



Fishpro

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Help 1





Chapter 1

Fishpro Features and Terminology

Fishpro is designed for use by independent fish processing businesses. A customized Accounts Receivable package is incorporated to handle the tracking of Fishers accounts. The package includes features required most by fish processing companies.

These features include:

- May be used either independently or integrated with General Ledger, Order Entry/Billing, Inventory Control, Point of Sale, Purchase Order, and/or Job Cost
- Supports multiple companies
- Provides for multiple warehouses
- Supports multiple tax codes
- Provides for modification and deletion of tickets before posting
- Optionally provides use of DFO information
- Reports are available for tracking of area codes, landing status, delivery locations, packers, gear types, Fisher, species and users
- Multiple tickets for gear types
- Fifty species can be entered on one ticket
- Prices can be temporarily or permanently overridden
- Creates automatic adjustment tickets based on user selection criteria
- Will automatically calculate EI and Third Party Demands
- Will print Records of Employment, T4F and T5 Forms, and a WCB report
- Prices can be by weight or auto-piece count
- Distribution to Fishers can be by dollars, percent or share
- Includes optional password protection and backup/restore facilities.
- Will calculate interest charged or earned on Fishers accounts

Product description - Accounts Receivable

The SAMCO Accounts Receivable package is designed for use by independent businesses.

The package includes those features most asked for by thousands of users whose experiences over the past eleven years with earlier versions of this package have helped refine it to its current mature level. These features are described on the next page:

- Handles both open item and balance forward customers
- Provides maintenance and lists on both the salesman and customer files
- Allows sales transaction entry, editing and posting, with edit list and journal
- Allows for entry, editing and selection of recurring sales transactions
- Allows cash receipts entry, editing and posting, with edit list and journal
- Prints an aging report and statements in several different formats
- Allows on-line customer account inquiry
- Allows reports to be stored on disk to save computer time, then printed later at your convenience
- Allows use of multiple printers
- Automatically calculates and posts finance charges, with edit list and journal
- Controls sales commissions due and prints a commissions due report
- Prints a report showing A/R distributions to the General Ledger
- Prepares deposits
- Prints deposit slips and a deposit summary
- Prints a cash history report
- May be interfaced to the SAMCO General Ledger, Job Cost, Order Entry/Billing and/or Sales Analysis systems or used stand-alone
- May be interfaced to SAMCO Cheque Reconciliation to reconcile the chequebook into which payments from customers are deposited
- Includes password protection and extensive data file integrity checks and backup/restore facilities

Key Terminology

Following are definitions of key Fishpro and Accounts Receivable words used in this manual.

Accounting

"Accounting" is the methodical collection, systematic categorization, and organized presentation of financial records.

Accounts Receivable

"Accounts receivable" is the area of accounting dealing with the sales made by a business, and with the money owed to it. It is often abbreviated "A/R" or "AR".

As used here, "account" means "a record of financial activity". And "receivable" means "able to be received" or "due to you".

Adjustment ticket

An adjustment ticket is used to adjust various details of a fish ticket which has been posted. The most common use is to increase the price paid for one or more species of fish. The adjustment ticket appears like a regular ticket except that the prices are then changed from the original ticket. When an adjustment is made to an original ticket, that ticket plus all corresponding adjustment tickets are merged into one as a reference to adjust against.

Aging

To "age" means "to determine how old". In A/R, customer accounts are aged according to how many days the amount they owe you remains unpaid. A/R provides four different categories into which a customer's account can be aged. These categories (called "aging periods") are typically set up as:

- "Current"
- "31-60 days"
- "61-90 days"
- "Over 90 days"

Although you can define different periods if you wish.

Each amount owed to you by a customer then falls into one of these categories, and the categories can be totaled for each customer and then for all your customers.

Alphanumeric

When this manual refers to an "alphanumeric" entry, it means that the entry can be letters of the alphabet, numerals (numbers), special symbols (*,&,%,\$, etc.) or any combination of all three kinds. In contrast, if an entry is specified as "numeric" (or stated as "5 digits", for example"), only numbers can be used.

A/R Open Item file

The more permanent file into which the transactions are posted is called the A/R Open Item file. This file contains every sale, debit memo, credit memo, cash receipt and finance charge for every customer. It is the file which holds the complete, itemized, current record for all of your customer accounts.

Association

Fishers may belong to one of a number of fishing association groups.

Auto-piece count

This is used when the weight of two or more species delivered is known but only a count of fish for the group is taken. If selected, the auto-piece count will look at each species average weight in the price file to distribute the count among the various species based on the total weight of each species. The pieces caught are tracked

throughout the Fishpro system and printed on some reports but the main reason to use this calculation method is the requirement by DFO for DFO statistic reporting to be supplied by Fishpro.

Boat

A boat is identified by a five digit CFV (Canadian Fishing Vessel) number issued by the DFO. On the west coast, a boat crew can consist of 1 to 10 people. One crew member, the first entered on fish tickets, is identified as the skipper. This skipper may be a company. The money received from a catch is distributed to the crew as determined by the gear type and skipper choice.

Book fish

Book fish and cash fish are used to determine EI eligibility, duration and EI benefit payments. A skipper may be exempt if he is a company, but deckhands are considered employees and are eligible for EI. Fishers may book the value of their catch into an account and draw money from the account at a later date. Fish processing companies may advance money or expense amounts to Fishers until they have a catch value from which the company can deduct these expenses, and EI eligibility is based on catch value before expenses. EI eligibility is considered by deckhand, not by fish ticket.

Cash fish

A Fisher can take cash for the catch. However, as the catch value is used for EI determination, each member of the crew has his/her portion credited to them and then the cash payment debited.

Catch area

DFO has published maps marking fishing areas. This catch area must be reported on fish tickets for government reporting.

Catch tax

Currently, no catch taxes exist in Canada (at least on the west coast). The tax codes for a ticket can automatically calculate an amount to deduct from the catch value, by weight or pieces caught, and post to specific G/L accounts. Because the tax rates can be negative, this feature can also be used to pay bonuses based on the catch.

CFV #

See Boat.

Cheque reconciliation

"Reconciliation" means "bringing into agreement". When reconciliation is applied to

chequebooks, it means "bringing into agreement" the balance of your chequebook and the balance shown on your bank statement.

Customer accounts

There are two generally accepted methods of keeping track of customer accounts. SAMCO A/R allows you to use both methods:

Open item method: Under the "open item" method, each and every transaction made against a customer's account is kept on the computer's disk until you decide to remove the matching debits and credits.

The open item method allows you to apply each cash receipt (payment you receive) or credit memo to one or more specific sales (invoices), debit memos or finance charges. You can partially pay or skip specific items, applying payments to later items if you wish.

Of course, the SAMCO package is always capable of calculating the total balance due from an open item customer, and does so upon request. But the ability to look at older, not fully paid invoices from back months can be helpful, especially for highly active customers who pay by specific invoice number.

Balance forward method: The "balance forward" method of keeping a customer's account typically results in all entries being summarized into a single "balance brought forward" amount. When a payment is received from a balance forward customer, that payment is always applied to the oldest unpaid item(s).

The balance forward method of controlling a customer's account is often useful for customers who buy only occasionally and whose accounts usually contain only a few entries.

Data organization

The information you enter is stored on your disk. In order for the programs to be able to locate specific pieces of data (within large masses of data) and to be able to process it logically, data must be organized in some predictable way. Fishpro and the Accounting software organizes your data for you automatically as it stores it on your disk. There are three terms you should understand about the way the data is organized:

Character: a "character" is any letter, number or other symbol you can type on your keyboard.

Field: a "field" (sometimes called a "data field") is one or more character(s) representing a single piece of data. For example, a name, a date, or a dollar amount are all fields.

Record: a "record" is a group of one or more related fields. For example, the fields representing a Fisher's name, SIN, address, and other pertinent information might be grouped together into a record called the "Fisher record".

Data files

A "data file" is a collection of one or more related records. It is often referred to simply as a "file" (without the word "data").

The Employee file is an example of a data file. Such a file could be made up of several records, each of which contained the name, address, social insurance number, birth date, marital status, pay-rate, etc., for one employee.

Each file is kept separately from other information on the diskette or disk. (There are other types of files in addition to data files. For example, programs are stored on the diskette or disk as "program files". However, references to "file" in this User Manual mean "data file" unless specifically stated otherwise.)

Debits and credits

In addition to handling a particular area of accounting, as described above (such as accounts receivable or accounts payable), each SAMCO package also keeps track of the effect of those transactions on G/L. When you make sales to, or receive payment from your customers, this activity affects not only A/R, but also G/L.

These transactions must be recorded both in the proper A/R customer accounts and in G/L under the proper G/L account numbers.

The terms "debit" and "credit" refer to the types of transactions which must be recorded in G/L accounts to accurately reflect the activity occurring in all accounting areas. (See the Glossary for exact definitions of these terms.)

In A/R, a debit memo issued by you to a customer increases what that customer owes you, and a credit memo decreases what is owed. Unfortunately, debit doesn't always mean "a increase in an account" and credit doesn't always means a "decrease in an account". In some accounting areas, a debit increases a G/L account and a credit decreases a G/L account. In other areas, a debit decreases, and a credit increases, a G/L account.

This occurs because of the system called "double entry accounting" (also called "double entry bookkeeping") which is the standard method of accounting used today.

Directory

An index that operating systems, such as Linux, maintain on disk. The directory contains an entry for each file.

Document

As used in A/R, a "document" is the paper record of a transaction. Invoices, credit memos and debit memos issued by you are all examples of A/R documents. (A "debit memo" is a transaction which increases a customer's account. He owes you more as a result of the transaction. The opposite is true of a "credit memo".)

Double entry accounting

The concept behind double entry accounting is that every transaction results in balancing debit and credit entries into the General Ledger. Let's look at the debits and credits involved when a typical independent business pays for goods or services bought earlier on credit:

The debit: The disbursement (payment you make) results in a debit transaction which decreases your "money owed to others" account (usually called the "accounts payable" account). This is a "debit to accounts payable".

The credit: The payment also causes a credit transaction which decreases one of your "cash on hand" accounts. This is a "credit to cash".

So two entries are made into G/L which balance each other. These balancing entries form the basis of double entry accounting. If you or your accountant ever find your G/L accounts "out of balance", it means that the proper balancing entries were not made.

No attempt is going to be made in this manual to teach you all about accounting, especially about what types of transactions cause what accounts to be debited or credited. Unless you're an accountant or fully responsible for maintaining your company's General Ledger, don't worry if you don't remember whether a debit increases or decreases a particular type of G/L account.

When using RealWorld A/R, you will occasionally be asked to enter the G/L account to be debited or credited. Just refer to the appropriate chapter in this User Manual, where you'll find exact instructions about what to enter.

Within General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory Control, Order Entry/Billing, Job Cost, and Purchase Order, SAMCO software automatically takes care of all double entry accounting as you make the required entries on the screen.

DFO

Department of Fisheries and Oceans. It is the federal governing body for the fishing industry.

DFO form code

When reporting to DFO, either via the DFO RAW file feature or via copies of individual

fish tickets, codes for species and form codes, as specified by DFO, must be used even if they are different than the internal codes used by a company. The form code is a DFO specified code that identifies how the fish was delivered including dressed, head-on/off and initial processing by the Fishers.

Field

A "field" (sometimes called a "data field") is a collection of one or more characters representing a single piece of data. For example, a name, a date, and a dollar amount are all fields.

Fish processing

Most fish processing companies buy fish directly from commercial fishing boats and optionally process this fish into other forms. The Fishpro package handles the buying aspect of fish processing.

Fish days

Each fish ticket corresponds to a trip made by a boat. The number of days fishing is reported to DFO and should not exceed the limit set by DFO.

Fish ticket entry

This is the process of entering fish ticket information into a computer system. Tickets can be entered, changed and deleted up to the point where they are posted. The posting makes them permanent and updates the various Fishpro history and A/R files.

Gear types

A gear type is the type of gear used on a fishing boat to catch fish or other products. Often prices differ for the same species caught using different gear types and fish processing companies usually prefer history information reported by gear type.

General Ledger

When your company makes sales and receives payments, this activity affects not only accounts receivable, but also the area of accounting called "general ledger".

General ledger is the area of accounting where the records from all areas of accounts are brought together to be classified and summarized, thereby creating a "financial statement" of the overall condition of the company's finances.

As used here, "general" means "pertaining to many areas". General ledger is often abbreviated "G/L" or "GL".

"Ledger" means a book where accounting records are kept. (This term evolved from pre-computer times when account records were kept exclusively by hand in large books called "ledgers".)

General ledger account

A "general ledger account" is a specific category under which all financial activity of a certain kind is classified. General ledger account is often abbreviated "G/L account".

Accountants are experts at defining the various G/L accounts needed by a business. Part of the definition process involves assigning an "account number" to each G/L account.

Independent businesses usually use a 3 or 4 digit account number. For example, you may have a G/L account called "100 - Cash in the bank", one called "200 - Sales of Product A", and one called 210 - Sales of Product B".

Typically, an independent business will have a hundred or more G/L accounts. Each time any financial activity occurs, the dollar amount of the activity is recorded under the appropriate G/L account numbers.

The financial activity in your accounts receivable area must be categorized by G/L account number so that your accountant can manually transfer such information into the general ledger he keeps for you. Of course, if you're also using SAMCO General Ledger, this information can be transferred automatically into that package.

Glazed percent

The percentage allowable for water.

Gross amount

The gross amount refers to the value of the catch earned by deckhands. The total of all deckhands gross amounts is the gross amount for the boat for that catch.

Help

At any time while running a SAMCO package you can press the "Help" key - F10 on most keyboards. A brief explanation of the particular function you are using will then appear on your screen.

Herring catch area

DFO requires a second five digit catch area for herring. This field is requested at ticket entry if the gear type for the ticket specifies that an alternate area code is required.

Integrated

When a set of accounting packages is "integrated", any data generated in one area and needed in another area is automatically supplied to that other area. You don't have to enter the data twice.

Inventory Control

The "control" of inventory includes being able to regulate or know what goes into inventory and what goes out of inventory. This includes knowing the value of what is in inventory at any time. Inventory Control is often abbreviated as "I/C".

Landing status

DFO requires reporting of the landing status of the fish. The standard code is 01 for commercial fishing and there are other codes for things such as test fishing and seized fish.

Maintaining files

As used here, the word "maintain" means to "keep up-to-date". Therefore, "file maintenance" or "maintaining a file" means keeping a data file up-to-date.

Multi-company

"Multi-company" refers to the capability to do accounting functions for multiple companies with the same set of packages. A user wanting to do accounting functions for more than one company on SAMCO packages can select the "multi-company" option.

Multiple ticket tax codes

Each ticket can have up to three tax codes to represent different taxes applied to a ticket.

Packer

A packer is a boat that goes out to active fishing areas to buy fish directly from fishing boats on behalf of the fish processing company and then brings the fish in themselves.

Plants

Same as delivery or receiving station.

Post transactions

To "post transactions" means to take transactions from a temporary file and move them to a permanent file (where other transactions probably already exist). For example, sales transactions are initially entered into a temporary transaction file. After sales transactions have been entered and edited, they are posted to the more permanent A/R Open Item file (defined below).

Often, during transaction posting, information in other data files is also updated. For example, when sales transactions are posted, the account balance and historical sales figures in the Customer file are also updated.

Purging files

As used here, "purge" means to remove unnecessary items. The A/R Open Item file is occasionally purged of matching entries. Fully paid sales (or debit memos) and their matching cash receipts (and credit memos) are deleted from the file.

Any unpaid sales, debit memos, and finance charges, and any un-allocated cash receipts and credit memos, are kept on the A/R Open Item file, even if the file is purged.

Receiving stations

A company may have several locations where Fishers may deliver fish. The company assigns codes to each of these locations to enter on the fish ticket.

Record

A "record" is a collection of one or more related fields. For example, the fields representing a customer's name, address, and account balance could be grouped together into a record called the "customer record".

Royalties

Another name for catch taxes.

Seine statements

A style of report for the Seine gear type indicating the exact distribution of the catch value to the deckhands and owners of the boat.

S.I.N.

Social Insurance Number. Since the Fishpro system is to be used to print T4 and T5 forms for the Fishers, the A/R account number used must be the Fisher's SIN number.

Skipper

As used here, the skipper is the first crew member entered on the ticket during ticket entry.

Species catch history

This is a report provided by the system to detail what has been caught over a period of time.

Species codes

Each species a company will buy from Fishers is assigned a species code by the company. This code can be a number, an abbreviation or any other combination of letters, digits and/or punctuation. Since the species determines the default price, a species could be split into several codes, for example, by weight.

Spool

SPOOL is an acronym which stands for "Save Printer Output Off-Line". Spooling is a technique that allows a report to be printed at a later time. Instead of a report going directly to a printer when you print from within a function, it is saved as a disk file (which is much faster).

T4 forms

These are printed at the end of the year to indicate the earnings of a Fisher over the year for fish sold to the fish processing company.

Third party demand

The government often issues a demand to withhold earnings from a specific deckhand. This amount can be entered in the Fisher's A/R account file and will automatically be deducted if this Fisher appears on a fish ticket. The system will create a cheque payable to the government agency or financial institution specified.

Ticket entry

The process of entering fish tickets into the system.

Ticket tally

This report is a summary of the tickets entered into the system before they are posted. It is a means of verifying corrections to tickets before they are posted.

Transactions

As used in accounting, "transaction" means a business event involving money and goods or services. For example, a transaction occurs each time you gas up your car: you pay money in exchange for gasoline (goods). Or another example: you give a television set (goods) to your neighbor in exchange for the use of his lake cottage (services).

Since computer software deals primarily with business events which have already taken place, in SAMCO software "transaction" means the record of a completed business event involving money and goods or services.

The records of sales made and payments received are examples of A/R transactions. The records of goods and services purchased by you are transactions which are found in the accounting area called "accounts payable". The records of quantities of goods received are transactions you find in the area of accounting called "inventory control".

In SAMCO software, transactions are usually entered into the computer and stored in a temporary file, where they can be edited until completely correct, then moved into more permanent areas. (See the definitions of File, Record, and Posting later in this chapter.)

Trip history

The Fishpro System retains a history of tickets posted which feeds many of the reports in the system.

Trip days

The number of days spent on a trip which must be reported to the government.



Chapter 2

Getting Started

Introduction

We assume, at this point, that the Fishpro package has been installed on your computer according to the SAMCO Installation Guide. If not, refer to that manual and install the package on your computer.

We also assume that you have familiarized yourself with the main features of this package by reading the chapter titled Understanding SAMCO Fishpro. If you have not done so, read that chapter and return to this chapter.

The Fishpro package not only allows you to automate your fish processing accounting but all your accounts receivable. If you wish to make use of all the capabilities of the package you will need to follow all the steps in this manual. If you are automating your fish processing accounting only, then follow the instructions for Fishpro only.

In order to use Fishpro, you must first enter information describing your company and how you want the package to handle your information. If you intend to use the A/R package for all your accounts receivable, you will need to enter certain data regarding your current accounts receivable status. First you must study the chapter titled General Rules.

Your accountant

We advise that you consult with your accountant before using SAMCO software. He or she is a professional in the accounting area, and should understand your computer accounting software if he/she is to continue to serve you well. Moreover, because of his/her expertise, your accountant may have some good advice for you regarding converting from your old system to SAMCO software.

The Fishpro and Accounts Receivable data files

In order to use this package, you first need to enter certain data specific to the fishing industry, your company, and how accounting functions are to be handled.

There are 9 different Fishpro and 8 different A/R data files (if necessary, see the definition of "data files" in the chapter titled Understanding A/R and Fishpro) which you must enter information into before you can begin using the package on a regular basis.

Fishpro data files

FISHPRO Control file

This file contains certain "control information" you must enter. This information defines the parameters for tickets, EI, WCB, A/R accounts, DFO information and defaults for frequently entered data such as delivery locations.

For example, one of the pieces of information in the F/P Control file determines the number of the next cheque as it is entered during processing.

BOAT file (DIST. and HIST.)

This file stores a record of each boat by its CFV#.

HIST file

Within the History file there are five sub-files: Ticket, Catch, Distribution, Detail, and Boat history.

Stored in this file is the history information from all posted tickets. This information is used for all reports in the History menu. It is also needed for functions such as Automatic Adjustments and Print Records of Employment.

CODES file

There is two sections to the CODES file: Accounts Receivable and Fishpro. All codes stored in these two files are user-defined. The A/R contains ship-via codes, terms codes (not used by Fishpro) and tax codes.

Stored in the Fishpro codes file are all codes entered in the Maintain system codes function. These include form codes, species codes, valid catch areas, tax/bonus codes, gear types, delivery location codes, landing status codes, boat association codes, packers and user codes.

PRICE file

The prices defined for each valid species by each valid gear type are stored in this file.

INVENTORY file

This file contains PTD and YTD totals for each species caught. Each time tickets are posted, these totals will increment.

FISHER/CUSTOMER file

The Fisher/customer file stores all information in the Maintain Fisher/customer function, such as name, address, skipper status, gross earnings and EI paid.

TICKET file (DIST. and HIST.)

This file stores all unposted ticket information. Included in this file are two sections. One to store ticket catch information, the other the deckhand distribution detail. Once tickets are posted, their related information is cleared from this file.

BOAT DISTRIBUTION file

Stored in this file are records of who was most recently on each boat and what their share of the catch was for that trip. This information appears when the next ticket for that boat is entered. The default distributions can be changed using the Maintain boat deckhand distributions function in the chapter titled Utility Functions.

The Accounts Receivable data files

A/R CONTROL file

This file contains certain "control information" which you must enter. This information defines the way you do your accounting and, as a result, controls some of the features of the SAMCO packages.

For example, one of the pieces of information in the A/R Control file determines how you calculate finance charges on past due accounts.

Another piece of information tells the SAMCO packages whether or not you have Sales Reps in your company. Since this information controls many of the options available in other SAMCO packages, it is important that you enter it correctly.

VALID G/L ACCOUNT file

This file is necessary and common to all accounting functions. All General Ledger accounts to which A/R activity may be distributed (allocated) must be entered into this

file. The number and description from your G/L Chart of Accounts for each of your sales accounts, credit and debit memo accounts, freight accounts, sales tax accounts, finance charges accounts, etc., must all be entered into this file.

CODES file

This file contains codes for the shipping methods you use to ship goods to your customers, the terms you use with them, and the sales taxes you must charge them. You create these codes. For example, you could choose the code UPS to mean "ship via United Parcel Service", N30 to mean "2% 10, Net 30 days", and CAL to stand for the sales tax you charge California customers.

SALES REP file

If your company doesn't use Sales Reps, you don't need to enter any data into this file. Otherwise, this file contains the codes for your Sales Reps. (Typically, the code is either a number or the Sales Rep's initials.) For example, you might use "TQA" as the code for Thomas Q. Anderson.

CUSTOMER file

This file contains the basic information about your customers, such as name, address, credit status, usual shipping method, terms, sales tax status, and year-to-date statistics.

A/R OPEN ITEM file

In A/R, an open item is any sale, credit or debit memo, cash receipt, finance charge or balance forward transaction on file for any customer. The A/R Open Item file is simply the collection of all open items for all customers. It is arranged by date of transaction for each customer.

Build the data files

You are now ready to build the data files required for the A/R and Fishpro packages. First study the chapter titled General Rules. Then start with the menu according to the instructions in the chapter titled The Menu.

Follow the next chapters (in sequence) to:

1. Build the VALID G/L ACCOUNT file, using the chapter titled Maintain Valid G/L accounts in the System Functions manual.
2. Build the A/R CONTROL file, using the chapter titled Maintain A/R Control data in the Accounts Receivable manual.
3. Build the FISHPRO CONTROL file, using the chapter titled Maintain Fishpro Control data.
4. Build the FISHER file, using the chapter titled Maintain Fisher data.

5. Build the FISHPRO CODES file, using the chapter titled Maintain System Codes.
6. Build the A/R CODES file, using the chapters titled Maintain Ship Via codes, Maintain Terms Codes, and Maintain Tax Codes in the Accounts Receivable manual.
7. Build the SALES REP file, using the chapter titled Maintain Sales Rep Data in the Accounts Receivable manual.
8. Load the A/R OPEN ITEM file, using the chapter titled Load A/R Open Item Data in the Accounts Receivable manual.
9. Set the customer balances, using the chapter titled Set Customer Account Balances in the Accounts Receivable manual.
10. Run the Print Data Integrity Report function. If there is a difference between the actual and calculated values, set these equal at this point.

Regular use

When you have finished building your data files as outlined above, you are ready to use the FISHPRO in your day-to-day activities. The remaining chapters in this manual show you how to:

Day-to-day activities for Fishpro

- Process ticket entry transactions
- Make automatic price changes
- Print various reports
- Print a Data Integrity Report
- Close out the period and the year
- Maintain boats
- Maintain Fishers
- Maintain system codes
- Cheque/Receipt entry

Day-to-day activities for A/R

- Enter sales transactions, including debit and credit memos and invoice charges
- Enter and select recurring sales transactions
- Process journal entries
- Process cash receipt transactions
- Change an apply-to number or due date
- Inquire into a customer's account
- Calculate and process finance charges
- Calculate and process interest charges
- Print the A/R Aging Report
- Print Customer Statements
- Print the Commissions Due Report
- Print the A/R Distribution to G/L Report
- Process cash history

- Maintain bank accounts
- Prepare deposits
- Print deposit slips
- Print the cash history report and deposit summary

Functions for purging the A/R Open Item file and performing the period-end procedures are explained in the chapters titled Purge A/R Open Item File and the chapter titled Process End of Period.

Appendix A contains most of the error messages that can occur when using SAMCO Fishpro. (The separate SAMCO Installation Guide contains an appendix listing a few additional error messages that can occur.)

Appendix B explains how to use the "Help" feature built into the packages. "Help" provides descriptions of functions and can be viewed on the screen while you are running those functions.

In each chapter you are told in more detail what the function does, how to select from the menu, and how to enter the data required for the function. Examples of data entry are given for almost every possible entry on the screen.



Chapter 3

General Rules

Introduction

This chapter contains a description of the rules that apply throughout the functions in the SAMCO packages.

The rules are described in this order:

- Menus
- The ENTER key
- Skipping data items
- Defaults
- "First" and "Last"
- Characters and digits
- Entering decimal points
- Entering dates
- The END key
- The ESCAPE key
- The F1 and F2 keys
- The F3 key
- The F4 key
- The F5 key
- The F8 key
- The F10 key
- Entering lower case letters
- Turning off and re-booting your computer
- Data entry errors
- Correcting data during entry
- Printing reports
- Selecting where to print reports
- Displaying reports in your screen

Menus

A "menu" is a list of things from which something can be selected.

Nearly all of the functions of this SAMCO package are shown on the package's menu, which is displayed when you start the package. To perform a function, type the number of the function (as shown on the menu), then press ENTER. For example, here's a small sample menu:

Please select

1. Function A
2. Function B
3. Function C

To perform function B, type 2 and then press the ENTER key.

ENTER key

Always end every entry of data into a field by pressing the ENTER key. In this manual every entry you are requested to make is written in bold type. After typing that entry, you then press the ENTER key (on some computers, the ENTER key is labelled "RETURN" or *return symbol*)

Because you end every typed entry by pressing ENTER, we have omitted the word ENTER or (ENT) in the typing instructions. Thus, an instruction to "type 2 and then press ENTER" is written: "Type 2."

When you use the F1, F2, F8, and F10 keys (described later in this chapter), you do not have to press ENTER.

Skipping data items

Data items (called "fields") that do not require an entry may be skipped by pressing ENTER.

For example, there may be three lines available for the customer address on the screen, but you need only two for the particular customer you are entering. When you get to the third line, skip it by pressing ENTER.

Defaults

A "default" is the entry the computer will automatically make if you don't enter something different.

There are many places in SAMCO packages where you can simply press the ENTER or F1 key and the computer will default to some logical choice. For example, a date entry

will often default to either today's date or to the last date entered when you press ENTER.

Questions requiring a yes (Y) or no (N) usually show the default answer on the screen in the position where your answer would appear if you typed something. (Example: DISPLAY THIS REPORT? N) If you wish to accept the default (in the example, N for No), press ENTER. If you do not wish to use the default answer, enter your chosen answer instead (in the example, you would enter Y for yes).

Some defaults are prompted by a message (a "prompt") near the bottom of your screen, similar to this: "PRESS F1 TO DEFAULT TO 0010-020 MISC. EXPENSES". (See explanation of F1 and F2 keys below.) A common use of the F1 default is when an entry screen first appears. A prompt appears, stating a choice like: "ENTER THE ITEM # OR PRESS F1 FOR FIRST ITEM".

Sometimes, you are given a choice of defaults, one being shown in the field (which you can select by pressing ENTER) and the other being an "F1 prompt" (which you can select by pressing F1).

A common use of a choice of defaults is when you are selecting a range of numbers to print. You may enter either a starting # or press F1 to default to "First" (first number on file). After you have done some the cursor moves to the ending # field and a prompt appears, stating a choice of entering an number, pressing F1 for "Last" (last number on file), or pressing ENTER to choose the same number as the starting #. (You can press ENTER only if you had entered a number for starting #, instead of pressing F1 for "First".)

"First" and "Last"

Often, a message like "ENTER ACCOUNT OR PRESS F1 FOR FIRST ACCOUNT" appears. "First" refers to the first account in the Account file. "Last" is treated similarly.

If the entry field ("ACCOUNT" in this example) requires a number entry, then "First" means the lowest-numbered account on file, as you would expect. However, if the entry field requires an "alphanumeric" entry (characters such as letters, numbers and special symbols, as in a customer number or item number), then "First" means the customer number or item number that would appear at the beginning of a list sorted alphanumerically. "Last" refers to the customer number or item number that would appear at the end of such a list.

Refer to the appendix titled Technical Notes for an explanation of how alphanumeric characters are stored.

Characters and digits

In this User manual, if an entry field is specified as "up to 3 digits", it means up to 3 numeric digits. Only numerals and decimal point are allowed. If an entry field is specified as "up to 3 characters", it means up to 3 alphanumeric characters. Numerals, letters and special symbols are allowed.

Entering decimal points

If an entry field allows decimal places, the decimal point must be entered if the digits to the right of it are not zero. For example, to enter "twelve dollars and fifty cents", you must enter either 12.5 or 12.50, and you must type the period.

If all the digits to the right of the decimal point are zero, you do not have to enter either the decimal point or the zeros. For example, to enter "twelve dollars and zero cents", you could enter either 12 or 12. or 12.0 or 12.00.

If the digits to the right of the decimal point are zero and were not entered, the decimal point and the zeros will still display.

Entering dates

Enter all dates in the format MMDDYY (six numeric digits, with no slashes). The date will automatically be re-displayed in the format "MM/DD/YY" (with the slashes). Dates are checked to make sure that the month and the day are valid. For example, for "October 9, 2005", enter 100905. (A date such as "February 30, 1991", entered as 023091, will not be allowed.)

The END key

The END key is used to end a function and return to the previous screen display. (On some computers, there is no key labelled "END". If this is the case with your computer, or if the END key does not produce the expected results, refer to the chapter in your SAMCO Installation Guide entitled Special Keys.) On some computers, the TAB key performs the END key function.

The ESCAPE key

In many places, you may press the ESCAPE key (labelled "ESC") to cancel a data entry screen before its normal end. You may also use the F8 key to do this. (On some computers there is no key labelled "ESC". If this is the case with your computer, or if the ESC key does not produce the expected results, refer to the chapter in your SAMCO Installation Guide entitled Special Keys).

The F1 and F2 keys

The F1 and F2 keys (function 1 and function 2) are used for various purposes. Wherever F1 and F2 are allowed, either this manual will explain their use, or their use will be clearly explained on the screen.

(On some computers there are no keys labelled F1 and F2. If this is the case with your computer, or if the F1/F2 keys do not produce the expected results, refer to the chapter in your SAMCO Installation Guide entitled Special Keys.)

The F3 key

The F3 key is used to 'jump' from one module to another. A jump window will be opened and all you need to do is enter the two character designator for the module that you want to 'jump' into. The function of this key is fully detailed in the SAMCO Installation Guide.

The F4 key

The F4 key is used to display the 'system identification' window. The information displayed includes: company name, company number, software release date, operating system, user id, date and time.

The F5 key

The F5 key is used open up the 'Extended Functions' window. This window allows access to the following: the system gateway, a calculator, a personal and system notepad, and the find functions for customers, vendors, items, g/l accounts, and employees. A full explanation of the 'Extended Functions' window can be found in the SAMCO System Functions User Guide.

The F7 key

The F7 key is used to repaint the screen. This is useful if your screen has had other information typed over the SAMCO screen. You can hit the F7 key and the original SAMCO screen, with existing entries, will be re-displayed.

The F8 key

The F8 key is used like the ESCAPE key. In many places you may press the F8 key to cancel a data entry screen before its normal end.

The F10 key

The F10 key is the "Help" key. At any point in any SAMCO package, when a program is waiting for you to enter some data, you can press F10 to get "Help". When you press F10, information about the current function you are using will display on the screen.

Entering lower case letters

Sometimes, when you enter lower case letters, these will be changed automatically to upper case. This means that lower case letters aren't allowed right there. You can continue to enter lower case letters if you wish, but they'll be automatically converted to upper case.

Many data items (such as names and addresses) can contain lower case letters, so feel free to use them if you wish.

Turning off and re-booting your computer

Never shut your computer off or "re-boot" in the middle of a SAMCO function. Wait until you are at the operating system prompt before turning your computer off. If you shut your computer off or re-boot in the middle of a SAMCO function, you can cause your data files to become corrupted (fouled up).

Data entry errors

There are several types of errors that can be made while entering data in a SAMCO accounting package. Nearly all of these errors (except typing errors) will be caught by your SAMCO software. For each error, an appropriate message will be displayed at the bottom of the screen.

Usually, the correction will be obvious. However, if it is not, refer to the chapter in this User Manual for the function you are using or to the appendix titled Error Messages.

Correcting data during entry

NOTE: The keys described below do not work in the same way on all computers. If they do not work in the way described on your computer, refer to the chapter of the Installation Guide titled Special Keys.

You can correct the data you are currently entering, before you press the ENTER key, by using the left and right arrow keys. If you are entering data in a field and you notice you have made an error earlier in the field, you can use the left arrow key to return to the point of the error and make the correction, then use the right arrow key to return to where you were.

When you select a data field, using "FIELD NUMBER TO CHANGE ?", the previous entry will often continue to appear in the field. You can correct the entries that continue to appear by using the arrow keys and the keys described below.

When you are at the point of the error, you can do these things:

Delete the character at the cursor, using the DEL (delete) key. When you do this, the characters immediately to the right of the cursor all shift over to the left.

Delete the character immediately to the left of the cursor by pressing the BACKSPACE key (top right-hand part of the keyboard).

Type over the characters that appear, starting from the cursor position and going to the right. This is called "overtyping" mode.

Insert characters in front of the character the cursor is under. To do this, press the INS key on the numeric keypad. This takes you out of "overtyping" mode and puts you into "insert" mode. If you press the INS key again, you will return to "overtyping" mode.

If you decide to erase all contents of a field, press CTRL and X at the same time. This clears the field, and the cursor appears at the beginning of the field for a new entry.

If you hold down the CTRL key while pressing the ENTER key, all characters from the cursor position to the right will be deleted.

NOTE: On some computers, the left arrow, right arrow, DEL and INS keys are on the numeric keypad. In order for them to function as described above, you must not have NUM LOCK turned on. If NUM LOCK is on, pressing these keys will have the same effect as entering numbers into the field.

Printing reports

At any time while a report is being printed, you can press F1 to stop the printer. After pressing F1, you can either press F1 again to resume printing, or press ESC to cancel the report.

A number is automatically assigned to each report as it is printed to help you track the reports you have printed.

Selecting where to print reports

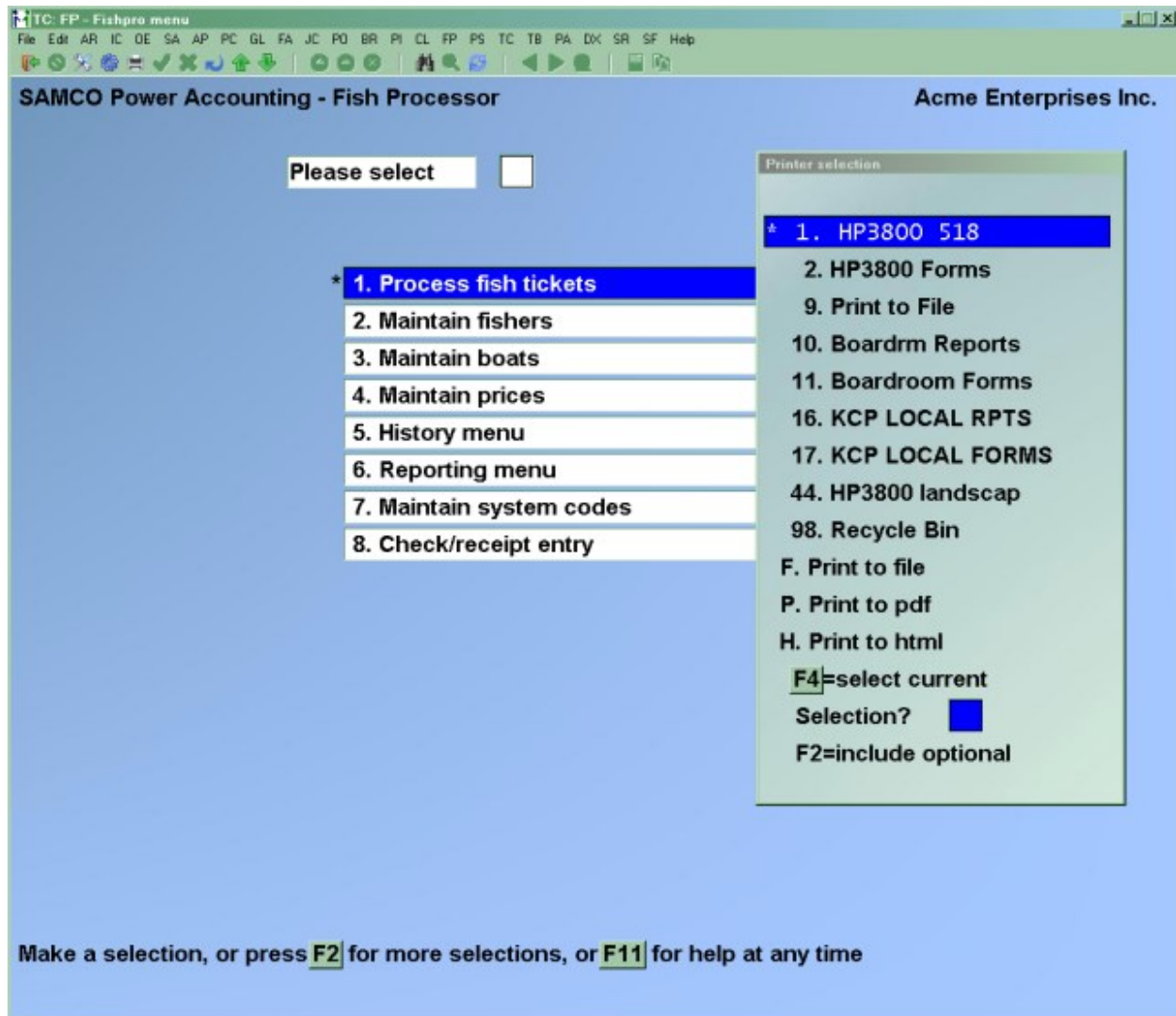
Throughout this package, when you choose to print a report, you are given a choice of printing it right away on a printer, displaying it on the screen (unless the printed report is required for an audit trail), or printing it to disk.

Printing to disk: When you run a function that prints a report, you can specify that you want it to be stored on disk for later printing. Using this capability, you can save reports until a printer is available, then print several or all reports at once. Printing to disk is usually a lot faster than printing on a printer.

Printing from disk: Later, when you wish to print the reports that were stored on disk, you can print one or all of them. This gives you the ability to store reports for one long print run (for example, overnight).

"How to print" menu

In every function that prints a report, after you have specified the parameters for the report (range of items to print, order of printing, etc.), you see a window appear similar to the one below.



Make a selection, or F10 for help at any time

NOTE: If you specified fewer than fifteen printers in the Maintain System Printers function, only the specified printers appear on the menu. DISPLAY ON SCREEN does not appear for reports that are required as an audit trail. For an audit trail report, a printed copy is essential.

Also, the "Local print" option is only available for Linux users.

Reports which are classified as special forms can only be immediately printed, so DISPLAY ON SCREEN or PRINT TO DISK do not appear. Special forms include payroll cheques, A/R statements, invoices, quotations, purchase orders, etc.

1. SEND TO PRINTER 1

From the "how to print" menu, type 1 to print the report on printer 1.

2. thru 15. SEND TO PRINTER 2 thru 15

From the "how to print" menu type 2,3,4, thru 15 (if printers 2,3,4, thru 15 are displayed) to print the report on the selected printer.

L. LOCAL PRINT

From the "how to print" menu, type L to print the report on the terminals local printer.

S. DISPLAY ON SCREEN

From the "how to print" menu, type S to display the report on the screen.

D. PRINT TO DISK

From the "how to print" menu, type D to store the report on disk.

After you select one of the options above, you are asked "ANY CHANGE ?". Answer Y and change your selection, or answer N to execute your selection.

Displaying reports on your screen

Instead of printing on a printer or to disk, you can display on your screen any report not required for an audit. By displaying a report, you get faster access to the information, especially when the printer is not available.

To display a report on the screen, instead of printing it, choose "DISPLAY ON SCREEN" from the "how to print" menu.

If you press the F1 key at any time, the screen "freezes". The bottom line on your screen then shows

"PRESS F1 TO CONTINUE, F2 TO SHIFT DISPLAY, ESC TO CANCEL".

Pressing F2 lets you see the 80 columns on the right, instead of the 80 in the left. Using F2, you can shift back and forth as many times as you like. Pressing F1 again will cause the report to continue displaying.

A report number is automatically assigned to each report as it is printed. However, when you display a report, it appears on your screen without a report number, and a report number is not used.

When you post transactions, you are not allowed to display the report. It must be printed, in order to preserve the audit trail.



Chapter 4

The Menu

Introduction

The menu displayed on the screen depends on the SAMCO modules you have installed or which one of the modules you are using to perform your tasks. The menu is used to select the functions you wish to perform.

To begin this function

If you're running LINUX or UNIX:

You must change directories to the directory where you installed your software. For example, type `cd(space)/usr/ssi`. This changes the current directory to "ssi", or "/usr/ssi", where the package is installed. Then type MENU and then select Fish Processor from the menu which appears.

If you're running VMS:

You must set the default directory to the one where your data files are located. Then type MENU to go to the main menu. In either case, a title and copyright screen appears. To release this screen, press **[ENTER]**.

NOTE: "VMS" is the name of the operating system for users of VAX model machines produced by Digital Equipment Corporation. Where VMS procedures are different, alternate text appears such as "For VMS users".

If you are using the multi-company feature of the SAMCO packages (see the *System Functions* User Manual chapter titled Maintain Multi-Company Data), you will next be asked to enter the Company-ID. This is a 2-character code specifying the company you want to process.

NOTE: This code must have been previously set up in the Multi-Company file described in the System Functions User Manual.

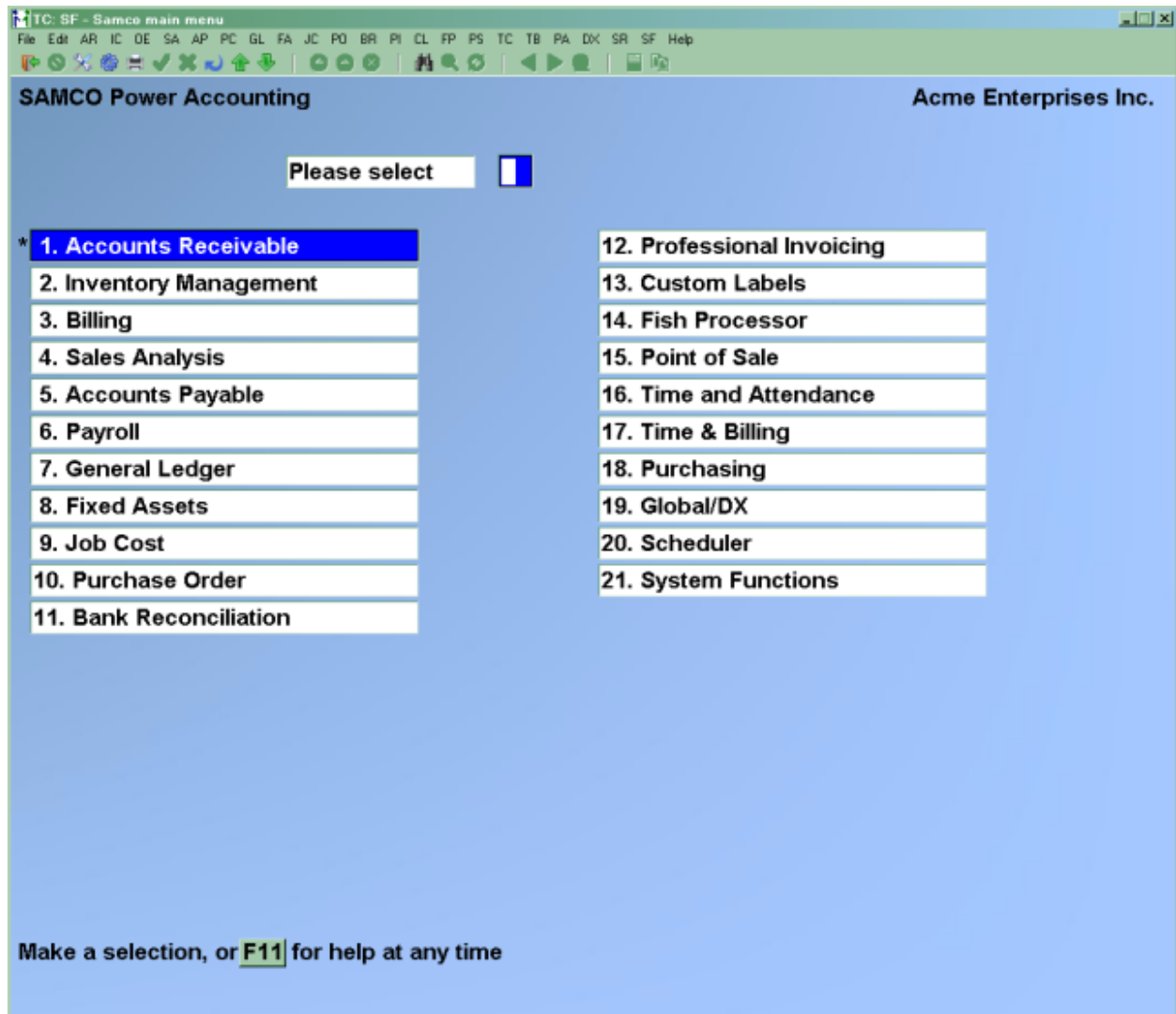
Enter the code, then press [ENTER]. You are then asked "RIGHT COMPANY ?". If it is, press [ENTER] to default to Y; if not, answer N and enter the Company-ID of the right company.

If you enter an incorrect code or a code which has not been setup in the Multi-Company file, the message "COMPANY NOT FOUND" will be displayed and you will be prompted for another company number.

Next, you may be asked to enter your initials. If so, simply enter your initials (up to three characters), then press [ENTER]. (If you're not asked for your initials, go on to the next paragraph.)

You may then be asked to enter your password. (If no password is requested, go on to the next paragraph.) Be sure to press [ENTER] after typing your password. If you enter the wrong password, an error message will display, and you'll be given another chance to enter the correct password. You may end at this point by pressing [TAB].

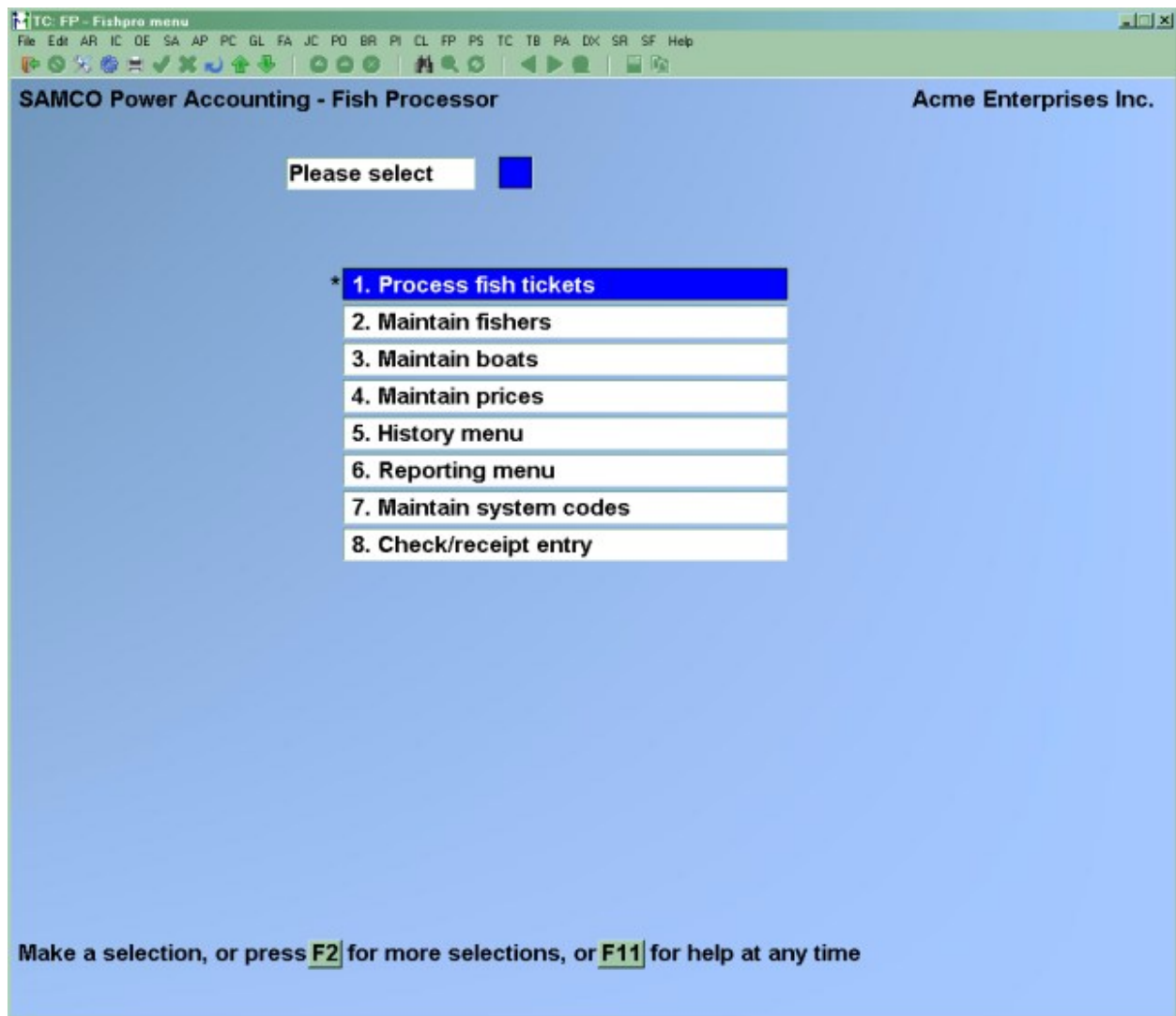
The main menu now appears:



The packages listed here will depend upon the selections defined for this company data in the Maintain Company data function. Refer to the chapter titled *Getting Started*.

