
5	Press Enter key	Cash Collection Data Entry Screen
6	Press Asterisk (*) on the numeric keypad	List of Collectors to be selected
7	Press Down or Up arrow key	to select a Collector Code
8	Press Enter key	Selected Collector is displayed
9	Press Slash '/' on the numeric keypad	Add Booklet is displayed with prompt
10	Type '101' as a sample starting OR Number then press Enter key	Add to OR summary? dialog box with OK selected
11	Press Enter key	OR Accounts to be credited is displayed
12	Press Slash '/' on the numeric keypad	List of Members Name Sorted by Code
13	Press '000125' as a sample member code then press Enter key	Member Code = '000125' and Name = 'Trinidad, Benita Libiran' is displayed
14	Press Down or Up arrow key	to select the Account to be paid, for example, 'Savings Deposit' account
15	Type '500' as a sample amount paid then press Enter key	Payment Amount is displayed, highlight moves down
16	Press Plus (+) key	to input the next OR Number
17	Press Esc key	to complete the OR transaction entry
18	Press F9 function key	to compute the TOTAL AMOUNT entered per booklet and per collector
19	Press Esc key	Quit OR Entry? dialog box with OK selected
20	Press Enter key	Coop Accounting Main Menu

Step	Your Actions	Screen Displays
Cash Disbursement Transaction Entry		
1	Click Cash Disbursement	Cash Disbursement Data Entry Screen
2	Press Plus (+) key to set the DATE	Date Setup screen with prompt on MONTH field
3	Type '6' for Month of JUNE then press Enter key	Month = 6 is displayed, prompt moves to DATE field
4	Type '5' for the DATE then press Enter key	Date = 5 is displayed, prompt moves to Continue? Y
5	Press Enter key	First screen of Cash Disbursement Data Entry Screen
6	Press Enter key	Second screen of the Data Entry Screen
7	Press Asterisk (*) on the numeric keypad	prompt on Number field
8	Type '101' as a sample CV Number then press Enter key	Number = 101 is displayed
9	Press Slash '/' on the numeric keypad	Transaction Type menu is displayed with 'Withdrawal' highlighted
10	Press '2' to select Expense type	2 Expense Transaction Type is displayed
11	Press Enter key	Journal Entry table screen is displayed
12	Press Slash '/' on the numeric keypad	Code and Name columns are highlighted
13	Press Slash '/' key again	Search by Code table is displayed
14	Type 'SAMPLE' then press Enter key	SAMPLE MULTI-PURPOSE COOPERATIVE code is selected
15	Press Enter key	Journal Entry table is updated with the SAMPLE code
16	Press Asterisk (*) on the numeric keypad	Particulars column is highlighted
17	Press Slash '/' on the numeric keypad	G/L Accounts Listing - Sorted by Code
18	Type '502' then press Enter key	502.00 = Salaries & Wages-MMPCI is account is selected
19	Press Enter key	Journal Entry table with updated account entry
20	Press Plus (+) on the numeric keypad	Debit and Credit columns highlighted
21	Press Slash '/' key for Debit side	prompt on the Debit column
22	Type '500' then press Enter key	Debit column is updated with amount of 500.00
23	Press Enter key	highlight moves down to a blank line
24	Press Asterisk (*) key	Particulars column is highlighted
25	Press Slash '/' key	G/L Accounts Listing - Search by Code
26	Type '102' then press Enter key	Journal Entry table is updated with 'RBP - Manatal CA' Bank Account
27	Press Plus (+) key	Debit and Credit columns are highlighted
28	Press Asterisk (*) key	prompt on Credit column
29	Type '500' then press Enter key	Journal Entry table updated with Status = Balance
30	Press Insert on the numeric keypad	prompt of 'Enter Check #:'
31	Type the Check Number then press Enter key	Check dialog closes
32	Press Home on the numeric keypad	prompt of 'Enter explanation:' two lines available
33	Type 'Salaries & Wages Expenses' then press Enter 2X	Enter explanation dialog closes
34	Press Esc key	'Transaction done. Save entry?' dialog with OK selected
35	Press Enter key	CV Record was saved into a TEMPORARY CV FILE you still need to POST this record to update the G/L and S/L Status
36	Press Esc key	to exit CV data entry screen