Fish Processing menu - page one

From the main menu, select the number corresponding to Fish Processor and press [ENTER]. The following screen will appear:

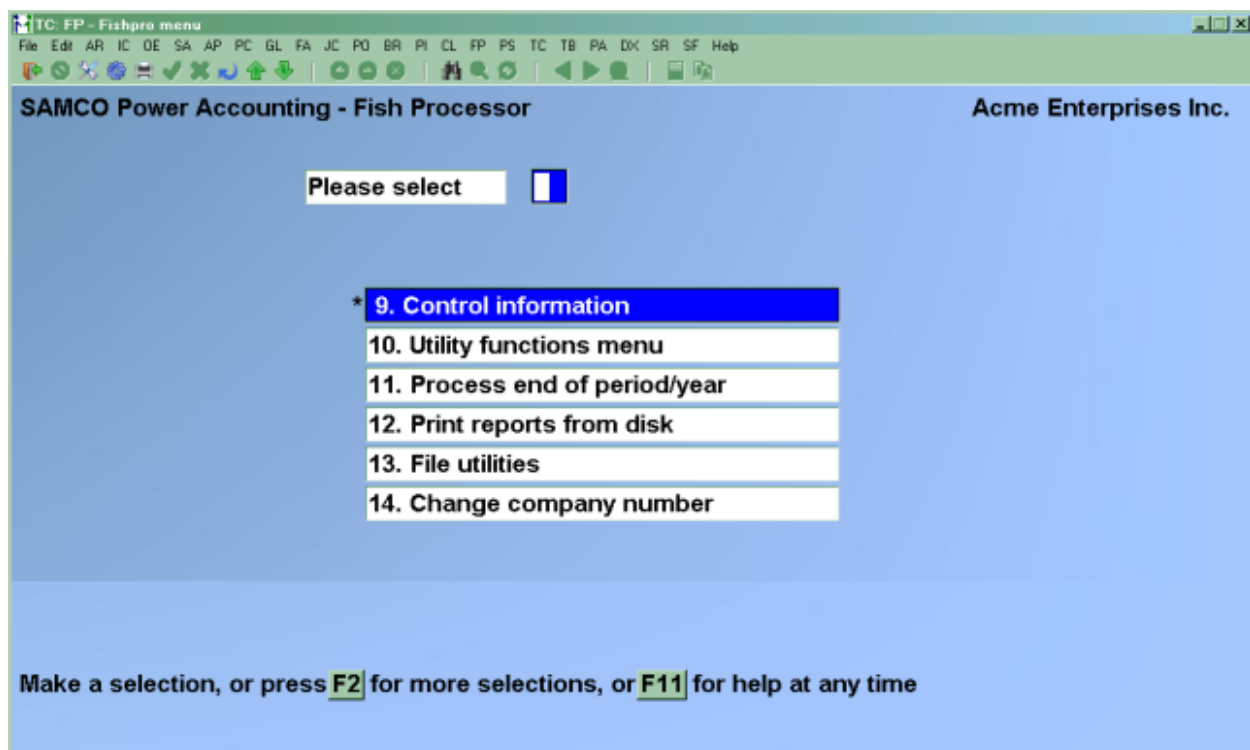


Make a selection, or press [F2] for more selections, or [F11] for help at any time

The functions that you will be using most often (such as Process fish tickets, Maintain fisher, etc.) are on the first page of the Fishpro menu.

Fish Processing menu - page two

To get to the Fishpro menu - page two, press the [F2] key when the first page is showing. The following screen appears:



Make a selection, or press [F2] for more selections, or [F11] for help at any time

To end use of the Fishpro menu

When you have finished using a function, press [Tab] when the cursor is at the Please select field. Page one of the Fishpro menu reappears.

When you have run all the functions you want to run from the Fishpro menu, press [Tab] and the Main menu reappears.



Chapter 5

Maintain Fishpro Control Data

Introduction

This program generates a file containing information that seldom changes and provides default responses for users performing daily tasks. The fields that may change are those such as Income Tax or printers. You would use this program to maintain those changes.

You will be required to supply account numbers for various items in the Fishpro Control file.

To begin this function

From the main menu, type the number corresponding to Fish Processing. Press [F2] to move to the second screen of the Fishpro menu, select *Control Information*. The following screen appears:

F/P control file maintenance		Acme Enterprises Inc.	
1. Next ticket number	<input type="text" value="10000"/>		
2. Next adjustment number	<input type="text" value="50000"/>		
3. Next distribution number	<input type="text" value="70000"/>		
4. Print tickets default	<input type="text" value="Immediate"/>		
5. Ticket printer number	<input type="text" value="1"/>	<input type="text" value="HP3800 518"/>	
6. Ticket copies	<input type="text" value="1"/>		
7. Ticket format	<input type="text" value="Plain paper"/>		
8. Print boat owner on tick?	<input type="text" value="Y"/>		
9. Current year	<input type="text" value="11"/>		
10. Period ending date	<input type="text" value="8/31/19"/>		
11. Settlements payable acct	<input type="text" value="2003"/>	<input type="text" value="000"/>	
12. Default inventory account	<input type="text" value="1400"/>	<input type="text" value="000"/>	
13. Ticket clearing account	<input type="text" value="2004"/>	<input type="text" value="000"/>	

Press **PgDn** for next screen

Field number to change ?

Enter data as follows:

1. Next Ticket Number

This is an 8-digit field for the ticket number which will be entered during ticket processing. If you use 6 or less digits, the software will preface the number with a two digit year, based on the current year you enter for item 14 of this menu, and zero fill to make an 8 digit ticket number.

Once you enter a number, then at ticket entry you can press the F1 key and the program will supply the number automatically based on the last number. The prefaced year date and zero fill will not be displayed here.

2. Next Adjustment Number

During ticket processing, an adjustment number based on the LAST ticket number entered will be displayed and can be accepted by pressing the F1 key. Adjustment tickets will be marked with an asterisk (*).

3. Next Distribution Number

This is an 8 digit field for the distribution number which will be used when distributing the gross catch value to the crew. If you use 6 or less digits, the software will preface

the number with a 2 digit year, based on the current year entered for item 14, and zero fill to make an 8 digit distribution number.

4. Print Tickets Default

From the choices displayed at the bottom of the screen, type the letter which corresponds to your most common ticket printing method.

5. Ticket Printer Number

Enter the number of the printer the tickets are to be printed on.

6. Ticket Copies

Enter any digit between 0-9 for the number of tickets to be printed. If you have a pre-printed three-part form then you may only require 1 copy of the ticket. However, if you are using plain paper, you may require 3 copies of each ticket.

7. Ticket Format

The choices are "1 - plain paper 2 - DFO fish slip", as displayed at the bottom of the screen. Enter the number corresponding to the type of paper you will be printing fish tickets on.

8. Print boat owner on tkt?

Answer Y to print the boat owner on the top of the ticket; answer N to print the skipper if available.

9. Current Year

Enter the last two digits of the current processing year. As this number is used by the software to preface tickets, adjustment tickets and distributions, it should coincide with your accounting year.

10. Period Ending Date

Enter the date which will be your first period ending date from when you started using Fishpro.

11. Settlements payable account

Enter the G/L account for the Settlements Payable, or press ? to search the G/L account listing.

12. Default Inventory Account

Enter the inventory account number you set up in the Maintain valid G/L accounts. The account description will display.

If the account number you enter is not on file, the message "This account not on file - would you like to add it ? Y" will be displayed. Press [ENTER] to accept the Y default, then type in the account description.

13. Ticket Clearing Account

Enter the account number you set up for ticket clearing. The account description you set up in Maintain valid G/L accounts will be displayed.

If you did not setup the account, the message "This account not on file - would you like to add it ? Y" will be displayed. Press [ENTER] to accept the Y default, then type in the account description.

At "FIELD NUMBER TO CHANGE ?", make any desired changes then press ENTER to go to page two of the menu.

You will then see:

F/P control file maintenance Acme Enterprises Inc.

14. Tax code 1 description	BON	Default	"Gear type"
15. Tax code 2 description		Default	
16. Tax code 3 description		Default	
17. Use EI rules ?	Y		
18. Yearly EI maximum	46,500.00		
19. Skipper ins. expense %	25.00		
20. EI ratio	.01780		
21. EI employer multiplier	1.40		
22. EI account	2011-000		
23. EI based on posted date?	Y		
24. WCB maximum	58,000.00		
25. WCB percent	.058		
26. Business number	123456789		

Press PgUp for previous screen, PgDn for next screen
Field number to change ?

Enter the following data:

14. Tax Code 1 Description	Default
15. Tax Code 2 Description	Default
16. Tax Code 3 Description	Default

The tax codes can also be used to pay bonuses to fishers. If the tax code is entered as a negative number, the calculated amount will be added on at ticket entry. See the chapter titled Maintain System Codes for more information.

Any tax code default set up here must be set up exactly the same way in Maintain system codes, Tax codes, or you will get the "TAX CODE NOT ON FILE" message at ticket entry.

NOTE: The tax code description(s) entered here will appear as data entry field(s) on the ticket entry screen.

17. Use EI rules ?

Answer Y or N.

18. Yearly EI maximum

Enter the EI maximum for current tax year.

19. Skipper Ins. Expense %

This is the percentage of the skipper's share that is considered to be used for expenses, and will not be included in the skipper's insurable earnings. Employment and Immigration Canada currently have set this at 25%.

This field must be changed whenever there are revisions by Employment and Immigration Canada.

20. EI Ratio

Enter the current EI ratio. This value is used in EI calculations in the ticket entry program.

This field must be changed whenever there are revisions by Employment and Immigration Canada.

21. EI employer multiplier

Enter the EI employer portion ratio for current tax year. When the EI Report is printed, this multiplier is used to calculate the company's portion of the EI.

22. EI Account

Enter the EI account number you set up in Maintain valid General Ledger accounts. The account description from the account file will be displayed.

If you did not setup an account for income tax, you can set one up here. Enter the account number and profit centre (if applicable). A message will be displayed: "This account not on file - would you like to add it? Y", press ENTER for Yes, then type the account description.

23. EI based on posted date?

Answer Y or N depending on what date the EI calculation is to apply.

24. WCB Maximum

Enter the maximum annual income as specified by WCB. Any income earned over this amount is declared as an excess on the WCB Report.

This field must be changed whenever there are revisions by the Workers' Compensation Board.

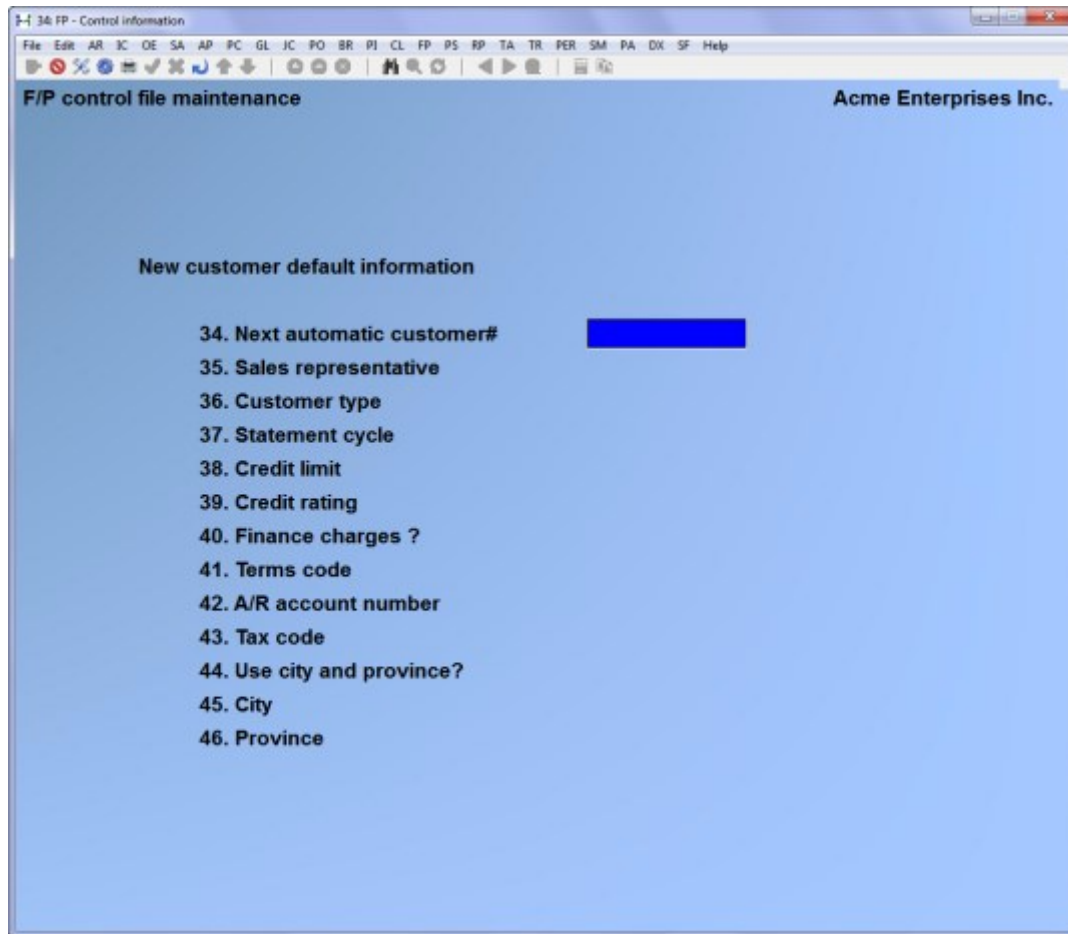
25. WCB percent

Enter the percent as specified by WCB.

26. Business number

Enter the business number assigned to your company by Revenue Canada Taxation. This number, along with the name and address from the Company file will appear on ROE's.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press ENTER to go to page 3 of the menu. You will see:



Enter the following data:

27. Next Automatic Customer #

This is the next customer number to be assigned using the F1 key when adding a new fisher during fish ticket entry.

28. Sales representative

Enter the sales rep default for new fisher entry.

29. Customer type

Enter the customer type default for new fisher entry.

30. Statement cycle

Enter the statement cycle default for new fisher entry.

31. Credit limit

Enter the credit limit default for new fisher entry.

32. Credit rating

Enter the credit rating default for new fisher entry.

33. Finance charges

Enter the finance charges default (Y/N) for new fisher entry.

34. Terms code

Enter the terms code default for new fisher entry.

35. A/R account number

Enter the A/R account number default for new fisher entry.

36. Tax code

Enter the tax code default for new fisher entry.

Use City / Province ?

Enter Y to set default City and Province

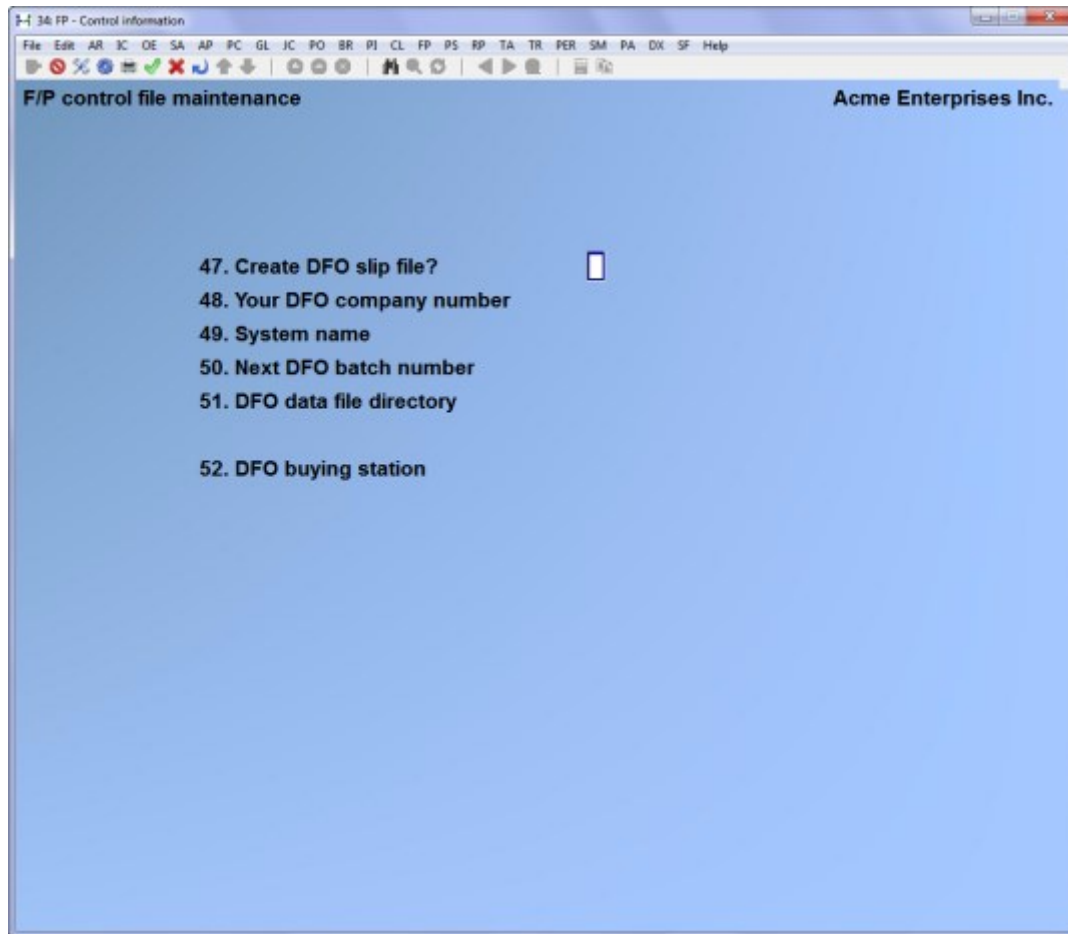
City ?

Enter the City to set as default.

Province ?

Enter the Province code to set as default.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [ENTER] to go to page 4 of the menu. You will see the following:



The data entered on this screen will automate your statistical reporting requirements for the Department of Fisheries and Oceans.

Enter the following data:

37. Create DFO Slip File

If you want to automate your DFO reporting, answer **Y** to create a DFO slip file. If you answer **N**, the rest of the fields will be skipped and page 5 of the menu will be displayed.

38. Your DFO Company Number

Enter the number assigned to your company by the Department of Fisheries and Oceans.

39. System Name

If you selected the DFO RAW file creation in the Control File and intend to transmit the RAW to DFO you will have to talk to DFO for the name you should enter here. You only need to enter information here if you are going to transmit the RAW file.

40. Next DFO Batch Number

This is a sequential number which starts at 1 the first time the RAW file is created, and is sequentially incremented each time you process end-of-period.

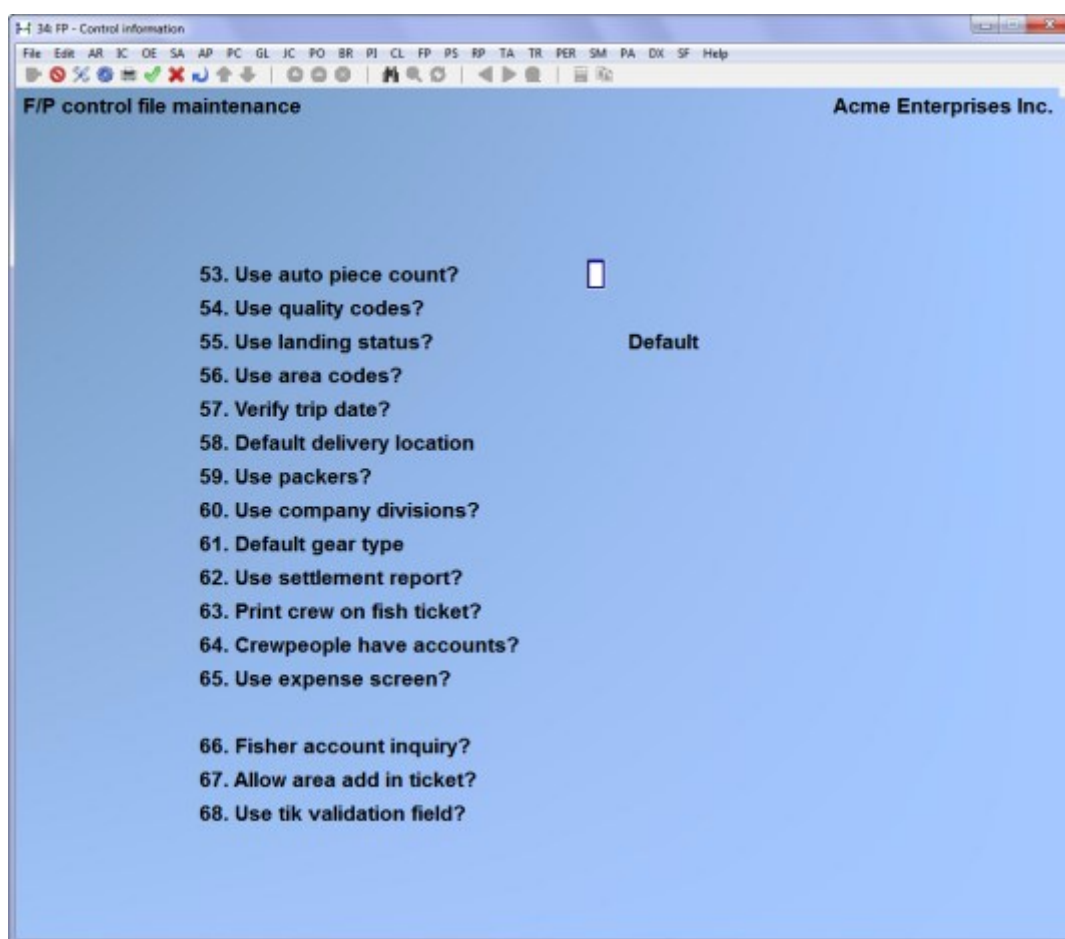
41. DFO Data File Directory

This is the directory where the RAW file is located.

42. DFO Buying Station

Enter a 2 character code for the DFO buying station.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [ENTER] to go to page 5 of the menu. You will see:



NOTE: Your answers to some options on this screen will define the Maintain system codes menu.

Enter the following data:

43. Use Auto Piece Count ?

If you answer Y here you will have the option of using auto piece count at ticket entry. Auto piece count is used at ticket entry if you have three or four species on one ticket and you know the number of pieces for each species but only the total weight of the catch.

If you wish to use auto piece count, you must have entered each species in the Price file by unit as well as weight. Refer to the chapter 12 titled Maintain Prices.

You enter the number of pieces for each species and the total catch weight for the last species and the total catch weight for the last species on the ticket. The software will take the average weight for each species from the Price file and proportion the total weight of the catch as equally as possible.

Enter Y if you wish to use auto piece count and N if you do not wish to use auto piece count.

44. Use quality codes ?

Press Y or N. If you choose N, the quality code will not be asked for while performing ticket entry.

44. Use Landing Status ?

Press Y or N. If you choose N, the landing status will not be asked for while performing ticket entry.

You would then enter a 2 character alphanumeric default landing status code if you answered Y. This will be the default used in ticket entry. Type the code for one of the delivery locations you will set up in your Maintain delivery locations. This default should be the delivery location used most often.

46. Use Area Codes ?

Enter Y or N. These are the DFO catch area codes for a geographic location. A current list is available from DFO.

47. Verify Trip Date ?

Type Y or N. If you answer N then the trip date of the boat will not be checked. If you answer Y, then the number of fishing days will be checked against the days for the current trip.

48. Default Delivery Location ?

Enter the delivery location to be used as the default delivery location. This is the delivery location used most often. The Fishpro control file maintenance routine defaults this to 1.

The default delivery location of 1 must be set up in the Maintain delivery locations function. This should be the delivery location used most often.

49. Use Packers ?

Enter **Y** if you use packers, and **N** if you do not use packers.

50. Use Company Divisions?

Enter **Y** if you use company divisions, and **N** if you do not.

51. Default Gear Type

Enter the code to represent the most common gear type used by your company. This code can be overridden at ticket entry.

NOTE: This gear type code must be set up using the Maintain gear types function to be valid at ticket entry.

52. Use settlement report ?

Answer Y or N.

53. Print crew on fish ticket ?

Answer Y or N depending if you want to print the crew members on a fish ticket.

54. Crewpeople have accounts ?

Answer Y if the crew members have accounts with your company. Answer N if they are not set up as customers.

55. Use expense screen ?

Answer Y if you distribute expenses at ticket entry. Otherwise, answer N.

56. Fisher account inquiry ?

Answer Y if you wish to inquire on fishers' accounts. Otherwise, answer N.

57. Allow area add in ticket ?

Answer Y if you wish to add another catch area at time of ticket entry. Otherwise, answer N.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [ENTER] to go to page 6 of the menu. You will see:

F/P control file maintenance Acme Enterprises Inc.

58. Check account number	1000-000	
	Cash account #13557	
59. Next check number	1	
60. Print checks default	Immediate	
61. Check printer number	1	HP3800 518
62. Check always mounted ?	Y	Remain "Unlimited"
63. Check format		
64. Cash account number	1000-000	
	Cash account #13557	
65. Next receipt number	1	
66. Print receipts default	Immediate	
67. Receipt printer number	1	HP3800 518
68. Receipt always mounted ?	Y	Remain "Unlimited"
69. Next JV number	1	
70. Journal voucher printer#	1	HP3800 518
71. Journal always mounted ?	Y	Remain "Unlimited"

Press **PgUp** for previous screen

Field number to change ?

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [ENTER] to return to the main menu.

58. Check Account Number

Enter the check account number you setup in the A/R Control file or the Maintain valid G/L accounts function.

If you are using profit centres in conjunction with this account, type the profit centre number. If you are not using profit centres, press ENTER.

The description you entered when you set up the account will be displayed.

59. Next Check Number

Enter the check number that you intend to start with when using this system.

60. Print Checks Default

From the choices displayed at the bottom of the screen, type the letter which corresponds to your most common check printing method.

61. Checks Printer Number

Enter the number of the printer the checks are to be printed on.

62. Checks always mounted?

Answer Y if you do not want to be prompted to load and unload checks into the printer before and after printing.

Remain:

Enter the quantity of check forms remaining on the printer. The system keeps a count of the number of checks remaining based on the quantity printed. This allows the system to prompt you to load more checks when it thinks you are running out.

If you do not want the system to track the quantity of check forms in the printer press [F1].

63. Check format?

Options are:

- 1 - stub on bottom
- 2 - stub on top
- 3 - short stub on bottom
- 4 - CSS format, Check-stub-stub (identical to AP checks)
- 4 - SCS format, Stub-check-stub (identical to AP checks)

64. Cash account number

Enter the cash account number you setup in the A/R Control file or Maintain Valid G/L accounts.

If you are using profit centres in conjunction with this account, type the profit centre number. If you are not using profit centres, press [ENTER].

The description you entered when you setup the account will be displayed.

65. Next receipt number

Enter the receipt number you intend to start with when you start using the system.

66. Print receipts default

From the choices displayed at the bottom of the screen, type the letter which corresponds to your most common ticket printing method.

67. Receipt printer number

This should be the number of the printer you will use to print receipts.

NOTE: If you use the same printer to print everything on then you will need to change paper to match the print job you are executing.

68. Receipt always mounted?

Answer Y if you do not want to be prompted to load and unload receipts into the printer before and after printing.

Remain:

Enter the quantity of receipt forms remaining on the printer. The system keeps a count of the number of receipts remaining based on the quantity printed. This allows the system to prompt you to load more receipts when it thinks you are running out.

If you do not want the system to track the quantity of Receipt forms in the printer press [F1].

69. Next JV number?

Enter next journal voucher number.

70. Journal voucher printer?

Enter the printer number that you print the journal vouchers on.

71. Journal always mounted?

Answer Y if you do not want to be prompted to load and unload journal forms into the printer before and after printing.

Remain:

Enter the quantity of journal forms remaining on the printer. The system keeps a count of the number of journals remaining based on the quantity printed. This allows the

system to prompt you to load more journals when it thinks you are running out.

If you do not want the system to track the quantity of journal forms in the printer press [F1].



Chapter 6

Maintain System Codes

Introduction

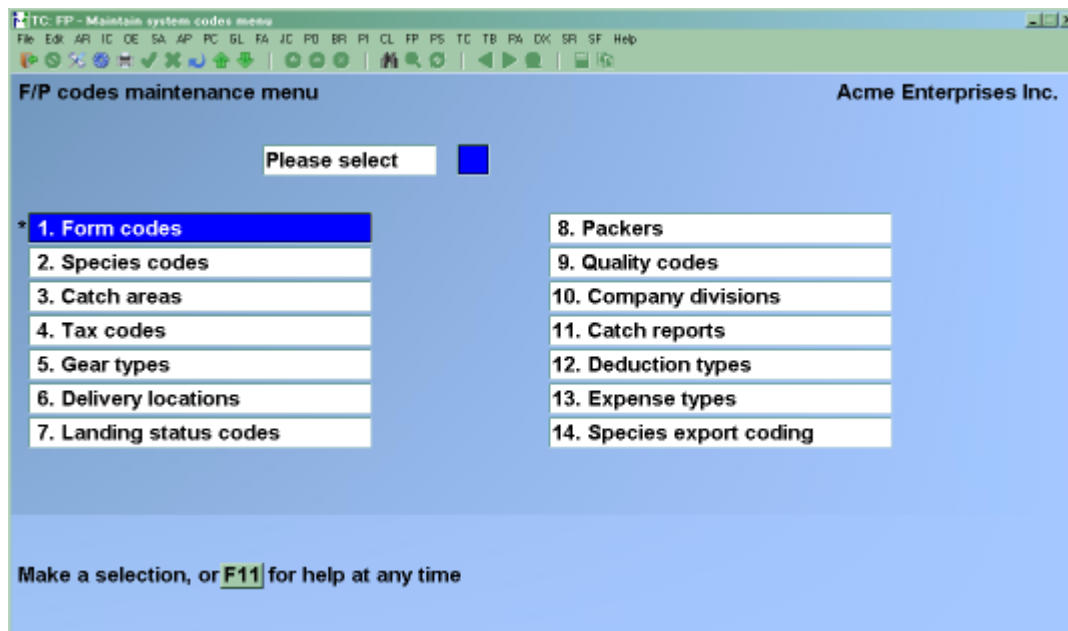
The system codes included in this function must be set up before normal fish ticket processing can begin as many other functions draw from the Codes files for their information. Once these codes have been entered, the Maintain system codes function will be used to maintain any changes to this information on an ongoing basis.

This chapter describes the codes files and initial entry of required information. All codes maintained by this function can be added, changed or inquired into, deleted, and lists of the various codes can be printed.

NOTE: In the Change/Inquire function of all codes in this menu, the code itself cannot be changed or deleted. The code must be deleted then added again using the Add function.

Forms Codes

From the Fishpro menu select *Form codes*. You then see:

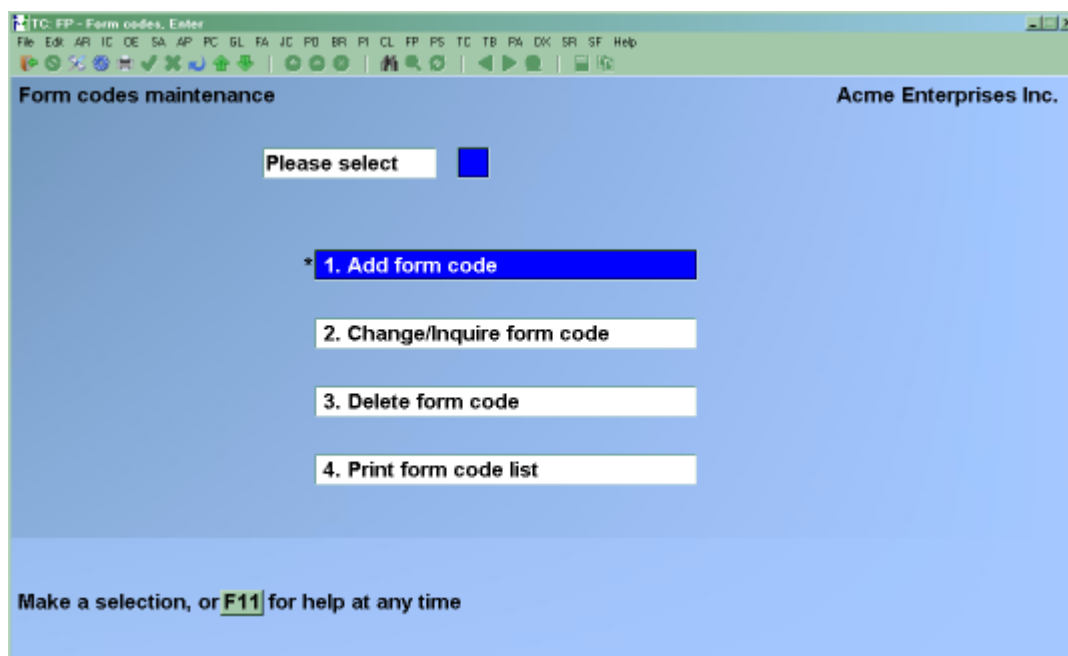


NOTE: Some items in the F/P codes maintenance menu will appear only if their related option was selected in the F/P Control File.

Maintain form codes

This function is used to code how fish are delivered to the fish processor. The form codes vary by species and a current listing is available from DFO.

From the F/P codes maintenance menu select *Form codes*. You then see:



Add Form Code

TC: FP - Form codes, Enter

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR SF Help

Form codes maintenance Acme Enterprises Inc.

Add

1. Form code set ☐

2. Form code

3. Description

Enter the data as follows:

1. Form Codes

Enter the 1 or 2 digit form code supplied by DFO.

2. Description

Enter up to 25 alphanumeric characters describing the form code.

At "Field number to change ?", make any changes and press **[ENTER]**. The screen will clear for entry of the next form code.

When you have entered all the required form codes, press **[Tab]** at the Form code field and the Form codes maintenance menu reappears.

Change/inquire Form Code

From the F/P codes maintenance menu, select *Change/Inquire form code*. A new screen displays for entry of the code you want to change or inquire into.

Enter the form code, or press **[F1]** to display each code in order, as instructed at the bottom of the screen. You will be asked "FIELD NUMBER TO CHANGE ?". Make any necessary changes, then press **[ENTER]**. The screen will clear for entry of another form code to be changed or inquired into.

When you are through with this function, press [Tab] at the Form code field. The Form codes maintenance menu reappears.

Delete Form Codes

From the Form codes maintenance menu, select *Delete form codes*. A new screen appears for entry of the code you want to delete.

Enter the form code to be deleted, or press [F1] to display each code in order, as instructed at the bottom of the screen.

When the form code is found, the description is displayed and you are asked "OK TO DELETE FORM CODE ? N". Answer Y to delete the code, press [F1] for the next code, or press [ENTER] for N. If you answer Y, the code is deleted and you can enter another form code to be deleted.

When there are no more form codes to be deleted, press [Tab] at the Form code field. The Form codes maintenance menu reappears.

Print Form Code List

From the Form codes maintenance menu, select *Print form code list*. A window appears for you to select how to print the list. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

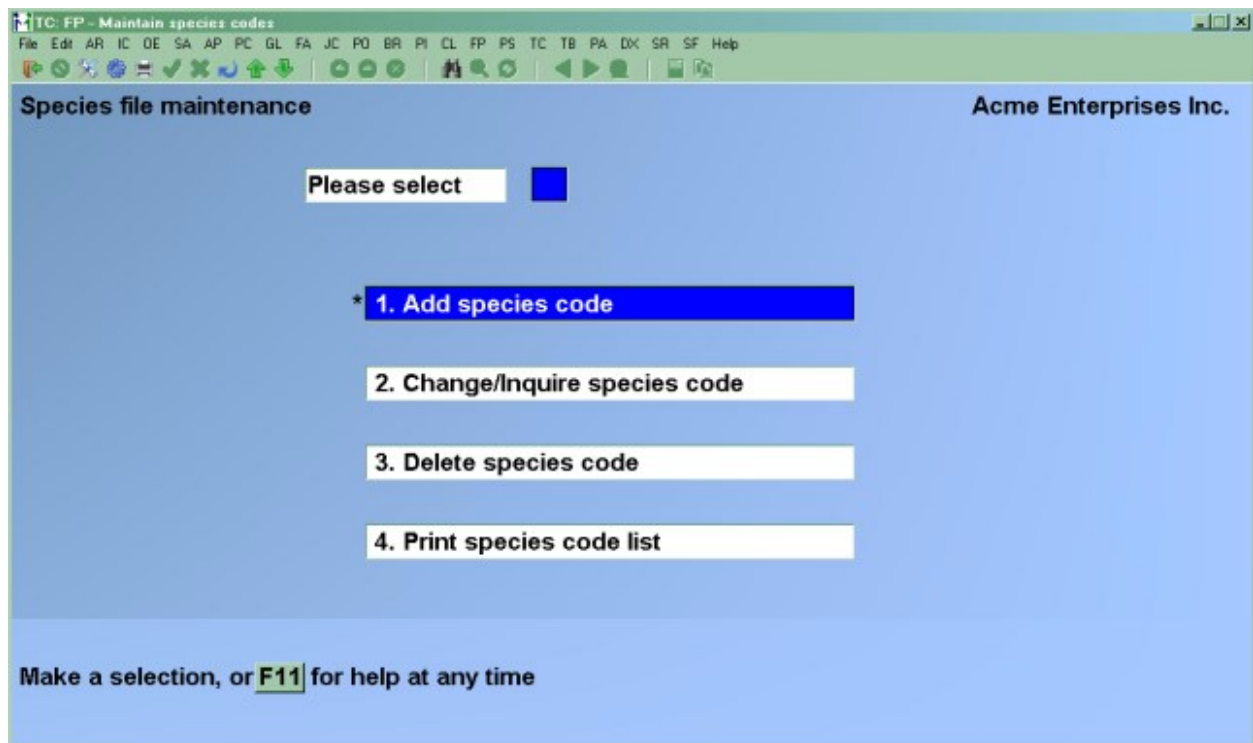
When the list has finished printing, the Form codes maintenance menu will reappear.

To end the Form codes maintenance function, press [Tab] as the menu selection. The F/P codes maintenance menu reappears.

Maintain species codes

This function is used to code species. You can give each species your own code, but the proper DFO code must also be assigned for DFO statistical reporting purposes. Refer to Appendix 8 titled Catch Statistics Coding Summary. A current list of species codes is available from DFO.

From the F/P codes maintenance menu, select *Species codes* and you will see:



Add Species Code

If you select *Add species code* from the *Maintain system codes* menu, you will see:

ITC: FP - Maintain species codes

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DK SR SF Help

Species file maintenance Acme Enterprises Inc.

Add

1. Species code
2. Description
3. Min weight
4. Max weight
5. Pieces
6. Weight
7. Value
8. Inv account
9. Include weight?
10. DFO species code
11. DFO form code
12. Default quality code

NOTE: If you did not answer Y to "CREATE DFO SLIP FILE ?" in the F/P Control file, fields 11 and 12 will not appear.

Enter the following data:

1. Species code

Enter up to a 6 character alphanumeric code for each species. This code can be the same as the DFO code or a code specific to your organization.

2. Description

Enter the species description, up to 25 alphanumeric characters.

3. Min Weight

This field, in conjunction with field 4 below, is used at ticket entry to ensure the weight entered for this species is within a specific range.

Enter up to 3 digits plus 2 decimal places, or press **[ENTER]** for the default minimum weight of .00.

4. Max Weight

This field, in conjunction with field 3 above, is used at ticket entry to ensure the weight entered for this species is within the range.

Enter up to 3 digits plus 2 decimal places, or press **[ENTER]** for the default maximum weight of .00.

5. Pieces

Enter up to 7 digits for the year-to-date piece count for the species. This field can be set to zero by pressing **[ENTER]**. Each time a ticket is processed for this species, this piece count will increment.

6. Weight

Enter the total weight for this species delivered to date. Each time a ticket is processed, this weight field will increment. This field can be set to zero by pressing **[ENTER]**.

7. Value

Enter the total year-to-date amount paid out for this species. Each time a ticket is processed, this dollar value will increment by the value on the ticket for this species. This field can be set to zero by pressing **[ENTER]**.

8. Inventory Account

If you are NOT using Inventory Control, enter the G/L account number for inventory receiving. If you are using I/C, enter the same inventory receiving account number here that was used in I/C. You must enter an account number in this field.

9. Include weight?

Press **[ENTER]** to accept the Y default if the weight for this species is to be included in the period and year-to-date totals. The only time you would answer N is if packaging was set up as a species code. This would ensure that the packaging weight is not included in the inventory totals.

10. DFO Species Code

Enter the code specified by DFO for this species, or press **[ENTER]** to leave blank.

11. DFO Form Code

Enter the DFO form code for this species code, or press **[ENTER]** to leave blank.

12. Default quality code

Enter the quality codes assigned to this species of fish.

Your screen should look similar to the following:

Species file maintenance

Acme Enterprises Inc.

Add

1. Species code	9999
2. Description	test
3. Min weight	1.00
4. Max weight	2.00
5. Pieces	1
6. Weight	12.00
7. Value	1.50
8. Inv account	1400-000
	Inventory
9. Include weight?	Y
10. DFO species code	1
11. DFO form code	1
12. Default quality code	1

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press **[ENTER]**. The screen clears for entry of the next species code.

When all the species codes have been added, press **[Tab]** as the menu selection. The Species file maintenance menu reappears.

Change/inquire Species Code

Once the species code information has been added, it is unlikely you will need to make any changes to it.

NOTE: Fields 5, 6, and 7 increment as fish tickets are processed and supply year-to-date information on each species. If you make changes to these fields your historical information will no longer be correct.

From the Species file maintenance menu, select *Change/Inquire species code*. A screen appears for entry of the species code you want to change or inquire into. Enter the code or press **[F1]** to see each code in order, as instructed at the bottom of the screen.

Make any desired changes by selecting the number of the field you want to change, then entering the new data.

At "FIELD NUMBER TO CHANGE ?", make any desired changed, then press **[ENTER]**. The screen clears for entry of another species code.

When no more changes or inquiries are to be made, press **[Tab]** at the Species code field. The Species file maintenance menu reappears.

Delete Species Codes

From the Species file maintenance menu, type 3. A screen displays for entry of the code you want to delete. Enter the species code or press **[F1]** to display the species codes in order, as instructed at the bottom of the screen.

Make the deletion by typing Y in response to "OK TO DELETE SPECIES ? N", or press **[ENTER]** to accept the N default. The screen will clear for entry of another species code to be deleted.

When there are no more species codes to be deleted, press **[Tab]** at the Species code field. The Species file maintenance menu reappears.

Print Species Code List

From the Species file maintenance menu, select *Print species code list*. A window will appear for you to select how to print the list. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

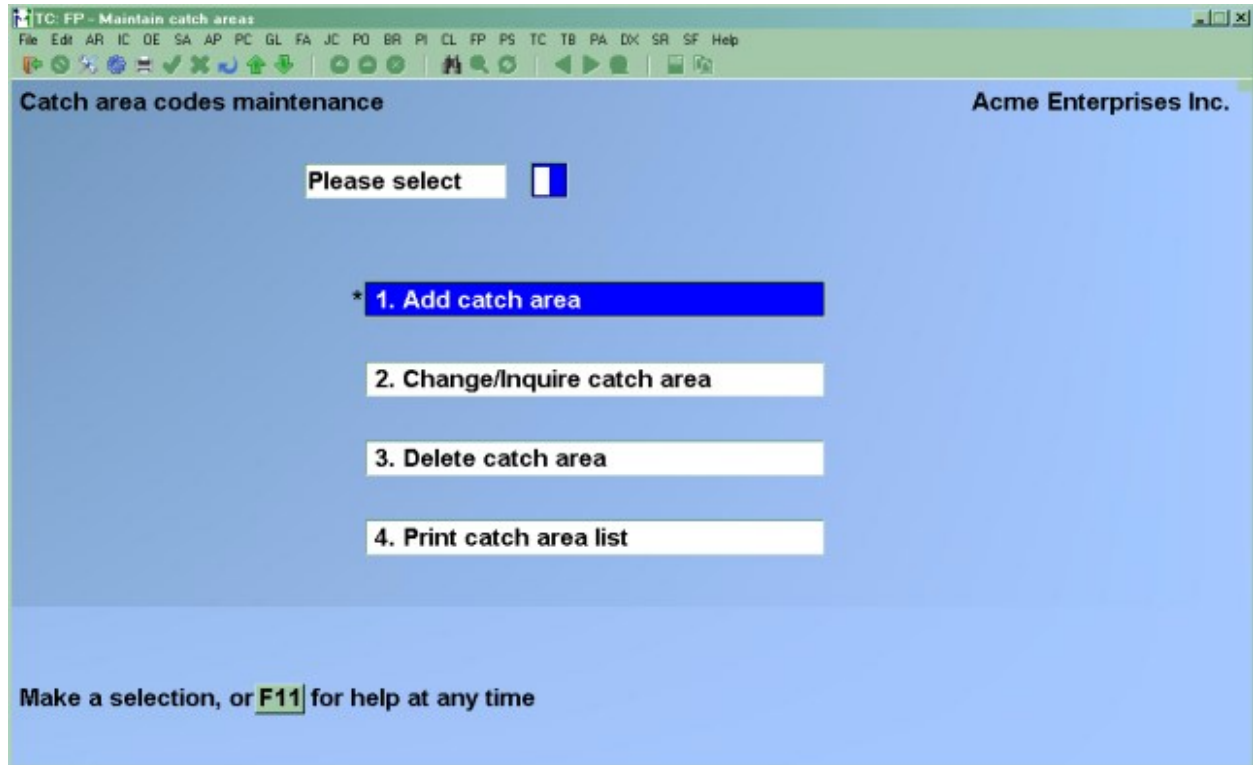
When the selection you made is complete, the F/P codes maintenance menu reappears.

To end the Species file maintenance function, press **[Tab]** as the menu selection and the F/P codes maintenance menu reappears.

Maintain catch areas

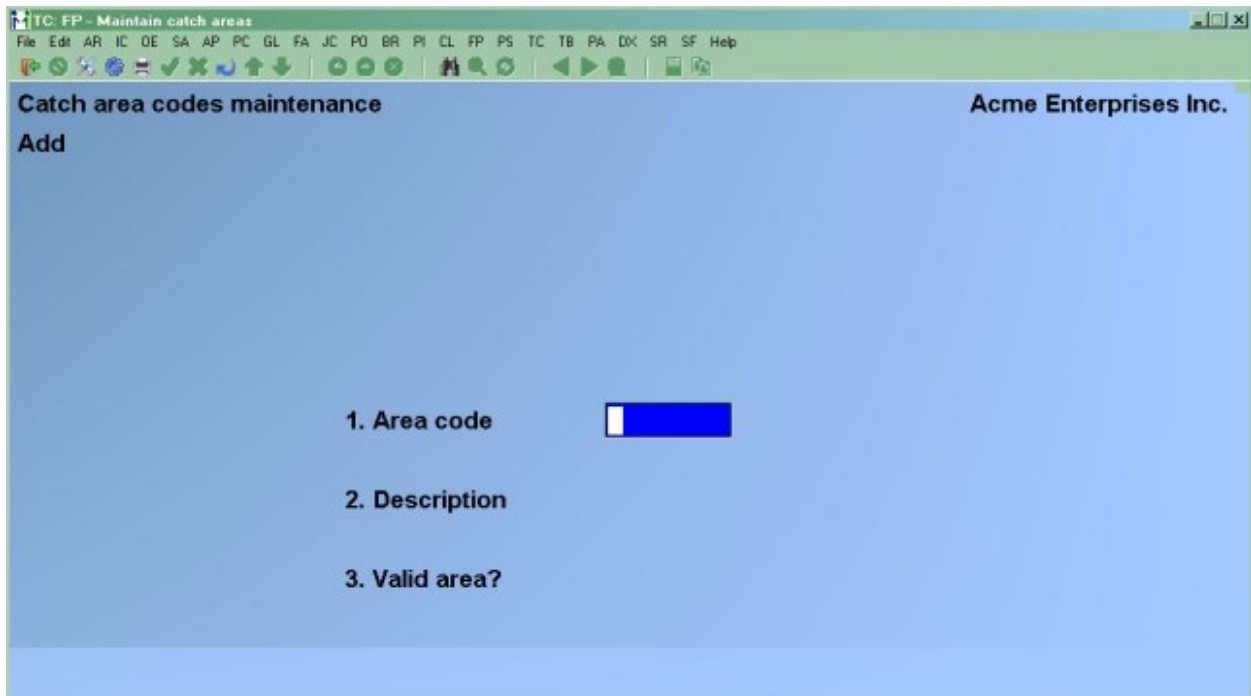
This option will only be available to you if you answered Y to "USE AREA CODES ?" in the F/P Control file. Catch areas entered at ticket entry will be verified to ensure they are valid. Catch areas can be added, deleted, changed, inquired into and printed.

From the F/P codes maintenance menu select *Catch Areas*. Then you will see.



Add Area Code

Select *Add catch area* and you will see:



Enter the following data:

1. Area Code

Enter up to an 8-character alphanumeric area code for the catch area. A reference map of catch areas is available from DFO.

2. Description

Enter up to 25 alphanumeric characters describing the catch area.

3. Valid Area

Enter Y or N. If you answer N here, a warning message will display during ticket entry warning that you are attempting to use an invalid area.

If an area becomes invalid you will need to update this item using the Change/Inquire function, to ensure the warning message is displayed during ticket entry.

The screen shows:

TC: FP - Maintain catch areas

File Edit AR IC OE SA AP PC GL FA JC PD BR PI CL FP PS TC TB PA DK SR SF Help

Catch area codes maintenance Acme Enterprises Inc.

Add

1. Area code 19

2. Description Victoria

3. Valid area? ☒

Field number to change ? ■

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press **[ENTER]** and a new screen is displayed for entry of the next catch area.

When you have added all the catch areas needed, press **[TAB]** as the menu selection. The Catch area codes maintenance menu reappears

Change/inquire Area Code

From the Catch area codes maintenance menu, select *Change/inquire area code*. A screen appears for entry of the catch area you want to change or inquire into.

Enter the number or press **[F1]** to display each catch area in order, as instructed at the bottom of the screen. Make any desired changes by selecting the number of the field you want to change or inquire into. Press **[ENTER]** at "FIELD NUMBER TO CHANGE?" to file the changes. The screen clears for entry of the next catch area to be changed or inquired into.

If no more catch areas are to be changed or inquired into, press **[TAB]** at the Area code field and the Catch area codes maintenance menu reappears.

Delete Area Code

From the Catch area codes maintenance menu, select *Delete area code*. A screen will display for you to enter the catch area you want to delete.

Enter the number or press [F1] to display each catch area in order, as instructed at the bottom of the screen. Make the deletion by typing Y, press [F1] for the next area code, or press [ENTER] to accept the N default. The screen will clear for entry of another catch area to delete.

When there are no more catch areas to delete, press [TAB] at the Area code field. The Catch area codes maintenance menu reappears.

Print Area Code List

From the Catch area codes maintenance menu, select *Print area code list*. A window appears for you to select how to print the list. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the list has finished printing, the Catch area codes maintenance menu will reappear.

To end the Catch area codes maintenance function, press [TAB] for the menu selection. The Fishpro codes maintenance menu reappears.

Maintain tax codes

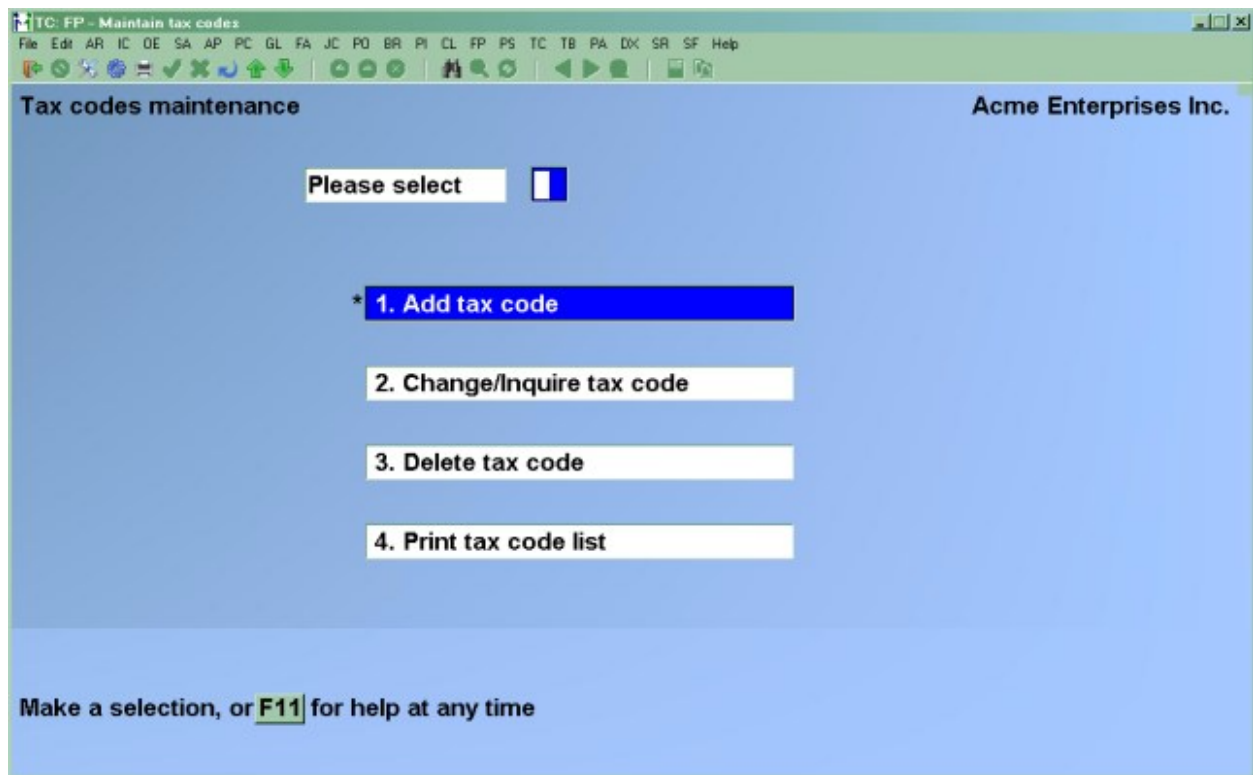
The system will handle three tax code categories which can be used to calculate either a tax, royalty or bonus on species.

This function is used at ticket entry to calculate tax, royalties or bonuses based on catch value in pieces, by weight or percent. The calculated amount will then be deducted or added to the catch value.

While there are three categories for tax codes, the number of species rates associated with a tax code is unlimited.

Use this function to add, change or inquire into, delete or print a list of tax codes.

From the F/P codes maintenance menu select *Tax codes* and you will see:



Add Tax Code

If you select *Add tax code*, you will see:

TC: FP - Maintain tax codes

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR SF Help

Tax codes maintenance Acme Enterprises Inc.

Add

1. Tax code
2. Species code
3. Description
4. Calculation method
5. Rate
6. Account number
7. Reconcile ?
8. Amount PTD
9. Amount YTD

Enter the following data:

1. Tax Code

Enter up to a 3-character alphanumeric code. This is the code which will be entered at ticket entry.

2. Species Code

If the tax code is to be applied to a certain species, enter that species code here or choose [F1] for all species.

3. Description

Enter up to 25 alphanumeric characters describing the tax. The description entered here can be used to search for the tax code.

4. Calculation Method

The following prompt will be displayed:

P - percent **U** - unit **W** - by weight

Type P, U, or W.

Percent Calculation: takes a percentage of the gross amount of the catch.

Unit Calculation: takes a given dollar amount per unit of the catch.

Weight Calculation: takes a given dollar amount by weight of the catch.

5. Rate

Enter the rate to be used by the calculation method. Type a percentage, dollar value, or weight value depending on your answer above. If the rate is to be a bonus, enter it as a negative rate, as instructed at the bottom of the screen.

6. Account Number

Enter the account number that will be used during ticket posting for tax or royalty amounts. This account number should have been setup in the Maintain valid G/L accounts function.

If you did not set the account up in the Maintain valid G/L accounts function, it can be added here. Type in the account number. You will be asked "THIS ACCOUNT NOT ON FILE - WOULD YOU LIKE TO ADD IT ?". Type Y and press [ENTER]. You will then be prompted to enter the account description. Do so, then press [ENTER].

The description from the G/L account will be displayed.

7. Amount PTD

Enter the amount of this tax, royalty, or bonus for this accounting period. This field will increment as the tax, royalty, or bonus is calculated for this period-to-date.

If this is the beginning of an accounting period or the start of a new accounting year, press [ENTER] for zero.

8. Amount YTD

Enter the amount of the tax, royalty, or bonus for this accounting year. This field will increment as the tax, royalty, or bonus is calculated for this year-to-date.

If this is the beginning of an accounting period or the start of a new accounting year, press [ENTER] for zero.

The screen will show:

TC: FP - Maintain tax codes

File Edit AR IC DE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR SF Help

Tax codes maintenance Acme Enterprises Inc.

Add

1. Tax code 1

2. Species code "A11"

3. Description test

4. Calculation method Percent

5. Rate 1.00

6. Account number 1000-000
Cash account #13557

7. Reconcile ? Y

8. Amount PTD .00

9. Amount YTD .00

Field number to change ? [Blue Square]

At "FIELD NUMBER TO CHANGE ?", make any desired changes and press [ENTER]. The screen clears for entry of the next tax code.

When you have added all the tax codes, press [TAB] as the menu selection, the Tax codes maintenance menu reappears.

Change/inquire Tax Codes

From the Tax code maintenance menu, select *Change/inquire tax codes*. A screen appears for entry of the tax code you want to change or inquire into.

Enter the tax code or press [F1] to display each tax code in order, as instructed at the bottom of the screen.

Make any desired changes by selecting the number of the field you want to change. Press [ENTER] at "FIELD NUMBER TO CHANGE ?", to file the changes. The screen clears for entry of the next tax code to be changed or inquired into.

When there are no more changes or inquiries, press [TAB] at the Tax code field and the Tax code maintenance menu re-appears.

Delete Tax Codes

From the Tax code maintenance menu, select *Delete tax codes*. A new screen will display for you to enter the tax code you want to delete.

Enter the tax code or press [F1] to display each tax code in order, as instructed at the bottom of the screen. Make the deletion by typing Y, or press [F1] for next tax code, or press [ENTER] to default to N. The screen will clear for entry of another tax code to delete.

When there are no more tax codes to delete, press [TAB] at the Tax code field. The Tax code maintenance menu reappears.

Print Tax Code List

From the Codes maintenance menu select *Print tax code list*. A window appears for you to select how to print the list. Follow the screen instructions. Refer to the chapter titled *General Rules* for detailed information about the printing options.

From the Tax codes maintenance menu, press [TAB] as the menu selection. The F/P Codes maintenance menu reappears.

Maintain gear types

This function allows you to give a description for each gear type code defining catch value distribution information. Use this function to add, change/inquire into, or delete a gear type. A list of the various gear types can be printed.

Up to 12 categories can be set for each gear type. These categories will determine how the gross catch value is to be distributed and how the allocated amount for each category is to be distributed to the crew members.

Using gear types

In order to provide flexible and accurate accounting by gear type, you can set calculations up to reflect requirements of the skipper or company. The distribution can be by percent, dollars, or share.

Each gear type has its own method of splitting up the catch value but the Seine gear type quite often uses the 7/11 formula.

This gear type can be set up as follows:

Code desc	Ded type	Ded default
Boat share	Percent	22.727
Net share	Percent	17.647
Crew share	Remaining	.00

This is the same as:

Boat share	2.5/11
Net share	1.5/11
Crew share	7/11

Typically, the distribution types to crew members are set up the following way:

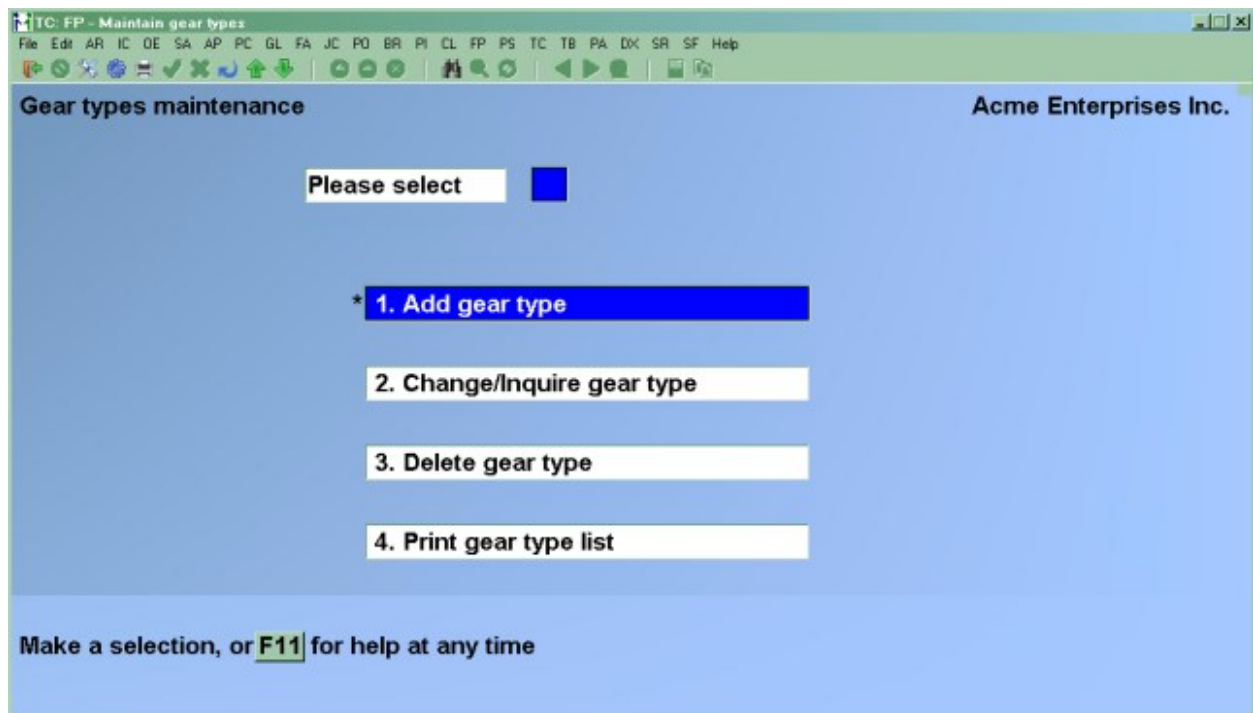
Boat share	Percent
Net share	Percent
Crew share	Share

NOTE: The boat share, net share, and crew share deduction types are required for the 7/11 formula. More can be added if necessary.

Some other deduction types are:

Fuel	Allows the skipper to be reimbursed for the fuel expense.
Other	Allows the skipper to be reimbursed for other expenses, usually for cost of gear purchased.
Grub expense	Entered as a negative number to reduce the deckhands pay for the cost of food.
Grub credit	Balancing entry for grub expense. Allows the skipper to be reimbursed for the food expense.

From the F/P codes maintenance menu, select *Gear types*. You will then see:



Add Gear Type

If you select *Add gear type* you will then see:

Gear types maintenance

Add

1. Gear type

2. Description

3. Max fishing days

4. Use alternate area?

5. Always distribute?

6. Hand picking?

7. DFO gear type

8. Form code set

Code	Join	Ded	Ded	Dist	Reuse	Incl	Incl	WCB	Disp	Setl	Exp.
desc	? L#	type	default	type	val?	ins?	WCB?	%	ordr	type	types
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											

Enter the following data:

1. Gear Type

Enter a 3 character alphanumeric gear type code. You can use the DFO code or a convention of your own.

2. Gear Description

Enter up to a 25 character description for the gear type.

3. Maximum Fishing Days

Enter the maximum number of allowable fishing days for this gear type. At ticket entry, the number of fishing days will be checked against the number of trip days for this gear type if you answered Y to "VERIFY TRIP?" in the Fishpro Control file. Trip days cannot exceed fishing days.

4. Use Alternate Area ?

If you answered Y to "USE AREA CODES ?" in the Fishpro Control file, you have the option of entering this information.

Enter Y or N if you wish a secondary area to be entered on the fish ticket. This function is usually used for herring.

5. Always distribute ?

If you answer Y here, the catch values from all tickets will have to be distributed to crew members at the time they are entered. If you answer N, you will have the option of distributing the catch value "Now" or "Later" at ticket entry.

6. DFO Gear type

Enter the 2 digit DFO code associated with this gear type.

7. Form code set

Enter the 2 digit DFO code associated with this gear type.

8 - 19 (described below)

Code Description

Enter a 9 alphanumeric character description for this distribution entry. The sequence of the descriptions here will determine the sequence on the first distribution screen when entering a fish ticket.

Join ? L#

Enter Y if the settlement amount reduces another column

Deduction Type

Enter one of the letters A, P, or R, to indicate the method to be used to calculate the dollar value to be distributed from the gross catch for the distribution type entered above. At fish ticket entry, this is the default calculation method that will appear on the first distribution screen.

- | | |
|---------------|--|
| A. Amount | A set amount will be taken from the gross catch value for this distribution type. |
| P. Percent | A percentage will be taken from the catch value for this distribution type. |
| G. % of gross | A percentage of the gross will be taken from the catch value for this distribution type. |

- R. Remaining The leftover amount of the catch value will be given to this distribution type. Use this method for the last distribution type.

Deduction Default

Enter a default amount for the deduction type entered above. If you used percent as the deduction type, then enter a percent for the deduction default. This amount can be overridden at ticket distribution.

The field can be set to zero by pressing [ENTER].

Distribution Type

Enter a one letter code based on the displayed choices, then press [ENTER]. The code entered here will define how the amount of this deduction is to be distributed to the crew members. This distribution type can be overridden at ticket entry.

- A. Amount Each crew member is given a set amount from this distribution amount.
- P. Percent Each crew member is given a percentage of the distribution amount.
- S. Share Each crew member is given a share of the distribution amount based on a value entered on the ticket.

Reuse val ?

If you answer Y, this distribution amount will be included in the gross income for the crew members. Press [ENTER] to accept the Y default, or type N.

For example, if the distribution type is for grub expense, it should not be included in the fisher's gross income. In this case, you would answer N.

Incl ins ?

Enter Y if this distribution amount is to be included in the gross income for EI insurable earnings.

Incl WCB ?

Enter Y if this distribution amount is to be included in the gross income for WCB calculation purposes.

Where a fishing license, permit, or quota is allowed an additional 40% of the cost before the WCB assessable is calculated, change the WCB %. The actual WCB amount is calculated when the WCB report is printed.

Display Order

Enter a number for the sequence in which this distribution is to appear on the Distribution entry screen at ticket entry. Three columns at a time can be displayed on each ticket distribution screen.

For example, crew share may have been the first distribution type entered in this function, but you want it to appear in the third column on the Distribution entry screen at ticket entry. You would enter 3 in this field.

For example, you may have entered four distribution categories. These categories could be: Boat shr, Crew shr, Expenses and Grub. As the expenses may only be applicable to the skipper you may have entered it as the second item but want to display it as the fourth column at ticket entry. You may want the Boat shr, Crew shr, and Grub amounts to display as columns 1, 2, and 3 respectively.

When you have entered all the distribution descriptions for this gear type, press [ENTER] at the next line item number.

Setl type

Enter the code that applies to this line. It may be left blank.

P	Pre-crewshare exp
C	Crewshare
E	Other earnings
O	Post-crewshare exp

Exp type

Enter a expense type code that applies to this line. These codes are setup in *Maintain system codes, Expense types*. It may be left blank

The screen will show:

TC: FP - Maintain gear types

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR SF Help

Gear types maintenance Acme Enterprises Inc.

Add

1. Gear type

2. Description

3. Max fishing days

4. Use alternate area?

5. Always distribute?

6. DFO gear type

7. Form code set

	Code desc	Join ? L#	Ded type	Ded default	Dist type	Reuse val?	Incl ins?	Incl WCB?	Disp ordr	Setl type	Exp. types
8.	Fuel	N	A	.00	S	Y	Y	Y	3	C	FL
9.	Boat	N	P	22.727	S	Y	Y	Y	4	C	
10.	Net	N	P	17.647	S	Y	Y	Y	5	C	
11.	Crewshare	N	R	.00	S	Y	Y	Y	1	C	
12.	Grub	N	A	.00	S	Y	Y	Y	2	C	GRB
13.											
14.											
15.											
16.											
17.											
18.											
19.											

Field number to change ?

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [ENTER]. The screen will clear for entry of another gear type.

When all gear types have been entered, press [TAB] at the Gear type field. The Gear types maintenance menu will reappear.

Change/inquire gear type

From the F/P gear types maintenance menu, select *Change/inquire gear type*. A screen appears for entry of the gear type you want to change or inquire into.

Enter the gear type code or press [F1] to display each gear type in order, as instructed at the bottom of the screen. Make any desired changes by selecting the number of the field you want to change. You cannot change the gear type code. To do so you must use the Delete function to delete the gear type, then add it again using the Add function.

Press [ENTER] at "FIELD NUMBER TO CHANGE ?" to file the changes. The screen clears for entry of the next gear type.

When there are no more changes or inquiries, press [TAB] at the Gear type field and the Gear types maintenance menu reappears.

Delete Gear Type

From the Gear types maintenance menu, select *Delete gear type*. A new screen displays for you to enter the gear type code you want to delete.

Enter the gear type code or press [F1] to display each gear type in order as instructed at the bottom of the screen. Make the deletion by typing Y or press [F1] for the next gear type code or press [ENTER] to clear the screen for entry of another gear type to delete.

When there are no more gear types to delete, press [TAB] at the Gear type field. The Gear types maintenance menu reappears.

At "FIELD NUMBER TO CHANGE ?" press [ENTER], then press [TAB] at the Gear type field. The Gear type maintenance menu reappears.

Print Gear Type List

From the Gear types maintenance menu, select *Print gear type list*. A window appears for you to select how to print the list. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the list has finished printing, the Gear types maintenance menu reappears.

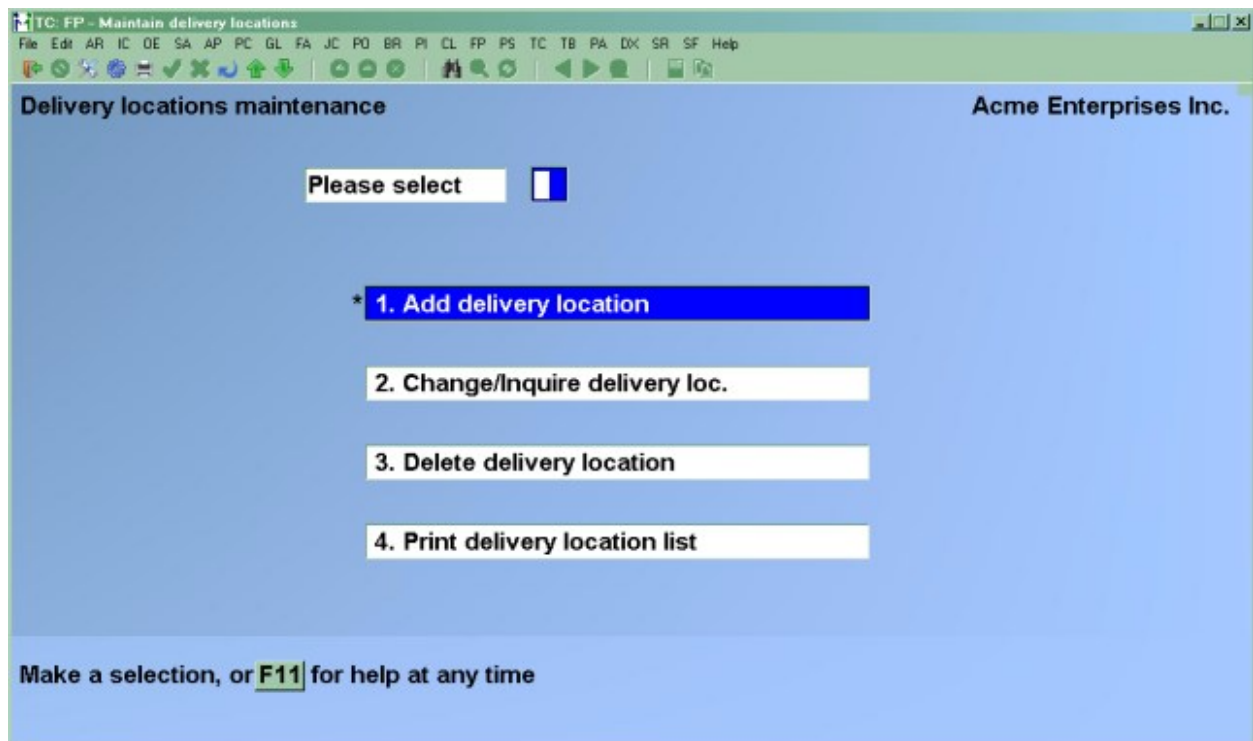
From the Gear types maintenance menu, press [TAB] as the menu selection. The F/P codes maintenance menu reappears.

Maintain delivery locations

Use this function to set up and maintain the valid delivery location codes used to track tickets when using more than one receiving station.

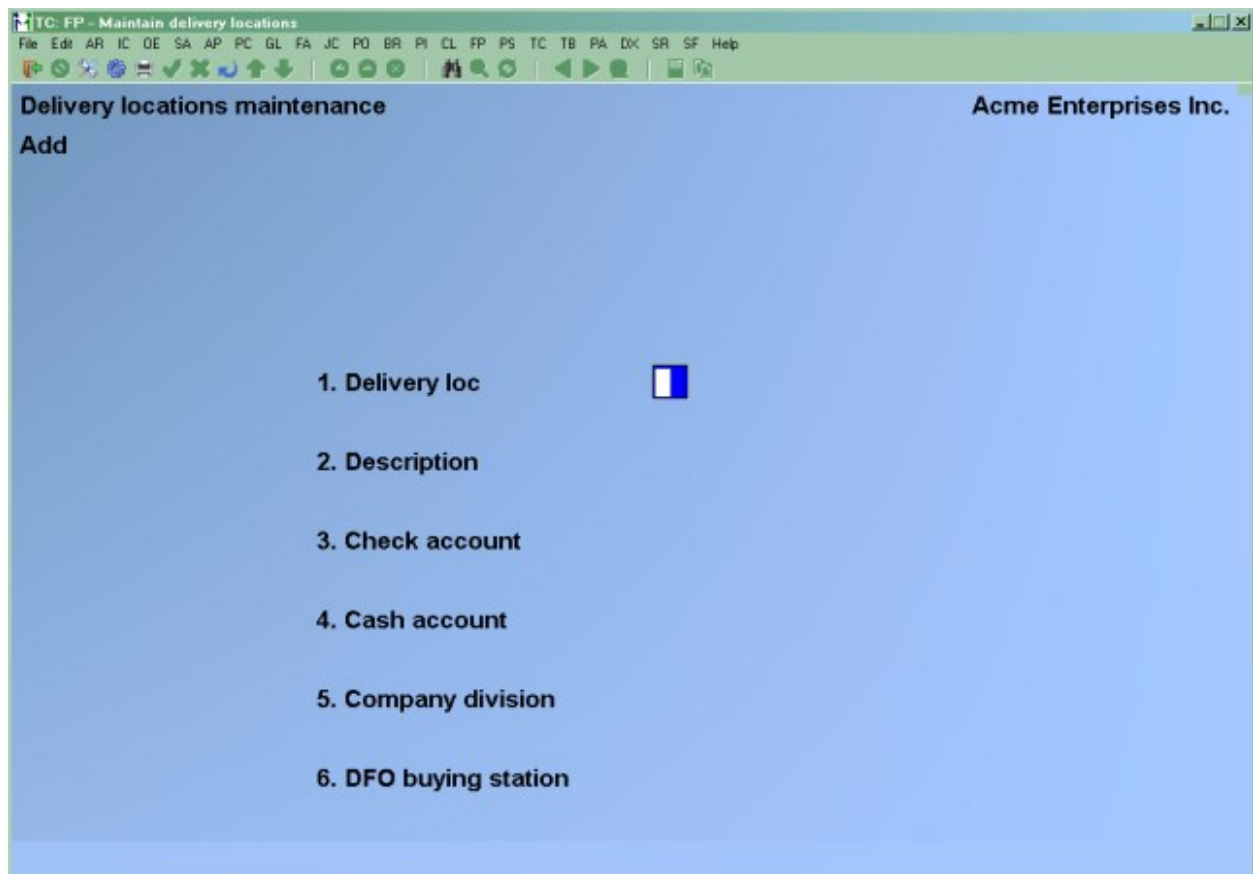
If you answered N to "USE DELIVERY LOCATIONS ?" in the F/P Control file, this function is not available to you.

From the Codes maintenance menu select *Delivery locations*. You then see:



Add Delivery Locations

If you select *Add delivery location*, you will then see:



Enter the following data:

1. Delivery location

Enter up to a 2 character alphanumeric code to indicate the delivery location of a catch. The delivery location for a packer should be where the fish will eventually be delivered.

2. Description

Enter a 25 alphanumeric character description for the delivery location code.

3. Cheque account

Enter the G/L account number from the valid G/L account file from which cheques are issued.

If the account has not yet been added using the Maintain valid G/L accounts function, you can add it now. Type in the account number. You will then be asked "THIS ACCOUNT IS NOT ON FILE - WOULD YOU LIKE TO ADD IT ?". Answer Y and type in the account description.

4. Cash account

Enter the G/L account number from the valid G/L account file from which cash is issued.

If the account has not yet been added using the Maintain valid G/L accounts function, you can add it now. Type in the account number. You will then be asked "THIS ACCOUNT IS NOT ON FILE - WOULD YOU LIKE TO ADD IT ?". Answer Y and type in the account description.

5. Company division

Enter the company division number as setup under the menu option "Maintain Company Divisions".

6. DFO buying station

Enter the DFO buying station number as assigned by DFO.

The screen will show:

TC: FP - Maintain delivery locations

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR SF Help

Delivery locations maintenance Acme Enterprises Inc.

Add

1. Delivery loc	GH
2. Description	Grande Haven
3. Check account	1000-000 Cash account #13557
4. Cash account	1010-000 Cash account #13726
5. Company division	100
6. DFO buying station	12

Field number to change ?

At "FIELD NUMBER TO CHANGE ?" make any desired changes, and press [ENTER]. The screen clears for entry of the next delivery location.

When all delivery locations have been entered, press [TAB] at the Delivery loc field and the Delivery locations maintenance menu reappears.

Change/Inquire Delivery locations

From the Delivery locations maintenance menu, select *Change/inquire delivery locations*. A screen appears for entry of the delivery location you want to change or inquire into.

Enter the delivery location code or press [F1] to display each delivery location in order, as instructed at the bottom of the screen. The delivery location entered must be on file to be valid. Once you enter a valid delivery location, the remaining data fields display automatically.

Make any desired changes by selecting the number of the data field you want to change. Press [ENTER] at "FIELD NUMBER TO CHANGE ?" to file the changes. The screen clears for entry of another delivery location to be changed or inquired into.

When no more delivery locations codes are to be changed or inquired into, press [TAB] at the Delivery loc field. The Delivery locations maintenance menu reappears.

Delete Delivery Locations

From the Delivery locations maintenance menu, select *Delete delivery location*. A screen appears for entry of the delivery location code you want to delete.

Enter the code or press [F1] to display each code in order, as instructed at the bottom of the screen. Delete the code by typing Y, or press [ENTER] to accept the N default and the screen will clear for entry of another code to be deleted.

When there are no more delivery locations to be deleted, press [TAB]. The Delivery locations maintenance menu reappears.

Print delivery location list

From the Delivery locations maintenance menu, select *Print delivery location list*. A window appears for you to select how to print the delivery location list. Follow the screen instructions. Refer to the chapter titled, *General Rules*, for a detailed explanation of printing options.

When the list has finished printing, the Delivery locations maintenance menu will reappear.

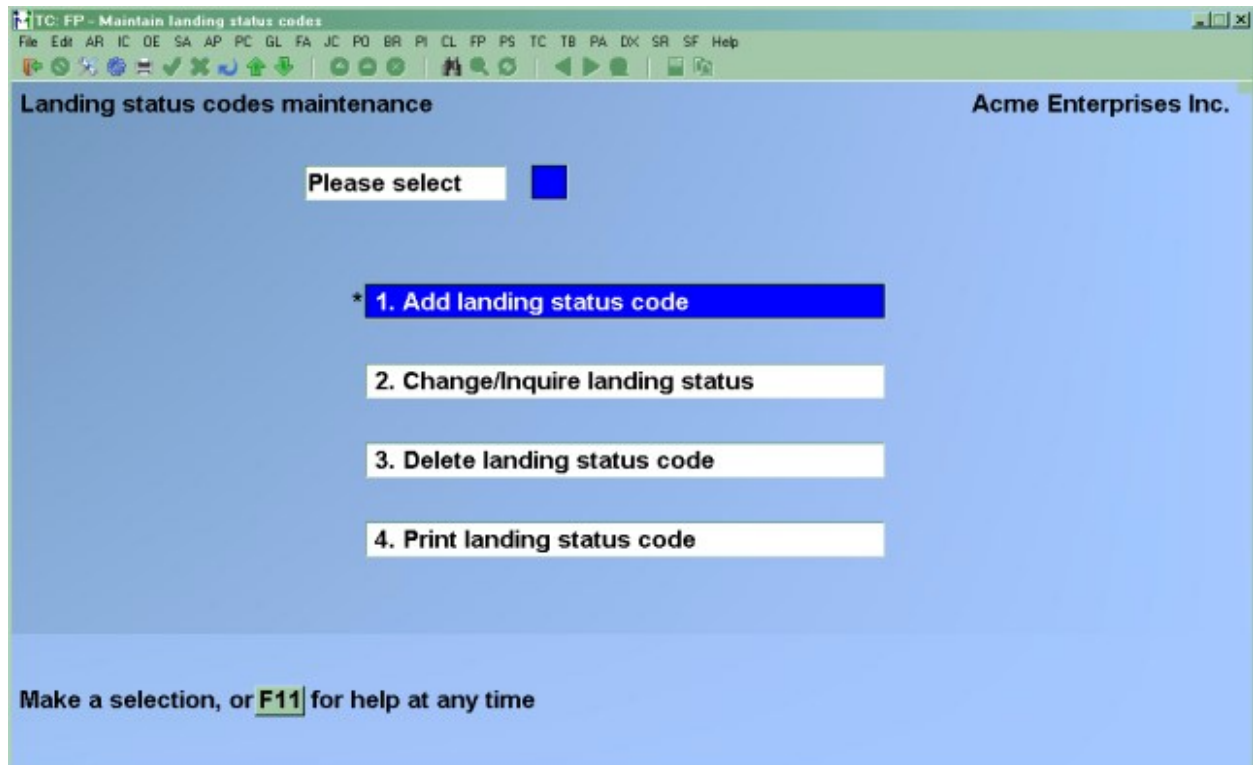
To end the Delivery locations maintenance function, press [TAB] as the menu selection. The F/P codes maintenance menu reappears.

Maintain landing status codes

This function provides maintenance of the DFO landing status codes and gives a description for each valid landing status code. If you answered N to "USE LANDING STATUS ?" in the F/P Control file, this function is not available to you.

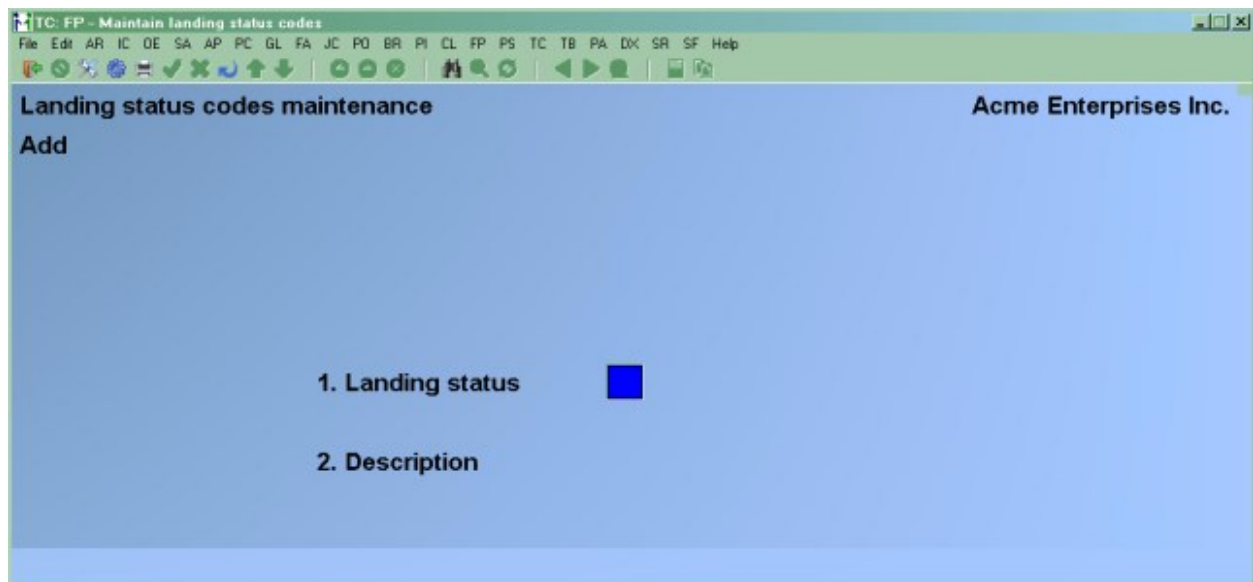
A list of the DFO landing status codes is available in Appendix 8 titled Catch Statistics Coding Summary. A current list is available from DFO.

From the F/P codes maintenance menu, select *Landing status codes*. Then you will see:



Add Landing Status

Select *Add landing status* from the Landing status codes maintenance menu and you will see:



Enter the following data:

1. Landing status

Enter a two digit code to represent the DFO landing status.

2. Description

Enter a 25 alphanumeric character description of the landing status.

At "FIELD NUMBER TO CHANGE ?" make any desired changes, and press [ENTER]. When all landing status codes have been entered, press [TAB] at the Landing status field. The Landing status codes maintenance menu reappears.

Change/inquire Landing Status

From the Landing status codes maintenance menu, select *Change/inquire landing status*. A new screen appears for entry of the landing status code you want to change or inquire into.

Enter the number or press [F1] to display each landing code in order, as instructed at the bottom of the screen. Make any desired changes by selecting the number of the field you want changed, then, enter the new data. Press [ENTER] at "FIELD NUMBER TO CHANGE ?" to file the changes. The screen clears for entry of another landing status code to change or inquire into.

When you are through with this function, press [TAB] at the Landing status field and the Landing status codes maintenance menu reappears.

Delete Landing Status

From the Landing status codes maintenance menu, select *Delete landing status*. A screen appears for entry of the landing status code you want to delete.

Enter the number or press [F1] to display each landing status code in order, as instructed at the bottom of the screen. Make deletions by typing Y, or press [ENTER] when asked "OK TO DELETE LANDING STATUS ? N" to accept the N default. The screen will clear for entry of another landing status code to delete.

When there are no more landing status codes to be deleted, press [TAB] at the Landing status field. The Landing status codes maintenance menu displays.

Print Landing status codes

To print a list of the valid landing status codes, select *Print landing status list*, from the Landing status codes maintenance menu. A window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled, *General Rules*, for a detailed explanation of the printing options.

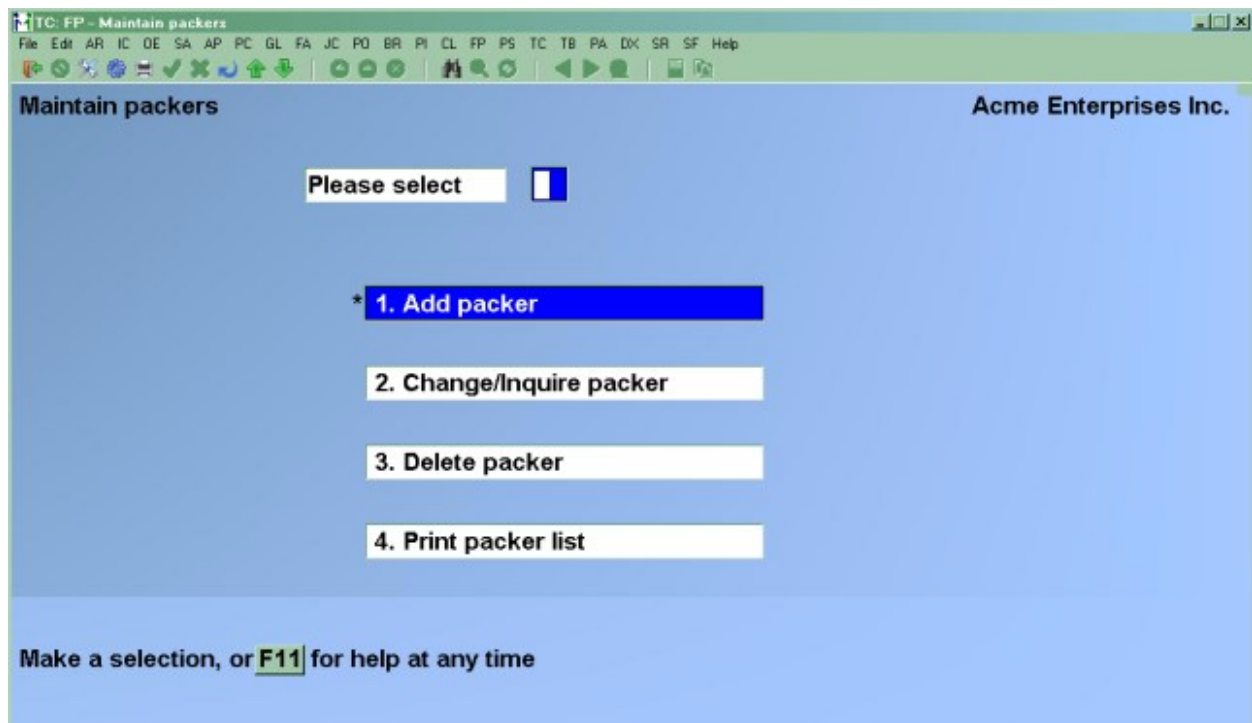
When the report has finished printing, the Landing status codes maintenance menu will reappear.

To end the Landing status codes maintenance function, press [TAB] as the menu selection. The F/P codes maintenance menu reappears.

Maintain packers

Any boats used as packers must be set up using this function in order to be used at ticket entry.

From the F/P codes maintenance menu, select *Maintain Packers*. You will see:



Add Packer

From the *Maintain packers* menu, select *Add packer*. You will see:

TC: FP - Maintain packers

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR SF Help

Maintain packers Acme Enterprises Inc.

Add

1. Packer code

Packer name

2. Account number

3. Check account

4. Cash account

5. User-id

6. Next ticket#

7. Next customer#

Enter the following data:

Packer code

1. Packer code

When a boat is identified or designated by DFO as a packer, the CFV# will begin with a 2 or 8. Enter the CFV# of the boat you wish to designate as a packer.

NOTE: The CFV# of the boat **MUST** be used as the packer code or you will get the "BOAT NOT PACKER" message at ticket entry.

2. Packer name

Enter the name of the packer as designated by DFO, or the name of the boat. Up to 25 alphanumeric characters are allowed.

3. A/R Account number

Enter the number of the fisher/customer to be credited for the catch value, or press [F1] to scan the fisher/customer file.

4. Cheque account

Enter the cheque GL account number to be credited for funds paid to this packer.

If the account is not on file, you can add it now. Enter the account number and press [ENTER]. You will be asked "THIS ACCOUNT IS NOT ON FILE - WOULD YOU LIKE TO ADD IT ? Y" Press [ENTER] to default to Y, then type in the account description.

5. Cash account

Enter the cash GL account number to be credited for cash paid to the packer.

The screen will show:

TC: FP - Maintain packers

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR SF Help

Maintain packers Acme Enterprises Inc.

Add

1. Packer code

Packer name

2. Account number

3. Check account
Cash account #13557

4. Cash account
Cash account #13726

5. User-id

6. Next ticket#

7. Next customer#

Field number to change ? ☐

At "FIELD NUMBER TO CHANGE ?", make any desired changes then press [ENTER]. The screen clears for entry of the next packer.

When all packers have been added, press [TAB] at the Packer code field and the Maintain packers menu reappears.

Change/Inquire packer

From the Maintain packer menu, select *Change/inquire packer*. A screen appears for entry of the packer to be changed or inquired into.

Enter the CFV#, use [F1] to display each packer in order, or press [ENTER] and type the name of the packer. Follow the screen instructions. Make any changes by selecting the number of the field you want to change, then, enter the new data. Press [ENTER] at "FIELD NUMBER TO CHANGE ?" to file the changes. The screen clears for entry of the next packer.

When no more packer information is to be changed or inquired into, press [TAB] at the CFV# field. The Maintain packers menu reappears.

Delete packer

From the Maintain packers menu, select *Delete packer*. A new screen displays for entry of the packer you wish to delete.

Enter the CFV# of the boat, or use [F1] to display each CFV# in order, or press [ENTER] and type the name of the boat or press [F1] to display each boat in order. Follow the screen instructions. When you press [ENTER] in response to the "OK TO DELETE BOAT ?" question, the boat is deleted and the screen clears for entry of the next CFV# to delete.

When there are no more packers to be deleted, press [TAB] as the menu selection and the Maintain packers menu reappears.

4. Print Packer List

From the Maintain packers menu, type 4. A window appears for you to select how to print the packer list. Follow the screen instructions. Refer to the chapter titled, General Rules, for a detailed explanation of the printing options.

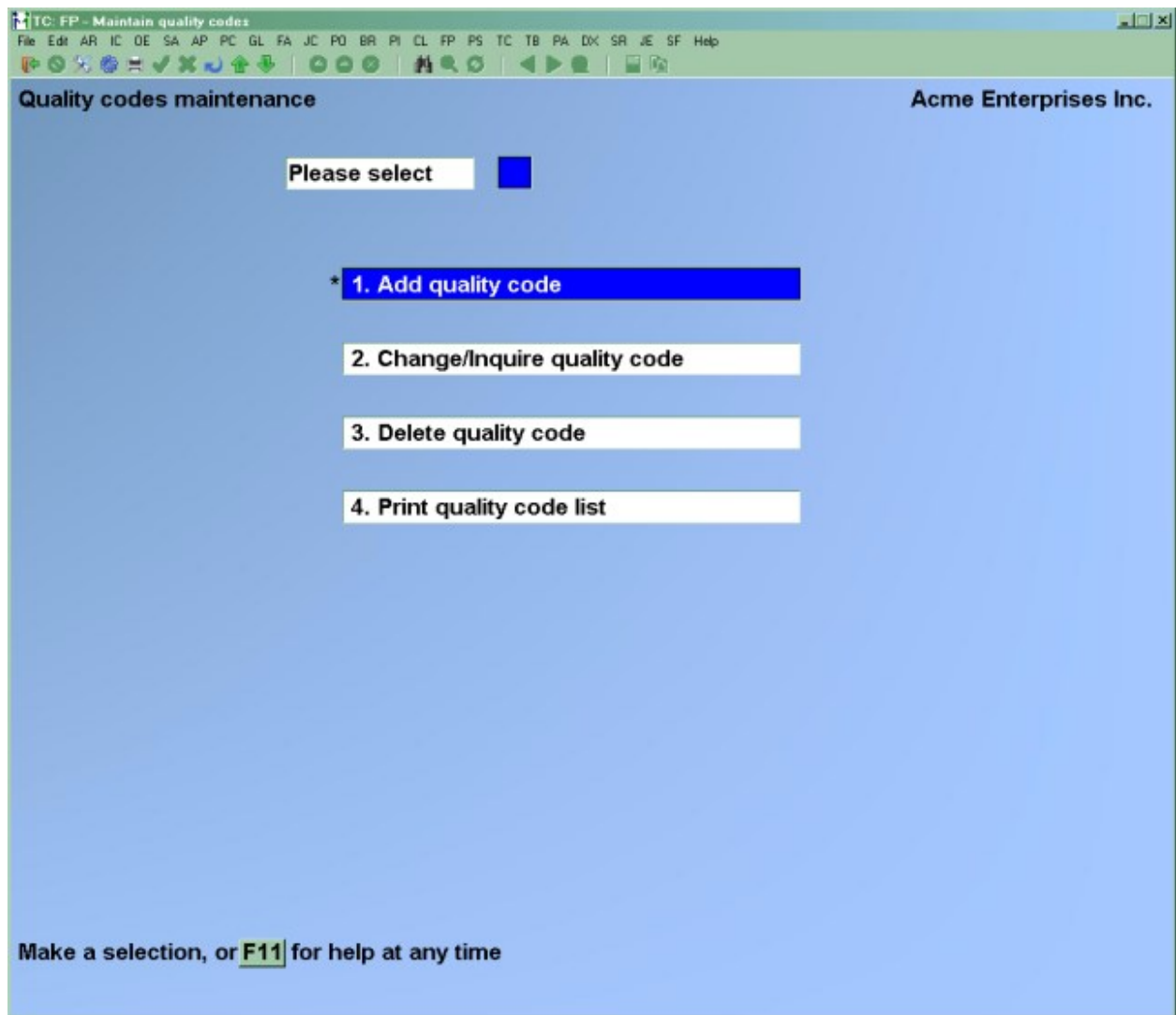
When the Packer List has finished printing, you will be returned to the Maintain packers menu.

To end use of the Maintain packers function, press [TAB] as the menu selection. The F/P codes maintenance menu will reappear.

Maintain quality codes

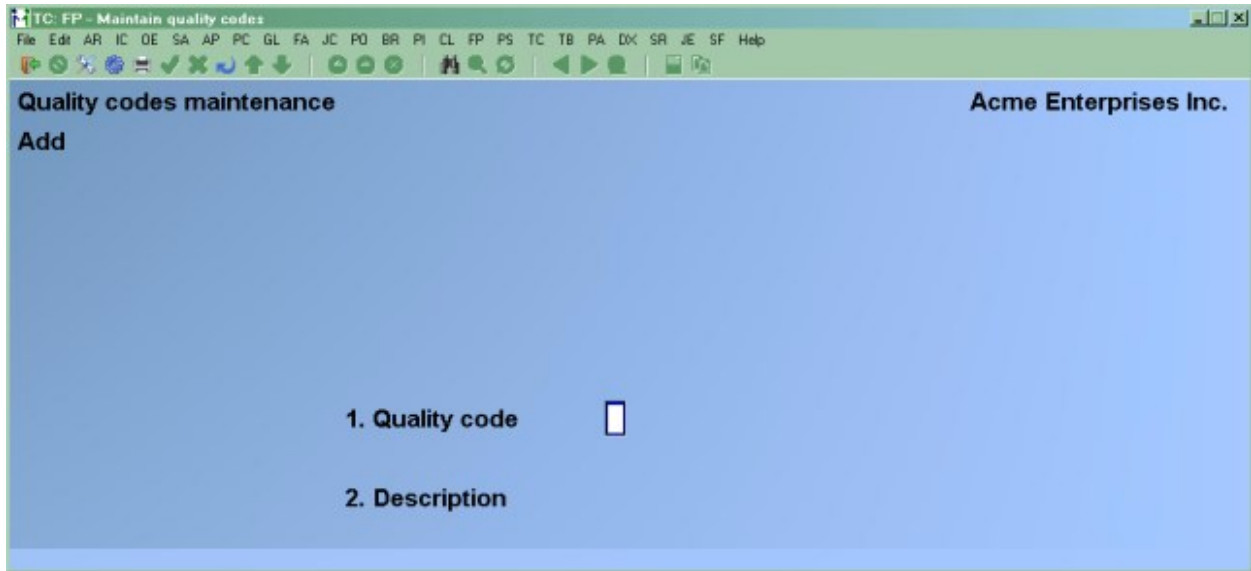
This function is used to code the quality of the fish that are delivered to the fish processor. This is a user defined code.

From the F/P codes maintenance menu select *Quality codes maintenance*. You then see:



Add Quality Code

If you select *Add quality code* from the Quality Code maintenance menu, you will see the following:



Enter the data as follows:

1. Quality Code

Enter the 1 or 2 digit form code supplied by DFO.

2. Description

Enter up to 25 alphanumeric characters describing the quality code.

At "Field number to change ?", make any changes and press [ENTER]. The screen will clear for entry of the next quality code.

When you have entered all the required quality codes, press [TAB] at the Quality code field and the Quality codes maintenance menu reappears.

Change/inquire Quality Code

From the quality codes maintenance menu, select *Change/inquire quality code*. A new screen displays for entry of the code you want to change or inquire into.

Enter the quality code, or press [F1] to display each code in order, as instructed at the bottom of the screen. You will be asked "FIELD NUMBER TO CHANGE ?". Make any necessary changes, then press [ENTER]. The screen will clear for entry of another quality code to be changed or inquired into.

When you are through with this function, press [TAB] at the Quality code field. The Quality codes maintenance menu reappears.

Delete Quality Codes

From the Quality codes maintenance menu, select *Delete quality code*. A new screen appears for entry of the code you want to delete.

Enter the quality code to be deleted, or press [F1] to display each code in order, as instructed at the bottom of the screen.

When the quality code is found, the description is displayed and you are asked "OK TO DELETE QUALITY CODE ? N". Answer Y to delete the code, press [F1] for the next code, or press [ENTER] for N. If you answer Y, the code is deleted and you can enter another quality code to be deleted.

When there are no more quality codes to be deleted, press [TAB] at the Quality code field. The Quality codes maintenance menu reappears.

4. Print Quality Code List

From the Quality codes maintenance menu, type 4. A window appears for you to select how to print the list. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

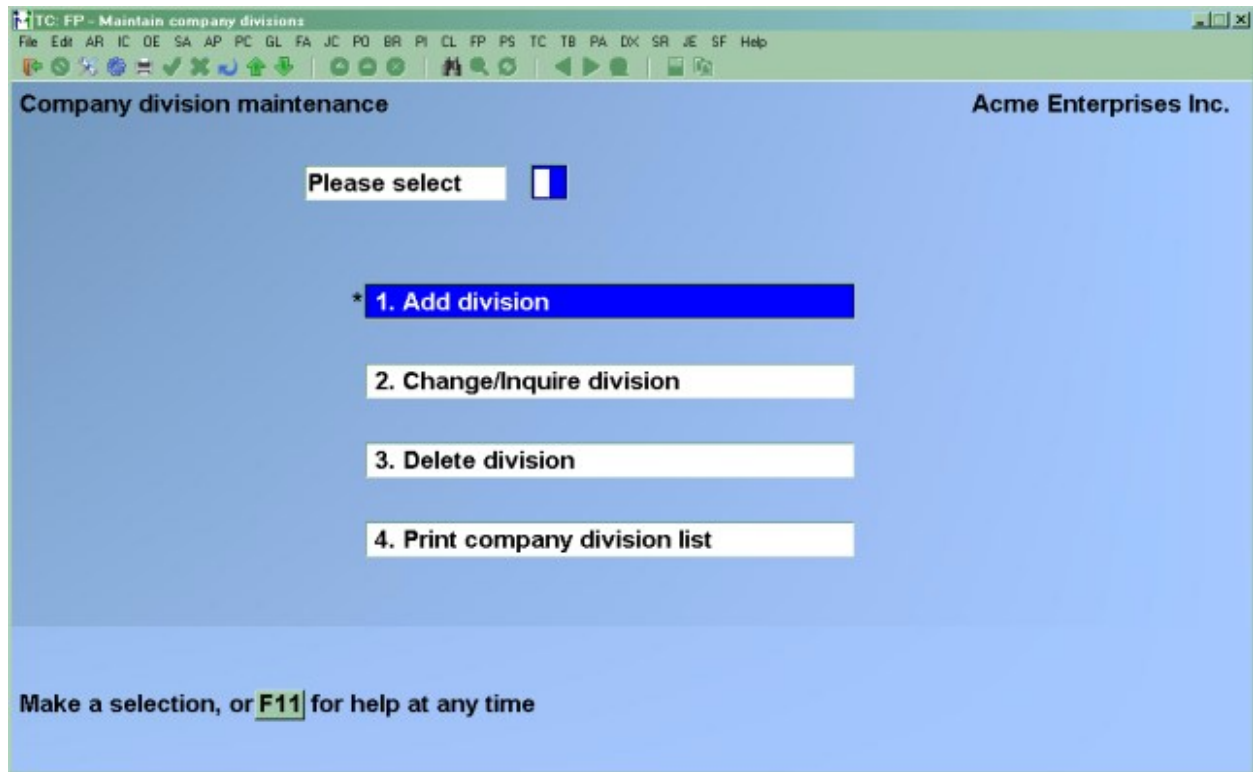
When the list has finished printing, the Quality codes maintenance menu will reappear.

To end the Quality codes maintenance function, press [TAB] as the menu selection. The F/P codes maintenance menu reappears.

Maintain company divisions

Company divisions are identified by a 3 digit number and represent separate identities when dealing with fisher in terms of T4 forms, records of employment and EI. Each delivery location has a company division.

From the Fishpro *System Codes maintenance menu* select *Company Division Maintenance*. You will see:



Add division

To add a company division, select *Add division*. You will see:

TC: FP - Maintain company divisions

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR JE SF Help

Company division maintenance Acme Enterprises Inc.

Add

1. Division number
2. Division name
3. Address-1
4. Address-2
5. Address-3
6. Phone number
7. RCT employer number
8. DFO company number

Enter the following data:

1. Division number

Enter a 3 digit number for this company division. This is the number used to search for the division in the Print ROE's and Print T4 functions.

2. Division name

Enter up to 30 alphanumeric characters to describe the name of this division.

3. Address-1

Enter the first line of the address for this division. Up to 30 alphanumeric characters are allowed. You can skip this field by pressing [ENTER].

4. Address-2

Enter the second line of the address, up to 30 alphanumeric characters. You can skip this field by pressing [ENTER].

5. Address-3

Enter the third address line. You can skip this field by pressing [ENTER].

6. Phone number

Enter the 12 alphanumeric character telephone number for this division. You can skip this field by pressing [ENTER].

7. RCT employer number

Enter the 9 character RCT employer number for this division.

8. DFO company number

Enter 3 characters for the DFO company number.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [ENTER]. The screen will clear for entry of another company division.

When you have completed adding company divisions, press [TAB] at the Division number field. The Company division maintenance menu will reappear.

Change/inquire Company division

From the company divisions maintenance menu, select *Change/inquire company division*. A new screen displays for entry of the code you want to change or inquire into.

Enter the company division, or press [F1] to display each code in order, as instructed at the bottom of the screen. You will be asked "FIELD NUMBER TO CHANGE ?". Make any necessary changes, then press [ENTER]. The screen will clear for entry of another company division to be changed or inquired into.