Step	Your Actions	Screen Displays
Posting CV Transactions Entered		
1	On the First Screen of Cash Disbursement...	
2	Press [Ctrl + Home] keys	Select Month menu with JANUARY highlighted
3	Press Down arrow key to select JUNE	JUNE is highlighted
4	Press Enter key	CV Journal Entry Screen is displayed
5	Look for the CV with a Status = 'Not Posted'	
6	Press Plus (+) key to move to the next CV	Next CV record is displayed
7	Press Asterisk (*) key to move to previous CV	Previous CV record is displayed
8	Press F9 function key	'Post transaction now?' dialog box with OK selected
9	Press Enter key	'Transaction Posted Successfully' message box with OK selected
10	Press Enter key	CV Transaction is updated with Status = Posted
11	Press Esc key	Quit? dialog is displayed with OK selected
12	Press Enter key	Posting is done!
13	Press Esc key	Quit program? dialog is displayed with OK selected
14	Press Enter key	Coop Accounting Main Menu
Loan Release Transaction Entry		
1	Click Cash Disbursement	Cash Disbursement Data Entry Screen
2	Press Plus (+) key to set the DATE	Date Setup screen with prompt on MONTH field
3	Type '6' for Month of JUNE then press Enter key	Month = 6 is displayed, prompt moves to DATE field
4	Type '5' for the DATE then press Enter key	Date = 5 is displayed, prompt moves to Continue? Y
5	Press Enter key	First screen of Cash Disbursement Data Entry Screen
6	Press Enter key	Second screen of the Data Entry Screen
7	Press Asterisk (*) on the numeric keypad	prompt on Number field
8	Type '102' as a sample CV Number then press Enter key	Number = 102 is displayed
9	Press Slash '/' on the numeric keypad	Transaction Type menu is displayed with 'Withdrawal' highlighted
10	Press '3' to select Loan Release type	3 Loan Release Transaction Type is displayed
11	Press Enter key	Loan Release Record screen displaying the details of a loan
12	Press Plus (+) key to add new loan record	Loan Record screen is initialized and prompt on Member Code
13	Press Enter key to select a member	'Order of list' dialog is displayed with Code item selected
14	Press Enter key	'Search by Code' listing
15	Type '000125' then press Enter key	Member is displayed and prompt on Loan Type
16	Press Enter key to select a loan	Loans table listing
17	Press Down or Up arrow key then Enter key	prompt moves on Restructured (Y/N) with initial value of 'N'
18	Press Enter key	prompt moves on Loan Amount
19	Type '5000' as a sample loan amount then press Enter key	prompt moves on Mode of payment with 'DLY' as default setting
20	Press Enter key to select Mode of payment	'Mode of Payment' table is displayed

Step	Your Actions	Screen Displays
21	Press Down or Up arrow key to select then press Enter key	prompt moves on Terms (number) field
22	Type '60' as sample 60 days value then press Enter key	prompt moves on Terms in (DY,WK,MN,YR)
23	Press Enter key to select Terms	Terms table list window
24	Press Down or Up arrow then press Enter key	Note: Mode of Payment changes to match with Terms you selected prompt moves on Interest Rate (per annum)
25	Type '5' then press Enter key	prompt moves on Date Granted
26	Press Enter key 4X to move to Grace Period	prompt is on Grace Period field. This sets the date of first payment
27	Type '10' as a sample 10 days value then press Enter key	prompt moves on In Litigation field
28	Press Esc key	'SAVE current changes?' dialog box with 'Yes' selected
29	Press Enter key	Loan Details Record is displayed
30	Press Home key on the numeric keypad	'Create amortization?' dialog box with 'No' selected
31	Press 'Y' for Yes	'Move SUNDAY collection to MONDAY?' dialog box with 'Yes' selected
32	Press Enter key	Amortization Schedule is displayed
33	Press 'P' to print the Amortization Schedule	Printing menu is displayed
34	Press F4 function key to print	Print Report screen with prompt on Continue? field and 'Y' as initial value
35	Press Enter key	'Ready to print...' dialog is displayed
36	Press 'Y' key to start printing	Printing completed
37	Press Enter key	Printing menu is displayed
38	Press Esc key to exit printing	'Quit this report?' dialog box with OK selected
39	Press Enter key	Amortization Schedule screen
40	Press Esc key	Loan Release Record screen
41	Press 'a' to Approve the Loan record	'Approval Date:' field prompt with default date value
42	Press Enter key	Date Approved field is updated
43	Press F5 function key to input Remarks	prompt on In Litigation field with 'N' as default value
44	Press Enter key	prompt moves on the first line of REMARKS field
45	Type your REMARKS then press Enter key	REMARKS can be up to 3 lines with 50 characters per line
46	Press Esc key	'SAVE current changes?' dialog box with Yes item selected
47	Press Enter key	Loan Release Record screen updated with remarks
48	Press Enter key to input the Voucher	CV Journal Entry Screen is displayed with the Loan Account displayed
49	To continue Journal Entry, do the steps as outlined on the Cash Disbursement Transaction Entry...	
50	To Post this CV, do the steps as outlined on the Posting CV Transaction Entered...	

Step	Your Actions	Screen Displays
View or Print the User Activity Log Report For Audit Trailing		
1	Click Setup & Computations	Setup & Computations Screen
2	Press F5 function key	User Log Report menu screen
3	Press F2 function key	Preview Report screen
4	Press Enter key	Processing Completed with OK selected
5	Press Enter key	User Log Report menu screen
6	Press F3 function key	User Log Report is displayed
7	Press Esc key	to exit viewing of report
8	Press F4 function key	Print Report screen with prompt on Continue? Y
9	Press Enter key	Ready to print...
10	Press 'Y' key	Prints report...

Program's Evaluation Expired

1	Click OK button	Techworks Software Registration window
2	Contact us and give us the Identification Code	We will give you the Registration Code
3	Type the Registration Code then Click OK button	'Thank you for your registration' message appears

Manually Update the Registration Code

1	Press F5 function key	Techworks Software Registration window
2	Type the Registration Code then Click OK button	Thank you for your registration message appears

Exiting from Coop Accounting program

1	Click Logout and Exit	Main menu closes
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NOTE:

- The Cash Deposits and Cash Withdrawals transactions are entered into the JOURNAL VOUCHER menu.
- Since this Quick Start User's Guide is provided to help you learn the basic use of the program, to create a new Accounting Data Project or to learn more features, please contact us for assistance.