When you are through with this function, press [TAB] at the Company division field. The Company divisions maintenance menu reappears.

Delete Company divisions

From the Company divisions maintenance menu, select *Delete company division*. A new screen appears for entry of the code you want to delete.

Enter the company division to be deleted, or press [F1] to display each code in order, as instructed at the bottom of the screen.

When the company division is found, the description is displayed and you are asked "OK TO DELETE COMPANY DIVISION ? N". Answer Y to delete the code, press [F1] for the

next code, or press [ENTER] for N. If you answer Y, the code is deleted and you can enter another company division to be deleted.

When there are no more company divisions to be deleted, press [TAB] at the Company division field. The Company divisions maintenance menu reappears.

Print Company division List

From the Company divisions maintenance menu, select *Print company division list*. A window appears for you to select how to print the list. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the list has finished printing, the Company divisions maintenance menu will reappear.

To end the Company divisions maintenance function, press [TAB] as the menu selection. The F/P codes maintenance menu reappears.

Maintain catch reports

This function is used to add, delete and modify user designed catch reports. The reports are user definable and print from the fish ticket history file.

From the Fishpro *Codes maintenance menu* select *Catch Reports*. You will see:

The screenshot shows a window titled 'TC: FP - User def catch reports, Enter'. The window has a menu bar with 'File', 'Edit', and various function codes (AR, IC, OE, SA, AP, PC, GL, FA, JC, PO, BR, PI, CL, FP, PS, TC, TB, PA, DX, SR, JE, SF, Help). Below the menu bar is a toolbar with icons for file operations, editing, and printing. The main area of the window is titled 'General report specification' and 'Acme Enterprises Inc.'. It contains a 'Report#' field with a blue square icon. Below this is a table with columns: 'Line#', 'Description', 'Include:', 'pieces', 'weight', 'value', 'tickets', and 'Detail?'. At the bottom of the window, it says 'Press F2 for printout'.

Press F2 for printout

At the Report # you can enter the number of an existing report, the number of a new report to be created, or press [F2] to get a listing of all reports currently available.

You are then prompted for the report title which will be printed in the heading of the printed report. Press [ENTER] if you wish to leave it unchanged.

At this point you can use any of the following keys to do:

- | | |
|---------|--|
| [F1] | - change to the previous page |
| [F2] | - change to the next page |
| A | - add a new line to the report |
| S | - change the selection criteria for the line |
| D | - delete the line |
| [ENTER] | - to change the existing line |
| [TAB] | - to exit to the REPORT # prompt |

The UP and DOWN arrow keys are used to move the cursor to a position where the appropriate command can be entered against a given line number.

If you choose to add or change the existing line the following fields are available to be modified:

Line #

The line number determines what order the report lines will be printed on the report. The line number is not printed on the report. It is suggested that you [Enter] the line numbers in increments of 10 to allow lines to be inserted later.

Description

Enter the description to be shown on the report for this line. Up to 34 alpha-numeric characters are allowed.

Include: pieces/weight/value/tickets

These four columns determine whether the totals for these fields are printed on the report. The default for each column is Y.

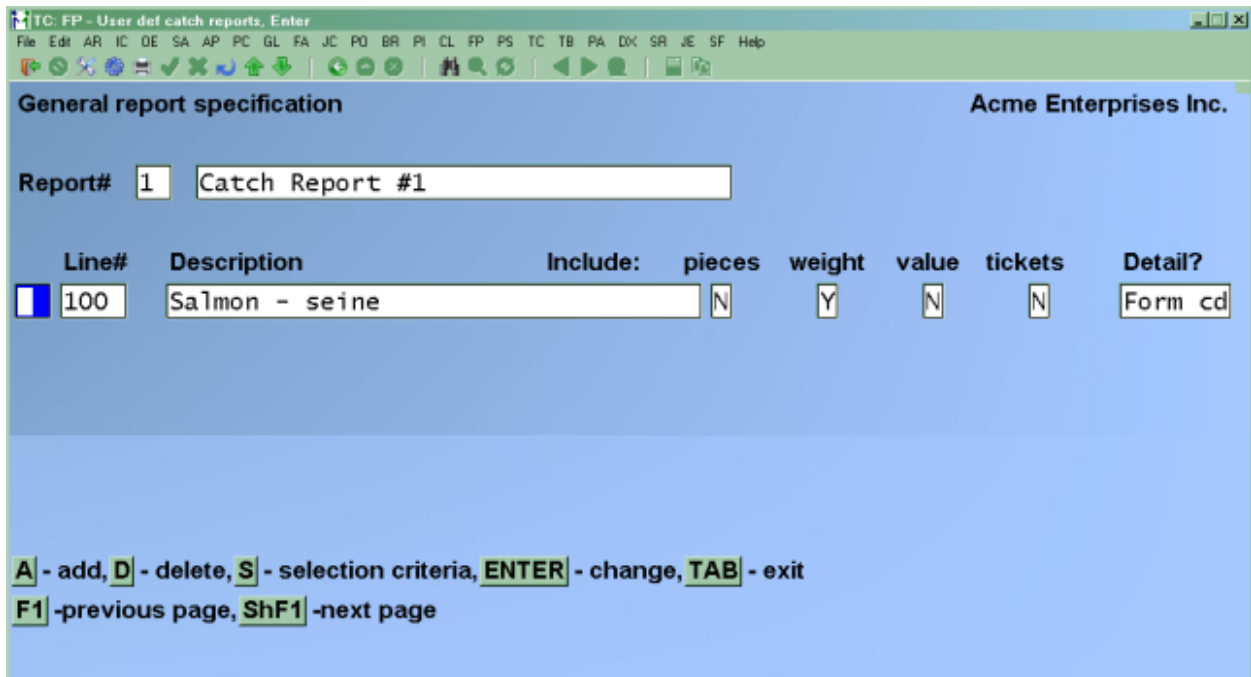
Detail?

Enter the code corresponding to the type of detail you want printed on the report for each line or enter for NONE. The valid codes are displayed on the bottom of the screen and are:

G - Gear code

- S - Species code
- F - Form code
- D - Delivery location
- L - Landing status
- Q - Quality code

If you adding a new line then you are prompted for the selection criteria used for the line. You will see the following screen:



General report specification Acme Enterprises Inc.

Report# 1 Catch Report #1

Line#	Description	Include:	pieces	weight	value	tickets	Detail?
100	Salmon - seine	N	N	Y	N	N	Form cd

A - add, D - delete, S - selection criteria, ENTER - change, TAB - exit
 F1 -previous page, Shift F1 -next page

At this point you can use any of the following keys to do:

- [F1] - change to the previous page
- [Shift] [F1] - change to the next page
- A - add a new line to the report
- D - delete the line
- [ENTER] - to change the existing line
- [TAB] - to exit back to the LINE # prompt

The UP and DOWN arrow keys are used to move the cursor to a position where the appropriate command can be entered against a given line number.

If you choose to add or change the existing line the following fields are available to be modified:

Gear

This is the gear type to be included in this report line. The gear type is set up under the *Maintain Gear Types function*.

Species codes

This the species code to be included in this report line. There are two fields to be entered which represents the start and end of the range to be selected. The gear type is set up under the *Maintain Species Codes function*.

Form

This the form code to be included in this report line. There are two fields to be entered which represents the start and end of the range to be selected. The gear type is set up under the *Maintain Form Codes function*.

Dlv

This is the delivery location to be included in this report line. The delivery location is set up under the *Maintain Delivery Locations function*.

LS

This is the landing status to be included in this report line. The landing status is set up under the *Maintain Landing Status function*.

Area

This the area code to be included in this report line. There are two fields to be entered which represents the start and end of the range to be selected. The gear type is set up under the *Maintain Area Codes function*.

Qty

This is the quality code to be included in this report line. There are two fields to be entered which represents the start and end of the range to be selected. The gear type is set up under the *Maintain Quality Codes function*.

Multiple lines can be set up with different codes and ranges in each. They will all be considered in the fish ticket selection.

To end this function

Hit [TAB] and you will be return to the LINE # prompt. Hit [TAB] again and you will be returned to the REPORT # prompt.

Hitting the [TAB] key one more time will return you to the F/P codes maintenance menu.

Maintain deduction types

Deduction types are identified by a 3 digit number and represent deductions that may be used in ticket processing

From the Fishpro *System Codes maintenance menu* select *Deduction types*. You will see:

The screenshot shows a menu titled "Maintain deduction types" in the top left corner and "Acme Enterprises Inc." in the top right corner. Below the title, there is a prompt "Please select" followed by a small icon of a vertical bar. A list of four options is displayed in the center: "1. Add deduction type" (highlighted in blue), "2. Change/Inquire deduction type", "3. Delete deduction type", and "4. Print deduction type list". At the bottom of the screen, a footer message reads "Make a selection, or F11 for help at any time".

Add Deduction Type

To add a deduction type, select *Add deduction type*. You will see:

Maintain deduction types		Acme Enterprises Inc.
Add		
1. Deduction code	<input type="text"/>	
2. Description	<input type="text"/>	
3. Short desc.	<input type="text"/>	
4. When to deduct ?	<input type="text"/>	
5. Deduct on adjustments?	<input type="text"/>	
6. Deduct on debit accts?	<input type="text"/>	
7. Default percent	<input type="text"/>	
8. Trip limit	<input type="text"/>	
9. Year limit	<input type="text"/>	
10. Calc on adjusted value?	<input type="text"/>	
11. Pay type	<input type="text"/>	
12.	<input type="text"/>	
13. A/R doc type	<input type="text"/>	

Enter the following data:

1. Deduction code

Enter a 3 digit number for this deduction type.

2. Description

Enter up to 25 alphanumeric characters to describe this deduction type.

3. Short desc.

Enter up to 8 alphanumeric characters to provide a short description for this deduction type.

4. When to deduct ?

The options are..

- D When demanded
- E When entered
- A Always

5. Deduct on adjustments ?

Answer Y or N depending on whether this deduction applies to adjustment tickets.

6. Deduct on debit accts ?

Answer Y or N depending on whether this deduction applies to debit accounts.

7. Default percent

Enter the percentage that applies to this deduction.

8. Trip limit

Enter the trip limit or press ENTER to leave blank for no limit.

9. Year limit

Enter the year limit or press ENTER to leave blank for no limit.

10. Calc on adjusted value ?

Answer Y or N depending on whether the deduction applies to the adjusted value.

11. Pay type

The options are .

Q	Check
R	Receipt
G	G/L account
A	A/R customer account

12. This field depends on the selection in *Pay type*.

Q	n/a
R	n/a
G	G/L account #
A	Customer/fisher account #

13. A/R doc type

This field depends on the selection in *Pay type*.

Q	Defaults to Check
R	Defaults to Receipt
G	Options are J - journal voucher, X - tax, M - miscellaneous
A	Options are J - journal voucher, X - tax, M - miscellaneous

If the pay type entered above is either Q for cheque or R for receipt, another screen is displayed to enter the Payee information.

The screenshot shows a terminal window titled 'Maintain deduction types' for 'Acme Enterprises Inc.'. The 'Add' section is active, displaying a list of fields for entering payee information: 14. Payee name, 15. Street-1, 16. Street-2, 17. City, 18. Province, and 19. Postal code. The 'Payee name' field is currently highlighted with a blue cursor bar.

Fill in the address fields for the Payee if it applies to this deduction i.e. it is a demand on the fisher's account and must be remitted by your company.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [ENTER]. The screen will clear for entry of another deduction type.

When you have completed adding deduction types, press [TAB] at the Deduction type number field. The Deduction type maintenance menu will reappear.

Change/inquire Deduction type

From the deduction types maintenance menu, select *Change/inquire deduction type*. A new screen displays for entry of the code you want to change or inquire into.

Enter the deduction type, or press [F1] to display each code in order, as instructed at the bottom of the screen. You will be asked "FIELD NUMBER TO CHANGE ?". Make any necessary changes, then press [ENTER]. The screen will clear for entry of another deduction type to be changed or inquired into.

When you are through with this function, press [TAB] at the Deduction type field. The Deduction types maintenance menu reappears.

Delete Deduction types

From the Deduction types maintenance menu, select *Delete deduction type*. A new screen appears for entry of the code you want to delete.

Enter the deduction type to be deleted, or press [F1] to display each code in order, as instructed at the bottom of the screen.

When the deduction type is found, the description is displayed and you are asked "OK TO DELETE DEDUCTION TYPE ? N". Answer Y to delete the code, press [F1] for the next code, or press [ENTER] for N. If you answer Y, the code is deleted and you can enter another deduction type to be deleted.

When there are no more deduction types to be deleted, press [TAB] at the Deduction type field. The Deduction types maintenance menu reappears.

Print Deduction type List

From the Deduction types maintenance menu, select *Print deduction type list*. A window appears for you to select how to print the list. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the list has finished printing, the Deduction types maintenance menu will reappear.

To end the Deduction types maintenance function, press [TAB] as the menu selection. The F/P codes maintenance menu reappears.

Maintain expense types

Expense types are identified by a 3 digit number and represent expenses that may be used in ticket processing

From the Fishpro *System Codes maintenance menu* select *Expense types*. You will see:

Maintain expense types Acme Enterprises Inc.

Please select

- 1. Add expense type
- 2. Change/Inquire expense type
- 3. Delete expense type
- 4. Print expense type list

Make a selection, or **F11** for help at any time

Add Expense Type

To add an expense type, select *Add expense type*. You will see:

Maintain expense types Acme Enterprises Inc.

Add

- 1. Expense code
- 2. Description
- 3. Default type
- 4. Default amount
- 5. Pay type

Enter the following data:

1. Expense code

Enter a 3 digit number for this expense type.

2. Description

Enter up to 25 alphanumeric characters to describe this expense type.

3. Default type

Enter up to a one digit code for the default type.

4. Default amount

Enter the default amount for this expense.

5. Pay type

The options are

- G** G/L account
- A** A/R customer account

5. This field depends on the selection in *Pay type*.

- G** G/L account #
- A** Customer account #

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [ENTER]. The screen will clear for entry of another expense type.

When you have completed adding expense types, press [TAB] at the Expense type number field. The Expense type maintenance menu will reappear.

Change/inquire Expense type

From the expense types maintenance menu, select *Change/inquire expense type*. A new screen displays for entry of the code you want to change or inquire into.

Enter the expense type, or press [F1] to display each code in order, as instructed at the bottom of the screen. You will be asked "FIELD NUMBER TO CHANGE ?". Make any necessary changes, then press [ENTER]. The screen will clear for entry of another expense type to be changed or inquired into.

When you are through with this function, press [TAB] at the Expense type field. The Expense types maintenance menu reappears.

Delete Expense types

From the Expense types maintenance menu, select *Delete expense type*. A new screen appears for entry of the code you want to delete.

Enter the expense type to be deleted, or press [F1] to display each code in order, as instructed at the bottom of the screen.

When the expense type is found, the description is displayed and you are asked "OK TO DELETE EXPENSE TYPE ? N". Answer Y to delete the code, press [F1] for the next code, or press [ENTER] for N. If you answer Y, the code is deleted and you can enter another expense type to be deleted.

When there are no more expense types to be deleted, press [TAB] at the Expense type field. The Expense types maintenance menu reappears.

Print Expense type List

From the Expense types maintenance menu, select *Print expense type list*. A window appears for you to select how to print the list. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the list has finished printing, the Expense types maintenance menu will reappear.

To end the Expense types maintenance function, press [TAB] as the menu selection. The F/P codes maintenance menu reappears.

Maintain species exports

Species exports are identified by a 3 digit number and represent expenses that may be used in ticket processing

From the Fishpro *System Codes maintenance menu* select *Species exports*. You will see:

Maintain species export codes Acme Enterprises Inc.

Please select

1. Add species export
2. Change/Inquire species export
3. Delete species export
4. Print species export coding
5. Calculate export coding

Make a selection, or **F11** for help at any time

Add Species export

To add a species export, select *Add species export*. You will see:

Maintain species export codes Acme Enterprises Inc.

Add

1. Export group
2. Description
3. Export type
4. Active?
5. Len of sequence
6. Next sequence #
7. File name
8. Incl prior year adj?
9. Field 1
10. Field 2
11. Field 3
12. Field 4
13. Field 5
14. Field 6
15. Field 7
16. Field 8
17. Field 9

Enter the following data:

1. Export group

Enter up to 5 alphanumeric characters for this species export.

2. Description

Enter up to 25 alphanumeric characters to describe this species export.

3. Export type

The options are

T	Transfer file
O	Office sales

4. Active ?

Enter Y or N depending on whether this export group is active now.

5. Len of sequence

The sequence number can be from 1 to 8 digits.

6. Next sequence

This is the next sequence number to be used for next export.

7. File name

Use the following codes in the file name

%s	sequence #
%c	company id
%u	user id
%y	year
%m	month
%d	day

8. Include prior year adj ?

Answer Y or N depending whether the prior year adjustments should be included in the file.

9 - 17. Field 1 to Field 9

Enter the field name and its length.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [ENTER]. The next screen for the entry of the field information will appear:

Maintain species export codes			Acme Enterprises Inc.	
Ln#	Label	Condition	If true	If false
<input type="text"/>				

TAB=exit, F4=search
Pg 1

Press TAB when finished entering the lines and the screen will clear for entry of another species export.

When you have completed adding species exports, press [TAB] at the Species export number field. The Species export maintenance menu will reappear.

Change/inquire Species export

From the species exports maintenance menu, select *Change/inquire species export*. A new screen displays for entry of the code you want to change or inquire into.

Enter the species export, or press [F1] to display each code in order, as instructed at the bottom of the screen. You will be asked "FIELD NUMBER TO CHANGE ?". Make any necessary changes, then press [ENTER]. The screen will clear for entry of another species export to be changed or inquired into.

When you are through with this function, press [TAB] at the Species export field. The Species exports maintenance menu reappears.

Delete Species exports

From the Species exports maintenance menu, select *Delete species export*. A new screen appears for entry of the code you want to delete.

Enter the species export to be deleted, or press [F1] to display each code in order, as instructed at the bottom of the screen.

When the species export is found, the description is displayed and you are asked "OK TO DELETE SPECIES EXPORT ? N". Answer Y to delete the code, press [F1] for the next code, or press [ENTER] for N. If you answer Y, the code is deleted and you can enter another species export to be deleted.

When there are no more species exports to be deleted, press [TAB] at the Species export field. The Species exports maintenance menu reappears.

Print Species export List

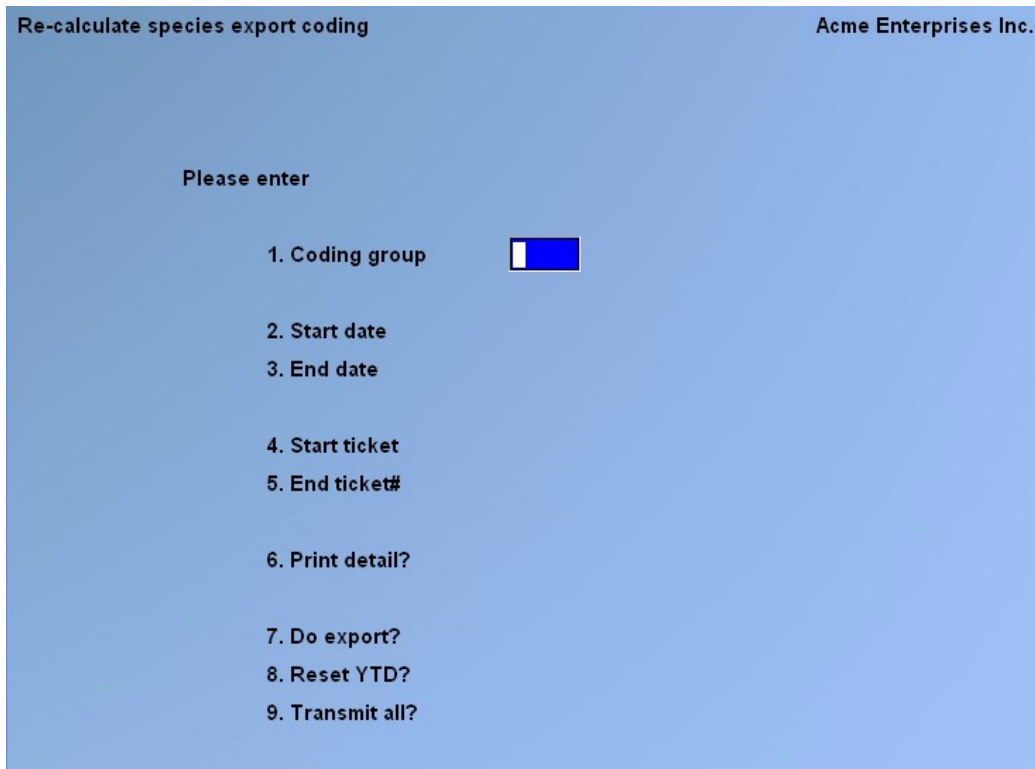
From the Species exports maintenance menu, select *Print species export list*. A window appears for you to select how to print the list. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the list has finished printing, the Species exports maintenance menu will reappear.

To end the Species exports maintenance function, press [TAB] as the menu selection. The F/P codes maintenance menu reappears.

Calculate export coding

From the Species exports maintenance menu, select *Calculate export coding* and you will see:



Re-calculate species export coding Acme Enterprises Inc.

Please enter

1. Coding group
2. Start date
3. End date
4. Start ticket
5. End ticket#
6. Print detail?
7. Do export?
8. Reset YTD?
9. Transmit all?

Enter the following data:

1. Coding group

Enter up to 5 alphanumeric characters for this coding group.

2. Start date

Enter the start date in MMDDYY format or press F1 for “Earliest”

3. End date

Enter the end date in MMDDYY format or press F1 for “Latest”

4. Start ticket #

Enter the first ticket # of the range you wish to print or press F1 for “First”.

5. End ticket #

Enter the last ticket # of the range you wish to print or press F1 for “Last”.

6. Print detail ?

Answer N if you do not want ticket detail on the report or press ENTER to accept the default of Y.

7. Do export ?

Enter Y to update the YTD file and create an export file or N to only print a report.

8. Reset YTD ?

This field is not applicable if you entered N to Do export?
Enter Y to clear year-to-date totals or N to keep and add to them.

9. Transmit all ?

This field is not applicable if you entered N to Do export?
Enter Y to export new totals or N to export differences from last export.

When the report has finished printing, the Species exports maintenance menu will reappear.

To end the Species exports maintenance function, press [TAB] as the menu selection.
The F/P codes maintenance menu reappears.



Chapter 7

Maintain Fishers

Introduction

This function is used to add and maintain information about your fishers.

The Fisher/Customer file is shared by Accounts Receivable and Fishpro.

To begin this function

From the Fishpro menu, select *Maintain fishers*. You will then see:

Maintain fisher		Marine Products Company	
Enter			
1. Customer number	820500702	17. First/Last	Bobby Angus
2. Fisher SIN	820-500-702		
3. Boat CFV#	999999	Boat	999999
4. Last trip	6/05/12	18. Address-1	100 First Avenue
5. Skipper ?	N	19. Address-2	Apt 2
6. EI status	Insurable calc	20. City/Prov	Pt Hardy BC
7. EI paid	35.79	21. Post/Country	VOM 1P0 Canada
8. EI adjustment	.00	22. Phone	
9. WCB status	Regular	23. Fax	
10. Income amount	2,955.75	24. Parent cust #	None
11. Gross earnings	78 10,455.75	25. Print cust #	None
12. Insurable amt	24 1,955.75	26. Net partnership amt	1,500.00 79
		27. Share-person amt	455.75 80
13. Credit limit	5,000		
14. Gear types	10		
15. Message-1			
16. Message-2			

Make changes, or press **F1** for next fisher, **F3** for delete, **PgUp** **PgDn**

Field number to change ?

1. Customer

You may find a fisher/customer that already exists by entering a ?, or by pressing ENTER to search by the following fields:

Customer search	
Customer number	
Customer name	
Fisher SIN	
Boat CFV#	
Boat name	
A/R account #	

If you want to enter a new customer, press F2 for quick add. You will see the following window:

Maintain fisher Acme Enterprises Inc.

Enter

Fisher Data

1. Cust#	2. SIN
3. Name	
4. Ads-1	
5. Ads-2	
6. City	Prov
7. Posted	
8. Phone	
9. EIC st	
Press F1 for automatic customer number	

10. Gross

11. Insurable amt	23. Parent cust #
12. Credit limit	24. Print cust #

13. Gear types

14. Message-1

15. Message-2

Press **TAB** to exit with adding new customer

Use the fisher's SIN number as the customer number or automatically assign the next customer number by pressing F1.

2. SIN

Enter the SIN number of the fisher or leave blank

3. Name

Press F2 to enter an individual's name by Last name, First name or enter a company's name. In some cases, the fisher may operate as a company. The name can be a combination of upper and/or lowercase to a maximum of 25 characters.

NOTE: When deciding upon the naming convention, you should consider the following:

- the fisher's name will appear on ROE's, T4's, labels and reports, invoices, statements, cheques and receipts as typed here.
- many of the fields throughout the package will allow for searching by the first five characters. The alphabetic customer list uses the first five characters for ordering names.

You could skip this field and enter it at ticket entry. At ticket entry, the first person entered on a boat is considered to be the skipper. You may want to enter all your skippers at this time, and add deckhands at ticket entry. Also, some of the information requested here is not requested at ticket entry.

4. Address-1

Enter the first line of the fisher/customer address, up to 25 alpha-numeric characters. If you do not need 2 lines for the address, press ENTER for the lines you don't need.

5. Address-2

Enter the second line of the fisher/customer address, up to 25 alphanumeric characters.

6. City Prov

Enter the name of the city, up to 15 alphanumeric characters.
Enter a 2 character postal service code for the province.

7. Post code

Enter the postal code.

8. Phone

Enter the fisher/customer's telephone number. Up to 12 alphanumeric characters are allowed.

9. EIC status

This field is used to define whether or not EI will be deducted.

I = insurable calculation

These three categories are usually used for a skipper. The skipper may own the boat, operate the boat as a company or operate a boat owned by another company. Generally speaking, the skipper's share of the catch value is exempt from EI payment.

C = company exempt

X = exempt

L = lease

For customers other than fishers, use "X".

For Native fishers, use "N".

For foreign fishers, use "F".

You will then be returned to the *Maintain fisher* window and enter any other information that is necessary for the fisher.

3. CFV

Enter a ? to search for the boat to be associated with the fisher.

NOTE: You must have previously used the *Load boat* file function or have entered the boat information in *Maintain boats*.

4. Last trip

Enter the date of the last trip for this fisher. If there is no last trip date, press ENTER for NONE.

5. Skipper

Answer Y if he or she is a skipper and press ENTER to accept the default N if he or she is a deckhand.

6. EI status

The options are:

I	Insurable
C	Company
X	Exempt
L	Lease
N	Native
F	Foreign

7. EI paid

Enter any EI contributions paid for the year-to-date. This field will be updated automatically as EI contributions are deducted from the fisher's portion of the catch value. You may set this entry to zero by pressing ENTER.

8. EI adjustment

This field will be updated automatically by the Recalculate YTD EI adjustment function. Any adjustment calculated will be entered here. This amount plus the EI paid amount will be the figure printed on the T4.

9. WCB status

The options are X exempt
 R regular (subject to yearly limit)
 N no limit

10. Income amount

Enter any monies paid for the year-to-date. This field will be updated automatically by the fisher's portion of the catch value. You may set this entry to zero by pressing ENTER.

11. Gross earnings

This is the amount that is accumulated for Box 78 of the T4 slip.
For owners, it is equal to the catch value i.e., the boat gross total.
For crew, it equal to their share of the catch.

12. Insurable amt

Enter any monies paid that are EI insurable for the year-to-date. This field will be updated automatically by the fisher's portion of the catch value. You may set this entry to zero by pressing ENTER.

For owners i.e. Type 1 fishers, it is equal to the boat gross less 25%,
 less crew share, up to the maximum insurable earnings.
For crew i.e. Type 2 fishers, it is equal to the catch share, up to the
 maximum insurable earnings.

13. Credit limit

Enter the fisher/customer's credit limit. Up to 6 digits are allowed (from 0 to 999,999 in whole dollars). The entry of 999,999 means unlimited credit.

Avail credit

This field will be calculated based on the credit limit minus the amount of credit extended and will be filled in after entry of the credit rating. It cannot be accessed.

14. Gear types

Gear types will be added to this field as tickets are posted. You may want to enter the gear type if this fisher owns a boat, or press ENTER to leave blank.

15. Message-1

16. Message-2

Enter messages which may have been left for the fisher. You can have two messages or use the two to incorporate one message. Press ENTER to skip one or both of these fields.

17. First/Last Fisher name OR
 Name Company name

18 - 22. Address and phone fields entered in quick add

23. Fax

Enter the fisher/company's fax number. Up to 12 alphanumeric characters are allowed.

24. Parent cust #

This is the parent customer number for reference only.

25. Print cust #

If the fisher is operating as a company, his or her name must appear on T4's. Therefore, you would enter his name here. For all other fishers you would press ENTER to skip the field.

26. Net partnership amt

This is the amount that is accumulated for Box 79 of the T4 slip.

For owners, it is equal to the catch value i.e., the boat gross total
 Less 25% prescribed amount
 Less amount to sharepersons
 Multiplied by the partnership allocation percent
For crew, this field is not applicable.

27. Share-person amt

This is the amount that is accumulated for Box 80 of the T4 slip.

For owners, this field is not applicable.
For crew, it is equal to their catch share.

You are asked "FIELD NUMBER TO CHANGE ?". Make any necessary changes, then press ENTER.

The second screen of *Maintain fishers* appears:

This screen tracks the trip history for this fisher.

At FIELD NO TO CHANGE ?, you may enter the line number and change the following information:

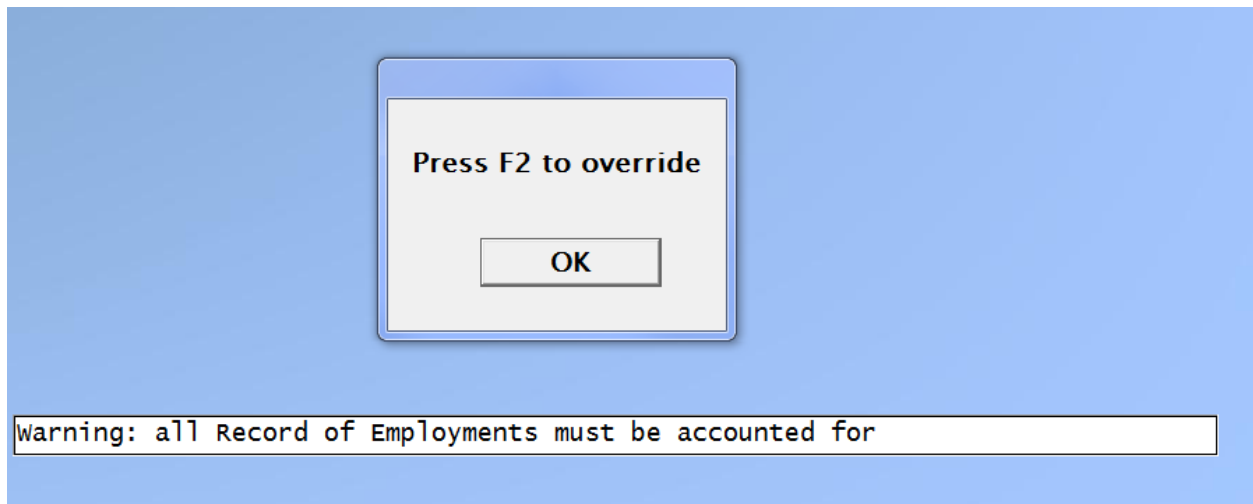
Trip Date
Status - insurable
ROE issued
Days Worked

That status column has two pieces of information:

- 1 - C or O for whether the fisher was an owner or a crew member for that ticket.
- 2 - EI status: I=Insurable, C=Company, X=Exempt, L=Lease, N=Native, F=Foreign

Press F4 for detail, and enter the line number for the ticket information.

Press F3 to reset the ROE flags from Y to N. The ROE flag gets set to Y after the Record of Employment has been printed. Resetting to N is uncommon and you are given a warning about the ROE's. They are serialized government documents that must be accounted for.



Press F2 to override this warning and reset all the Y flags to N. If you enter for OK, nothing will happen.

TAB out of this screen to return to the trip history screen.

You are asked "FIELD NUMBER TO CHANGE ?". Press ENTER and the fourth screen of *Maintain fishers* appears.

Maintain fisher Acme Enterprises

Account Customer# 2047 Name John Skipper Page 1

Doc#	Date	Type	User	Reference	Amount	Balance
10034	07/15/19	Fish	PAD	Digging or Hand	1,000.00CR	1,000.00CR
1003400	07/15/19	EI	PAD	UIC From 12 010034	8.01	991.99CR
10035	07/16/19	Fish	PAD	Salmon Gillnet	3,402.00CR	4,393.99CR
11000	07/18/19	Fish	PAD	Salmon Troll	2,772.00CR	7,165.99CR
11001	07/19/19	Fish	PAD	Salmon Troll	4,620.00CR	11,785.99CR
11002	07/20/19	Fish	PAD	Salmon Troll	3,146.50CR	14,932.49CR
1003500	07/16/19	EI	PAD	UIC From 12 010035	38.93	14,893.56CR
1100000	07/18/19	EI	PAD	UIC From 12 011000	31.72	14,861.84CR
1100100	07/19/19	EI	PAD	UIC From 12 011001	47.97	14,813.87CR
1100200	07/20/19	EI	PAD	UIC From 12 011002	60.01	14,753.86CR
11004	07/22/19	Fish	PAD	Salmon Gillnet	4,950.00CR	19,703.86CR
1100400	07/22/19	EI	PAD	UIC From 12 011004	66.08	19,637.78CR
U 11003	07/21/19	Fish	PAD	Salmon Troll	4,407.98CR	24,045.76CR

Press F3 print-out, F4 detail, ENTER to exit

This screen displays the fisher A/R account. If there is a “U” beside the document number, this means that the document has been entered but not yet posted.

In this case, the company owes the fisher monies for one trip.

Press F3 to print out a copy of the account.

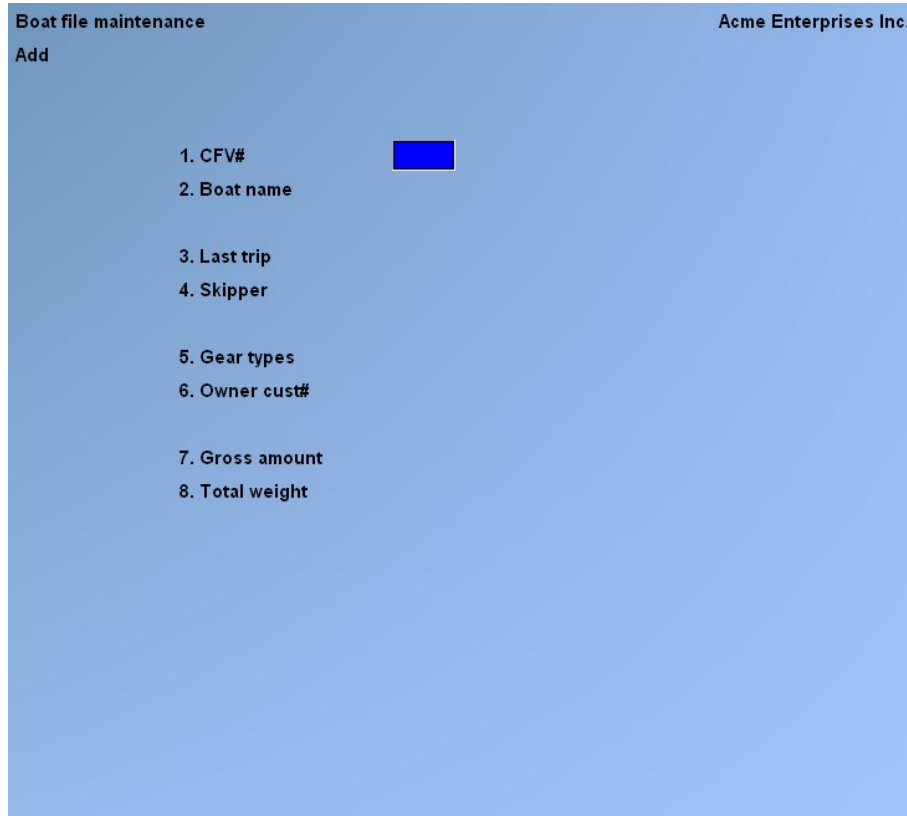
Press F4 and the line number to display the ticket details.

Press ENTER to return to the *Maintain fisher* entry screen.



Add boats

Use the Add boat function to add new boats to the boat file. Any boats not included in the DFO boat file must be added using this function. Select Add boat and the following screen will appear.



The screenshot shows a software interface titled "Boat file maintenance" in the top left and "Acme Enterprises Inc." in the top right. Below the title is the word "Add". A list of eight fields is displayed, each with a number and a label: 1. CFV#, 2. Boat name, 3. Last trip, 4. Skipper, 5. Gear types, 6. Owner cust#, 7. Gross amount, and 8. Total weight. A small blue rectangular box is positioned to the right of the "1. CFV#" label.

Enter the following data:

1. CFV#

Enter the Canadian Fishing Vessel Number as provided by DFO. If you enter a CFV# of a boat in the DFO file, the name will be displayed along with either the NONE defaults for "Last trip" and "Clearance date", or the year-to-date figures for the "Gross amount" and "Total Weight" will be displayed.

You will not be able to change the CFV#. If you need to make a change to the CFV#, the boat must be deleted then re-added.

2. Boat name

If this boat is new since the DFO file was received, enter the registered name of the boat.

NOTE: This field is not entered as stored in the customer/fisherman file and is only used here for search purposes with the F1 key.

3. Last trip

Enter the last trip date for the boat. This field is optional, you can press ENTER to skip the field or enter the date in MMDDYY format.

4. Skipper

This field is optional. You can enter the skipper/fisherman number, or name. This must be in your fisherman/customer file.

Press F1 to display the fishermen in order, as directed at the bottom of the screen, or type the fisherman's SIN, or press ENTER and type the skipper's name. You can skip this field by pressing ENTER.

5. Gear types

This field is optional. Enter the gear type code(s) associated with this boat, or press ENTER to leave blank. You can enter up to five different gear type codes for each boat.

This field will be updated as tickets are posted.

6. Owner cust#

This field is optional. Enter the owner of the boat's customer number as stored in the customer/fisherman file, or press ENTER to leave blank.

7. Gross amount

This field will be calculated as fish tickets are processed. If you have a year-to-date amount to bring forward, enter it here, or press ENTER for zero.

8. Total weight

This field will be calculated as fish tickets are processed. If you have a year-to-date amount to bring forward, enter it here, or press ENTER for zero.

Taxes YTD These fields are only displayed if the Fishpro control file has the tax codes and literals set up.

9. "literal from control file"

10. "literal from control file"

11. "literal from control file"

These fields are the Year To Date accumulators for taxes on fish caught by this boat.

At "FIELD NUMBER TO CHANGE ?", press ENTER and the screen clears for entry of the next CFV#.

When you have added the information for all the boats you want, press END at the CFV# field and the *Maintain boats* menu reappears.

Change/Inquire boat

From the Boat file maintenance menu, select *Change/Inquire boat*. A screen appears for entry of the boat to be changed or inquired into. Enter the CFV#, use F1 to display each CFV# in order, press ENTER and type the name of the boat, or use F1 to display the boat names in order. Follow the screen instructions.

If you inquire into a boat after tickets have been processed for that boat, the screen will look similar to this:

The screenshot shows a software interface titled "Boat file maintenance" with the subtitle "Change/Inquire" and the company name "Acme Enterprises Inc." in the top right corner. The interface contains eight numbered fields for boat information:

- 1. CFV#: 10
- 2. Boat name: Allied
- 3. Last trip: 09/02/19
- 4. Skipper: 2043, Myers, Billy
- 5. Gear types: 20
- 6. Owner cust#: 2044, Johnas, Marty
- 7. Gross amount: 93,445.00
- 8. Total weight: 49,700.00

At the bottom, there is a prompt "Make changes, or press F1 for next boat" and a red text label "Field number to change ?" next to a blue square button.

If information appears in fields 3, 5, 7, 8 or 9, 10 and 11, you will not be able to change it as it is historical data.

Make any changes by selecting the number of the field you want to change, then enter new data. Press ENTER at "FIELD NUMBER TO CHANGE ?" to file the changes. The second screen of boat information will appear.

Boat file maintenance

Acme Enterprises Inc.

Change/Inquire

CFV#

10

Boat name

Allied

9. Dot#

10. Length (metres)

18.20

11. Measured on

08/02/19

----- Licenses -----

	Area	Lic#	Issued?
12.	1	5268	Y
13.			
14.			
15.			
16.			
17.			
18.			

Field number to change ?

Press ENTER at "FIELD NUMBER TO CHANGE ?" to file the changes. If there are trips on file for this boat, you will see the following screen:

Boat file maintenance

Acme Enterprises Inc.

Deckhands

10

Allied

Page 1

Cust#	Name	Last ticket/date	Gross	Status
2043	Myers Billy	10003 09/02/19	30,480.60	ACTIVE
2036	Bullocks Willard	10004 09/02/19	60,102.70	ACTIVE
2041	Myers Eileen	10004 09/02/19	2,861.70	ACTIVE

Press F1 for next page ShF1 for previous page ENTER to exit

This screen is for viewing only. Press ENTER to continue.

An empty screen will appear for entry of the next boat.

When no more boat information is to be changed or inquired into, press END at the CFV# field. The *Maintain boat* menu reappears.

Delete boat

From the Boat file maintenance menu, select *Delete boat*. A new screen displays for entry of the boat you wish to delete. Enter the CFV#, or use F1 to display each CFV# in order, or press ENTER and type the name of the boat, or use F1 to display the boat names in order. Follow the screen instructions.

Answer Y or press ENTER to respond N to the "OK TO DELETE BOAT ? N" question. The screen clears for entry of another CFV# to delete.

Depending upon whether you started your search by CFV#, the boat name or the customer name, and the whereabouts of this information in the numeric or alphabetic sequence, using the F1 key will display the next CFV#, boat name or fisherman name in order from that point on.

When there are no more boats to be deleted, press END. The Boat file maintenance menu reappears.

Numeric boat list

You use this function to get a numeric list of the boats that have fished for your company. From the *Maintain boat* menu, select *Numeric boat list*, and you will see:

Boat list

Acme Enterprises Inc.

Please enter

1. Starting boat number
2. Ending boat number
3. Print inactive boats?
4. Print production?

Press F1 for "First"

Enter the following data:

1. Starting boat number

Enter the CFV# of the boat you want to appear first on your listing or press F1 for "First".

2. Ending boat number

Enter the CFV# of the boat you want to appear last on your listing or press F1 for "Last".

3. Print inactive boats

Answer Y to include boats not currently fishing for your company but have during the year. Type N if you do not want them included in the listing.

4. Print production

Answer Y to include the total weight and gross total for each boat. Type N if you do not want these figures included in the listing.

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press ENTER. A window appears for you to select how to print your listing. Follow the screen instructions. Refer to the chapter titled, General Rules, for detailed information about printing.

After the report is printed on a printer, the Fishpro menu will reappear. After the report is printed to disk or displayed on the screen, the *Maintain boat* screen reappears.

Alphabetic boat list

Use this function to get an alphabetic list of the boats that have fished for your company. From the *Maintain boat* menu, select *Alphabetic boat list* and you will see:

Boat list Acme Enterprises Inc.

Please enter

1. Starting boat name

2. Ending boat name

3. Print inactive boats?

4. Print production?

Press F1 for "First"

Enter the following data:

1. Starting boat name

Enter the name of the boat you want to appear first on your listing, or press F1 for "First".

2. Ending boat name

Enter the name of the boat you want to appear last on your listing, or press F1 for "Last".

3. Print inactive boats

Answer Y to include boats printed that are not currently fishing for your company but have during the year. Type N if you do not want them included.

4. Print production

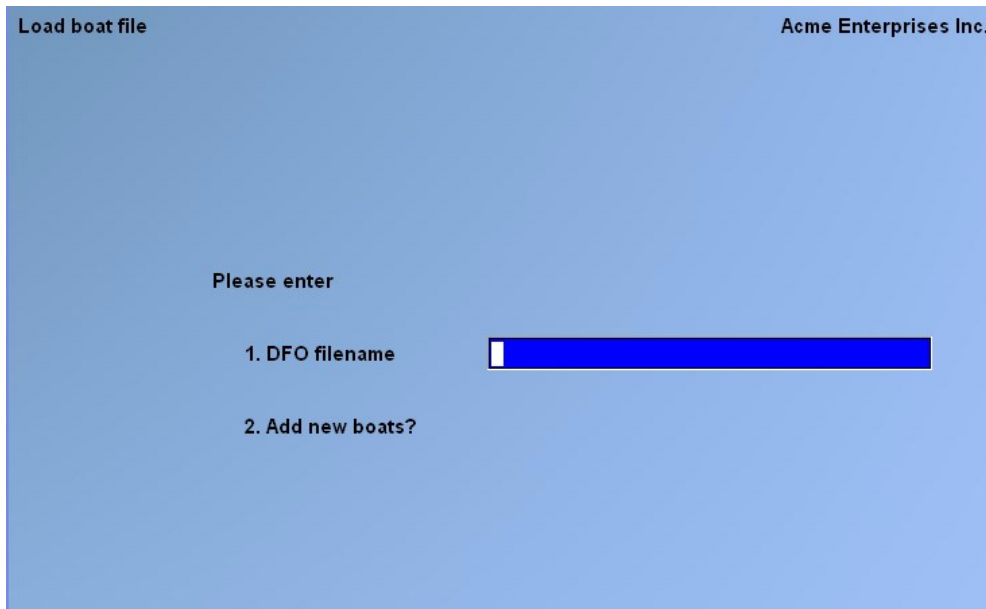
Answer Y to include the total weight and gross total for each boat. Type N if you do not want these figures included in the listing.

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press ENTER. A window appears for you to select how to print your listing. Follow the screen instructions.

After the report is printed on a printer, the Fishpro menu reappears. After the report is printed to disk or displayed on the screen, the *Maintain boat* menu reappears.

Load boat file

When first setting up your company, the first function you need to use is *Load the DFO boat file*. From the *Maintain boat* menu, select *Load boat file* and you will see:



The screenshot shows a software window titled "Load boat file" with "Acme Enterprises Inc." in the top right corner. The main area of the window has a light blue background and contains the text "Please enter" followed by two numbered options. Option 1, "1. DFO filename", is followed by a blue text input field. Option 2, "2. Add new boats?", is listed below it.

Enter the following data:

1. DFO filename

This is the name of the file DFO supplies and contains all the boats in a geographic area.

2. Add new boats

If this is the first time you are using this function, answer Y and all boats will be added. If you are loading an updated DFO file, press ENTER to accept the N default. Only the boats currently in your boat file will be updated.

At "FIELD NUMBER TO CHANGE ?", press ENTER. The screen will show a count of boats as they are being updated or added.

When the process is complete, the message "PROCESSING COMPLETE - PRESS END TO RETURN TO BOAT MENU" appears.

NOTE: You will only use *Load boat file* initially or when DFO issues a new file.

To end the Boat file maintenance function, press END as the menu selection. The Fishpro menu reappears.



Chapter 9

Maintain Prices

Introduction

This application provides the prices by species and gear type at ticket entry. The price types can be by single unit measurements of weight or unit. The species and gear type codes will be validated against the ones you set up in Maintain species codes and Maintain gear types.

If you see the message "SPECIES (gear type) NOT ON FILE", you must use the Add option of the respective Maintenance function in Maintain System Codes.

Use this function to add, change or inquire into, delete or print a list of prices for species by gear type.

NOTE: If a price does not exist and is needed during fish ticket entry a price of zero dollars is assumed. The price can be overridden and the user will be prompted to make the price permanent. If the price is made permanent during fish ticket entry a new price item is created in the price file.

From the Fishpro main menu, select *Maintain prices*. Then you will see:

Price maintenance Acme Enterprises Inc.

Please select

1. Add price
2. Change/Inquire price
3. Delete price
4. Update prices for a gear type
5. Price list in gear type order
6. Price list in species order

Make a selection, or **F11** for help at any time

Add price

Select *Add price* from the *Maintain prices* menu and you will see the following screen:

Price maintenance Acme Enterprises Inc.

Add

1. Delivery location
2. Packer price?
3. Species
4. Gear type
5. Price type
6. Price
7. Average weight
8. Year end price

Enter the following data:

1. Delivery location

Enter a valid delivery location and the description for the delivery location will be displayed.

2. Packer price?

Enter Y and this price is only used during fish ticket entry if the boat entered is a packer. This allows you to set up different prices for fish delivered to a packer.

3. Species

Enter a valid species code and the description for the species will be displayed.

4. Gear type

Enter a valid gear type code and the description for the gear type will be displayed.

NOTE: If the species and gear type you enter is in the price file, the information for items 5, 6 and 7 will be displayed. You can change fields 5 - 7 at "FIELD NUMBER TO CHANGE ?". If you do not wish to make any changes to the information, press ENTER at "FIELD NUMBER TO CHANGE ?".

5. Price type

Enter one of the following codes to define what the single unit price is to be for each species:

W	- by weight
U	- by unit
T	- by ton

If you going to use the auto-piece count capability at ticket entry, the price type must be by unit.

6. Price

Enter the amount you will pay for a single unit measurement for each species.

7. Average weight

Press ENTER for the default of .00 or enter the average weight for this species. If you are going to use the auto-piece count capability at ticket entry, you must enter an average weight for the species.

8. Year end price

At "FIELD NUMBER TO CHANGE ?", press ENTER or make any desired changes, and then press ENTER. The screen clears for the next price code.

When there are no more prices to add, press TAB at the first field and the *Maintain prices* menu reappears.

Change/Inquire prices

From the *Maintain prices* menu, select *Change/Inquire prices*. A new screen displays for entry of the species code price you want to change or inquire into. Enter the code, or press F1 to display next price or F2 for next species code, as instructed at the bottom of the screen.

You will be asked "FIELD NUMBER TO CHANGE ?". Make any desired changes to fields 3 - 5, then press ENTER. The screen clears for entry of the next species code price.

When all desired price changes/inquires have been made, press END as the menu selection. The Price maintenance menu reappears.

Delete Price

From the *Maintain prices* menu, select *Delete prices*. A new screen displays for entry of the species code price you wish to delete. Enter the code or press F1 to display each price in order, as instructed at the bottom of the screen. Make your decision by typing Y, pressing F1 to see another code, or pressing ENTER to bring up any empty screen for entry of another species code.

When there are no more prices to be deleted, press TAB at the first field. The *Maintain prices* menu reappears.

Update prices for a gear type

From the *Maintain prices* menu, select *Update prices for a gear type* and the following screen will be displayed:

The UP and DOWN arrow keys are used to move the cursor to a position where the appropriate command can be entered against a given species price.

If you choose to add or change the existing species price, the following fields are available to be modified:

Species

Enter a valid species code. If the species code is not set up the message "Species code not on file" will be displayed. You will be re-prompted for a species code.

Description

The species description will be displayed. If this description is not correct it should be changed under the Maintain species function of the Maintain system codes menu.

Type

Enter the unit pricing type code to use for this species. The valid type codes are:

W - by weight
U - by unit
T - by ton

Price

Enter the price for the unit specified in the previous field. Maximum of \$99999.999 per unit.

Avg-weight

Enter the average weight for this species. This weight is used during fish ticket entry to determine number of pieces under the auto-piece-count process.

When all changes and additions have been completed the press TAB and the screen will be cleared and you will be returned to the delivery location field.

If all pricing changes have been completed then press TAB and you will be returned to the *Maintain prices* menu.

Price list in gear type order

From the *Maintain prices* menu, select *Price list in gear type order* and the following screen will display:

Price list

Acme Enterprises Inc.

Please enter

1. Gear type

2. Delivery location

3. Print packer prices?

Press F1 for "All"

Enter the following data:

1. Gear type

Enter a valid gear type, or F1 for all gear types.

2. Delivery location

Enter a valid delivery location, or F1 for all delivery locations.

3. Print packer prices?

Enter Y for yes, N for no, or A for all prices.

At "FIELD NUMBER TO CHANGE ?", press ENTER or make any desired changes, and then press ENTER. The printer window then appears and you can select to which printer the report is to be sent.

Price list in species order

From the *Maintain prices* menu, select *Price list in species order* and the following screen will display:

Price list

Acme Enterprises Inc.

Please enter

1. Start species
2. End species
3. Delivery location
4. Print packer prices?

Press **F1** for "First"

Enter the following data:

1. Start species

Enter a valid species, or F1 for "First".

2. End species

Enter a valid species, or F1 for "Last".

3. Delivery location

Enter a valid delivery location, or F1 for all delivery locations.

4. Print packer prices?

Enter Y for yes, N for no, or A for all prices.

At "FIELD NUMBER TO CHANGE ?", press ENTER or make any desired changes, and then press ENTER. The printer window then appears and you can select to which printer the report is to be sent.

To end the *Maintain prices* function, press TAB at the menu selection. The Fishpro menu reappears.



Chapter 10

Fish Ticket Processing

Introduction

This function is used to:

- setup header information for new tickets
- make adjustments to tickets
- reverse a posted ticket
- process tickets
- distribute catch values to fishers
- process distributions
- print ticket edit lists
- produce a tickets on hold report
- post tickets
- print a report of undistributed tickets
- make automatic adjustments to prices for completed tickets

The default for many of the fields is either information in the Fishpro Control File, System Code files or the information entered on the last ticket. Therefore, it is suggested you group your tickets so you can input tickets with similar information one after another. An example would be gear type. You would group all tickets with the same gear type codes together so you do not have to change this field for every ticket entered.

If you wish to adjust the price paid on a ticket, you can make adjustments to the original ticket. There are three methods: one for individual tickets, one for a date range by

gear type, catch area, delivery location and species code, and a non-specific catch adjustment ticket.

If there are corrections to be made to a posted ticket i.e. changes in species or, for changes to the distribution between owner and deckhands, it is best to reverse the original ticket and issue an amended one.

If the gear type is set to “Always distribute- No”, a ticket may be posted without a settlement to the crew. This ticket may be settled later with a distribution ticket. Refer to the chapter titled Maintain System Codes for gear type setup.

The Ticket processing function handles two methods of calculating catch values:

1. Individual species by unit or weight and gear type.
2. Auto piece count by unit and weight based on an average weight by species and gear type.

At any time during the Process ticket and Process distribution functions press ESC and you will see the following choices:

Backup	Will display the previous screen for changes or inquiries.
Re-do	Allows re-entry of data on the current screen.
Hold	Will put the current ticket "on hold" to be completed at a later time.
Cancel	Will cancel current ticket. Cancelled tickets can be reactivated until posting, at which time they are deleted.

To begin this function

From the Fishpro menu, select *Process ticket*. You then see:

Ticket entry Acme Enterprises Inc.

Please select █

1. Process ticket

2. Process distribution

3. Print ticket edit list

4. Post tickets

5. Tickets on hold report

6. Undistributed tickets report

7. Automatic adjustments

8. Edit DFO transmission file

9. Maintain export prices

Make a selection, or **F11** for help at any time

Process ticket

Select *Process ticket* from the Ticket entry menu and you will see:

Ticket entry
Acme Enterprises Inc.

1. Ticket#
2. Entry date
3. Delivery date
4. CFV#
5. Gear type
6. For hand picking?
7. Packer
8. Delivery loc
9. Fish days
10. Trip days
11. Landing status
12. Catch area
13. Alternate area
14. Reference
15. Slm Levy

Enter ticket #, or **F1**=next ticket on file, **F2**=add next ticket #
F3=ticket search, **F4**=adjustment ticket, **F5**=reverse a posted ticket

Enter ticket#, press F1 for next ticket, or press F2 to add next ticket#
Press F3 for available tickets, F4 for adjustment ticket or, F5 to reverse a ticket

NOTE: The Packer, Delivery loc, Landing status, Area and Alternate area fields will only display on this screen if their respective options were selected in the F/P Control file. Fields 12, 13, and 14 will not display if tax code descriptions were not defined in the F/P Control file. Refer to the chapter titled Maintain Fishpro Control Data.

Enter the following data:

1. Ticket #

Enter up to an 8-digit number from your source ticket. If you enter 6 or less digits, the Fishpro software will preface it with two digits of the current year and zero fill to complete the 8 digit field. If you enter a ticket number manually, you will have to enter the date when it is the first ticket for the day.

Press F1, if you wish to continue working on a "on-hold" ticket or reactivate a cancelled ticket. The fish ticket will be displayed and you will be at the "Field number to change" prompt.

Press F2, if you are adding the first new ticket of the current processing session the next ticket number. The message "**** NEW TICKET ****" will display beside the ticket number. If you wish to accept the default ticket number and date, press ENTER to continue.

Press F3, to get a window displayed of all unposted tickets. The ticket number, boat name and ticket status will be shown. As with all find windows, you can scroll up and down through the window and then copy your selected ticket to the ticket number field.

Press F4, to make a price adjustment to a posted ticket. The adjustment tickets are for the change in prices, not the new price. The original ticket number is required for a price adjustment. You are also able to press F2 if it is a non-specific adjustment, ie. an adjustment is required, but does not apply to a specific ticket.

Press F5, to a reverse a posted ticket. The ticket may be cancelled completely, or an amended ticket may be entered. The original ticket number is required for a reversal. The original ticket date will be used. If an amended ticket is entered, a new fish slip is printed with the heading "Amended".

NOTE: If you enter a ticket number previously used, the original ticket number will move to the right of the screen and you will be asked for an adjustment number. Refer to the section in this chapter titled Adjustment tickets.

2. Entry Date

The system date will be displayed. If you type a date different from the system date, the date you type will be displayed on the next ticket. Use the MMDDYY format.

3. Delivery Date

The system date will be displayed. If you type a date different from the system date, the date you type will be displayed on the next ticket. Use the MMDDYY format.

Press ENTER to accept the default date or change the field to the date you want on the ticket. If you enter a date in the future, you will hear a "BEEP" and a warning message "TICKET IS IN THE FUTURE. PRESS F2 TO OVERRIDE" is displayed. Similarly, if you enter a date which is more than 15 days before the current date you will hear a "BEEP" and the warning message "TICKET DATE IS MORE THAN 15 DAYS IN THE PAST. PRESS F2 TO OVERRIDE" is displayed.

4. CFV#

Enter the CFV# of the boat used, press F1 as many times as necessary to locate the correct boat, or you can press ENTER and type the name of the boat. You will see the message "PRESS F1 FOR NEXT BOAT, PRESS F2 TO ADD NEW BOAT".

If you press F2 you will be asked to enter the new boats CFV #. Enter the 5 digit number, and press ENTER. You will then be asked to enter the name of the new boat.

5. Gear type

If a default gear type code was set up in the Fishpro Control file or the station file, it will be displayed. Press ENTER to accept it, or type the gear type code from the source document.

NOTE: The gear type code you enter here must have been previously set up using the Maintain gear types function. Refer to the chapter titled Maintain System Codes.

The description from the gear type file will be displayed

6. Packer

NOTE: This field will display only if Y was answered to "USE PACKERS ?" in the F/P Control file.

If a packer was used on the last ticket of this processing session, it will be displayed. If the boat displayed is correct, press ENTER. If not, type N, and enter the correct packer.

If no packer is displayed, you can press F1 as many times as necessary to locate the correct boat, type the CFV# or press ENTER and type the boat name. This field is optional and can be skipped by pressing ENTER.

You will then be asked "APPLY CHEQUES AND RECEIPTS TO PACKER ACCOUNT ? N". Answer Y, or press ENTER to accept the N default. If you answer Y, any cheques or receipts issued from this ticket will be applied against the selected packer's AR account.

The boat entered here must have previously been added to the Packer file or you will see the message "BOAT IS NOT A PACKER". Refer to the chapter titled Maintain System Codes.

7. Delivery loc

NOTE: This field will display only if Y was answered to "USE DELIVERY LOCATIONS ?" in the F/P Control file.

If a default delivery location was entered in the Fishpro Control file or the station file, it will be displayed and the field will be skipped. This field can be changed if necessary at "FIELD NUMBER TO CHANGE ?".

If there is no previously entered delivery location, enter the 1 or 2 digit code for the location of where the fish were delivered, or press F1 to scan the delivery locations on file.

The delivery location must be a valid location on file.

8. Fish days

This is the number of fishing days during this trip. This cannot exceed the number specified in the Gear type file. If you type a number greater than the allowed fishing days, you will hear a "BEEP" and the message "FISHING DAYS GREATER THAN ALLOWED FOR GEAR TYPE. PRESS F2 TO OVERRIDE. PRESS ENTER TO CONTINUE".

9. Trip days

This is the number of days the boat was on this trip. This cannot be less than the fish days.

10. Landing status

NOTE: This field will display only if Y was answered to "USE LANDING STATUS ?" in the F/P Control file.

DFO supplies a list of landing status codes. If a default landing status code was setup in the Fishpro Control file, it will be displayed and the field will be skipped. This field can be changed if necessary at "FIELD NUMBER TO CHANGE ?".

If no landing status code is displayed, press F1 as many times as necessary to locate the correct landing status, or type the applicable landing status code.

11. Catch area

NOTE: This field and the Alternate area field below will display only if Y was answered to "USE AREA CODES ?" in the F/P Control file.

This is a DFO statistical catch area code. (These statistical code maps are available from DFO.)

Enter the catch area code, or press F1 to scan the area codes on file. The catch area codes must first be set up in the Maintain catch area function.

The description will be displayed

12. Alternate area

If N was answered to "USE ALTERNATE AREA ?" when the gear type being used for this ticket was set up, then "NOT APPLICABLE" is displayed in this field and it cannot be changed.

If Y was answered to "USE ALTERNATE AREA ?", up to 8 alphanumeric digits can be entered.

Although the alternate area is usually used for a 5 digit herring code, this field can also be used for a short comment or other information relating to this fish ticket. Whatever is entered here will print on the fish ticket.

13. Reference

This defaults the gear type description, and if the fish ticket is for at packer boat the words "to packer" will also be entered here. This reference only shows in the customer account inquiry and on customer statements.

14. Tax Code

15. Tax Code

16. Tax Code

NOTE: These fields will display only if Tax code descriptions were set up in the F/P Control file.

These three data fields are used for taxes to be deducted from, or royalties to be added to, the gross catch value.

If any default tax codes were entered beside the tax code descriptions in F/P Control file, they will be displayed. Press ENTER to accept them, or enter the tax codes from the source document.

If you do not want to use the default tax codes, they can be deleted. Select the number of the field to be deleted, press the space bar, then press ENTER.

If you see the "TAX CODE NOT ON FILE" message, you will have to use the Add function of Maintain tax codes in Accounts Receivable.

At "FIELD NUMBER TO CHANGE ?", enter the field number you wish to change and then press ENTER.

When you are finished making changes press ENTER to go to the second screen of the fish ticket. Page one of three screens where you can list up to a total of 45 species items will be shown as follows:

Ticket entry Acme Enterprises Inc.

Page 1

Species/description	Ql	F	Price	Pieces	Total-weight	Amount
1. 						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
Totals						

0 Lines

0
.00
.00

Enter the data as follows:

Species/description

Enter the 2 digit species code from the source document. This code will be checked against the species codes on file and validated. If this is a valid code the description will be filled in by the software. If it is not a valid code, the message "Species code not on file. Press ENTER to continue" is displayed.

Ql (quality code)

Enter the quality code of this species on this fish ticket, or press F1 for next quality code.

Form code and Price

The Form code and Price fields for the species code will be displayed, and the fields will be skipped.

If you want to change the price, press F2 to back up from the pieces field and then type the new price. You will be asked "MAKE PRICE CHANGE PERMANENT ? N". Press ENTER if you do not wish to permanently change the price or type Y and press ENTER if you do. If you answer Y, the price will be changed in the Price file.

From the Price field you can change the Form code field by pressing F2 to back up and typing a new form code. From the Pieces field, the form code can be changed by pressing F2 twice and typing another form code, or pressing F1 to display the next form code on file, as instructed at the bottom of the screen.

From the Price field you can change the Form code field by pressing F2 to back up and typing a new form code. From the Pieces field, the form code can be changed by pressing F2 twice and typing another form code, or pressing F1 to display the next form code on file, as instructed at the bottom of the screen.

From the Pieces field, the quality code can be changed by pressing F2 three times and typing another quality code, or pressing F1 to display the next quality code on file, as instructed at the bottom of the screen.

However, the quality code and form code must be a valid code on file. Press ENTER to accept the information displayed.

Pieces

If the catch value is being calculated by pieces, enter the number of pieces from the source document. You must have a price by unit for this species in your price file.

If the catch value is not being calculated by pieces, press ENTER to skip this field.

Press ENTER to skip the weight column. If there is a weight on the ticket, you can enter the amount.

To use the auto piece count capability, enter each species with their respective piece counts and no total-weight except the last one. When you enter the last species, press F1 at the total-weight column, and enter the total weight for the ticket. The pieces will be calculated and distributed proportionally and the amount column will be calculated based on the average weight from the price file.

NOTE: The auto piece count capability will only work if you have a species by the gear type on the ticket complete with a price type by unit, and an average weight defined in the Price file.

If auto piece count calculations do not work, check the gear type on the ticket and ensure it is valid in your Price file. Refer to the chapter titled Maintain Prices.

Total weight

If you deduct a percentage for glazed weight, press F3 and type the percentage, as instructed at the bottom of the screen.

Enter the total weight from the source document if weight is the method being used to calculate the catch amount. If pieces are used to calculate the catch, the weight from the source document can be entered.

If you entered a glazed percent, this will be deducted from the weight entered from the fish ticket. If you are using auto piece count, the glazed percent will not be deducted until the last species item is entered.

When you type the last species you type the total number of pieces in the Pieces column, press F1 to turn auto piece count on, then type the weight for the individual species item in the Total weight column and press ENTER.

When you press ENTER, the software will calculate and proportion the pieces based on the information in the Prices file.

Amount

This field will be automatically calculated for you. If no amount is calculated, it means there is no price for this species on file. Check the price column. If auto piece count is used, this column will be blank except for the last species entered.

Enter as many species items as you have on the source document. If you require additional lines, press F2 for a second page, and F2 again for a third page. You can enter up to 45 items per ticket. If you use all 15 lines on page 1 (or page 2), you will be presented with page 2 (or page 3) respectively.

When all species for this ticket have been entered, your screen will look similar to the following:

Ticket entry Acme Enterprises Inc.

Page 1

	Species/description	QI	F	Price	Pieces	Total-weight	Amount
1.	SSAL Sockeye	1	1	1.85		12000.00	22200.00
2.	PSAL Salmon, Pink	1	1	1.60		5200.00	8320.00
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

2 Lines

Totals

0
17200.00
30520.00

Press F1 to page down, F4 to delete species

Field number to change ?

Make any desired changes, then press ENTER at "FIELD NUMBER TO CHANGE ?".

NOTE: If Y was answered to "ALWAYS DISTRIBUTE ?" in Maintain gear types, you will bypass the following screen and will move directly to the page 1 of the Distribution entry screen.

If you are distributing the catch later you will see a screen similar to the following:

Ticket entry Acme Enterprises Inc.

Ticket#

Ticket amount

1. Distribution type

2. Account number

3. Print ticket?

S - settle now **C** - to customer account **G** - to general ledger account

Press F1 for next customer, F2 to distribute now

1. Distribution type

S The catch value may be distributed to the crew now.

C The total catch value may be credited to the skipper's account and distributed to the crew at a later date.

G The catch value may be distributed to a general ledger account.

Enter the following data:

C Skipper's account

Press F2 if you wish to distribute the catch value to various accounts now, got to the section on distributing now later in this section.

Press F1 to scroll through the fishers/customer file until you locate the fisher/customer who is to receive the total catch value, or type the fisher/customer number, or press ENTER and type the fisher/customer name.

NOTE: If you type the fisher/customer name, you must enter it the same way it was set up in Maintain Fisher/Customer Data

3. Print ticket ?

Enter the ticket print code option for printing this fish ticket. The default is displayed from the Fishpro control file or the station file. If you want to change the selection enter one of the following options listed at the bottom of the screen:

- N - print now
- L - print later
- M - manual ticket

You screen should look similar to the following:

Ticket entry

Acme Enterprises Inc.

Ticket# 11010022

Ticket amount 16,670.55

1. Distribution type C

2. Account number 2046 Port Fishing

3. Print ticket? N

N - print now L - print later M - manual ticket

You will then be asked "FIELD NUMBER TO CHANGE ?". Make any desired changes, and press ENTER.

The total catch value of this ticket will be credited to the account selected, and you will be returned to the Ticket entry screen for entry of another fish ticket. The ticket can be distributed at any time through Process distribution.

S Settle now

If the catch value is to be distributed now, select F2. You will be asked "FIELD NUMBER TO CHANGE ?". Press ENTER. You will then see a screen similar to:

Distribution entry Acme Enterprises Inc.

Gross amount

1. Fuel Dollar amount

2. Boat

3. Net

4. Crew

5. Grub

Remaining

Press **F1** to change calculation or use up/down keys

This is the first page of the distribution entry screens.

NOTE: The information on this screen will depend upon the distributions set in the Maintain gear type function. Refer to the chapter Maintain System Codes.

Press ENTER at each share field will be calculated and displayed. The remainder will not change until you press ENTER to accept the amount.

As you press ENTER through these fields, the remaining amount should equal zero. If it does not equal zero, check the distributions set up for this gear type in Maintain gear types.

Once the distributions are completed your screen will look like the following:

Distribution entry
Acme Enterprises Inc.

Gross amount	16,590.60		
1. Fuel	564.00		Dollar amount
2. Boat	3,642.37	22.727	Percent of remaining
3. Net	2,185.45	17.647	Percent of remaining
4. Crew	10,198.78		Percent of remaining
5. Grub	.00		Percent of remaining
Remaining	.00		

Field number to change ?

These are the total amounts that are to be distributed to the skipper and crew.

You can change these amounts if you desire. At "FIELD NUMBER TO CHANGE ?", enter the number of the field you want to change. Make any changes and press ENTER.

NOTE: The remaining amount must be zero before you can continue.

When you are finished, press ENTER at "FIELD NUMBER TO CHANGE ?", and you will see the crew section of the Distribution entry screens.

Distribution entry Acme Enterprises Inc.

CFV# Distribution# Amount

Page Crewshare(S) Grub(S) Fuel(S) Total Amount

	Name	Crewshare(S)	Grub(S)	Fuel(S)	Total Amount
1.	Willard Bullocks	50.000	0	0	2499.99
2.	Billy Myers	50	0	0	954.55
3.					
4.					
5.					
6.					
7.					
8.					

Remain

Willard Bullocks

Cust# Pt Edward BC

Gross amt V4R 5U7

El amt

Balance Ownership%

F1=change column type F3=change set of distributions F4=edit fisher
F7=ownership

This is the crew section of the distribution entry screens.

NOTE: If you used the boat previously, the crew and distributions from the last ticket distribution will be displayed. If there are any messages for any crew members, the word "**** MESSAGES ****" will display under the CFV#.

As you work through these fields, there will be an arrow (>) beside the fisher/customer to show who you are currently working with.

You are now going to distribute the value of this ticket to the crew, and/or the boat and/or expenses. These distributions will depend on how you set them up in the Maintain gear type function.

Name

Enter the name of the fisher, or press F1 to search by fisher number until you locate the correct fisher.

NOTE: This first field on the distribution screen is for the skipper. If you did not answer Y to "SKIPPER" in the Maintain fisher/customer function, then some reports will show the fisher/customer name but indicate the person or company is not a skipper.

If the first few lines are co-owners, press F7 in any field to and change the ownership percentage. The default is 100% ownership for the first fisher.

If the skipper's name you enter here is different from the one set up in the Maintain boats function, you will hear a "BEEP" and the message "WARNING: BOAT HAS DIFFERENT SKIPPER ON FILE. PRESS F2 TO OVERRIDE. PRESS ENTER TO CONTINUE." When the correct fisher has been located, press ENTER.

Add new fisher

If the fisher is not in your Fisher file, you can add him now. Press F2 and a window similar to the following will appear on the screen:

The screenshot shows a window titled "Fisher Data" with a light blue background. It contains the following fields and labels:

- 1. Cust# (with a blue input box)
- 2. SIN
- 3. Name
- 4. Ads-1
- 5. Ads-2
- 6. City
- Prov
- 7. Posted
- 8. Phone
- 9. El st

At the bottom, it says "Press F1 for automatic customer number".

1. Cust

Enter the new customer/fisher number, or press F1 to use the next customer number from the Fishpro control file. Press END to exit without adding new customer/fisher. Use may also use the fisher's SIN # as the Cust #.

2. SIN

This number is the fisher Social Insurance Number and the software validates the number.

3. Name

Enter the new customer/fisher name, last name first. This is a required field. Up to 25 alphanumeric characters can be entered.

- 4. Ads-1
- 5. Ads-2
- 6. City Prov
- 7. Post cd
- 8. Phone

Entry of these fields is optional at this point but should be entered when it is available.

8. EI st

Enter the EI status code for this fisher, or press ENTER to accept the default. The valid codes are:

- I - Insurable
- C - Company (this account is a company)
- X - eXempt
- L - Lease (this account investment income not employment income)
- N - Native fisher
- F - Foreign fisher

The information may be entered now or can be added later in the Change/Inquire function of Maintain fisher/customer. For more information on these data entry fields, refer to the chapter titled Maintain Fisher/Customer Data.

When you have finished adding the new fisher/customer, press ENTER. The Fisher Data window will disappear, and the new fisher will appear on the Distribution entry screen.

Distribution entry

Each shares of the catch value must now be distributed among the crew members. The amounts to be distributed are displayed in the order determined in the function Maintain gear types.

Each crew member's portion of the column total can be calculated in either a dollar amount, a percentage of the total column value or a share of the total column value.

You can press F1 to change the column calculation method. If the column is set for Dollars (\$) and you want the column calculation to be Percent (%) or Share (S), press F1. You will see the calculation method change for that column.

(**\$**) If the column is calculated in dollars, and the crew member is to receive the total amount, enter the amount displayed under the column heading or, type the amount this fisher is to receive.

(%) If the column is calculated in percent, and the crew member is to receive the total amount, then type 100, or enter the percentage this fisher is to receive.

(S) If the calculation method is share, enter the number of shares this crew member is to receive. The first number you enter will change the remaining amount to zero as the system assumes that number to be equal to the total value for the column. As you enter additional shares for other crew members, the system will calculate the total number of shares and adjust the amounts.

The Total Amount field will display the gross amount this crew member is to receive. It cannot be changed.

You will then be prompted to enter the next fisher/customer who is to receive a portion of this catch value.

When all crew members have been included in this distribution, press ENTER at the Name field and the cursor will move to the lower half of the screen. You will now fill in the deductions for each crew member.

Earnings taxation and EI calculation

NOTE: The cursor will move directly to the EI status field. The Tax and Demand fields can be accessed if necessary by using the Arrow keys.

The first fisher you will be dealing with is the skipper.

Amount

This amount is the crew member's earnings from this fish ticket. It is taken from the total amount column shown above. It cannot be changed.

Tax

If there is an Income tax percentage to be deducted recorded against this fisher, then an amount will be displayed here. This amount is calculated by the software. This figure is based on information entered in the Fishpro Control file and the Fisher/Customer file. It can be modified by pressing the F2 key at the EI status field until you reach this field.

Demand

If there is a Third Party Demand amount recorded against this fisher, then an amount will be displayed here. This figure is based on information entered in the Fishpro Control file and the Fisher/Customer file. It can be modified by pressing the F2 key at the EI status field until you reach this field.

EI status

The EI status code set up in the Maintain fisher/customer function for this fisher will be displayed. This status can be temporarily overridden for this trip, or you can press ENTER to accept it.

You can also press F2 or the UP ARROW to move back to the previous field.

EI

If the fisher has a EI status of I, the EI amount will be automatically calculated based on the trip days and the EI ratio set up in the F/P Control file. This amount can be changed. If the fisher has already paid his maximum amount for the week or year, no EI deduction will be calculated.

If the fisher's EI status is C, X, L, N, or F no amount will be calculated here. Refer to the chapter titled Maintain Fisher/Customer for information on EI status.

Account

Press ENTER to accept the gross amount, or enter the balance to be put on this fisher's account.

Cash

Enter the amount of cash the fisher wants paid to him.

Cheque

Enter the amount of the cheque to be issued to the fisher.

NOTE: If any amounts are entered in the Cash or Cheque fields, the Account field will be automatically adjusted.

The remaining fields will have historical information displayed which cannot be changed. Your screen should now look similar to the following:

When you have finished, press ENTER. You will then enter the deductions for the next fisherman/customer.

When you have completed the distributions and deductions for all crew members, make any desired changes at "FIELD NUMBER TO CHANGE ?", then press ENTER.

At "FIELD NUMBER TO CHANGE ?", enter the number of the field you want to change. Choose the field to change and press ENTER. You can also choose one of the following options:

F1 - to page up through the list of fishermen/crew members

- F2 - to page down through the list of fishermen/crew members
- F3 - to switch share columns to display
- F4 - to remove a crew member from this fish ticket

Once all changes have been completed press ENTER at the "Field number to change?" prompt and the following screen will be displayed if the skippers or crew have any messages posted to their fisher/customer record:

Distribution entry Acme Enterprises Inc.

Ticket# CFV#

Go to acctg office for settlement of last trip

Field number to change ? ☐

This screen is only for viewing the messages. Press ENTER to continue and the following screen will appear if any fisher took payment.

Distribution entry Acme Enterprises Inc.

1. Print ticket? N Page 1

Deckhand	Amount	Print?	Number
2. Marty Johnas	CHQ 2,327.22	N	
4. Walton, Alice	CHQ 868.60	N	

N - print now
 L - print later
 M - manual ticket

Using this screen you will select the N, L or M options to print the fish ticket, fisher cheques, demand cheques, and receipts, as instructed at the bottom of the screen.

Enter the following data:

1. Print ticket?

The ticket printing default you set up in the F/P Control file or station file will display.

If you selected the L or M options, and there are no cheques or receipts to be printed, you will now be returned to the first page of the Ticket entry screen for entry of another ticket.

Under each of the following headings a list of all crew members who will be issued a cheque, receipt, or have a demand amount taken from their portion of the catch. Each document will be specified with the default printing options you set up in your F/P Control file or station file.

Deckhand

Under this column will be displayed the name of the crew member and one of the following text:

- Cheq - cheque for crew member to be printed
- Dmnd - Third party demand cheque to be printed
- Rcpt - Cash receipt to be printed

Amount

The amount of the cheque or receipt will be displayed in this column. This field cannot be changed.

Print?

Enter the code to determine when the cheque/receipt is to be printed. The default printing options are set up in your F/P Control file or station file. The valid codes are:

- N - print cheque/receipt now
- L - print cheque/receipt later
- M - manual cheque/receipt

Number

Enter a document number, or press F1 for the next default document number as set up in your F/P Control file or station file..

For any documents given an N print status, you will be prompted for the Print device and if you want to print an alignment. These questions are asked for each document selected.

If you want a sample statement with X's printed so you can check the alignment of the forms on the printer, answer Y. A sample form will be printed and you will be asked again "PRINT ALIGNMENT ?" You can print as many alignment forms as you wish. When the alignment is correct, answer N to the "PRINT ALIGNMENT ?" question. The document will then be printed.

When all desired documents are finished printing, you will be returned to the Ticket entry screen for entry of another ticket.

Process distribution

Use this function to distribute catch values not distributed at ticket entry.

From the Fishpro menu, select *Process distribution* and you will see:

Distribution entry
Acme Enterprises Inc.

1. Distribution#
2. Entry date
3. Source type
4.
5. Amount
6. CFV#
7. Start date
8. End date
9. Gear type
10. Delivery loc
11. Reference

Enter distribution #, press **F1** for next dist. on file, **F2** to add next dist. #
Press **F3** for distribution search, **F4** for adjustment, **F5** for undistributed tiks

Enter distribution#, press F1 for next dist.#, or press F2 to add next dist.#
Press F3 for available distributions

Enter the following data:

1. Distribution

Enter up to a 8-digit number from your source distribution ticket. If you enter 6 or less digits, the Fishpro software will preface it with two digits of the current year and zero fill to complete the 8 digit field. If you enter a distribution ticket number manually, you will have to enter the date when it is the first ticket for the day.

Press F1, if you wish to continue working on a "on-hold" distribution ticket or reactivate a cancelled distribution ticket. The distribution ticket will be displayed and you will be at the "Field number to change" prompt.

Press F2, if you are adding the first new distribution ticket of the current processing session the next ticket number. The message "**** NEW TICKET ****" will display beside the ticket number. If you wish to accept the default distribution ticket number and date, press ENTER to continue.

Press F3, to get a window displayed of all unposted distribution tickets. The distribution ticket number and boat name will be shown. As with all find windows, you

can scroll up and down through the window and then copy your selected distribution ticket to the ticket number field.

2. Entry Date

The current date will be displayed. Press ENTER to accept this default or type another date in the format MMDDYY.

3. Source type

C	Customer
G	G/L account
T	Tax withholding
M	Multiple tickets

Customer

Enter the number of the fisherman from whose account the catch value will be distributed, or press F1 as many times as necessary to locate the correct fisherman/customer or enter a ? to search for a fisher.

In response to "RIGHT CUSTOMER ? Y", press ENTER if this is the correct fisherman/customer, or type N and press ENTER and press F1 to scan through the fishermen/customers again. Follow the screen instructions.

G/L account

Enter the G/L account or press ? to search for the correct G/L account

Tax withholding

For a tax withholding distribution, you will be asked for the original ticket number.

Multiple tickets

For M type distribution a window will appear as follows:

Ticket#	Amount

You may enter the ticket numbers in or press F5 for a list of undistributed tickets.

4. Account number / Original Ticket number / Ticket numbers

Depending on the answer in field 3, you will be prompted for..

Customer	Customer account #
G/L account	G/L account #
Tax withholding	Original ticket number
Multiple tickets	Window for ticket numbers

5. Amount

Enter the amount of the catch value to be distributed from this fisher's account.

6. CFV

Press F1 as many times as necessary to locate the boat used for this catch, type the CFV#, or press ENTER and type the name of the boat.

In response to "RIGHT BOAT? Y ", press ENTER if it is the right boat. If not, type N and press ENTER then press F1 to scan through the boat file.

7. Start date

Enter the date in MMDDYY format that the boat started fishing on this trip.

8. End date

The current date will be displayed. Press ENTER to accept this default or type the date in MMDDYY format that the boat completed fishing.

9. Gear type

The default gear type specified in the F/P Control file will be displayed. You can press F1 as many times as necessary to locate the appropriate gear type used for the catch, or press ENTER to accept the default.

10. Delivery loc

The default delivery location specified in the F/P Control file will be displayed. You can press F1 as many times as necessary to locate the appropriate delivery location for this catch or press ENTER to accept the default.

11. Reference

Enter a comment or a reference text or number to be associated with this distribution ticket. This reference will be displayed on the customer/fisherman account and in the journal entry. Up to a 25 alphanumeric character reference can be entered.

At "FIELD NUMBER TO CHANGE ?", make any desired changes. When all changes are complete, then press ENTER. You will see a screen similar to:

Distribution entry Acme Enterprises Inc.

Gross amount	3,000.00	
1. Fuel	.00	Dollar amount
2. Boat		
3. Net		
4. Crewshare		
5. Grub		
Remaining	3,000.00	

Press F1 to change calculation or use up/down keys

NOTE: The distribution categories displayed will depend on what was set up in the Maintain gear types function.

Press ENTER through these fields and the gross amount will be distributed automatically. These amounts can be changed if necessary at "FIELD NUMBER TO CHANGE ?".

If the Remaining amount does not equal zero, check the distributions set up in the Maintain gear types function.

At "FIELD NUMBER TO CHANGE ?", press ENTER.

Then you will see:

The screenshot shows a software interface titled "Distribution entry" for "Acme Enterprises Inc.". It features a table with the following headers: "Expense type/description", "Type", "Acct#/Doc#/Type", and "Amount". The table body is currently empty. Below the table, on the right side, is a "Total" label followed by a text box containing ".00". At the bottom left of the screen, there is a prompt "TAB=exit", and at the bottom right, it says "Pg 1".

Enter any expenses that apply to this distribution. TAB when finished.

Then you will see:

Distribution entry Acme Enterprises Inc.

CFV# Distribution# Amount

Page Crewshare(S) Grub(S) Fuel(S)

Name	1909.10	.00	.00	Total Amount
> 1. Willard Bullocks	50.000	0	0	2499.99
2. Billy Myers	50	0	0	954.55
3.				
4.				
5.				
6.				
7.				
8.				

Remain

Willard Bullocks

Cust#

Gross amt

El amt

Balance

F1=change column type F3=change set of distributions F4=edit fisher

NOTE: If you used the boat previously, the crew and distributions from the last ticket distribution will be displayed. If there are any messages for any crew members, the word "*** MESSAGES ***" will display under the CFV#.

As you work through these fields, there will be an arrow (>) beside the fisher/customer to show who you are currently working with.

You are now going to distribute the value of this ticket to the crew, and/or the boat and/or expenses. These distributions will depend on how you set them up in the Maintain gear type function.

Name

Enter the name of the fisher, or press F1 to search by fisher number until you locate the correct fisher.

NOTE: This first field on the distribution screen is for the skipper. If you did not answer Y to "SKIPPER" in the Maintain fisher/customer function, then some reports will show the fisher/customer name but indicate the person or company is not a skipper.

If the skipper's name you enter here is different from the one set up in the Maintain boats function, you will hear a "BEEP" and the message "WARNING: BOAT HAS DIFFERENT SKIPPER ON FILE. PRESS F2 TO OVERRIDE. PRESS ENTER TO CONTINUE." When the correct fisher has been located, press ENTER.

Add new fisher

If the fisher is not in your Fisher file, you can add him now. Press F2 and a window similar to the following will appear on the screen:

Fisher Data

1. Cust#		2. SIN
3. Name		
4. Ads-1		
5. Ads-2		
6. City	Prov	
7. Postcd		
8. Phone		
9. El st		

Press **F1** for automatic customer number

Press END to exit without adding new customer

Enter the following data:

1. Cust

Enter the new customer/fisher number, or press F1 to use the next customer number from the Fishpro control file. This number is the customer/fisher Social Insurance Number and the software validates the number. Press END to exit without adding new customer/fisher.

2. Name

Enter the new customer/fisher name, last name first. This is a required field. Up to 25 alphanumeric characters can be entered.

- 3. Ads-1
- 4. Ads-2
- 5. City Prov
- 6. Post cd
- 7. Phone

Entry of these fields is optional at this point but should be entered when it is available.

8. El st

Enter the EI status code for this fisher, or press ENTER to accept the default. The valid codes are:

- I - insurable
- C - Company (this account is a company)
- X - exempt
- L - lease (this account investment income not employment income)
- N - native
- F - foreign

The information may be entered now or can be added later in the Change/Inquire function of Maintain fisher/customer. For more information on these data entry fields, refer to the chapter titled Maintain Fisher/Customer Data.

When you have finished adding the new fisher/customer, press ENTER. The Fisher Data window will disappear, and the new fisher will appear on the Distribution entry screen.

Distribution entry

Each shares of the catch value must now be distributed among the crew members. The amounts to be distributed are displayed in the order determined in the function Maintain gear types.

Each crew member's portion of the column total can be calculated in either a dollar amount, a percentage of the total column value or a share of the total column value.

You can press F1 to change the column calculation method. If the column is set for Dollars (\$) and you want the column calculation to be Percent (%) or Share (S), press F1. You will see the calculation method change for that column.

(**\$**) If the column is calculated in dollars, and the crew member is to receive the total amount, enter the amount displayed under the column heading, or type the amount this fisher is to receive.

(**%**) If the column is calculated in percent, and the crew member is to receive the total amount, then type 100, or enter the percentage this fisher is to receive.

(**S**) If the calculation method is share, enter the number of shares this crew member is to receive. The first number you enter will change the remaining amount to zero as the system assumes that number to be equal to the total value for the column. As you enter additional shares for other crew members, the system will calculate the total number of shares and adjust the amounts.

The Total Amount field will display the gross amount this crew member is to receive. It cannot be changed.

You will then be prompted to enter the next fisher/customer who is to receive a portion of this catch value.

When all crew members have been included in this distribution, press ENTER at the Name field and the cursor will move to the lower half of the screen. You will now fill in the deductions for each crew member.

Earnings taxation and EI calculation

NOTE: The cursor will move directly to the EI status field. The Tax and Demand fields can be accessed if necessary by using the Arrow keys.

The first fisher you will be dealing with is the skipper.

Amount

This amount is the crew member's earnings from this fish ticket. It is taken from the total amount column shown above. It cannot be changed.

Tax

If there is a Income tax percentage to be deducted recorded against this fisher, then an amount will be displayed here. This amount is the calculated by the software. This figure is based on information entered in the Fishpro Control file and the Fisher/Customer file. It can be modified by pressing the F2 key at the EI status field until you reach this field.

Demand

If there is a Third Party Demand amount recorded against this fisher, then an amount will be displayed here. This figure is based on information entered in the Fishpro Control file and the Fisher/Customer file. It can be modified by pressing the F2 key at the EI status field until you reach this field.

EI status

The EI status code set up in the Maintain fisher/customer function for this fisher will be displayed. This status can be temporarily overridden for this trip, or you can press ENTER to accept it.

You can also press F2 or the UP ARROW to move back to the previous field.

EI

If the fisher has a EI status of I, the EI amount will be automatically calculated based on the trip days and the EI ratio set up in the F/P Control file. This amount can be changed. If the fisher has already paid his maximum amount for the week or year, no EI deduction will be calculated.

If the fisher's EI status is C, X, or L, no amount will be calculated here. Refer to the chapter titled Maintain Fisher/Customer for information on EI status.

EI weeks

When you are at the EI amount field, you will see "PRESS F1 TO CHANGE EI WEEKS". If you want to override the calculated EI weeks, press F2 to changed the number. The new EI amount will be calculated based on the new EI weeks. When you have finished, press ENTER.

Account

Press ENTER to accept the gross amount, or enter the balance to be put on this fisher's account.

Cash

Enter the amount of cash the fisher wants paid to him.

Cheque

Enter the amount of the cheque to be issued to the fisher.

NOTE: If any amounts are entered in the Cash or Cheque fields, the Account field will be automatically adjusted.

The remaining fields will have historical information displayed which cannot be changed.

When you have finished, press ENTER. You will then enter the deductions for the next fisher/customer.

When you have completed the distributions and deductions for all crew members, make any desired changes at "FIELD NUMBER TO CHANGE ?", then press ENTER.

Choose the field to change and press ENTER. You can also choose one of the following options:

- F1 - to page up through the list of fishers/crew members
- F2 - to page down through the list of fishers/crew members
- F3 - to switch share columns to display

F4 - to remove a crew member from this fish ticket

Once all changes have been completed press ENTER at the "Field number to change?" prompt. The following screen will appear if any fishers are taking payment at this time.

Distribution entry Acme Enterprises Inc.

1. Print ticket? ☒ N Page

	Deckhand		Amount	Print?	Number
2.	<input type="text" value="Willard Bullocks"/>	<input type="text" value="CHQ"/>	<input type="text" value="2,045.45"/>	<input type="text" value="N"/>	<input type="text"/>
3.	<input type="text" value="Billy Myers"/>	<input type="text" value="RCT"/>	<input type="text" value="954.55"/>	<input type="text" value="N"/>	<input type="text"/>

☐ N - print now ☐ L - print later ☐ M - manual ticket

If any fishers have message lines recorded in the Maintain fisher function, they will be displayed now. This screen is only for viewing. Press ENTER to continue.

N - print now L - print later M - manual ticket

Using this screen you will select the N, L or M options to print the fish ticket, demand cheques and receipts, as instructed at the bottom of the screen.

Enter the following data:

1. Print ticket?

The ticket printing default you set up in the F/P Control file or station file will display.

If you selected the L or M options, and there are no cheques or receipts to be printed, you will now be returned to the first page of the Ticket entry screen for entry of another ticket.

Under each of the following headings a list of all crew members who will be issued a cheque, receipt, or have a demand amount taken from their portion of the catch. Each

document will be specified with the default printing options you set up in your F/P Control file or station file.

Deckhand

Under this column will be displayed the name of the crew member and one of the following text:

- Cheq - cheque for crew member to be printed
- Dmnd - Third party demand cheque to be printed
- Rcpt - Cash receipt to be printed

Amount

The amount of the cheque or receipt will be displayed in this column. This field cannot be changed.

Print?

Enter the code to determine when the cheque/receipt is to be printed. The default printing options are set up in your F/P Control file or station file. The valid codes are:

- N - print cheque/receipt now
- L - print cheque/receipt later
- M - manual cheque/receipt

Number

Enter a document number, or press F1 for the next default document number as set up in your F/P Control file or station file..

For any documents given an N print status, you will be prompted for the Print device and if you want to print an alignment. These questions are asked for each document selected.

If you want a sample statement with X's printed so you can check the alignment of the forms on the printer, answer Y. A sample form will be printed and you will be asked again "PRINT ALIGNMENT ?" You can print as many alignment forms as you wish. When the alignment is correct, answer N to the "PRINT ALIGNMENT ?" question. The document will then be printed.

When all desired documents are finished printing, you will be returned to the Ticket entry screen for entry of another ticket.

Print ticket edit list

Use the Ticket Edit list to verify the accuracy of all tickets before posting.

From the *Process fish tickets* menu, select *Print ticket edit list*. The following screen will appear.

The screenshot shows a software interface with a blue background. At the top left, it says 'Ticket entry' and at the top right, 'Acme Enterprises Inc.'. Below the title bar, there is a 'Please select' label next to a small box containing the number '3'. A vertical menu is displayed in the center, listing nine options: '1. Process ticket', '2. Process distribution', '3. Print ticket edit list' (which is highlighted in blue), '4. Post tickets', '5. Tickets on hold report', '6. Undistributed tickets report', '7. Automatic adjustments', '8. Edit DFO transmission file', and '9. Maintain export prices'. At the bottom of the screen, there is a prompt 'Print summary edit list ?' followed by a small box containing the letter 'Y'.

You will be asked "PRINT SUMMARY EDIT LIST ? Y". The Print ticket edit list function will give you two options: The Ticket Entry Summary Report and the Ticket Entry Edit List.

The Ticket Entry Summary Report will summarize each unposted ticket on file. The Ticket Entry Edit List will give species and deckhand distribution detail for each ticket.

Type N to see Ticket Entry Edit List, or press ENTER to accept the Y default. You will see a screen similar to:

Ticket edit list
Summary

Acme Enterprises Inc.

Please enter

1. User identification
2. Gear type
3. Delivery location
4. Include adjustments

Press F1 for "All"

Enter the following data:

1. User identification

After login and company ID, you were asked for your initials. You must type that information here. If you do not enter exactly the same information, you will get the message "NO TICKETS SELECTED" as you are not a recognized user. You can press F1 for "All" users, as instructed at the bottom of the screen.

2. Gear type

Press F1 for "All" or type one gear type code you want printed in the list.

3. Delivery location

Press F1 for "All" or type one delivery location code you want printed.

4. Include adjustments

If you want adjustment tickets to be included in the edit list, press ENTER to accept the Y default, or type N.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press ENTER.

A window will appear for you to select how to print the Ticket Edit list. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

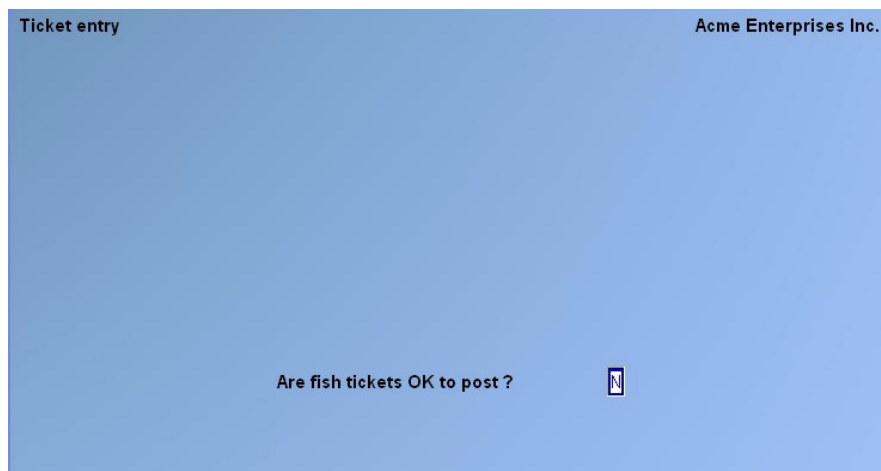
When the list has finished printing, the Ticket entry menu will reappear.

Post tickets

When you have verified that the fish tickets are correct and complete, as shown on the Ticket Edit list, you are ready to post them to the permanent files.

Any cancelled tickets will be purged from the Ticket file when posting is complete. Tickets on hold cannot be posted.

Select *Post tickets* from the *Process fish tickets* menu and you will see the following screen:



The screenshot shows a blue background with the text 'Ticket entry' in the top left and 'Acme Enterprises Inc.' in the top right. In the center, it asks 'Are fish tickets OK to post ?' followed by a small box containing the letter 'N'.

Enter the following data:

Are fish tickets OK to post ?

Answer Y, or press ENTER to accept the N default.

If you answer Y, you will see:

Ticket posting
Detail

Acme Enterprises Inc.

Please enter

1. User identification
2. Gear type
3. Delivery location
4. Include adjustments

Press F1 for "All"

NOTE: In a multi-user environment, you will not be allowed to post at this time if another user is accessing these fish tickets. Once you begin posting, other users will not be able to enter other fish tickets until posting is complete.

Enter the data as follows:

1. User identification

After login and company ID, you were asked for your initials. You must type that information here. If you do not enter exactly the same information, you will get the message "NO TICKETS SELECTED" as you are not a recognized user. You can press F1 for "All" users.

2. Gear type

To post tickets for one specific gear type, enter the gear type code, or press F1 for "All".

3. Delivery location

To post tickets with one delivery location, enter the code or press F1 for "All".

4. Include adjustments

If adjusted tickets are to be included in the posting, press ENTER to accept the Y default, or type N.

At "FIELD NUMBER TO CHANGE ?", make any desired changes and press ENTER. A window appears for you to select how to print the Ticket Tally Posting. If you selected only one printer in the customer file, you will not be offered a printer choice. Follow the screen instructions.

When the Ticket Tally Posting has finished printing, the posting is complete, and you will be returned to the Ticket entry menu.

Tickets on hold report

This report produces a list of all tickets on hold for any reason. The report gives the following information: ticket number, ticket date, boat CFV#, boat name, gear type, value of the ticket, user id that created the ticket and the ticket type.

To print this report , select *Tickets on hold report* from the *Process fish tickets* menu. A window appears for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the report has finished printing, the Ticket entry menu will reappear.

Undistributed tickets report

This report produces a listing of all tickets that have not yet been distributed. The report gives the following information: customer/fisher number and name, ticket number, ticket date, boat CFV#, boat name, gear type and value of the ticket.

To print this report , select *Undistributed tickets report* from the *Process fish tickets* menu. A window appears for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the report has finished printing, the Ticket entry menu will reappear.

Automatic adjustments

This function is used to produce automatic price adjustments on original prices paid for all tickets processed in a specified date range for one or all gear types, catch areas, delivery locations and species.

After all adjustments have been calculated based on your selection criteria, you will have the option to cancel them if necessary.

The adjusted price can be an amount, a percent or to a fixed amount for one or all gear types, catch areas, delivery locations and species.

NOTE: If you wish to make adjustments to more than one but not all gear types, catch areas, or delivery locations, these steps must be repeated for every extra gear type, catch area or delivery location that you want to adjust.

Select *Automatic adjustments* from the *Process fish tickets* menu and you will see:

Automatic adjustments Acme Enterprises Inc.

Ticket selection

1. Start date
2. End date
3. CFV#
4. Gear type
5. Catch areas
6. Exclude areas?
7. Alt catch area
8. Delivery loc.
9. Exclude reductions?
10. Print species?
11. Include packer tickets?
12. History company id
13. Calculate tax?
14. Reference

Press F1 for "First"

Enter the following data:

1. Start date

Enter the date you want the adjustment price to be effective, or press F1 for "Earliest".

2. End date

Enter the last date to be included in the price adjustment, or press F1 for latest.

3. CFV#

Enter the CFV#, press F1 as many times as necessary to locate the boat, press ENTER and type the name of the boat, or press ENTER again for all boats.

4. Gear type

Enter the code for one gear type or press F1 for "All".

5. Catch area

Press F1 for "All" or enter areas to include or exclude.

6. Exclude areas ?

Enter Y to exclude areas entered in field 5 from the search, or N to use the areas for the search.

7. Alt catch area

Enter one alternate catch area or press F1 for "All".

8. Delivery loc

Enter one delivery location or press F1 for "All".

9. Exclude reductions?

If you change the effective price of a species to a (F)ixed amount, it is possible that the final price may be reduced if the fisher was paid more than that originally. If you answer Y to exclude reductions, a price adjustment will not be made if it reduces the price on a particular fish ticket.

Press ENTER to accept the Y default, or type N.

10. Print species?

Print detailed species information on fish tickets selected for adjustment. Press ENTER to accept the Y default, or type N.

11. Exclude packer tickets?

Press ENTER to accept the N default, where the fish tickets with packer boat numbers are not adjusted.

12. History company id

Enter the company number for fish ticket history information or use ? to search for the correct company.

13. Calculate tax ?

Answer Y or N depending on whether there is a tax calculation to be done on the adjustments.

14. Reference

Enter any reference information here. The field will default to "Adjustment".

At "FIELD NUMBER TO CHANGE ?" make any desired changes and press ENTER. When all changes to this screen have been completed press ENTER and the following screen will be displayed:

Automatic adjustments
Species selection

Acme Enterprises Inc.

1. Change type

2. Species

Old price
Low High Form Qty

A - by amount P - by percent F - to fixed amount

Enter the following data:

1. Change type

Enter the method by which you want to adjust the fish ticket prices. The valid codes are:

- A - by amount
- P - by percent
- F - to a fixed amount

The following fields are prompted for up to 15 different species codes.

Species

Enter the species code to be included in the automatic adjustment. The species description will be displayed.

Old price Low

Enter the old price lowest amount to be included in the automatic adjustment, or press F1 for "Lowest".

Old price High

Enter the old price highest amount to be included in the automatic adjustment, or press F1 for "Greatest".

\$ increase

% increase


New price

Enter the appropriate amount based on which change type you chose at the "Change type" prompt.

At "FIELD NUMBER TO CHANGE ?" make any desired changes and press ENTER. A window appears for you to select how to print the report. Refer to the chapter titled General Rules for a detailed explanation of the printing options. Follow the screen instructions.

When the report is finished printing or displaying on the screen, you will see the following:

Automatic adjustments Acme Enterprises Inc.

Please select 

1. Accept these adjustments and select more
2. Reject these adjustments but select more
3. Accept these adjustments and continue
4. Reject these adjustments and continue
5. Discard all adjustments

Select:

1. Accept these adjustments and select more
Since one selection screen may not be enough to select everything required, (for example, different prices for selected species for two different delivery locations) this option will return you to the Automatic adjustments screen for entry of more adjustments. Another report will print for the second selection. The adjustments entered will be added to the previous set of adjustments. The grand total on the report prints the total adjustment value so far. This selection/printing process can be repeated as many times as necessary.
2. Reject these adjustments but select more

After viewing the report, you decide to cancel the adjustments, this will return you to the *Automatic adjustments, Ticket selection* screen.
3. Accept these adjustments and continue

When you have verified that all calculated adjustments are correct as shown on the Automatic Adjustments report, you are ready to create the adjustment tickets.
4. Reject these adjustments and continue

Use this feature to reject the latest selection but continue with the earlier selections and create the adjustment tickets.

5. Discard all adjustments

If the adjustments are not correct, select *Discard all adjustments*. All adjustments will be cancelled.

If you have selected an option to continue, you see the next screen:

The screenshot shows a software interface titled 'Automatic adjustments' for 'Acme Enterprises Inc.'. Below the title is the section 'Ticket creation options'. A text box says 'Please select'. Below this is a list of ten numbered options, each in a separate text box. Option 1 is '1. Create normal tickets or non-specific adjustments' and has a blue box with the letter 'A' next to it. Option 2 is '2. Print fish tickets now?'. Option 3 is '3. Paid to skippers only?'. Option 4 is '4. Create bonus checks?'. Option 5 is '5. Subtract account debits?'. Option 6 is '6. Add account credits?'. Option 7 is '7. Print checks now?'. Option 8 is '8. Print by boat summary?'. Option 9 is '9. Adjustment date'. Option 10 is '10. Exempt from EI?'. At the bottom of the screen, there is a legend: 'A - normal adjustment ticket' and 'N - non-specific adjustments'.

Automatic adjustments Acme Enterprises Inc.

Ticket creation options

Please select

1. Create normal tickets or non-specific adjustments A

2. Print fish tickets now?

3. Paid to skippers only?

4. Create bonus checks?

5. Subtract account debits?

6. Add account credits?

7. Print checks now?

8. Print by boat summary?

9. Adjustment date

10. Exempt from EI?

A - normal adjustment ticket N - non-specific adjustments

1. Create normal tickets or non-specific adjustments.

A One adjustment ticket will be created for every original ticket that matches the value set up on the previous screen. The adjustment value will then be distributed to the various deckhands according to the boat deckhand distributions. These distribution amounts can be changed if desired.

N This creates one adjustment ticket which summarizes all the adjustments made for all the fish tickets selected onto one adjustment ticket. It also creates cheques for the skipper only.

2. Print fish tickets now ?

Enter Y if you want the tickets produced to be immediately printed. Enter N if you want to print them later.

3. Paid to Skippers only ?

The options are..

Y This option will also create adjustment tickets, but the total adjustment value will be given directly to the skipper.

N Adjustment tickets will include skipper and crew from original ticket

B This option will also create adjustment tickets, but the total adjustment value will be given directly to the boat skipper.

NOTE: These adjustments will affect each fisher's earnings information. The adjustment tickets that are created can be edited and posted like normal tickets.

You will be asked "ARE YOU SURE ?". Answer Y or N. If you answer N, you will be allowed to select another option. If you answer Y, the screen will show which ticket it is processing, and the adjustment tickets will be created.

4. Create bonus checks ?

This option will create a cheque for the amount of the adjustment payable to the skipper. The screen will show which ticket it is processing, and the Reporting menu will reappear. The cheques can then be printed when desired through the Print documents function in F/P Utility Functions menu.

5. Subtract account debits ?

Enter Y if you want the debit balance on a fisher's account to be subtracted from the check amount.

6. Add account credits ?

Enter Y if you want the credit balance on a fisher's account to be added to the check amount.

7. Print checks now ?

Enter Y if you want the checks printed immediately.

8. Print by boat summary ?

The options are:

N No report

S Summary report

9. Adjustment date

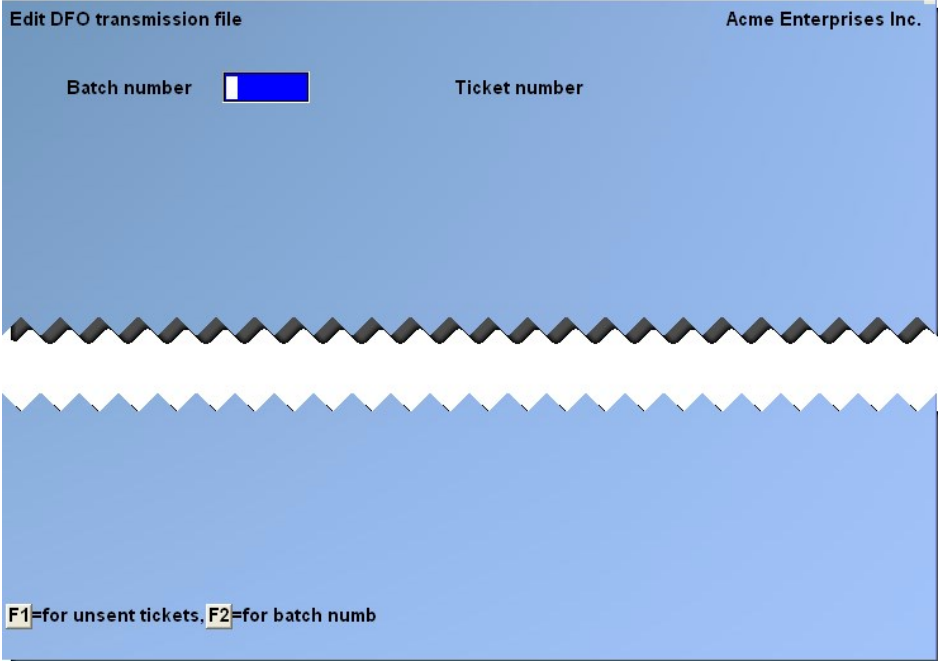
Accept the system date, enter a different date, or press F1 to use original ticket dates.

10. Exempt from EI ?

Answer Y if these adjustment tickets are exempt from EI calculations

Edit DFO transmission file

Select *Edit DFO transmission file* from the *Process fish tickets* menu and you will see:



You may enter the batch number, press ENTER to move to the Ticket number field and enter the ticket number, or press F1 for a list of all tickets not yet sent to DFO or F2 for a list of the batches.

To end this function

Press TAB at the *Ticket processing* menu and you will be returned to the main F/P menu.



Chapter 11

Cheque/Receipt Entry

Introduction

Use this function to add, change or inquire into cheques or receipts not printed at ticket entry.

This function can be used to print cheques or receipts for advances to fishers' accounts.

To begin this function, from the Fishpro menu, select *Cheque/Receipt entry*. Then you will see:

The screenshot shows a software interface for entering cheques or receipts. The title bar at the top reads "Cheques/receipts" on the left and "Acme Enterprises Inc." on the right. The main area is a light blue background with a list of fields to be filled in:

- * 1. Type (with a small blue cursor box next to it)
- * 2. Cheque/rcpt#
- 3. Date
- 4. Customer
- 5. Amount
- 6. Reference
- 7. Cheque/receipt printed?

At the bottom, there is a prompt: "Enter document: R=Receipt Q=Cheque F1=next document".

Enter the following data:

1. Type

Enter Q if this is a cheque or R for a receipt, as instructed at the bottom of the screen.

2. Cheque #/rcpt #

Enter the number you want on the cheque or receipt, or press F1 for the next cheque/receipt number.

3. Date

The current date is the default. Press ENTER to accept current date, or type the date you want to appear on the cheque/receipt.

4. Customer/Fisher #

Press F1 as many times as necessary to scan through the fishers on file and press ENTER to select the appropriate one. If you know the fisher's # you can type it, or press ENTER and type the fisher's name. The fisher's current A/R balance is displayed.

5. Amount

Enter the amount of the cheque/receipt. If the amount is over the credit limit for the fisher, a message "Customer over credit limit by (dollar amount)." You will be asked to press F2 to override.

6. Reference

Enter up to a 25 alphanumeric character reference for the cheque/receipt.

7. Cheque/receipt Printed?

There will be a default response displayed based on the information in the Fishpro control file or defined in the Maintain user function. You may change this field to one of the following:

N = now

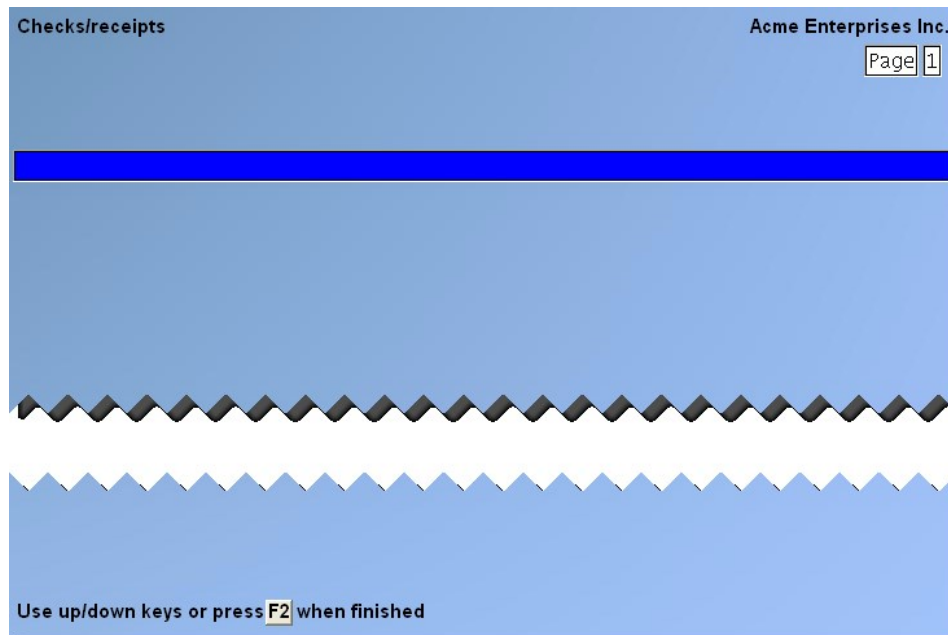
L = print later

M = manual cheque/receipt

Select the appropriate letter for printing the cheque/receipt.

If you select M when you press ENTER at "FIELD NUMBER TO CHANGE ?" the screen clears for entry of the next cheque/receipt. When you select this option, a cheque/receipt will never be printed, as the option assumes the cheque/receipt was already issued.

At "FIELD NUMBER TO CHANGE ?", make any desired changes. If you select L or N and press ENTER at "FIELD NUMBER TO CHANGE ?" you will see the following screen:



Checks/receipts

Acme Enterprises Inc.

Page 1

Use up/down keys or press F2 when finished

You can use this 20 line screen for any comments or information you want to appear on the cheque/receipt.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press F2. You will see page 3 of the Cheque/Receipt entry.

Checks/receipts Acme Enterprises Inc.

8. Name	John Skipper
9. Street 1	85 Pacific Hwy
10. Street 2	
11. City	Port Edward
12. Province	BC
13. Postal code	V0Y 0K0

The information from the fisher/customer file will be displayed. At "FIELD NUMBER TO CHANGE ?" make any desired changes then press ENTER. You will be asked for the print device and whether you want to print an alignment for each cheque entered. Refer to the chapter titled, General Rules, for a detailed explanation of the printing options.

When the cheque or receipt has finished printing, you will be returned to the Cheques/receipts entry screen.

When you are finished with the Cheque/receipt entry function, press END as the menu selection. The main Fishpro menu will reappear.



Boat report

Using the Boat report, you can track inventory received from one or all of your boats over a selected period of time.

If selected, ticket summary detail can also be shown, which includes deckhand distribution and species detail.

From the F/P History menu, select *Boat report*. You will then see the first page of the two page screen:

Boat history report Acme Enterprises Inc.

Please enter

1. Sort order
2. Start ticket date
3. End ticket date
4. CFV#
5. Boat gross minimum
6. Gear type
7. Delivery loc.
8. Landing status
9. Catch area
10. Plant/packers
11. Start species
12. End species

C - by CFV number N - by boat name G - by boat gross S - by skipper name

Enter the following data:

1. Sort order

The boats included in the report can be sorted in three ways: (C) by CFV#, or (N) by boat name, or (G) by boat gross, or (S) by skipper name, as instructed at the bottom of the screen.

2. Start ticket date

Enter a date in MMDDYY format when you want the report to start, or press [F1] for "Earliest".

3. End ticket date

Enter the date in MMDDYY format for the last day boats are to be included in the report, or press F1 for "Latest".

4. CFV#

One CFV# can be entered or you can press [F1] for "All". Enter the CFV# of the boat for which you want the history report, or press [F2] then [F1] to scan the boat file, as instructed at the bottom of the screen.

5. Boat gross minimum

If all boats are to be included regardless of their gross catch value, press [Enter] for zero. Otherwise, enter a minimum gross value. Only boats with a greater catch value than the amount entered will be included in the report.

6. Gear type

Enter the code for the gear type to be included in the History report, or press [F1] for "All".

7. Delivery location

Enter one delivery location code to be included, or press [F1] for "All".

8. Landing status

Enter one delivery landing status code to be included, or press [F1] for "All". (This field only appears if the F/P control file option to "Use landing status" has been set to Yes.)

9. Catch area

Enter one catch area code or press [F1] for "All". (This field only appears if the F/P control file option to "Use area codes" has been set to Yes.)

10. Plant/packers

The options are...

- | | |
|---|---------------------|
| P | Plant tickets only |
| K | Packer tickets only |
| B | Both |

11. Start species

12. End species

Enter a single species or a range of species or press [F1] for “All”.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter].

You will see page 2 of the Boat history screen:

Boat history report Acme Enterprises Inc.

13. Print ticket summary? Y

14. Print deckhand detail?

15. Print species detail?

16. Print deckhand summary?

17. Print species summary?

18. Print each boat on
a seperate page?

19. Print adjustments?

20. Include prior year adj?

Enter the following data:

13. Print ticket summary ?

If you press [Enter] to accept the Y default, the report will show you each ticket number, date and delivery location for the boats selected.

NOTE: If N is answered to this question, the next 2 fields will default to N and cannot be changed.

14. Print deckhand detail ?

If distribution detail for each ticket is to be included in the report, type Y. If you do not want it included, press [Enter] to accept the N default.

15. Print species detail ?

If you want species detail for each ticket, answer Y, or press [Enter] to accept the N default.

16. Print deckhand summary ?

This option will include deckhand names and numbers in the report. Press [Enter] to accept the Y default, or type N.

17. Print species summary ?

If the various totals for each species caught are to be included, press [Enter] to accept the Y default. If you do not want species summary, type N.

18. Print each boat on a separate page ?

Answer Y if you want each boat printed on its own page, or press [Enter] to accept the N default.

19. Print adjustments ?

The options are ..

- N No adjustments
- Y Adjustments
- O Only adjustments

20. Include prior year adjustments?

If Y or O was chosen in the previous field, the options are ..

- N No prior year
- Y Include prior year
- O Only prior year

At "FIELD NUMBER TO CHANGE ?", make any desired changes then press [Enter]. A window will appear for you to select how to print the report.

When the report has finished printing, the F/P History report menu will reappear.

Fisher report

Use this report for a record of all fishers who have fished for your company in a selected date range.

From the F/P History menu, select *Fisher report*. You will see:

Fisher history report Acme Enterprises Inc.

Please enter

1. Print order ☐
- 2.
- 3.
4. Which date?
5. Start date
6. End date
7. Gear type
8. Print ticket detail?
9. Print deductions summary?
10. Print each fisher on a new page?
11. Include unposted tickets?

☐ N - by customer name ☐ C - by customer number

NOTE: The titles of fields 2 and 3 will depend on your answer to field 1.

Enter the following data:

1. Print order

The report can be sorted in alphabetical order by name, or in numerical order by the fishers' account numbers. Enter C or N as appropriate.

2. Start customer name/number

The titles of these fields depend on your answer to the Print order question above.

Enter the starting customer name/number you wish to start with, or press [F1] for "First".

3. End customer name/number

Enter the last customer name/number to be included in the report, or press [F1] for "Last".

4. Which date ?

The options are ..

F	Fish ticket date
P	Posted date

5. Start date

Enter the starting date or press [F1] for "Earliest".

6. End date

Enter the last date to be included in this report, or press [F1] for "Latest".

7. Gear type

Enter one gear type code or press [F1] for "All".

8. Print ticket detail ?

Type Y if you wish to see detail of the tickets selected, or press [Enter] to accept the N default.

9. Print deductions summary ?

Type Y if you wish to see a summary of the deductions on the tickets selected, or press [Enter] to accept the N default.

10. Print each fisher on a new page?

Press [Enter] to accept the N default, or type Y to have each fisher printed on a separate page.

11. Include unposted tickets?

Type Y if you wish to see the unposted tickets in the range selected, or press [Enter] to accept the N default.

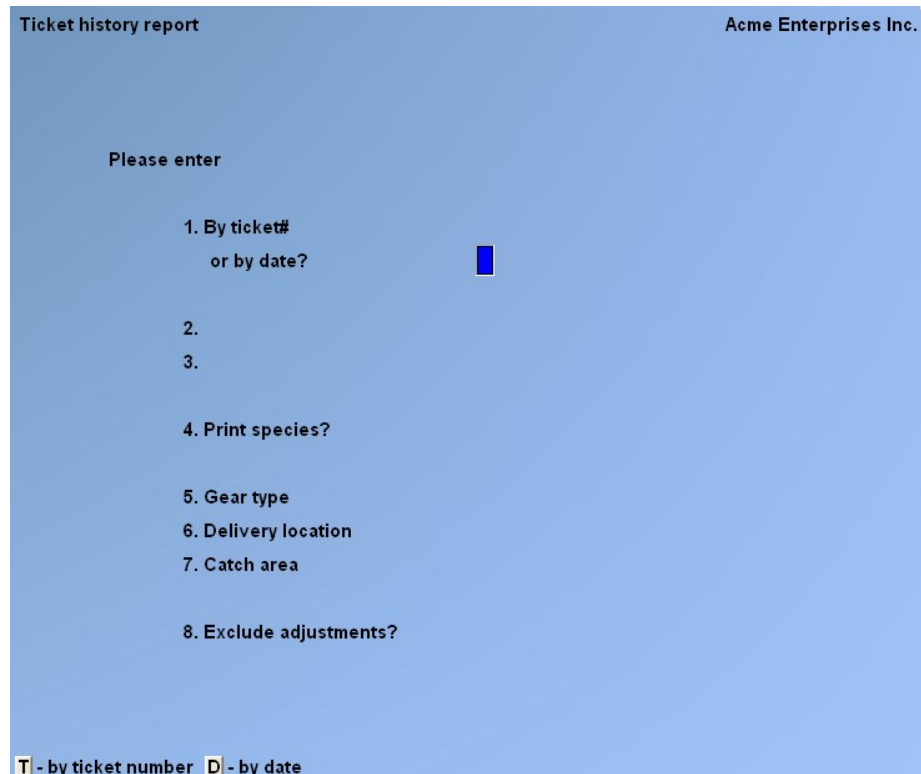
At "FIELD NUMBER TO CHANGE ?", make any desired changes then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled, *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the F/P History reports menu reappears.

Ticket report

Use this report to see the gross amount for tickets in a date range selected by you.

From the F/P History reports menu, select *Ticket report*. You will see:



The screenshot shows a menu screen titled "Ticket history report" in the top left and "Acme Enterprises Inc." in the top right. The background is light blue. The text "Please enter" is centered. Below it is a list of options:

- 1. By ticket#
or by date?
- 2.
- 3.
- 4. Print species?
- 5. Gear type
- 6. Delivery location
- 7. Catch area
- 8. Exclude adjustments?

At the bottom, there is a legend: **T** - by ticket number **D** - by date

NOTE: If you answered N to "USE AREA CODES ?" and "USE DELIVERY LOCATIONS ?" in the F/P Control file, fields 7 and 8 will not display.

Enter the following data:

1. By ticket # or date ?

Enter T for a report sorted by ticket number or D for date order, as instructed at the bottom of the screen.

2. Start ticket number/date ?

The titles of fields 2 and 3 depend on your answer above.

Enter the ticket starting number/date or press [F1] for "First".

3. End ticket number/date

Enter the ticket ending number/date or press [F1] for "Last". If you did not press [F1] above, press [Enter] for a report on all tickets for one day.

4. Print species ?

Press [Enter] to accept the Y default or type N and press [Enter]. If you answer Y, you will get species detail for each ticket specified.

5. Gear type

Enter 1 gear type code or press [F1] for "All".

6. Delivery location

Enter 1 delivery location code or press [F1] for "All".

7. Catch area

Enter 1 catch area code or press [F1] for "All".

8. Exclude adjustments ?

Answer Y if you wish the adjustment tickets to be excluded from the report, or press [Enter] to accept the default of N.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled, *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

Catch area report

The Catch area history report will show all boats that have fished in the selected area and the species caught in those areas.

From the F/P History menu, select *Catch area report*. You will see:

Catch area history report
Acme Enterprises Inc.

Please enter

1. Start date
2. End date
3. Which date?
4. Gear type
5. Delivery location
6. Plant/packers
7. Start catch area
8. End catch area
9. Start species
10. End species
11. Print tickets?
12. Print species?
13. Print area species summary?
14. Include adjustments?

Press **F1** for "Earliest"

Enter the following data:

1. Start date

Enter the date for the report to start or press **[F1]** for "Earliest".

2. End date

Enter the last date to be included in the report, or press **[F1]** for "Latest".

3. Which date ?

The options are ..

F	Fish ticket date
P	Posted date

4. Gear type

Enter one gear type code to be included in the report or press **[F1]** for "All".

5. Delivery location

Enter one delivery location to be included in the report or press [F1] for "All".

6. Plant/packers

The options are...

P	Plant tickets only
K	Packer tickets only
B	Both

7. Start catch area

Enter the starting catch area number, or press [F1] for "first".

8. End catch area

Enter the ending catch area number, or press [F1] for "last".

9. Start species

Enter the starting species code, or press [F1] for "first".

10. End species

Enter the ending species code, or press [F1] for "last".

11. Print tickets ?

If you want ticket detail for each catch area to be included in the report, press [Enter] to accept the N default. If not, answer Y.

12. Print species ?

If you want species detail for each catch area to be included in the report, press [Enter] to accept the N default. If not, answer Y.

13. Print area species summary ?

If you want area species summary for each catch area to be included in the report, press [Enter] to accept the Y default. If not, answer N.

14. Include adjustments ?

The options are...

N	No adjustments
Y	Adjustments

O Only current year adjustments

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will display for you to select how to print the report. Refer to the chapter titled, *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

Species report

Using this report, you can track species are caught with each gear type used and their total value within a selected date range.

From the F/P History menu, select *Species report*. You will then see:

Enter the following data:

1. Start date

Enter the starting date for this report or press [F1] for "First".

2. End date

Enter the last date to be included in the report, or press [F1] for "Last".

3. Which date?

The options are ..

F	Fish ticket date
P	Posted date

4. Start species

Enter the starting species code, or press **[F1]** for "first".

5. End species

Enter the ending species code, or press **[F1]** for "last".

6. Gear type

Enter one gear type code or press **[F1]** for "All".

7. Delivery location

Enter the code for the delivery location to be included in the report, or press **[F1]** for "All".

8. Catch area

Enter one catch area code to be included in the report, or press **[F1]** for "All".

9. Plant/packers

The options are...

P	Plant tickets only
K	Packer tickets only
B	Both

10. Print each gear type on a new page ?

If you do not want the species detail for each gear type selected on a new page, answer N. If you do, press **[Enter]** to accept the Y default.

11. Print form code detail ?

To see species form code detail on the report, press **[Enter]** to accept the Y default, or answer N.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

Packer report

From the F/P History menu, select *Packer report*. You will then see:

TC: FP - Packer report

File Edit AR IC DE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR JE SF Help

Packer report Acme Enterprises Inc.

Please enter

1. Start date
2. End date
3. Gear type
4. Deliv. loc.
5. Catch area
6. Start species
7. End species
8. Packer number
9. Print species detail?
10. Print each packer on a separate page?

Press F1 for "Earliest"

Enter the following data:

1. Start date

Enter the starting date for this report or press [F1] for "Earliest".

2. End date

Enter the last date for packers to be included in the report, press [F1] for "Latest", or if you did not answer [F1] above, press [Enter] to see packer history for one date.

3. Gear type

Enter one gear type code or press [F1] for "All".

4. Delivery location

Enter the delivery location code to be included, or press [F1] for "All".

5. Catch area

Enter the code of the catch area to be included, or press [F1] for "All".

6. Start species

Enter the starting species code, or press [F1] for "first".

7. End species

Enter the ending species code, or press [F1] for "last".

8. Packer number

Enter one packer number, or press [F1] for "All".

9. Print species detail ?

If you want species detail for each ticket, answer Y, or press [Enter] to accept the N default.

10. Print each packer on a separate page ?

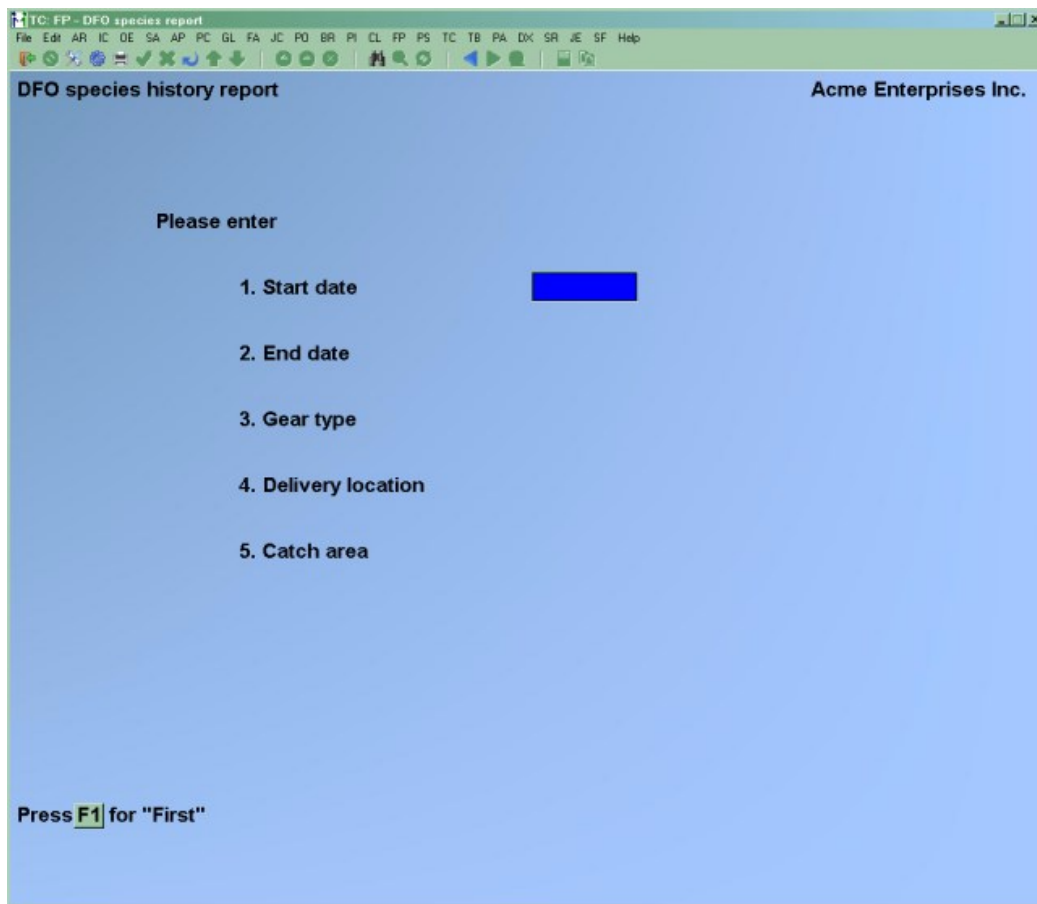
If you do not want each packer on a separate page, answer N, or press [Enter] to accept the Y default.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled, *General Rules*, for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

DFO Species report

From the F/P History report menu, *DFO species report*. The following menu will appear:



Enter the following data:

1. Start date

Enter the starting date for this report in MMDDYY format, or press [F1] for "First".

2. End date

Enter the ending date, or press [F1] for "Last".

3. Gear type

Enter the gear type code to be included in the report, or press [F1] for "All".

4. Delivery location

Enter the delivery location code to be included, or press [F1] for "All".

5. Catch area

Enter the code of the catch area to be included, or press [F1] for "All".

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

Quality code report

From the F/P History report menu, select *Quality code report*. The following menu will appear:

Quality code history report Acme Enterprises Inc.

Please enter

1. Start date
2. End date
3. Which date?
4. Gear type
5. Deliv. loc.
6. Plant/packers
7. Start catch area
8. End catch area
9. Start species
10. End species
11. Print all boats?
12. Boat CFV#
13. Print ticket detail?

Press **F1** for "Earliest"

Enter the following data:

1. Start date

Enter the starting date for this report in MMDDYY format, or press [F1] for "First".

2. End date

Enter the ending date, or press [F1] for "Last".

3. Which date?

The options are .

F	Fish ticket date
P	Posted date

4. Gear type

Enter the gear type code to be included in the report, or press **[F1]** for "All".

5. Delivery location

Enter the delivery location code to be included, or press **[F1]** for "All".

6. Plant/packers

The options are...

P	Plant tickets only
K	Packer tickets only
B	Both

7. Start catch area

Enter the starting catch area code for this report or press F for "All".

8. End catch area

Enter the ending catch area code for this report or press F for "All".

9. Start species

Enter the starting species code for this report or press F for "All".

10. End species

Enter the starting species code for this report or press F for "All".

11. Print all boats?

Press ENTER to accept the default of Y, or enter N to choose a single boat.

12. Boat CFV#

If you answered Y in the previous field, this field is not applicable. If you entered N in the previous field, enter the individual boat here.

13. Print ticket detail ?

Type Y if you wish to see detail of the tickets selected, or press [Enter] to accept the N default.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

Price adjustment summary

From the F/P History report menu, select *Price adjustment summary*. The following menu will appear:

The screenshot shows a software window titled "Fishpro - Price adjustment summary". The window has a menu bar with "File", "Edit", "AR", "IC", "DE", "SA", "AP", "PC", "GL", "FA", "JC", "PO", "BR", "PI", "CL", "FP", "PS", "TC", "TB", "PA", "DX", "SR", "JE", "SF", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window has a light blue background and contains the following text:

Price adjustment summary Acme Enterprises Inc.

Please enter

1. Start date
2. End date
3. Start CFV#
4. End CFV#
5. Gear type
6. Deliv. loc
7. Catch area
8. Print ticket detail?
9. Print each boat
on a new page?

Press **F1** for "Earliest"

Enter the following data:

1. Start date

Enter the starting date for this report in MMDDYY format, or press [F1] for "First".

2. End date

Enter the ending date, or press [F1] for "Last".

3. Start CFV#

Enter the starting CFV# for this report in MMDDYY format, or press [F1] for "First".

4. End CFV#

Enter the ending CFV#, or press [F1] for "Last".

5. Gear type

Enter the gear type code to be included in the report, or press [F1] for "All".

6. Delivery location

Enter the delivery location code to be included, or press [F1] for "All".

7. Catch area

Enter the code of the catch area to be included, or press [F1] for "All".

8. Print ticket detail ?

Type N if you do not wish to see detail of the tickets selected, or press [Enter] to accept the Y default.

9. Print each boat on a separate page ?

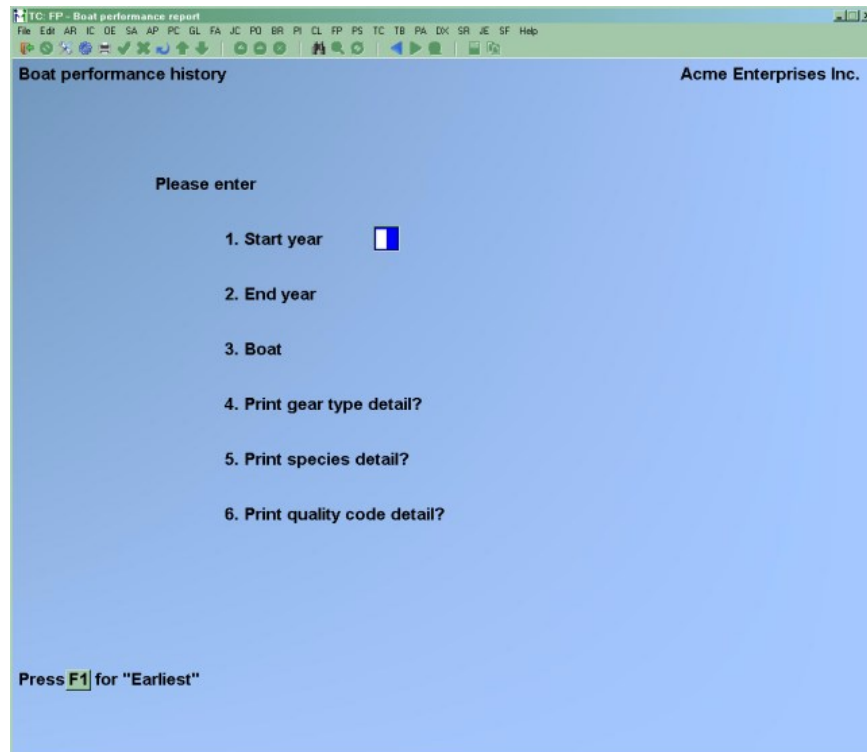
Type N if you do not want each boat printed on it's own page, or press [Enter] to accept the Y default.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

Boat performance report

From the F/P History report menu, select *Boat performance report*. The following menu will appear:



Enter the following data:

1. Start year

Enter the starting year for this report in MMDDYY format, or press [F1] for "Earliest".

2. End year

Enter the ending year, or press [F1] for "Latest".

3. Boat

One boat can be entered or you can press [F1] for "All". Enter the boat for which you want the history report, or press [F2] then [F1] to scan the boat file, as instructed at the bottom of the screen.

4. Print gear type detail ?

If you want gear type detail for each ticket, answer N, or press [Enter] to accept the Y default.

5. Print species detail ?

If you want species detail for each ticket, answer N, or press [Enter] to accept the Y default.

6. Print quality code detail ?

If you want quality code detail for each ticket, answer N, or press [Enter] to accept the Y default.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

Fish ticket reprint

This function reprints a previously printed fish ticket.

From the F/P History report menu, select *Fish ticket reprint*. The following menu will appear:

Fishpro - Fish ticket reprint

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR JE SF Help

Fish ticket reprint Acme Enterprises Inc.

Please enter

1. Start ticket#
2. End ticket#
3. Start date
4. End date
5. Boat CFV#
6. Gear type
7. Print format
8. Copies

Press F1 for "First"

Enter the following data:

1. Start ticket

Enter the ticket number or press [F1] for “first”

2. End ticket

Enter the ticket number or press [F1] for “last”

Enter the ticket number to be reprinted. If the ticket does not exist in the ticket history file the message "History record not on file" will be displayed.

3. Start date

Enter the starting date for this report in MMDDYY format, or press [F1] for "Earliest".

4. End date

Enter the ending date, or press [F1] for "Latest".

5. Boat CFV#

This field is for display only. It shows the boat CFV# and name from the original fish ticket.

6. Gear type

Enter the Gear type or press [F1] for “All”

7. Print Format

Enter the format of fish ticket to print. Enter either 1 to use the Plain paper form, or 2 to use DFO fish ticket form. The default is taken from the Fishpro control file.

8. Copies

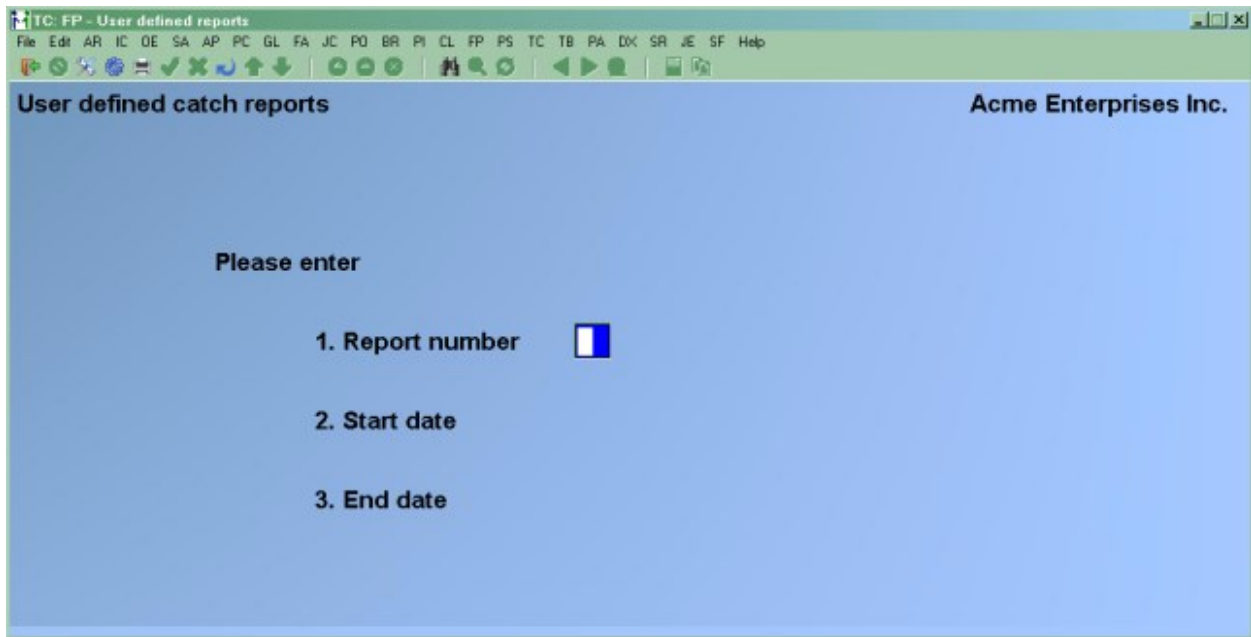
Enter the number of copies to print of the reprinted fish ticket. The default is 1.

At "ANY CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

User defined reports

From the F/P History report menu, select *User defined reports*. The following menu will appear:



Enter the following data:

1. Report number

Enter the report number of the report to be printed. The title of the report will be displayed to the right of the report number.

2. Start date

Enter the starting date for this report in MMDDYY format, or press [F1] for "Earliest".

3. End date

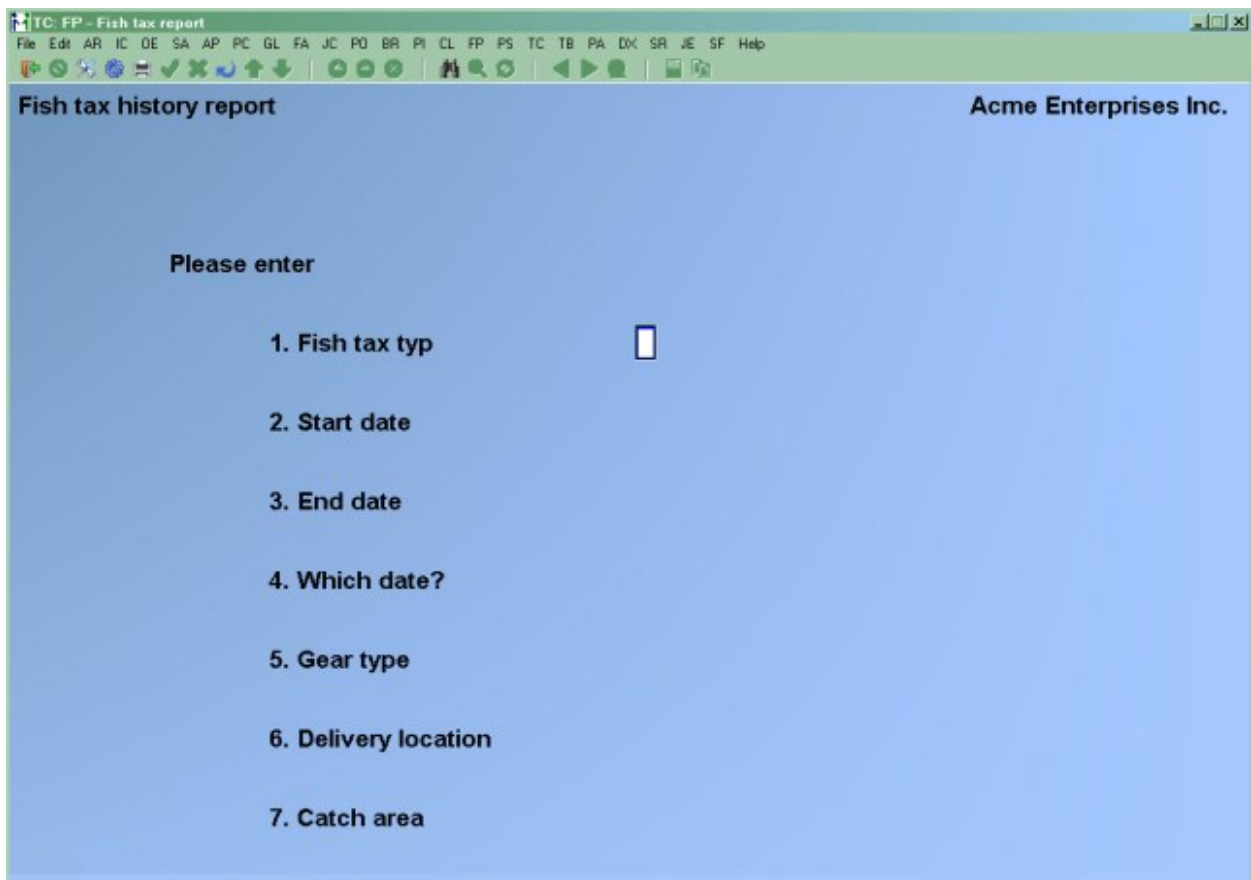
Enter the ending date, or press [F1] for "Latest".

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

Fish Tax History Report

From the F/P History report menu, select *Fish tax report*. The following menu will appear:



Enter the following information:

1. Fish tax type

Enter the Fish tax type

2. Start date

Enter the starting date for this report in MMDDYY format, or press [F1] for "Earliest".

3. End date

Enter the ending date, or press [F1] for "Latest".

4. Which date?

The options are ..

F Fish ticket date

P Posted date

5. Gear type

Enter the Gear type, or press [F1] for "All

6. Delivery location

Enter the delivery location code to be included, or press [F1] for "All".

7. Catch area

Enter the code of the catch area to be included, or press [F1] for "All".

Year end price comparison

From the F/P History report menu, select *Year end price comparison*. The following menu will appear:

TC: FP - Year end price comparison

File Edit AR IC DE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR JE SF Help

Year end price comparison Acme Enterprises Inc.

Please enter	Current	Previous
1. Start date		3. Start date
2. End date		4. End date
5. Which date?		
6. Start species		
7. End species		
8. Gear type		
select 9. Delivery location		
10. Catch area		
11. Plant/packers		
12. Print each gear type on a new page?		
13. Print form code detail?		
14. Exclude prior-year adj?		

Press **F1** for "First"

Enter the following information:

1. Start date

Enter the starting date for the current year report in MMDDYY format, or press [F1] for "Earliest".

2. End date

Enter the ending date for the current year, or press [F1] for "Latest".

3. Start date

Enter the starting date for the previous year report in MMDDYY format, or press [F1] for "Earliest".

4. End date

Enter the ending date for the previous year, or press [F1] for "Latest".

5. Which date?

The options are ..

F	Fish ticket date
P	Posted date

6. Start species

Enter the starting species number, or press [F1] for "first".

7. End species

Enter the ending species number, or press [F1] for "last".

8. Gear type

Enter the gear type code to be included in the report, or press [F1] for "All".

9. Delivery location

Enter the delivery location code to be included, or press [F1] for "All".

10. Catch area

Enter the code of the catch area to be included, or press [F1] for "All".

11. Plant/packers

The options are...

- P** Plant tickets only
- K** Packer tickets only
- B** Both

12. Print each gear type on a new page ?

If you do not want the species detail for each gear type selected on a new page, answer N. If you do, press [Enter] to accept the Y default.

13. Print form code detail ?

To see species form code detail on the report, press [Enter] to accept the Y default, or answer N.

14. Exclude prior-year adj?

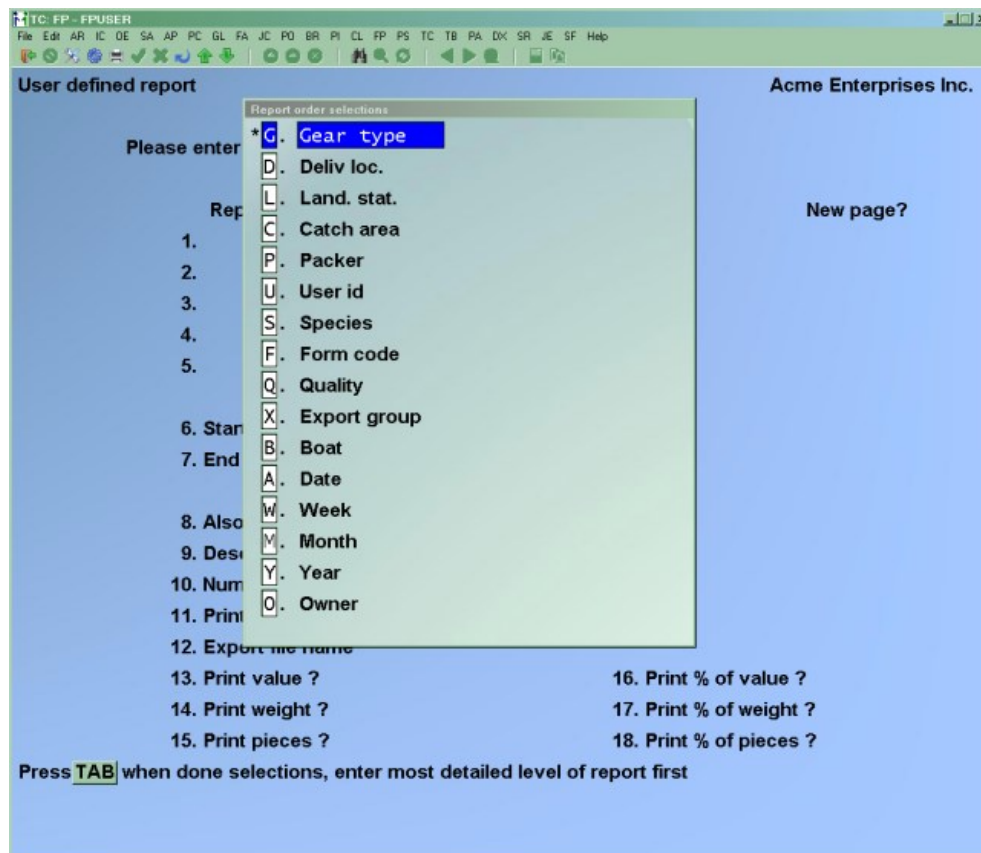
Press ENTER to accept the default of Y, or enter N if you want to include the adjustments for the prior year.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the History menu will reappear.

Custom Reports

From the F/P History report menu, select *Custom reports*. The following menu will appear:



With this feature you may design your own report. You select the order the information is sorted by (up to 5 levels), a range of information to include for each sorting selection, and date range plus various criteria to include/exclude in the report.

1. - 5. Report Order

Choose the fields from the drop down list that you want to report on. The report may cascade up to five options; you must enter the most detailed level first.

After entering a sorting selection, you will be able to enter the range of information to include.

Answer Y to “New page ?” to insert a page break when the data in this report sorting selection changes.

6. Start Date

Enter the starting date in MMDDYY format or press F1 for “Earliest”.

7. End Date

Enter the ending date in MMDDYY format or press F1 for “Latest”.

8. Also sort detail by

Enter the order to further sort the entry in field 1. Valid answers include:

V	Value
W	Weight
P	Pieces
N	Nothing

9. Descending or ascending ?

If you chose V, W, or P in the previous field, you may sort the data in either descending or ascending order. If you chose N, the field is not applicable.

Minimum or Maximum

If you select to print in descending order, you will be prompted to enter a Minimum cut-off. Any selection from field 1 that is lower than the minimum entered here will not be included on the report. Leave blank for no minimum.

If you select to print in ascending order, you will be prompted to enter a Maximum cut-off. Any selection from field 1 that is higher than the maximum entered here will not be included on the report. Leave blank for no maximum.

10. Number of items to print

Press F1 for no limit or enter the number of selections from field 1 to include on the report. This allows you to zoom in on the information. For example, you may want to print the five most common gear types.

11. Print detail in columns

Enter Y if you want the first selection to be the column headings. Enter N if you want it to be a cascading report.

12. Export file name

Enter the file name if you wish to export this data to a file. Press F1 if you want to print out or display the report.

13. Print value ?

Enter Y if you want to print the dollar value of the selection. Enter N if you do not want this column to appear in the report.

14. Print weight ?

Enter Y if you want to print the total weight of the selection. Enter N if you do not want this column to appear in the report.

15. Print pieces ?

Enter Y if you want to print the number of pieces of the selection. Enter N if you do not want this column to appear in the report.

16. Print % of value ?

Enter Y if you want the resulting data to show the % of total value for the sub-totals and grand totals. Enter N if you do not want this column to appear in the report.

17. Print % of weight ?

Enter Y if you want the resulting data to show the % of total weight for the sub-totals and grand totals. Enter N if you do not want this column to appear in the report.

16. Print % of pieces ?

Enter Y if you want the resulting data to show the % of total pieces for the sub-totals and grand totals. Enter N if you do not want this column to appear in the report.

To end this function

When you are finished with the History reports function, press END as the menu selection. The main Fishpro menu will reappear.



Chapter 13

Reporting Menu

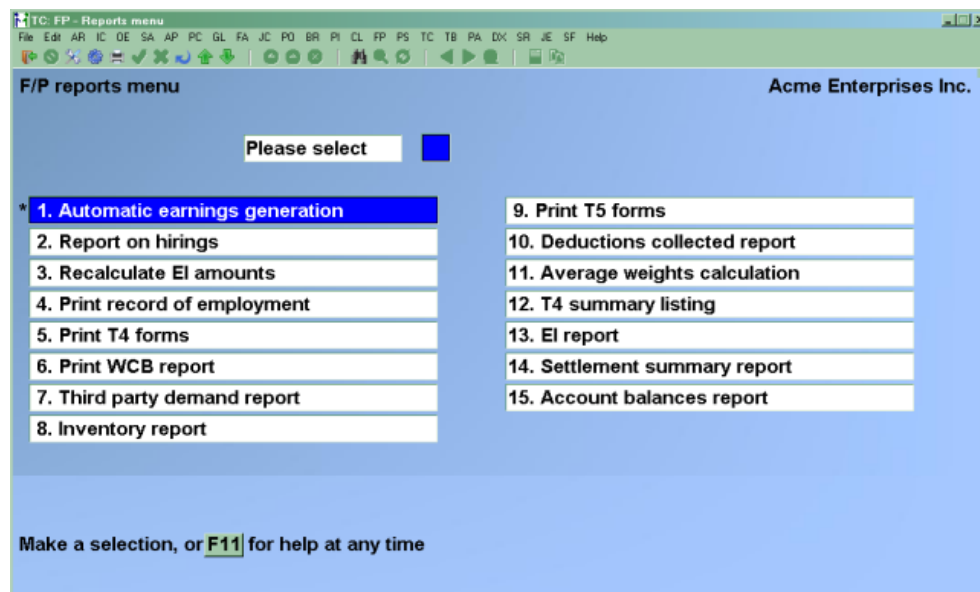
Introduction

You will use these functions to produce T4's, ROE's, T5's, Inventory reports, a Third Party Demand report, a Worker's Compensation report, and a Report on Hirings.

The Recalculate EI amounts function is used to adjust the EI eligibility dates and amounts, and should be run before printing Records of Employment and T4 forms.

To begin this function

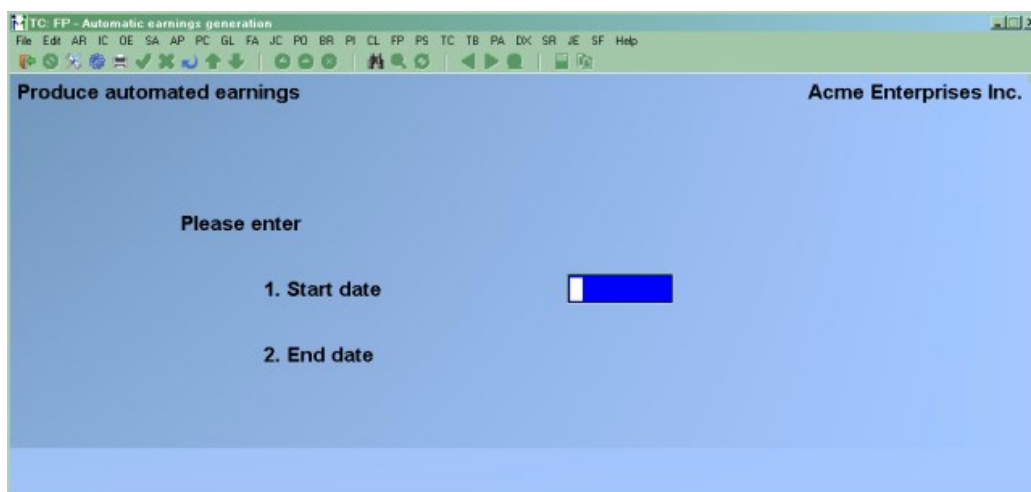
From the main Fishpro menu, select *Reporting menu*, and you will see:



Automatic earnings generation

This function creates a data file of the weekly fisher earnings for a range of dates. This file can then be sent to the EI office on disk.

Select Automatic earnings generation from the F/P Reports menu and you will see:



Enter data as follows:

1. Start Date

Enter the date in MMDDYY format when you want the report to start. The date entered will be automatically change to the nearest Sunday date for reporting.

2. End Date

Enter the last date for earnings to be included in the report. The date entered will be automatically change to the nearest Saturday date for reporting.

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter].

As the report is being generated the data file BP0101 is created in the local directory. The data file must then be transferred to a device and sent to the EI office.

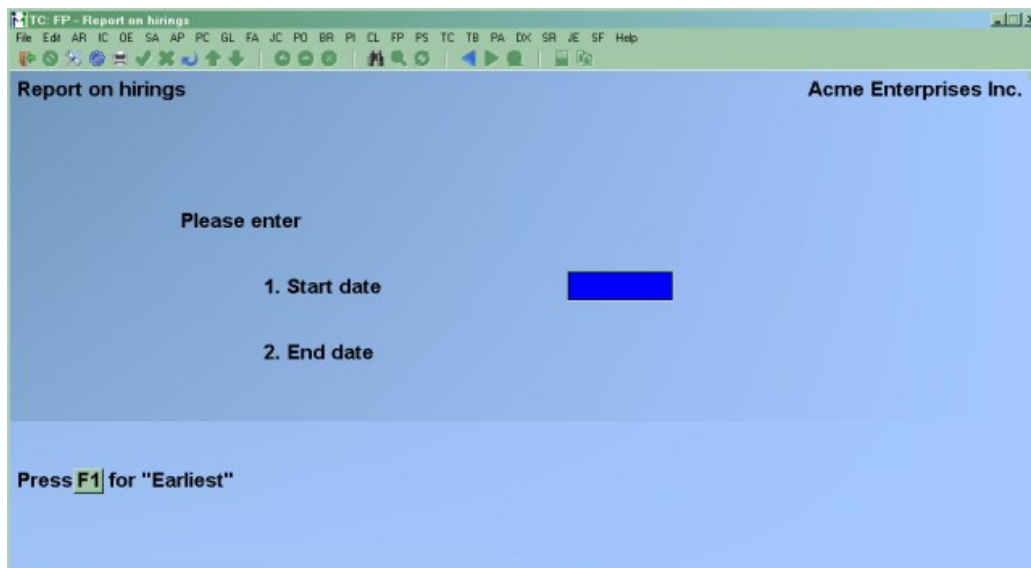
If there are earnings for that period, a window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the F/P Reports menu will reappear.

Report on hirings

Use this report to show new fisher who began fishing for your company between the selected dates. All posted fish tickets will be checked for fishers whose first trip was within that date range.

Select *Report on hirings* from the F/P Reports menu and you will see:



Enter data as follows:

1. Start Date

Enter the date in MMDDYY format when you want the report to start, or press [F1] for "Earliest".

2. End Date

Enter the last date for hirings to be included in the report, press [F1] for "Latest", or if you did not press F1 above, press ENTER to see hirings for one date.

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter].

If there are no hirings between the selected dates, you will see the message "NO HIRINGS IN RANGE SELECTED. PRESS [ENTER] TO CONTINUE".

If there are new fishers for that period, a window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the report has finished printing, the F/P Reports menu will reappear.

Recalculate EI amounts

At the end of the fishing season, the calculated EI premiums may not necessarily be correct. The Recalculate EI amounts function will look at all trips made by each fisher during the year and establish the correct EI premiums payable.

NOTE: This function should always be run before Records of Employment are printed to ensure correctness.

Type *Recalculate EI amounts* from the F/P reports menu and you will see:

EI recalculation Acme Enterprises Inc.

Please enter

1. Start customer#

2. End customer#

3. Update EI amounts?

4. Print suggested changes?

5. Effective date

6. Company division

7. Print totals?

Press **F1** for "First"

Enter the following data:

1. Start Customer#

Press [F1] for "First" or enter the customer for whom you want to start recalculating EI.

2. End Customer#

Press [F1] for "Last" or enter the customer for whom you want to stop recalculating EI.

3. Update EI Amounts ?

This option will update the amount of EI premiums owed by each fisher based on the EI regulations. The program will calculate the total required and compare it to what has already been paid. The changed amount, which could be a debit or a credit, is then created as a journal voucher. The journal voucher can then be printed and posted as an open item onto the fisher's account.

Answer Y, or press [Enter] to accept the N default.

4. Print suggested changes

If you enter Y in field 3, this field will default to Y and skip to the next field.
If you enter N in field 3, enter Y to print the report of changes or press ENTER for the default of N.

5. Effective Date

Enter the date to begin recalculating EI or press [Enter] to accept the default.

6. Company Division

Enter the company division number, or press [F1] for "All". You will be warned if the last time this function was run the company division setting was different. Press [F2] to override.

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the report is finished printing, the F/P Reports menu reappears.

7. Print Totals?

Enter Y to print the totals at the bottom of the report or press ENTER to accept the default of N.

Print Record of Employment

Record of employment forms can be printed for one or "All" fisher with one or "All" gear types.

From the F/P reports menu select print Record of Employment and you will see:

TC: FP - ROEPEI

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR JE SF Help

Print record of employment Acme Enterprises Inc.

Please enter

1. Fisher

2. Gear type

3. Exclude fisher with other gear types?

4. Company division

Press **F1** for "All", or press **ENTER** for fisher/boat search

NOTE: Records of Employment must be printed before T4 forms.

Enter the following data:

1. Fisher

Press [**F1**] for "All", enter the fisher's SIN, press ENTER and type the fisher's name, or press [**F2**] to scan the fisher file, as instructed at the bottom of the screen.

2. Gear Type

If you wish to produce ROE's for only one gear type, enter a gear type code, or press F1 for "All".

3. Exclude Fisher With Other Gear Types ?

If you specified only 1 gear type above, you can include all fishers who use that gear type as well as other gear types by answering N. If you answer Y, you will only get ROE's for fishers who use the selected gear type only. If you answered "All" in field 2 above, this question will automatically default to N and cannot be changed.

4. Company Division

Enter the company division number, or press [F1] for "All".

Your screen will look similar to:

TC: FP - ROEPEI
File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL PP PS TC TB PA DK SR JE SF Help

Print record of employment Acme Enterprises Inc.

Please enter

1. Fisher	"All"
2. Gear type	"All"
3. Exclude fisher with other gear types?	N
4. Company division	"All"

Field number to change ?

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. You will then see the second page:

Print record of employment Acme Enterprises Inc.

Please enter

5. Employer name	Acme Enterprises Inc.
6. Employer address-1	7789 134th Street
7. Employer address-2	
8. Employer postal code	Surey,
9. RCT employer account#	123456789
10. Reason for issuing	End of season
11. Comments	
12. Language	English
13. Issuer phone number	(604) 5974211 extn
14. Issuer name	
15. Issue date	9/27/11

Enter the following data:

5. Employer Name

The company name you set up in Maintain company data will be displayed. Press [Enter] to accept it.

6. Employer Address-1

7. Employer Address-2

The company address you entered in Maintain company data will display. Press [Enter] to accept it.

8. Employer Postal Code

Press [Enter] to accept the postal code which was set up in Maintain company data.

9. RCT Employer Account#

The RCT account number set up in the F/P Control File will display. Press [Enter] to accept it.

10. Reason For Issuing

Enter a one letter code to describe the reason for issuing the ROE. The choices are:

- A - end of season
- B - illness/injury
- C - quit
- D - other

Press [Enter] to accept the A default, or enter another appropriate code.

11. Comments

Enter any comments to be printed on the Record of Employment. Up to 90 alphanumeric characters can be entered. If no comments are to be printed, press [Enter] to skip this field.

12. Language

The choices are E for English or F for French. Press [Enter] to accept the E default.

13. Issuer Phone Number

Enter the area code, phone number (with no spaces) and an optional 4 digit extension.

14. Issuer Name

Type in your name or the name of the person issuing the ROE. Up to 20 characters can be entered.

15. Issue Date

Type in the date you are issuing the report, or press [Enter] to accept the default date.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter].

You then see "PLEASE MOUNT RECORD OF EMPLOYMENT FORMS ON PRINTER. TYPE "DONE" WHEN READY".

Mount the Record of Employment forms on the printer so that the print head is at the top of the form. Adjust the printing pressure according to the thickness of the forms. When you have finished mounting the forms, type DONE. You are then asked "PRINT ALIGNMENT ? N".

If you want a sample Record of Employment with X's printing so you can check the alignment on the printer, answer Y. A sample form will be printed and you will again be asked again "PRINT ALIGNMENT ?". You can print as many alignment forms as you wish. When the alignment is correct, answer N to the "PRINT ALIGNMENT ?" question. The Record of Employments will then be printed.

After ROE's are printed, you will be asked "ARE RECORDS OF EMPLOYMENT OK? Y". If you answer N, you will be returned to the first Print records of employment screen to start again. If you press ENTER to accept the Y default, you will also be returned to the first screen for entry of another ROE to print.

After Record of Employments are printed, you are asked to mount regular paper on the printer. Do so, then type DONE. The F/P Reports menu then reappears.

Print T4 Forms

Use this function to issue the T4's to fishers. You will have to mount the forms on the printer prior to running this function.

NOTE: Records of Employment must be printed before T4 forms.

From the F/P reports menu select *Print T4 Forms* and you will see:

Print T4 forms Acme Enterprises Inc.

Please enter

1. Is this a restart? N
2. Fisher
3. Print skipper's name?
4. Print companies ?
5. Print leases ?
6. Deduction name
7. Deduction description
8. Company division
9. Income tax deduction code
10. Limit insurable to gross?

Enter the following data:

1. Is this a restart ?

Press [Enter] to accept the N default. You would only change this to Y if you had started printing T4's and had to stop for some reason such as adding more forms.

2. Fisher

You can either press [F1] for "All", type the fisher's SIN, press [F2] to scan the fisher file, or press [Enter] and type the fisher's name, as instructed at the bottom of the screen.

3. Print Skipper's Name ?

Type N if you do not want the skipper's name to printed on the T4's, or press [Enter] to accept the Y default.

4. Print Companies ?

If you want T4's printed for companies, press [Enter] to accept the Y default. If not, answer N.

5. Print leases

If you want T4's printed for leases, press [Enter] to accept the Y default. If not, answer N.

6. Deduction Name
Gear Types

If another deduction name is to appear on the T4 form, enter the name of the deduction and the appropriate gear type code(s) will display. The deduction entered here will appear on the lower left of the form.

If you do not enter a deduction name here, you will not be allowed to make an entry in the next field.

7. Deduction Description

Enter up to 25 alphanumeric characters describing the deduction. You must enter a description here. The description entered here will appear on the T4's beside the deduction total.

8. Company Division

Enter the company division number, or press [F1] for "All".

You are then asked "FIELD NUMBER TO CHANGE ?". Make any desired changes, then press [Enter].

9. Income tax deduction code

Enter the deduction code for income tax or leave blank for no income tax reported.

10. Limit insurable to gross ?

Press ENTER to accept the default of Y.

You then see "PLEASE MOUNT T4 FORMS ON PRINTER. TYPE "DONE" WHEN READY".

Mount the statement forms on the printer so that the print head is at the top of the form. Adjust the printing pressure according to the thickness of the forms. When you have finished mounting the forms, type DONE. You are then asked "PRINT ALIGNMENT ? N".

If you want a sample statement with X's printing so you can check the alignment on the printer, answer Y. A sample form will be printed and you will again be asked again "PRINT ALIGNMENT ?". You can print as many alignment forms as you wish. When the alignment is correct, answer N to the "PRINT ALIGNMENT ?" question. The statements will then be printed.

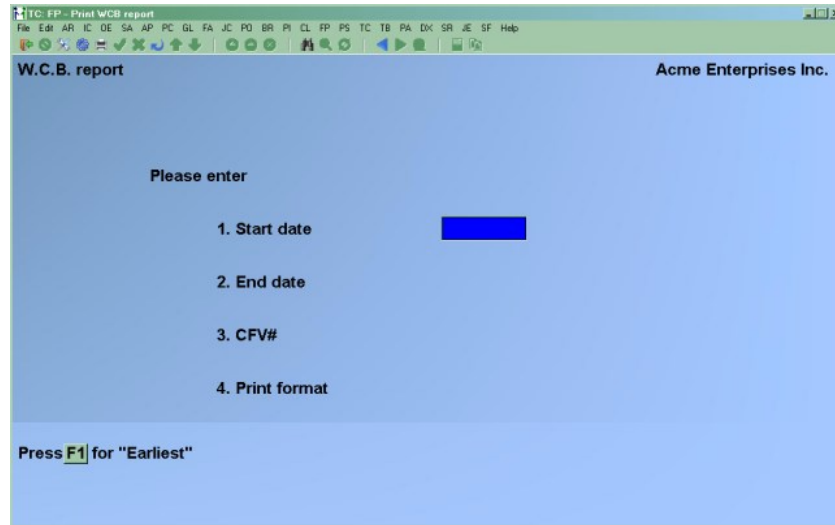
After statements are printed, you are asked to mount regular paper on the printer. Do so, then type DONE. The F/P Reports menu then reappears.

Print WCB report

The WCB report will list the WCB gross for each fisher in your company, and will calculate any amount in excess of the user-defined WCB maximum, Refer to the chapter titled Fishpro Control Data.

The Print trip detail option will include individual ticket values, skipper status, and each fisher's gross earnings for each ticket.

Select *Print WCB report* from the F/P reports menu and you will see:



Enter the following data:

1. Start Date

Enter the starting date for the report or press [F1] for "Earliest".

2. End Date

Enter the last date for WCB earnings to be included or press [F1] for "Latest".

3. CFV#

Enter the CFV#, press [F1] for "All", or press [F2] for the next boat on file then press [F1] to scan the boat file, as instructed at the bottom of the screen. When the correct boat has been located, press [Enter].

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the F/P Reports menu reappears.

Third party demand report

The Third Party Demand report will print or display a list of fishers who have a demand issued against their account, and the current amount still owing by them. This amount

on the report will decrease as payments are taken from the fisher's share of each posted ticket value.

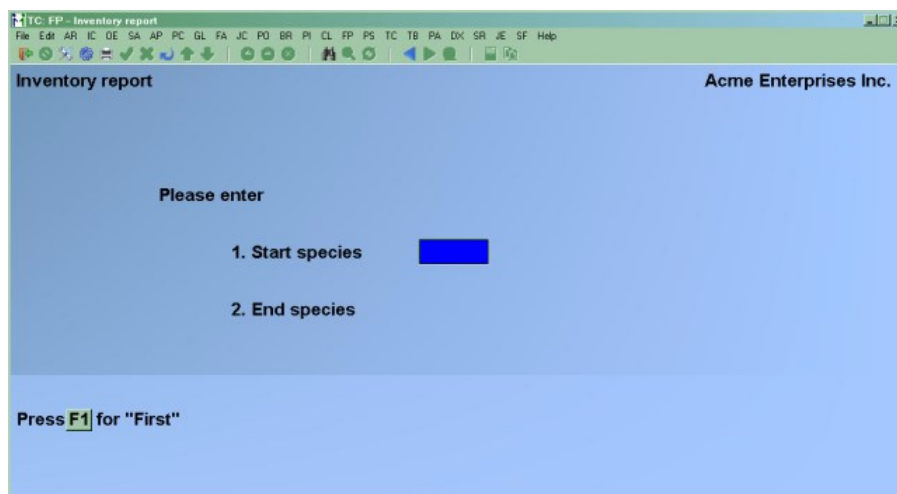
From the F/P reports menu select *Third party demand report* and a print window appears for you to select which printer the report is to be sent. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report is finished printing, the F/P Reports menu will reappear.

Inventory report

The Inventory report can be printed or displayed at any time to track your period-to-date and year-to-date value, weight and piece count totals by gear type.

Select *Inventory report* from the F/P reports menu and the following screen appears:



Enter the following data:

1. Start species

Enter the starting species number, or press [F1] for "First".

2. End species

Enter the ending species number, or press [F1] for "Last".

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Follow the screen

instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report is finished printing, the F/P reports menu reappears.

Print T5 forms

The government requires a T5 form from every fisher/customer who earned any interest income during the year.

This function will issue a T5 to fishers whose interest income for the year is greater than the selected cut-off amount.

From the F/P Reports menu, select Print T5 forms. You will see:

TC: FP - Print T5 forms

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR JE SF Help

T5 investment income printing Acme Enterprises Inc.

Please enter

1. Start customer name
2. End customer name
3. Start date
4. End date
5. Cut-off amount
6. Use laser forms?
7. Copies per fisher

Press F1 for "First"

Enter the following data:

1. Start Customer Name

Enter the name of the first fisher/customer to be issued a T5 form, or press [F1] for "First".

2. End Customer Name

Enter the name of the last fisher/customer to be issued a T5 form, press [F1] for "Last", or press [Enter] to print a T5 for only one fisher/customer.

3. Start Date

Enter the starting date, in MMDDYY format, for the calculated interest to be included in the T5 form.

4. End Date

Enter the last date for calculated interest to be included in the form, or press [F1] for "Latest".

5. Cut-off Amount

Enter a cut-off amount, or press [Enter] for .00. If any fisher's total interest during the selected time period does not add up to the amount entered here, no T5 form will be printed for him.

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter].

If there is no earned interest in the ranges specified, you will see the following message "NO EARNED INTEREST TO PRINT. PRESS ENTER TO CONTINUE".

If there is earned interest to be printed, you will see "PLEASE MOUNT T5 FORMS ON PRINTER, TYPE "DONE" WHEN READY".

Mount the statement forms on the printer so that the print head is at the top of the form. Adjust the printing pressure according to the thickness of the forms. When you have finished mounting the forms, type DONE. You are then asked "PRINT ALIGNMENT ? N".

If you want a sample T5 form with X's printed so you can check the alignment on the printer, answer Y. A sample form will be printed and you will again be asked "PRINT ALIGNMENT ? N" You can print as many alignment forms as you wish. When the alignment is correct, press ENTER to accept the N default. The T5 forms will then be printed.

After the T5 forms have finished printing, you are asked to mount the regular paper on the printer. Do so, then type DONE. The F/P Reports menu then reappears.

6. Use laser forms ?

Press ENTER to accept the default of N, or enter Y to use laser forms for T5's.

7. Copies per fisher

Enter the number of copies for each fisher.

Income tax collected report

Select *Deductions collected report* from the F/P Reports menu and you will see:

TC FP - Deductions collected report

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR JE SF Help

Deductions collected report Acme Enterprises Inc.

Please enter

1. Start date

2. End date

3. Which date?

4. Deduction type

Press F1 for "Earliest"

Enter data as follows:

1. Start Date

Enter the date in MMDDYY format when you want the report to start, or press [F1] for "Earliest".

2. End Date

Enter the date in MMDDYY format when you want the report to end, or press [F1] for "Latest".

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter].

If there was income tax collected the period, a window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the report has finished printing, the F/P Reports menu will reappear.

3. Which date ?

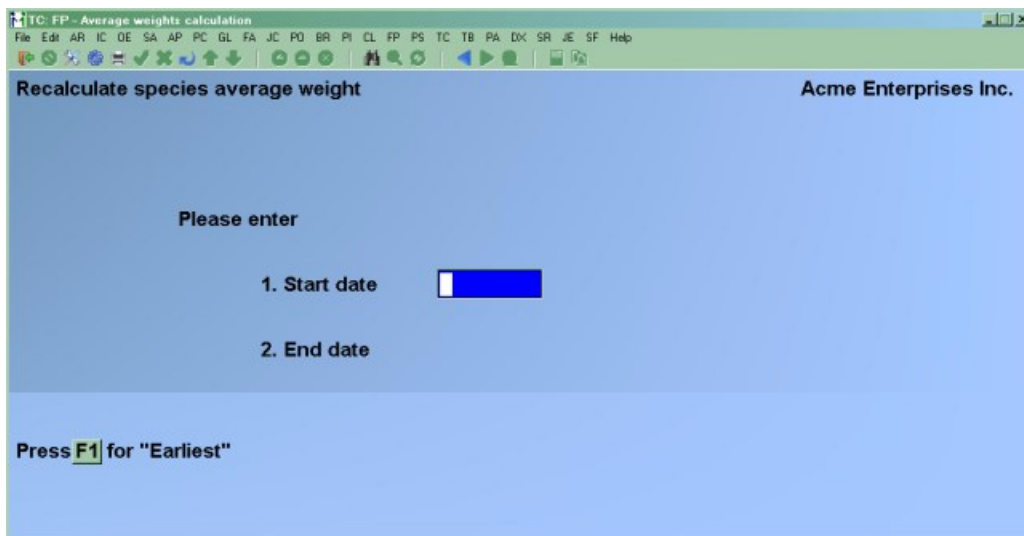
Enter F for fish ticket date or P for posted date.

4. Deduction type

Enter the deduction type code or press F1 for "All".

Average weights calculation

Select *Average weights calculation* from the F/P reporting menu and you will see:



The screenshot shows a software window titled "TC: FP - Average weights calculation". The menu bar includes File, Edit, AR, IC, DE, SA, AP, PC, GL, FA, JC, PO, BR, PI, CL, FP, PS, TC, TB, PA, DX, SR, JE, SF, and Help. The window has a blue background and contains the following text:

- Recalculate species average weight (top left)
- Acme Enterprises Inc. (top right)
- Please enter (center)
- 1. Start date (with a date input field)
- 2. End date
- Press **F1** for "Earliest" (bottom left)

Enter data as follows:

1. Start Date

Enter the date in MMDDYY format when you want the report to start, or press [F1] for "Earliest".

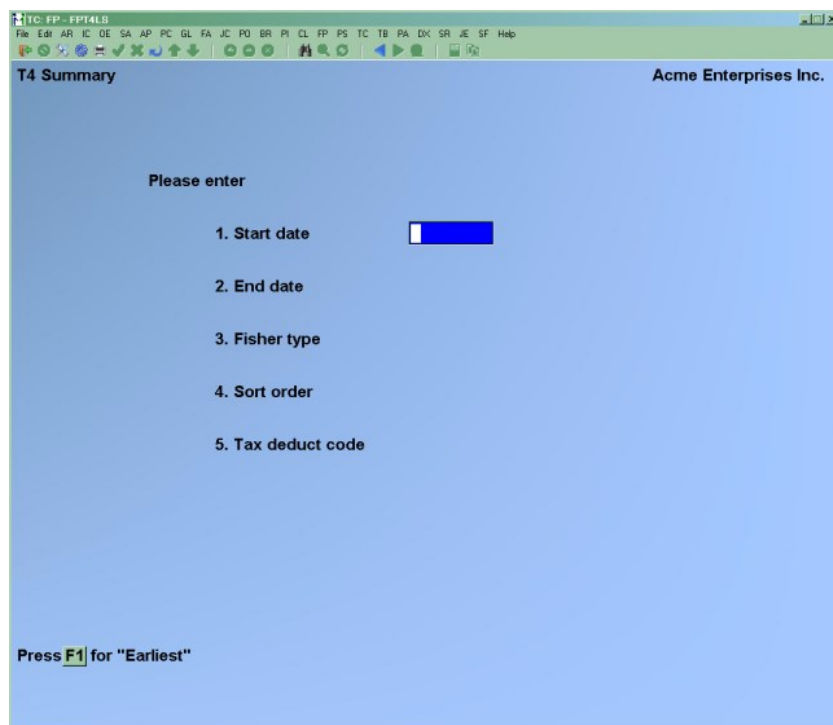
2. End Date

Enter the date in MMDDYY format when you want the report to end, or press [F1] for "Latest".

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter].

T4 Summary listing

Select *T4 summary listing* from the F/P reporting menu and you will see:



The screenshot shows a software window titled "TC: FP - FPT4LS" with a menu bar (File, Edit, AR, IC, DE, SA, AP, PC, GL, FA, JC, PO, BR, PI, CL, FP, PS, TC, TB, PA, DX, SR, JE, SF, Help) and a toolbar. The window content has a light blue background. At the top left is "T4 Summary" and at the top right is "Acme Enterprises Inc.". In the center, it says "Please enter" followed by a list of five items: "1. Start date", "2. End date", "3. Fisher type", "4. Sort order", and "5. Tax deduct code". A blue rectangular input field is positioned to the right of "1. Start date". At the bottom left, it says "Press F1 for 'Earliest'".

Enter data as follows:

1. Start Date

Enter the date in MMDDYY format when you want the report to start, or press [F1] for "Earliest".

2. End Date

Enter the date in MMDDYY format when you want the report to end, or press [F1] for "Latest".

3. Fisher type

The options are ...

- A All
- X Exclude companies/natives
- C Only companies/natives

4. Sort order

Enter A for alphabetic or N for numeric order.

4. Tax deduct code

Enter the code that was used to deduct income tax from the fishers' tickets or accounts.

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report is finished printing, the F/P reports menu reappears.

El report

Select El report from the F/P reporting menu and you will see:

Enter data as follows:

1. Which date

The options are...

D	Entry date
P	Posted date
E	Earnings date

2. Start Date

Enter the date in MMDDYY format when you want the report to start, or press [F1] for "Earliest".

3. End Date

Enter the date in MMDDYY format when you want the report to end, or press [F1] for "Latest".

4. Detail level

The options are...

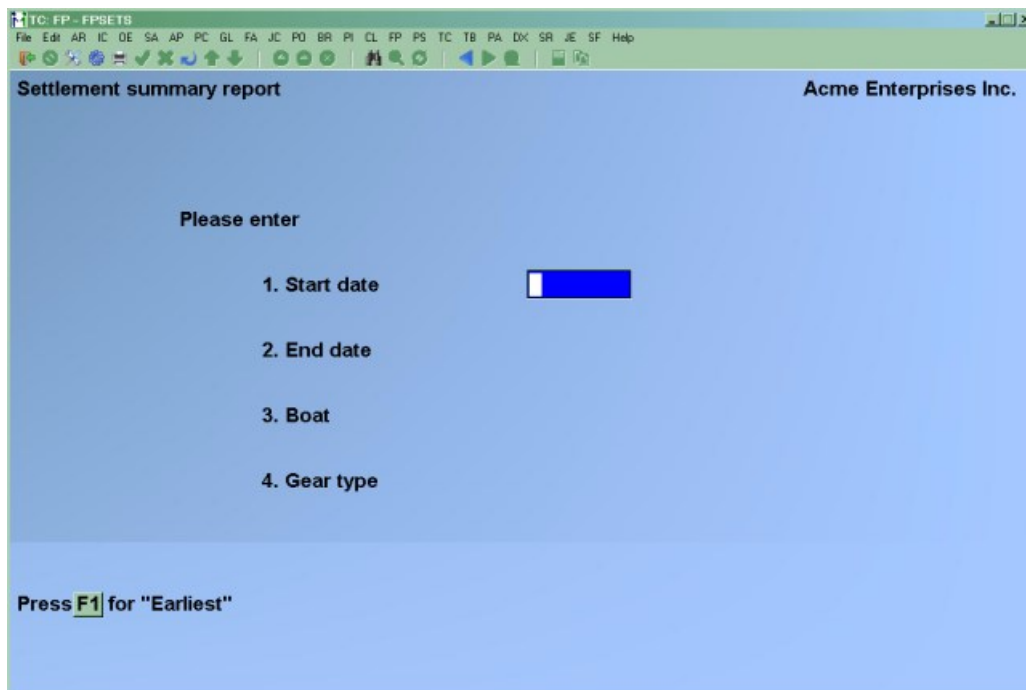
M	Monthly
W	Weekly
D	Daily
T	Ticket detail
F	Fisher detail

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report is finished printing, the F/P reports menu reappears.

Settlement Summary report

From the F/P reporting menu, select *Settlement summary report* and you will see:



Enter data as follows:

1. Start Date

Enter the date in MMDDYY format when you want the report to start, or press [F1] for "Earliest".

2. End Date

Enter the date in MMDDYY format when you want the report to end, or press [F1] for "Latest".

3. Boat

Enter the boat CFV# or press F1 for "All".

4. Gear type

The options are...

- F1 All
- F3 Range of boats
- F4 All except (exclusion list)

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Follow the screen

instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report is finished printing, the F/P reports menu reappears.

Account balances report

Select *Account balances report* from the F/P reporting menu and you will see:

FISHPRO - F/PBALR

File Edit AR IC DE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR JE SF Help

Fisher account balances Acme Enterprises Inc.

Please enter

1. Cut off amount .00

2. Print sub-accounts?

3. A/R subledger

Press F1 for "None"

Enter data as follows:

1. Cutoff amount

Enter the dollar amount for the accounts that you want the report to start at or press F1 for “None”.

2. Print sub-accounts ?

Press ENTER to accept the default of N or enter Y to include sub-accounts if you are using the parent/child feature of the A/R module.

3. A/R subledger

Enter the G/L account number or press F1 for “All”.

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report is finished printing, the F/P reports menu reappears.

Fishers list

Select *Fishers list* from the F/P reporting menu and you will see:

Fishers
Print

Please enter

1. Sort by
2. Starting fisher #
3. Ending fisher #
4. Starting CFV #
5. Ending CFV #
6. Starting last-trip date
7. Ending last-trip date
8. Format
9. Include amounts?

=Fisher number =fisher Name =SIN number =CFV number

Enter data as follows:

1. Sort by: Fisher, Name, SIN number or CFV number
2. Starting fisher #
Enter the fisher ID where you want the report to start, or press [F1] for "Earliest".

3. Ending fisher #
Enter the fisher ID where you want the report to end, or press [F1] for "Latest".
4. Starting CFV#
Enter the boat number where you want the report to start, or press press [F1] for "Earliest".
5. Ending CFV#
Enter the boat number where you want the report to end, or press press [F1] for "Latest".
6. Starting last-trip date
Enter the date in MMDDYY format when you want the report to start, or press [F1] for "Earliest".
7. Ending last-trip date
Enter the date in MMDDYY format when you want the report to end, or press [F1] for "Latest".
8. Format
Full All the fields plus credit limit found on first page of the fisher
Brief Customer number, Name, SIN#, and EI-status only
9. Include Amounts?
Y All the T4 and T4A amounts found the first page of the fisher
N No T4 and T4A amounts

At "FIELD NUMBER TO CHANGE ?" make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report is finished printing, the F/P reports menu reappears

To end this function

To end use of the Reporting menu, press [Tab] at the Please select field. The F/P Main menu reappears.



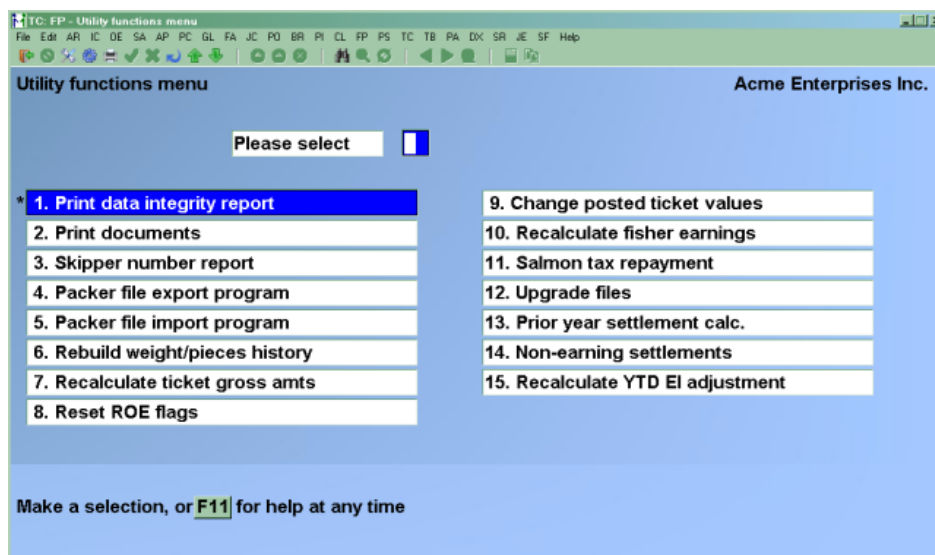
Chapter 14

Utility functions Menu

Introduction

These functions will be used mainly by Systems Administrators. They are for identifying and correcting specific fields calculated in other functions.

From the Fishpro menu press [F2] then select *Utility functions menu* and you will see:



Print data integrity report

This report is used to show you if there are any incomplete tickets or adjustment tickets, or missing ticket information.

From the Utility functions menu, select *Print data integrity report*. A window will appear for you to select how to print the report. For a complete explanation of the printing options, refer to the chapter titled, *General Rules*.

When the report is finished printing, the Utility functions menu will reappear.

Print documents

This function would be used to print many documents at one time. Documents that have a "Manual" status can be printed, and documents that have already been printed can be reprinted.

From the Utility functions menu, select *Print documents* and a screen similar to the one below will appear:

Doc-no	Type	Reference	Print status

Press **F1** to page down, **F2** to page up, **F3** to print all un-printed fish tickets

Field number to change ?

At "FIELD NUMBER TO CHANGE ?", select the number beside the document you wish to print, and type Y.

The cursor will move down through all fields below the one selected on that screen. Type Y for each document to be printed, or press **[Enter]** to accept the N default.

Press **[F2]** to view the next screen of documents, as instructed at the bottom of the screen.

When you have selected the documents to be printed, press [Enter] at "FIELD NUMBER TO CHANGE ?". You will be asked to enter the print device and whether or not you want to print an alignment for each document you selected.

When the documents have finished printing, you will be returned to the F/P Utility functions menu.

Skipper Number report

This report will show a list of boats with no skippers or more than one skipper. It will also print a list of deckhands for the boat. If there are no such boats, the report will be blank.

Select *Skipper Number report* from the F/P Utility functions menu. A window appears for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled, *General Rules* for a detailed explanation of the printing options.

When all printing is complete the F/P Utility functions menu reappears.

Packer file export program

This function creates an export file of data for use on a packer, using a restricted version of the Fishpro software. The files exported are:

- all Fishpro system codes
- all current prices
- all fishers
- all boats since last export
- all deckhand distributions
- the Fishpro control file
- the company file

NOTE: If the export of data to a packer is not done regularly, it is recommended that the last load date be set to "Never" so that you are assured of transferring all data.

Select *Packer file export program* from the F/P Utility functions menu and you will see:

Load packer files Acme Enterprises Inc.

Please enter

1. Packer number
2. Last load date
3. Packer user id
4. device size in Kbytes
5. Start ticket#
6. Next automatic customer#
7. Default gear type
8. Default delivery loc
9. This machine's device

Press **F1** for next boat

Enter the following data:

1. Packer number

Enter the CFV# of the boat you have designated as a packer, or press **[F1]** for next packer boat number.

2. Last load date

Enter the date of the last load of data to this packer, in the format MMDDYY, or press **[F1]** for "Never".

3. Packer user id

Enter the unique user id to be assigned to all fish tickets created on the packer. This is to allow processing and reporting of the packer fish tickets separately.

4. Device size in Kbytes

Enter the size of the device that the packer export information is to be copied to.
in the packer company file. The default is C.

5. Start ticket

Enter the starting ticket number to be used on the packer for fish ticket entry.

6. Next automatic customer

Enter the first number to create for new customers

7. Default gear type

Enter the default gear type to be used on the packer during fish ticket entry. The default is 10.

8. Default delivery location

Enter the default delivery location to be used on the packer during fish ticket entry.

9. This machine's device

Enter the device for this machine. The software will automatically transfer the export data to this device once the export data file has been created. You may press F1 to bypass copy to the device.

At "FIELD NUMBER TO CHANGE ?", make any desired changes then press [Enter]. The screen clears and several messages display as this function processes each of the files to be exported to the packer system.

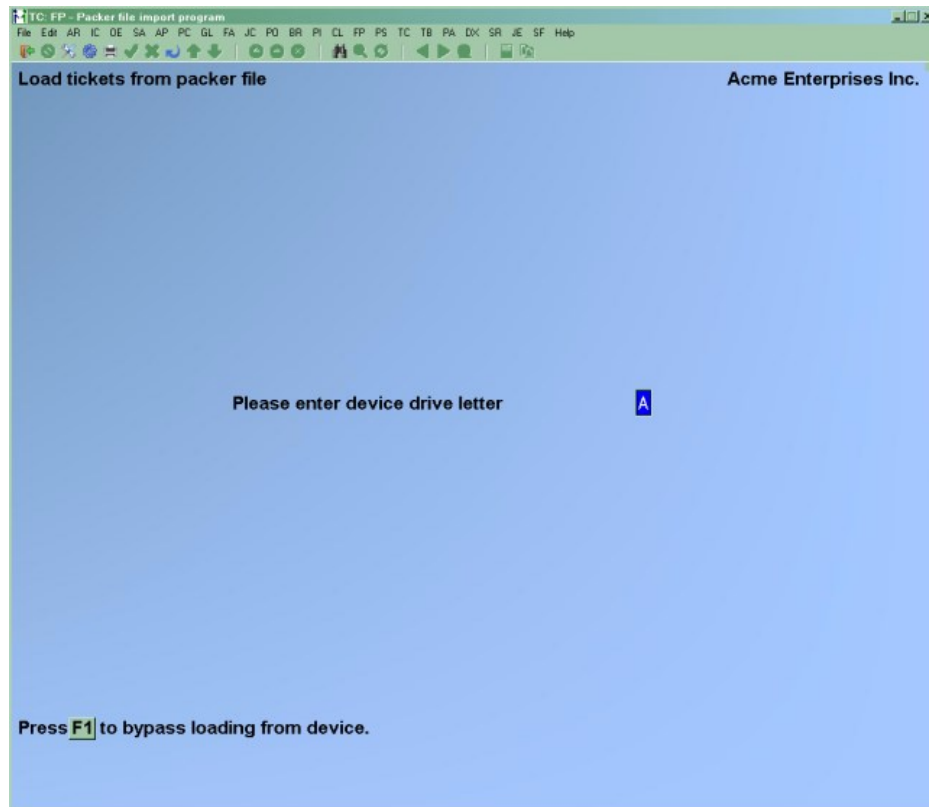
When this function is complete it will return to the Utility functions menu.

Packer file import program

This function reads an import file of data created on a packer, using a restricted version of the Fishpro software. The information imported is:

- changes to customers/fishers
- fish tickets created on a the packer

Select *Packer file import program* from the F/P Utility functions menu and you will see:



Enter the device from where the packer import data files are to be read. The default drive letter is A.

You are then prompted "Are you sure?", if you answer Y then a report of all tickets and updated customers/fishers will be printed. Any fish ticket number to be imported is already on file, a warning message will be printed and the fish ticket will not be imported.

After the report is printed you are prompted:

Load tickets?

The default is Y, and you can enter N to terminate the import of the packer fish tickets.

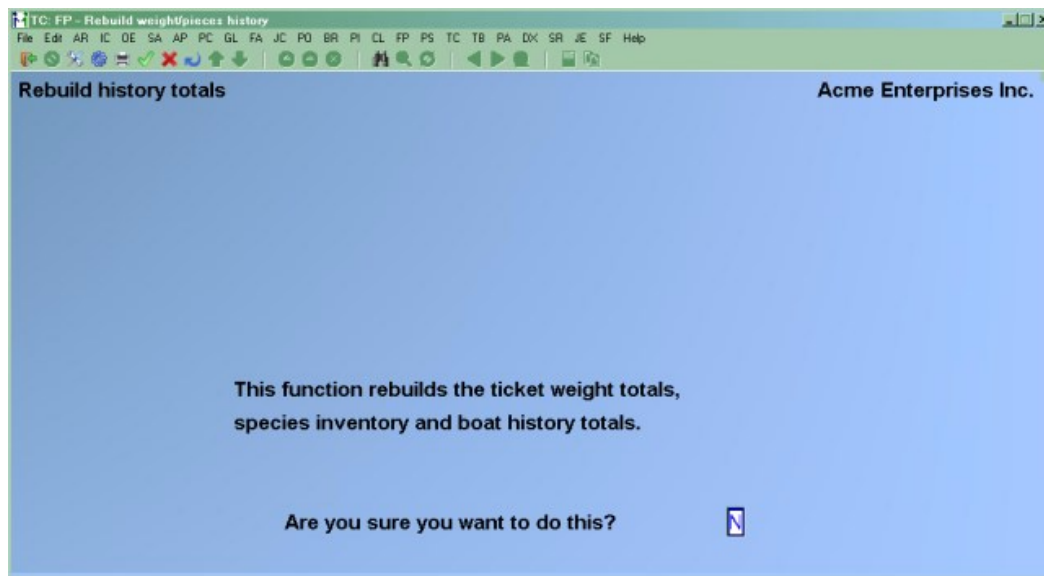
Press [Enter] and the screen will display a processing message where each fish ticket number being processed will be displayed. If a fish ticket number being imported is already on file it is skipped.

Once the import processing is completed a "Processing complete" message is displayed on the screen. Press [Enter] and the F/P Utility functions menu will be displayed.

Rebuild weight/pieces history

This function will rebuild the history totals. You would use this function if any values were added or changed in the Maintain species inventory function.

Select *Rebuild weight/pieces history* from the F/P Utility functions menu and you will see:



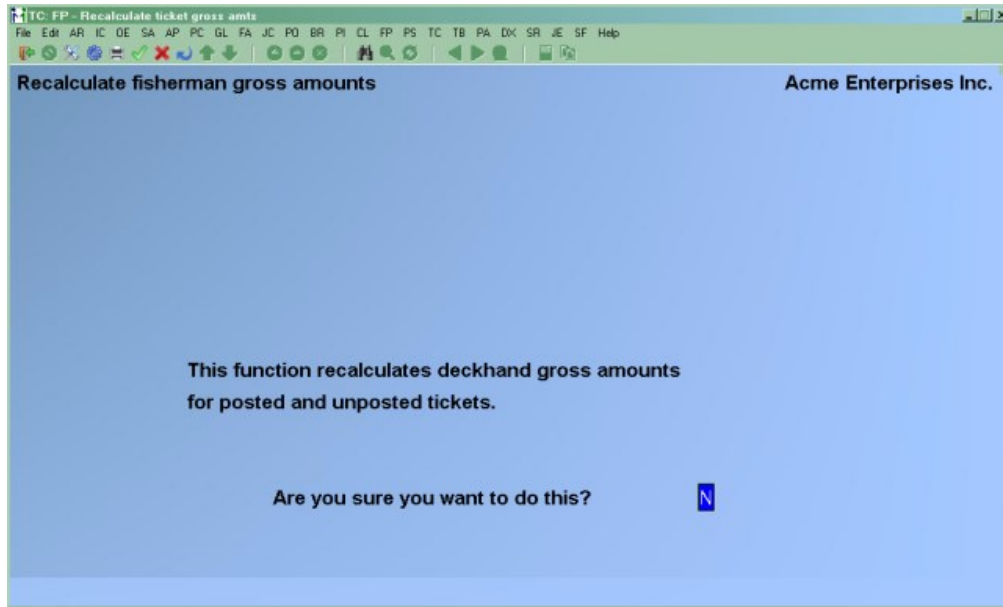
You are then given the opportunity to stop this function before it starts. Enter Y if you wish to continue, or press [Enter] to accept the default entry of N.

When the history totals are finished being processed, the Utility functions menu will re-display.

Recalculate ticket gross amounts

The Recalculate deckhands gross amounts function must be used if any fishers E.I. status was changed and any or all trips were changed. (See Maintain Fisher/Customer, Change/Inquire function.)

Select *Recalculate ticket gross amts* from the F/P Utility functions menu and you will see:



You are then given the opportunity to stop this function before it starts. Enter Y if you wish to continue, or press [Enter] to accept the default entry of N.

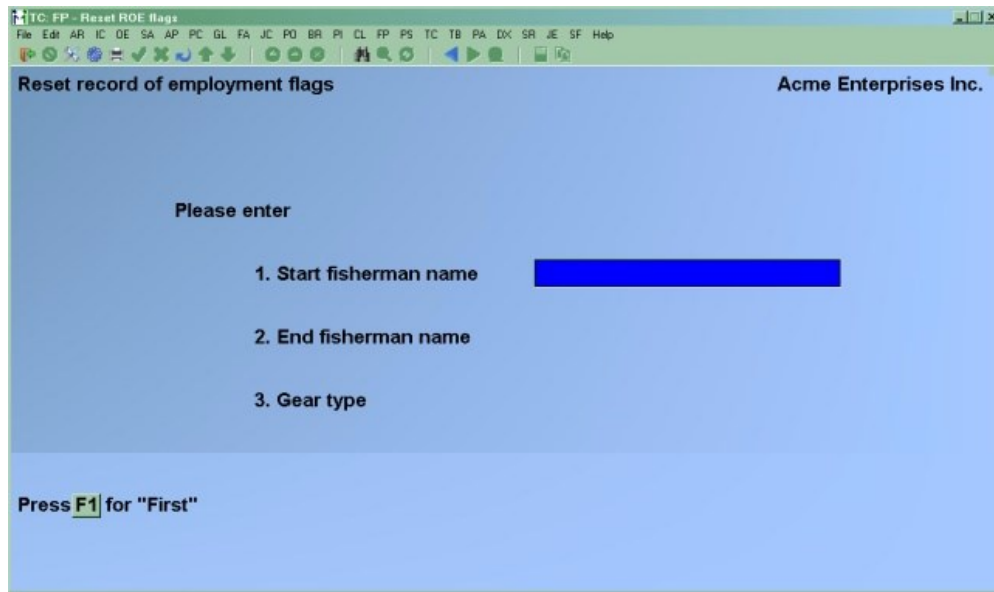
The screen will display which ticket and deckhand it is processing. When the gross amounts are finished being processed, the F/P Utility functions menu will re-display.

Reset ROE flags

When a Record of Employment is printed for a fisher, all trips included in that report will be set to Y, to indicate they have already been printed. This function will reset all trips to a N status, so they can be printed again.

NOTE: Record of Employment flags can also be reset through the Trip history screen in Maintain Fisher/Customer Data.

Select *Reset ROE flags* from the F/P Utility functions menu and the following screen will be displayed:



Enter the following data:

1. Start customer name

Enter the first customer/fisher name to be selected for reset, or press [F1] for "First". Up to a maximum of 25 alpha-numeric characters may be entered.

2. End customer name

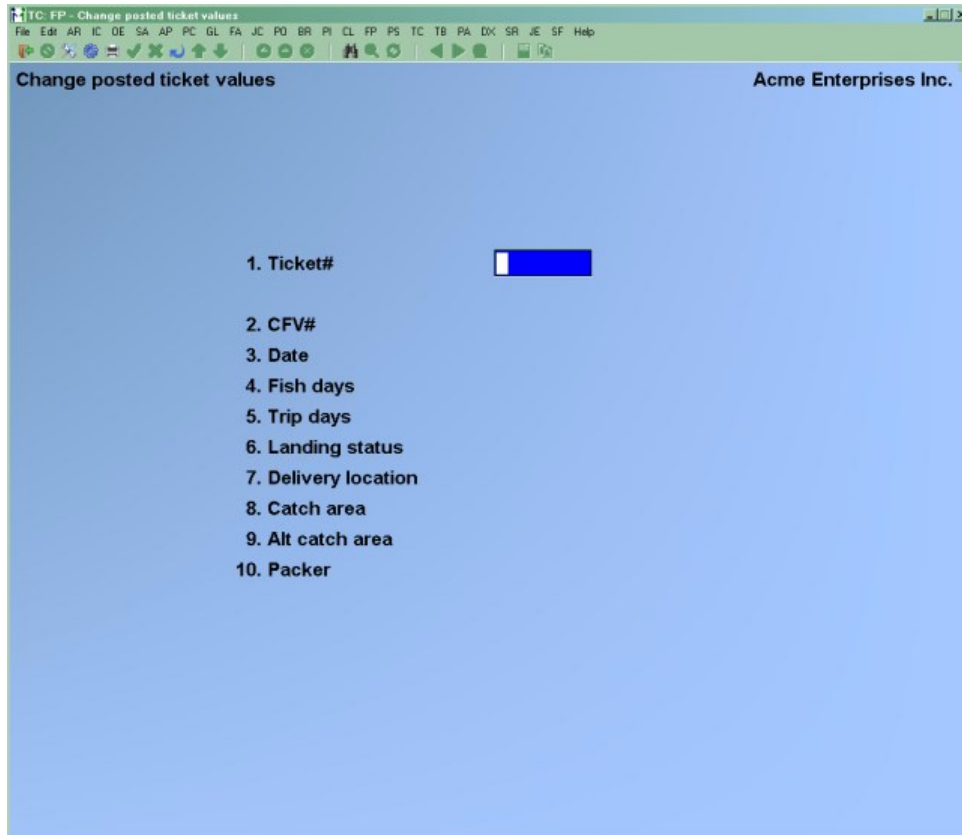
Enter the last customer/fisher name to be selected for reset, or press [F1] for "Last". Up to a maximum of 25 alpha-numeric characters may be entered.

Once the ROE has been printed, all trips included on that report will again be set to Y.

When the ROE flags are finished being processed, the F/P Utility functions menu will re-display.

Change posted ticket values

Select *Change posted ticket values* from the F/P Utility functions menu and you will see:



Enter the following data:

1. Ticket #

Enter the number of the ticket to be changed. The current information associated with the ticket will be displayed.

2. CFV#

The current boat number and name on the fish ticket is displayed.

3. Date

The current date of the fish ticket is displayed.

4. Landing status

The current landing status of the fish ticket is displayed.

5. Delivery location

The current delivery location of the fish ticket is displayed.

6. Catch Area

The current catch area of the fish ticket is displayed.

7. Alt catch area

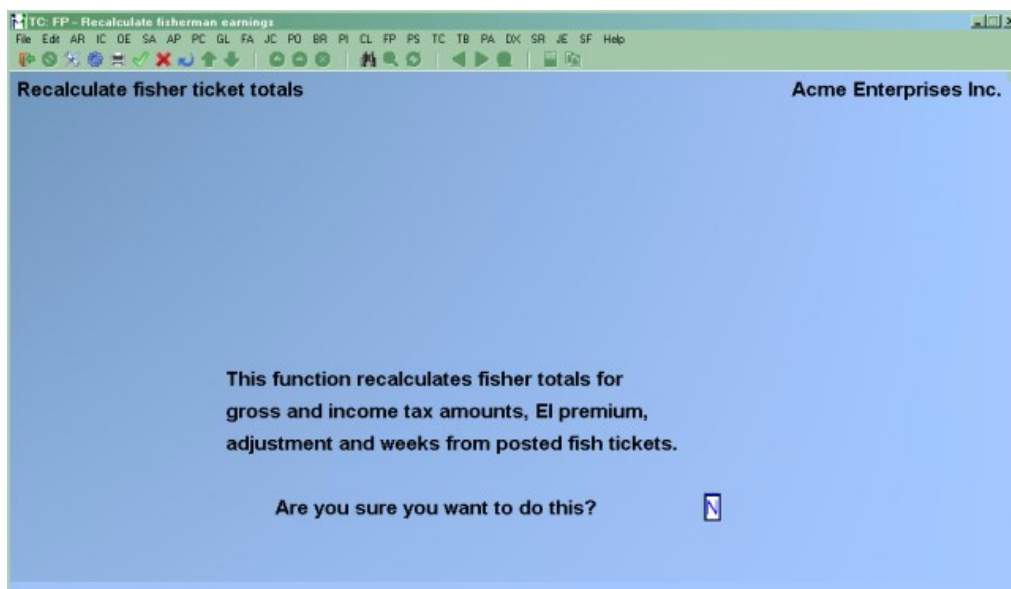
The current alternate catch area of the fish ticket is displayed.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter].) All fields can be changed with the exception of the Ticket #.) The message "TICKET HAS BEEN UPDATED" will appear. Press [Enter] to continue.

When there are no more posted ticket values to be changed, press [Tab] at the Ticket # field. The Utility functions menu will reappear.

Recalculate fisher earnings

Select *Recalculate fisher earnings* from the F/P Utility functions menu and you will see:

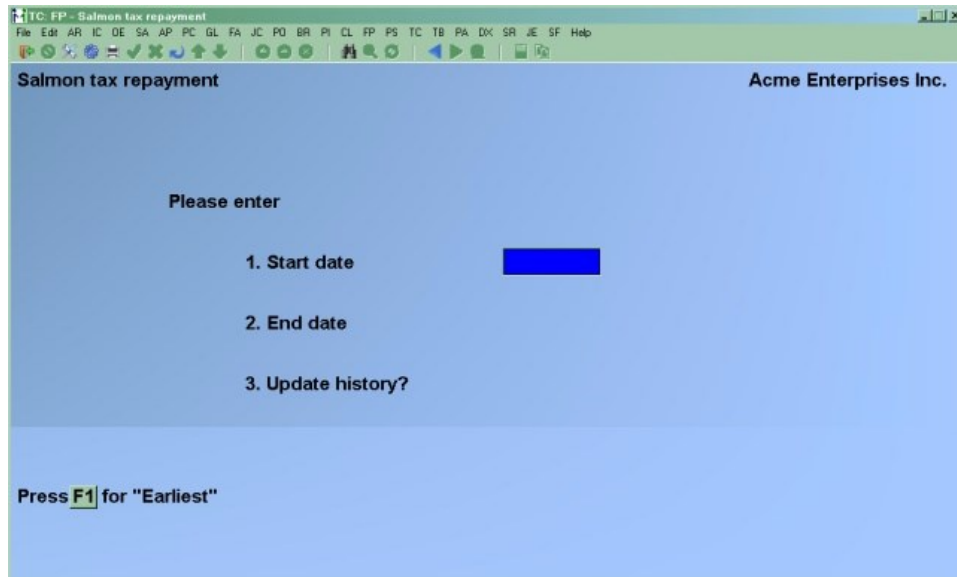


You are then given the opportunity to stop this function before it starts. Enter Y if you wish to continue, or press [Enter] to accept the default entry of N.

When the history totals are finished being processed, the Utility functions menu will re-display.

Salmon tax repayment

From the *F/P Utility functions* menu, select *Salmon tax repayment* and you will see:



Enter the following data:

1. Start date

Enter the start date in MMDDYY format or press F1 for “Earliest”.

2. End date

Enter the end date in MMDDYY format or press F1 for “Latest”.

3. Update history ?

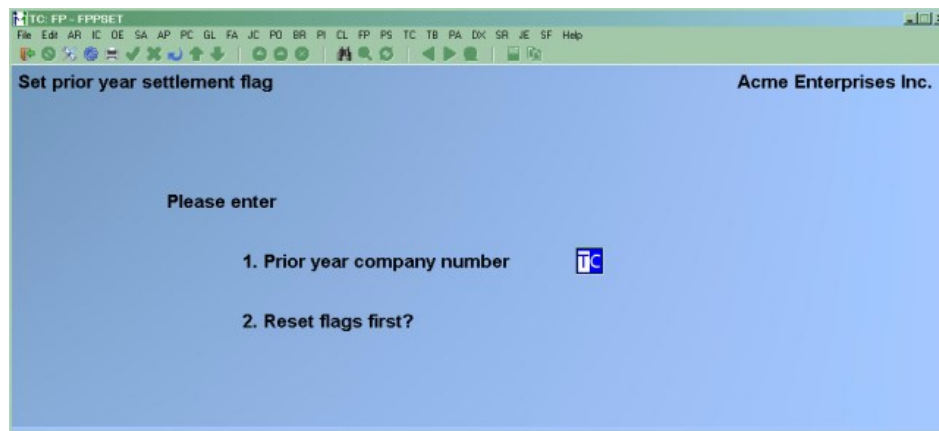
Press ENTER to accept the default of N if you do not want to update the history file. Otherwise, enter Y.

At "FIELD NUMBER TO CHANGE ?", make any desired changes then press [Enter].

When this function is complete it will return to the Utility functions menu.

Prior year settlement calc

From the *F/P Utility functions* menu, select *Prior year settlement calc* and you will see:



Enter the following data:

1. Prior year company number

Enter the company number that holds the prior year data. The default is the current company.

2. Reset flags first ?

Press F1 to accept the default of Y. Otherwise, press N if you do not wish the flags to be reset.

At "FIELD NUMBER TO CHANGE ?", make any desired changes then press [Enter].

When this function is complete it will return to the Utility functions menu.

Recalculate YTD - EI adjustment

From the *F/P Utility functions* menu, select *Recalculate YTD - EI adjustment* and you will see:

Recalculate YTD EI adjustments

Acme Enterprises Inc.

Please enter

1. Year

2019

2. Update fisher record?

N

Enter the following data:

1. Year

Enter the year that is to be adjusted. The default is the current year.

2. Update fisher record ?

Press F1 to accept the default of N. Otherwise, press Y if you wish the fishers' records to be updated.

At "FIELD NUMBER TO CHANGE ?", make any desired changes then press [Enter].

When this function is complete it will returns to the Utility functions menu.



Chapter 15

End of Period/Year Functions

Introduction

Use this function to clear the period-to-date fields in the Fisher, Salesman, and Codes files. It is usually run at the end of an accounting period after all accounting operations have been done, to set the period-to-date fields to zero, or to the amount (if any) that has already been accumulated for the next period.

If this is the last period of the year, the function will also reset the year-to-date fields.

The current period is determined by the "Current period end date" kept in the A/R Control file. Any sale or cash receipt transaction dated on or before this date is added to the period-to-date and year-to-date fields in the appropriate data records. Any transaction dated after the current period end date is added to a "holding" field which is not accessible to you directly.

When this function is run, the following happens:

1. The amounts stored in the "holding" fields are transferred into the period-to-date fields, so that the period-to-date fields are now accurate for the new period.
2. The current period end date in the A/R Control file is set to the ending date of the new period.
3. If this is not the end of the year, the amounts in the "holding" field are added to the year-to-date amounts.
4. If this is the end of the year, the year-to-date amounts are set equal to the amounts in the "holding" fields.

5. The "holding" fields are all set to zero.

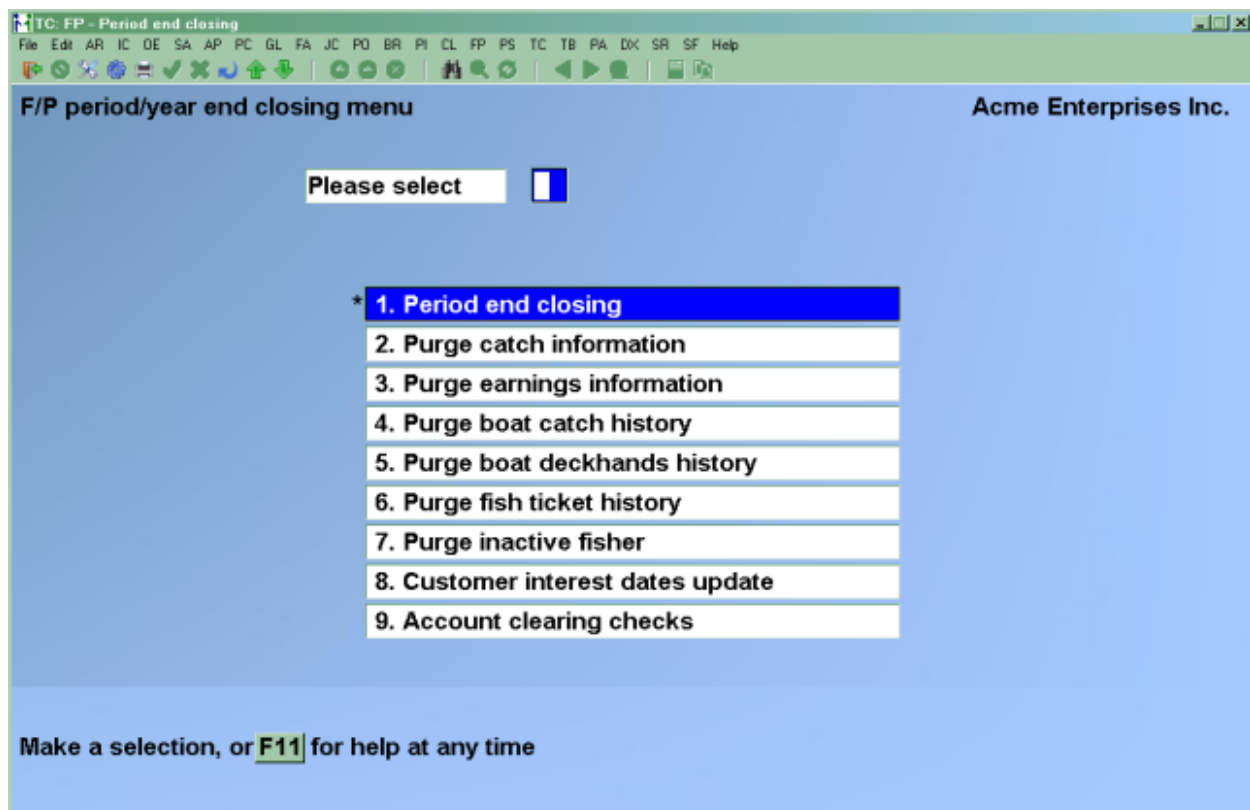
NOTE: Your period-to-date and year-to-date figures will be accurate as long as your sales and cash receipts transactions never span more than 2 periods - the current period and the next period.

If you delay running this Process end of period function until you have transactions dated in the period after the next period, you should not enter these transactions. Don't enter them until after you have run this function.

For example, if the current period end date is 3/31/19, and you use monthly periods, it is all right to enter transactions dated as late as 4/30/19. However, it is not all right to enter any transactions dated 5/01/19 or later, until after you run this function.

To Begin These Functions

Select *Process end of period/year* from the second page of the Fishpro main menu. You will see the following menu:

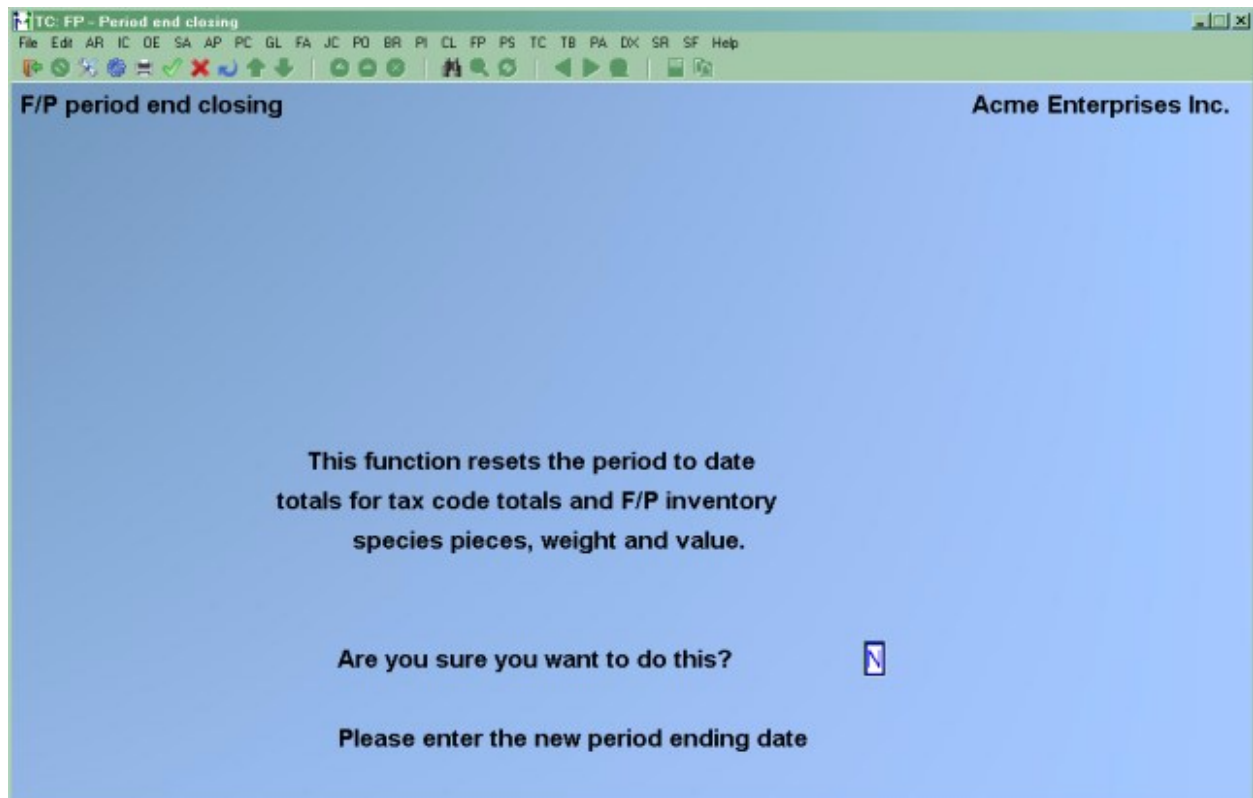


NOTE: Make sure that all necessary accounting operations, including the printing of all reports, have been carried out before you proceed. All data needed for these reports will be completely cleared by running these functions. It would be a good idea to

archive a copy of the company before doing this if you ever need to go back to a previous year for information.

1. Period End Closing

Select *Period End Closing* from the *Process end of period/year* menu. The following screen will appear:

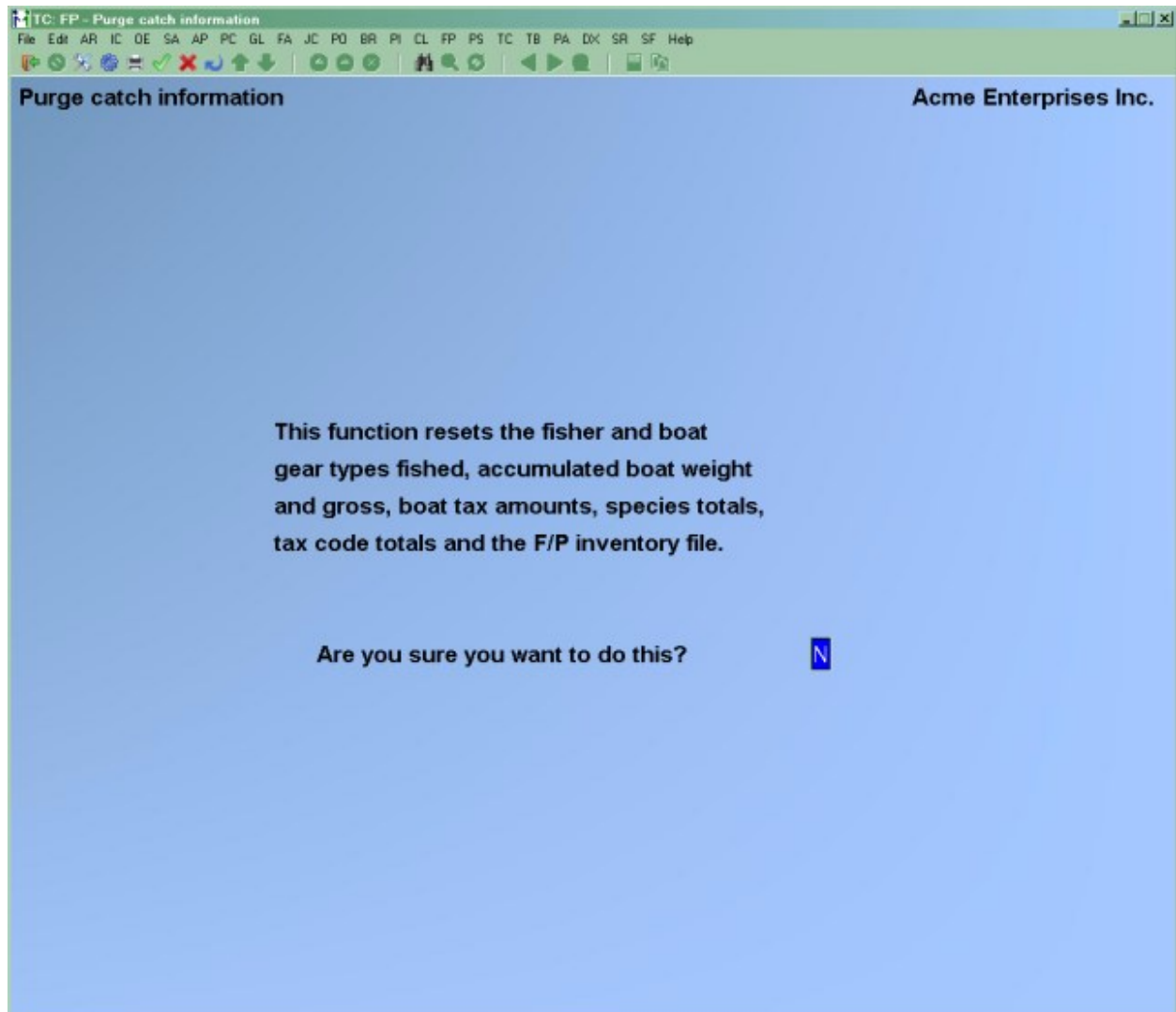


Confirm whether you are sure that you really want to do this function. Then enter the new period ending date in the format MMDDYY.

The period-to-date totals for tax codes and inventory species pieces, weight, and value will be reset to zero.

2. Purge Catch Information

Select *Purge Catch Information* from the *Process end of period/year* menu. The following screen will appear:



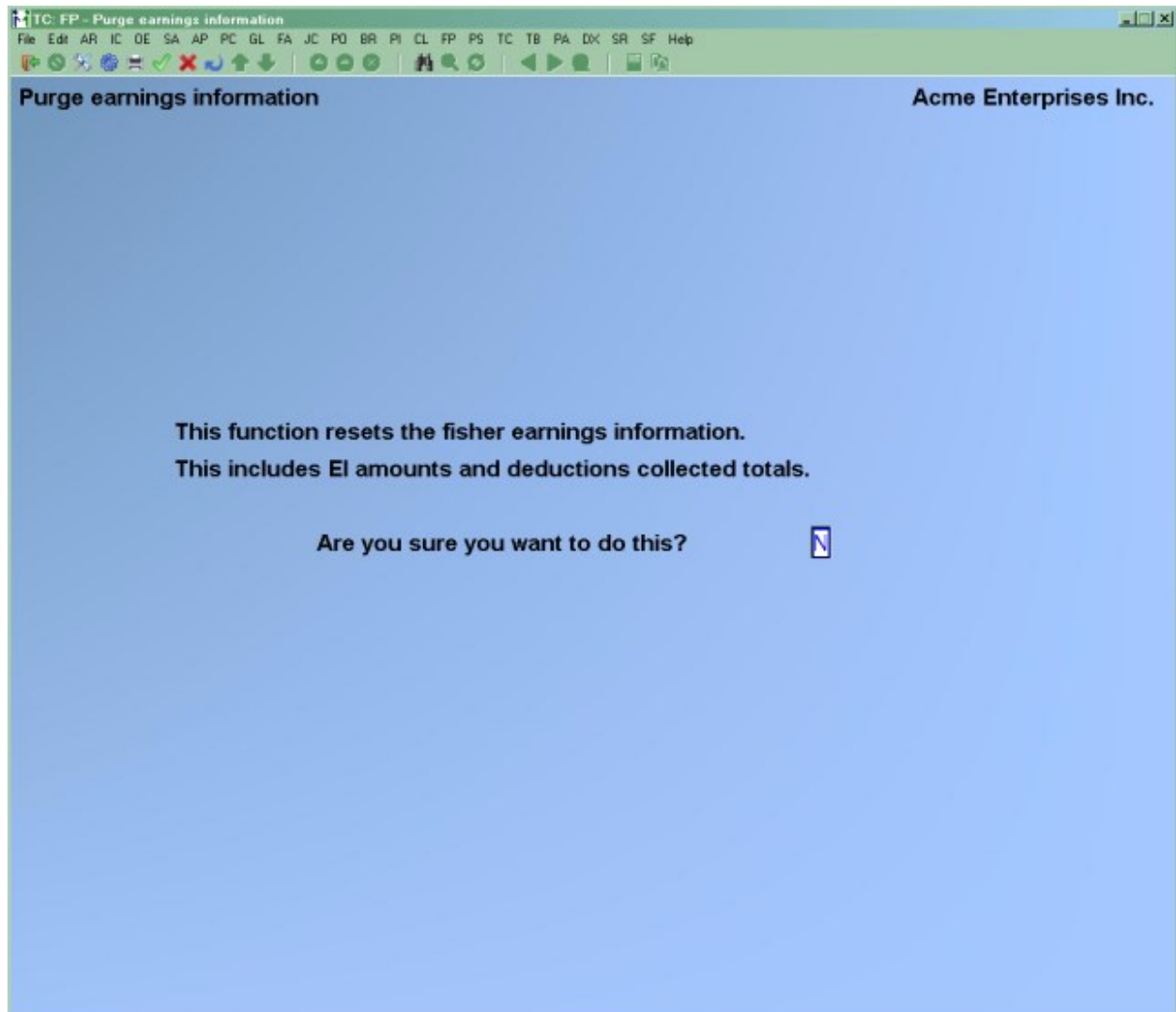
Type Y and press [Enter].

The various catch totals in the Fisher, boat and species files will be reset to zero.

3. Purge Earnings Information

Make sure all T4 forms and the WCB report are printed before running this function. This would normally be done before entering any tickets in for the new year.

Select *Purge earnings information* from the *Process end of period/year* menu. The following screen will appear:



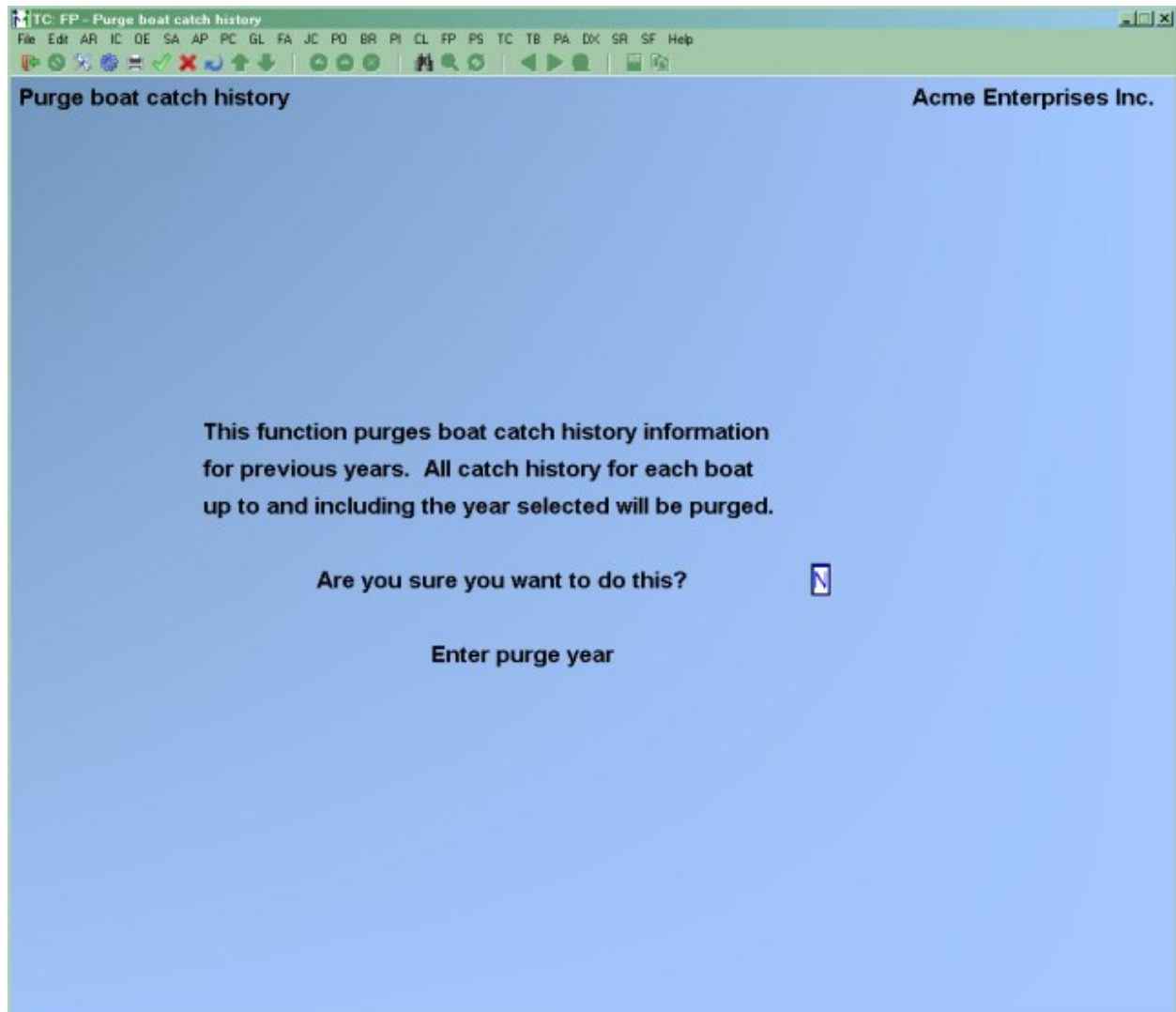
Type Y and press [Enter].

This function will reset the various earnings and EI totals for each Fisher to zero.

4. Purge Boat Catch History

This function will purge previous years catch history for boats. This information is tracked separately from the ticket history and can be kept for many years. You will only need to run this function if the BOTHIS file becomes too large.

Select *Purge Boat Catch History* from the *Process end of period/year* menu. The following screen will appear:

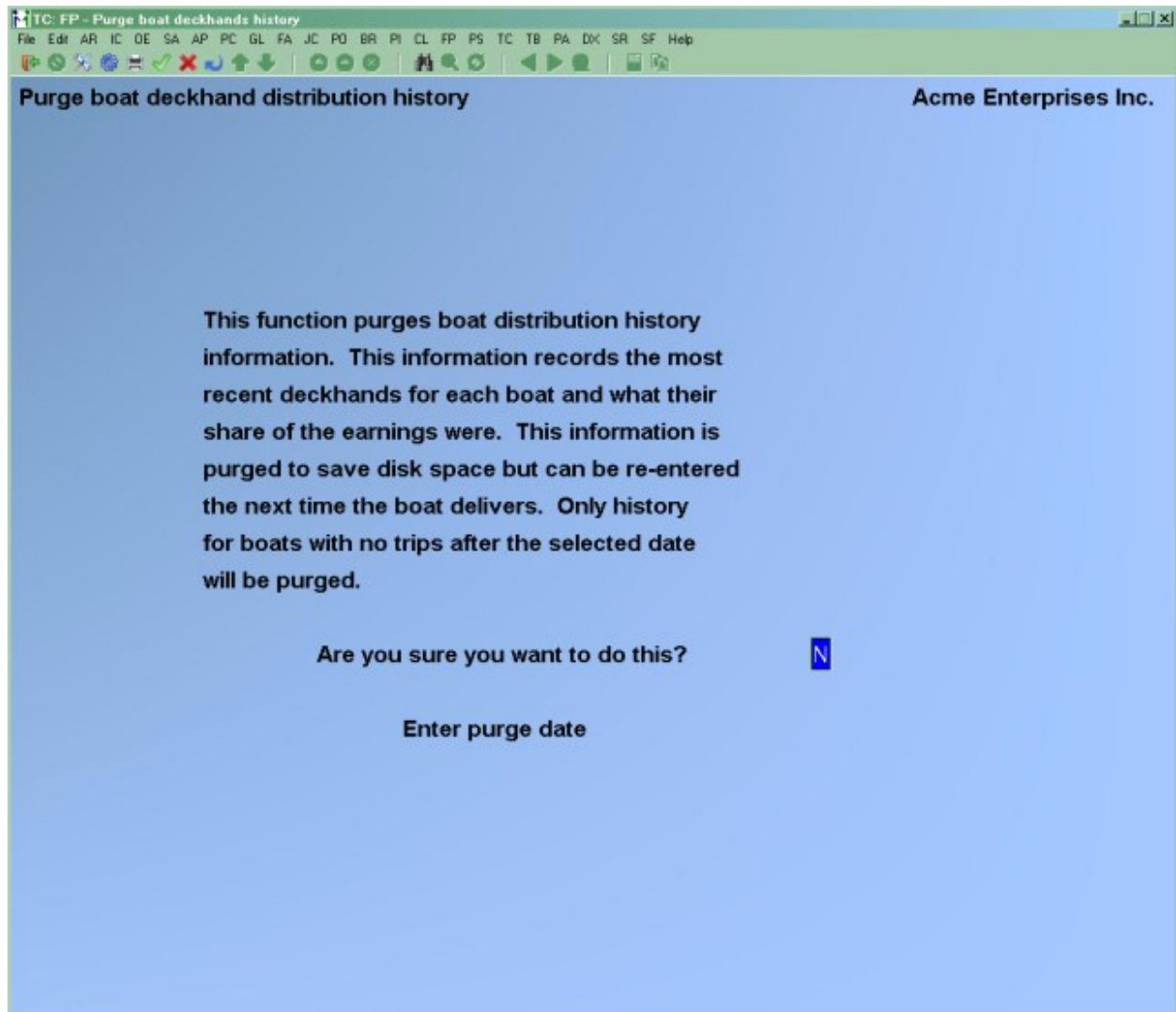


Once you are sure that you want to do this, type Y in response to "ARE YOU SURE YOU WANT TO DO THIS ?". You will then be prompted to enter a purge year. All boat catch history will be purged up to the year entered.

5. Purge Boat Deckhands History

The Fishpro system maintains a list of who was most recently on each boat. This function allows the user to purge this list for boats that have not had activity since a certain date. This function is only required to be run if the BOTHIS file grows too large.

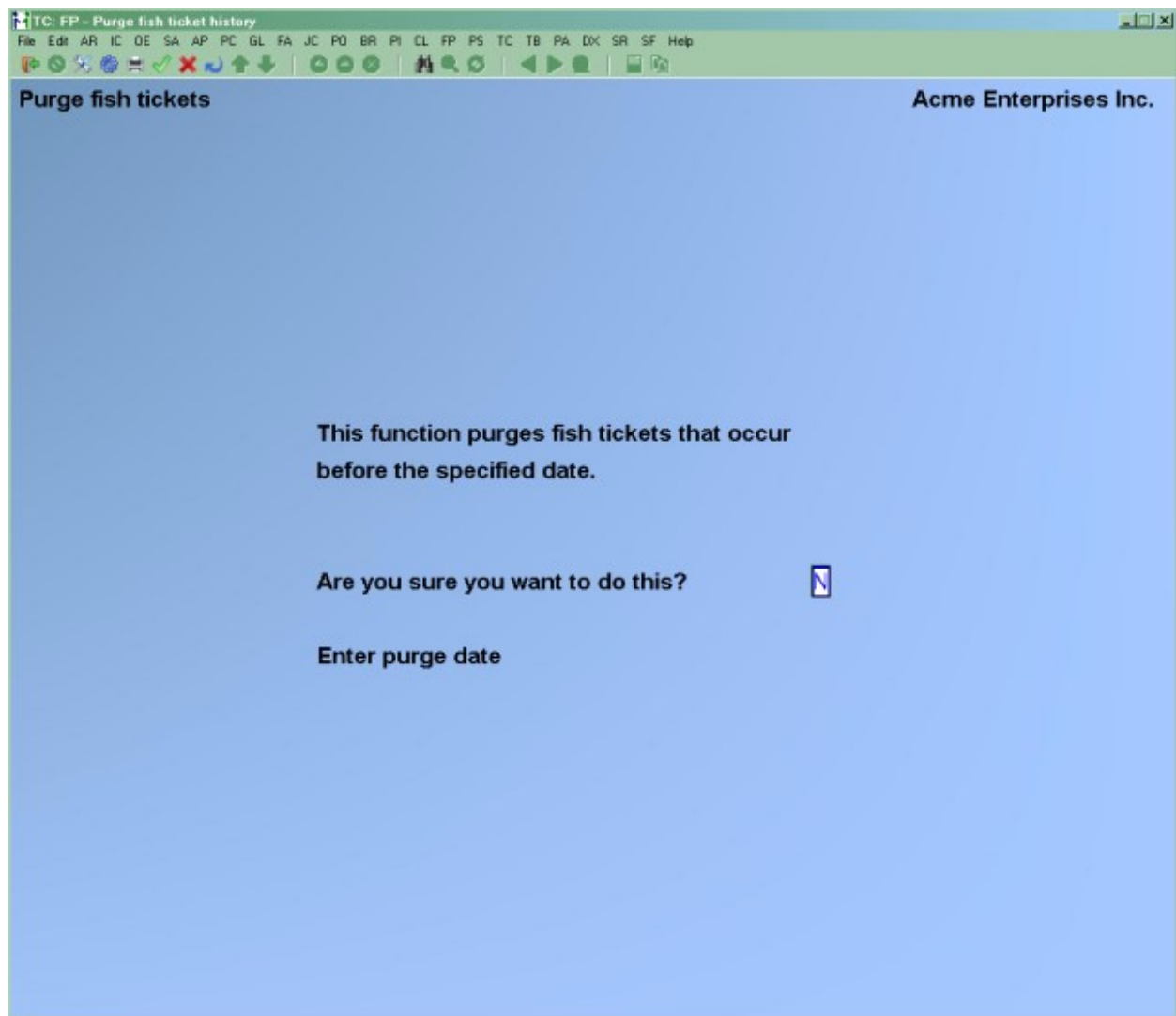
Select *Purge Boat Deckhands History* from the *Process end of period/year* menu. The following screen will appear:



Type Y, or press [Enter] to accept the N default. If you answer Y, you will then be asked to enter a purge date. All boat deckhand information up to this date will be purged from the system.

6. Purge Fish Ticket History

Select *Purge Fish Ticket History* from the *Process end of period/year* menu. The following screen will appear:

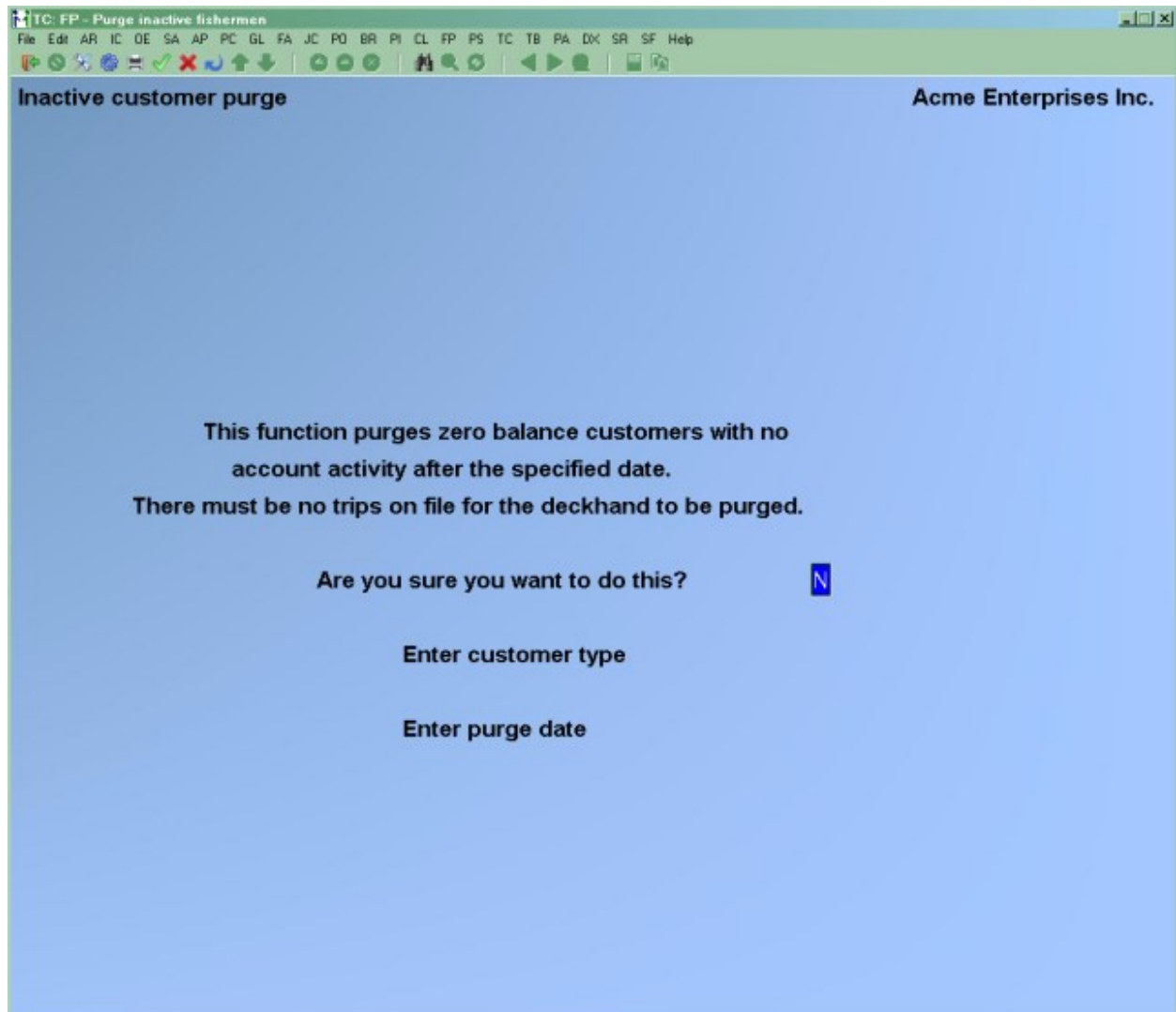


Type Y, or press [Enter] to accept the N default. If you answer Y, you will then be asked to enter a purge date. Type the date in MMDDYY format. All fish ticket history up to this date will be purged from the system. Since this information is used to produce the Record of Employment, do not purge the ticket history if you still need to print any ROE's.

7. Purge Inactive Fisher

This function should be run before the A/R open item purge. This removes a customer and all his open items if he has had no account activity since the specified date.

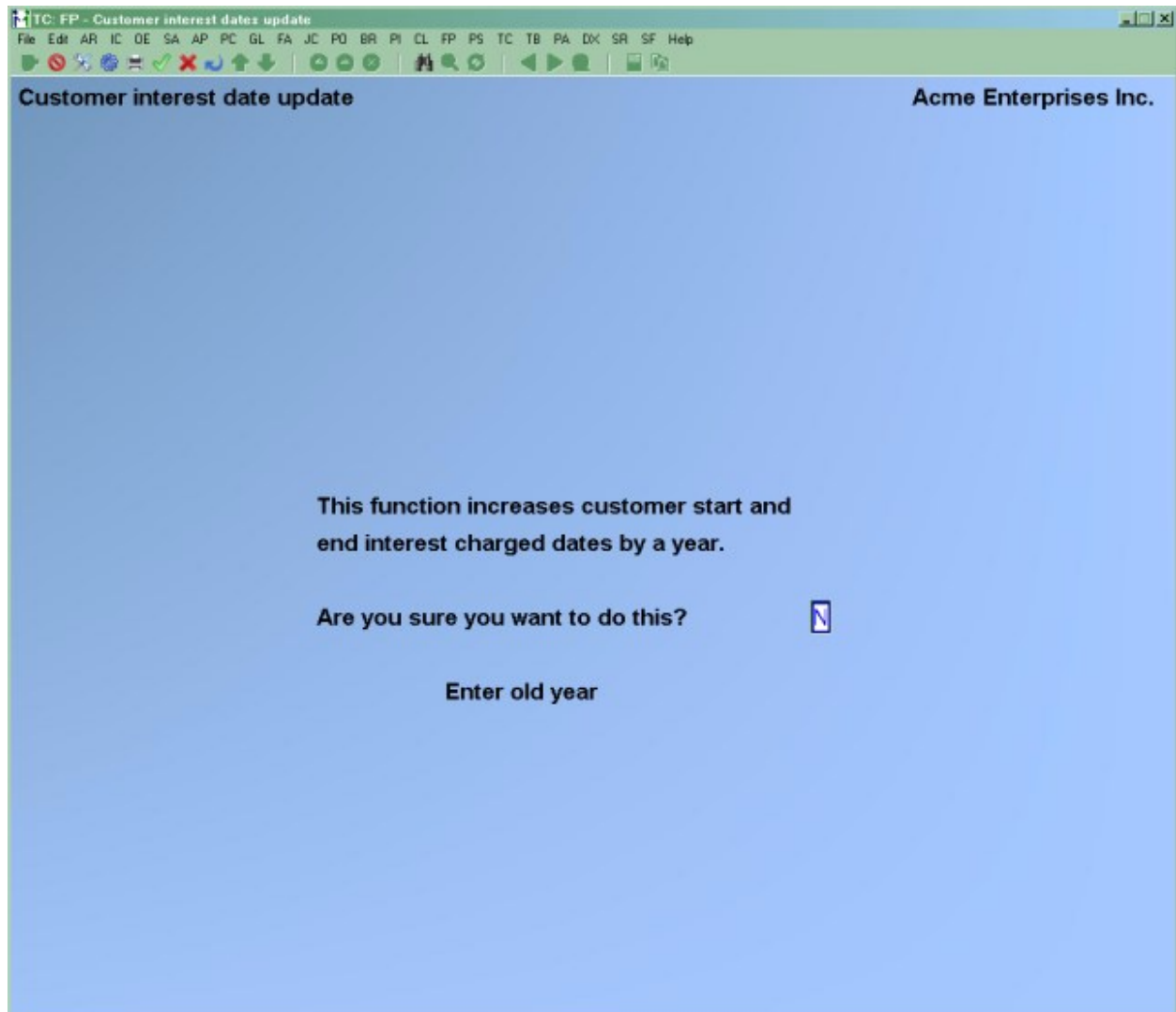
Select *Purge Inactive Fisher* from the *Process end of period/year* menu. The following screen will appear:



Type Y, or press [Enter] to accept the N default. If you answer Y, you will then be asked to enter a purge date. Type the date in MMDDYY format. All customers will no account activity since this date will be purged from the system.

8. Customer Interest Dates Update

Select *Customer Interest Dates Update* from the *Process end of period/year* menu. The following screen will appear:



Press [Enter] to default to N, or answer Y and enter the old year. At "ANY CHANGE? N", make any desired changes, then press [Enter]. All interest dates in the given year will be incremented by one year. Any that have been changed are then printed in the Interest Date Update report.

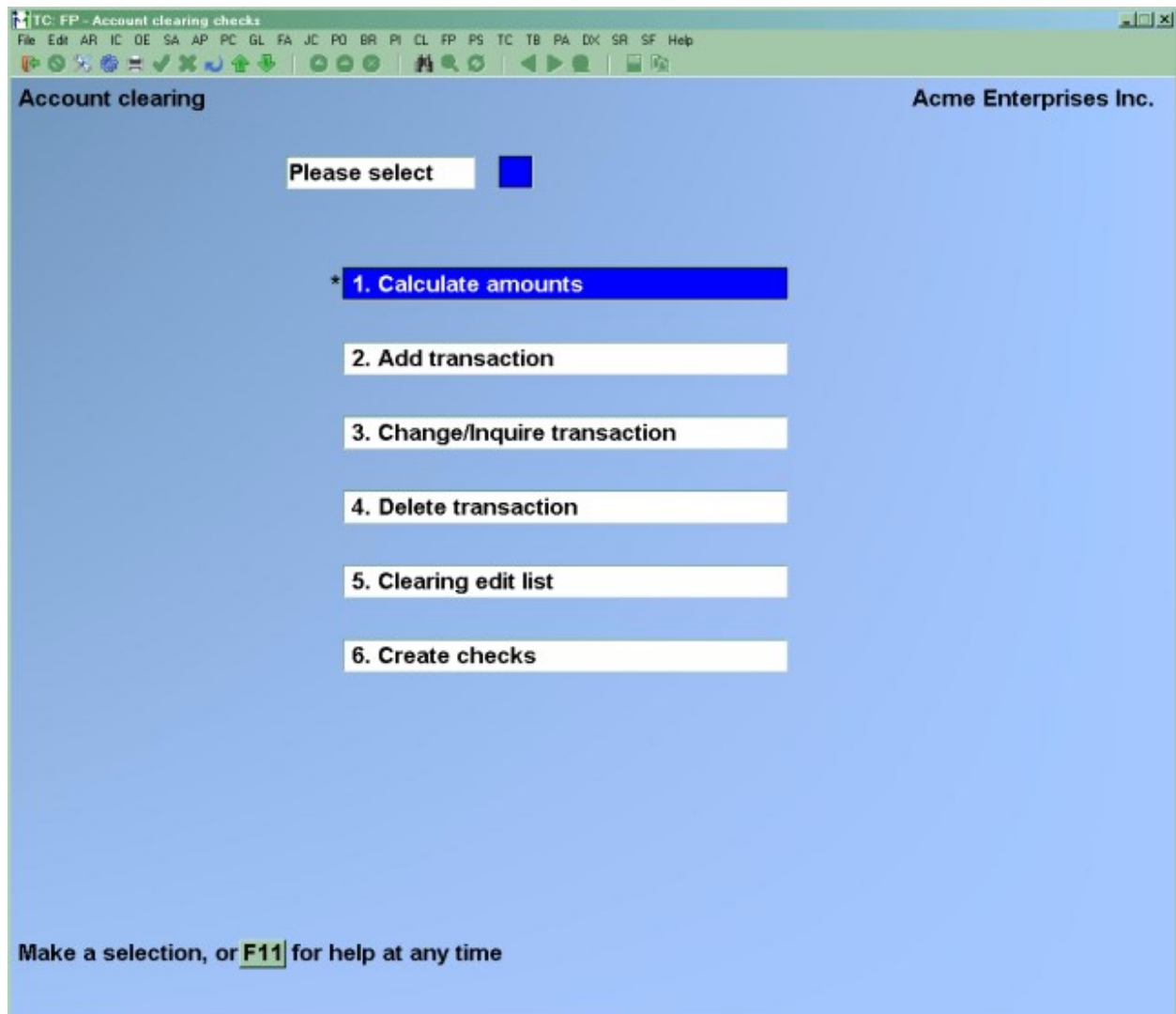
A window will then appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When the report has finished printing, the *Process end of period/year* menu will reappear.

9. Account Clearing

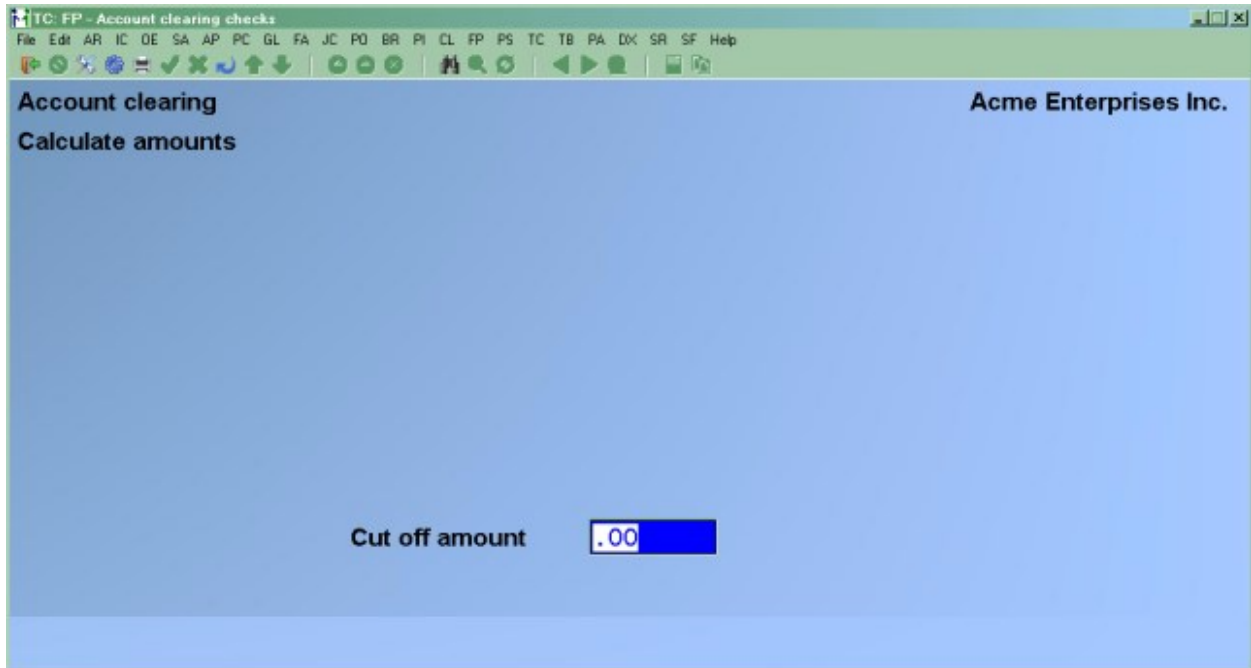
This function is used to create transactions and cheques to pay out credit balances on fishermen accounts.

Select *Account Clearing* from the *Process end of period/year* menu. The following menu will appear:



1. Calculate amounts

Select 1 from the Account clearing menu. The following screen will appear:



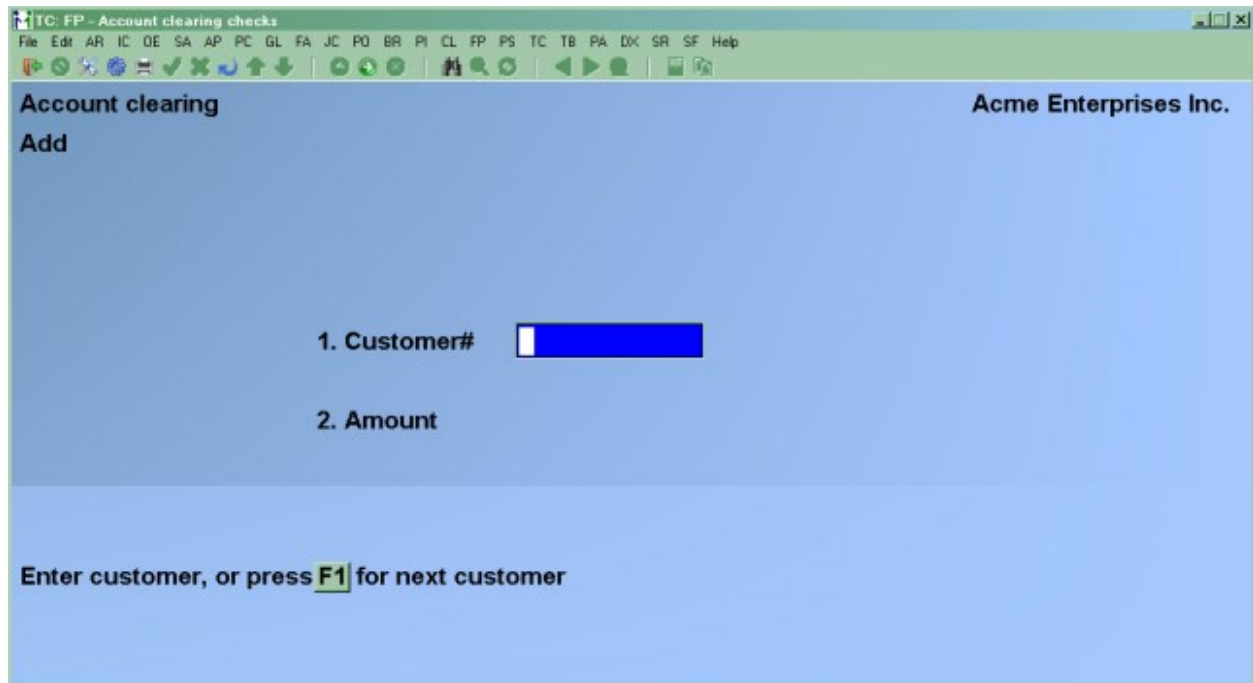
Enter a cut off amount of up to 8 numeric digits including 2 decimal places, or press [Enter] for zero.

You will then be asked "ANY CHANGE ?". Answer Y to make a change, or press [Enter] to default to N. The screen will then show which customer it is processing.

When processing is complete, the Account clearing menu will reappear.

2. Add transaction

Select 2 from the Account clearing menu. The following screen will appear:



Enter the following data:

1. Customer

Enter the customer number for the transaction, or press [F1] for next Fisher. The Fisher's name will appear to the right of the number. Press [Enter] if this is the correct Fisher, or press [F1] for the next Fisher.

2. Amount

Enter the amount of the transaction and cheque to be produced. The maximum amount on one cheque is \$999999.99.

You will be asked "FIELD NUMBER TO CHANGE ?". Make any desired changes and then press [Enter]. You will then return to the customer # prompt.

When all desired transactions have been entered, press [Tab] at the Customer # field. The Account clearing menu will reappear.

3. Change/Inquire transaction

To change or inquire into account clearing transactions, select 3 from the Account clearing menu. A screen will appear for you to select the customer. Enter the customer number, or press [F1] to see the transactions in order, as instructed at the bottom of

the screen. You will be asked "FIELD NUMBER TO CHANGE ?". Make any desired changes to the Amount field.

When you are finished, press [Enter] at "FIELD NUMBER TO CHANGE ?" to file the changes. Press [Tab] at the Customer # field to return to the Account clearing menu.

4. Delete transaction

From the Account clearing menu, type 4. A screen will appear for you to select the transactions to be deleted. Enter the customer number, or press [F1] to scan the transactions on file, as instructed at the bottom of the screen. You will be asked "OK TO DELETE TRANSACTION ? N" Answer Y, or press [Enter] to accept the N default. If you answer N, the screen will clear for entry of another transaction to be deleted.

When all desired transactions have been deleted, press END at the Customer # field. The Account clearing menu will reappear.

5. Clearing edit list

Print the Clearing Edit List to verify that the calculated transactions amounts are correct.

Select 5 from the Account clearing menu. A window will appear for you to select how to print the Account Clearing Edit List. Refer to the chapter titled *General Rules* for a detailed explanation for the printing options.

When the list has finished printing, the Account clearing menu will reappear.

6. Create cheques

Select 6 from the Account clearing menu. The following screen will appear:

Account clearing **Acme Enterprises Inc.**

Create checks

Please enter check comments

1. [REDACTED]
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

11. Print checks now?

Press **F2** when finished

Enter the following data:

Please enter cheque comments

1 - 10

Enter any comments to be printed on the cheques, then press **[F2]** when you are finished. Up to 10 line of comments can be printed, with 60 alphanumeric characters per line.

11. Print cheques now?

Answer **Y** or **N** to the "PRINT CHEQUES NOW ?" question. If you choose **N**, the cheques can be printed later using the Print documents function in Extra Functions.

You will be asked "FIELD NUMBER TO CHANGE ?". Make any desired changes and then press **[Enter]**.

The screen will show each customer/fisher number it is processing and then return to the Account clearing menu.

To end this function

Press [Tab] at the 'Please select' prompt and the F/P period/year end closing menu will reappear.



Chapter 16

Print Reports from Disk

Introduction

Throughout this package, when you chose to print a report, you were given a choice of printing it right away on a printer, displaying it on the screen, or printing it to disk.

Printing to disk: When you run a function that prints a report, you can specify that you want it to be stored on disk for later printing. Doing this, you can save reports until a printer is available, then print several or all reports at once. Printing to disk is faster than printing directly to a printer.

Printing from disk: Later, when you wish to print the reports that were stored on disk, you can print one or all of them. This gives you the ability to store reports for one long print run (for example, overnight).

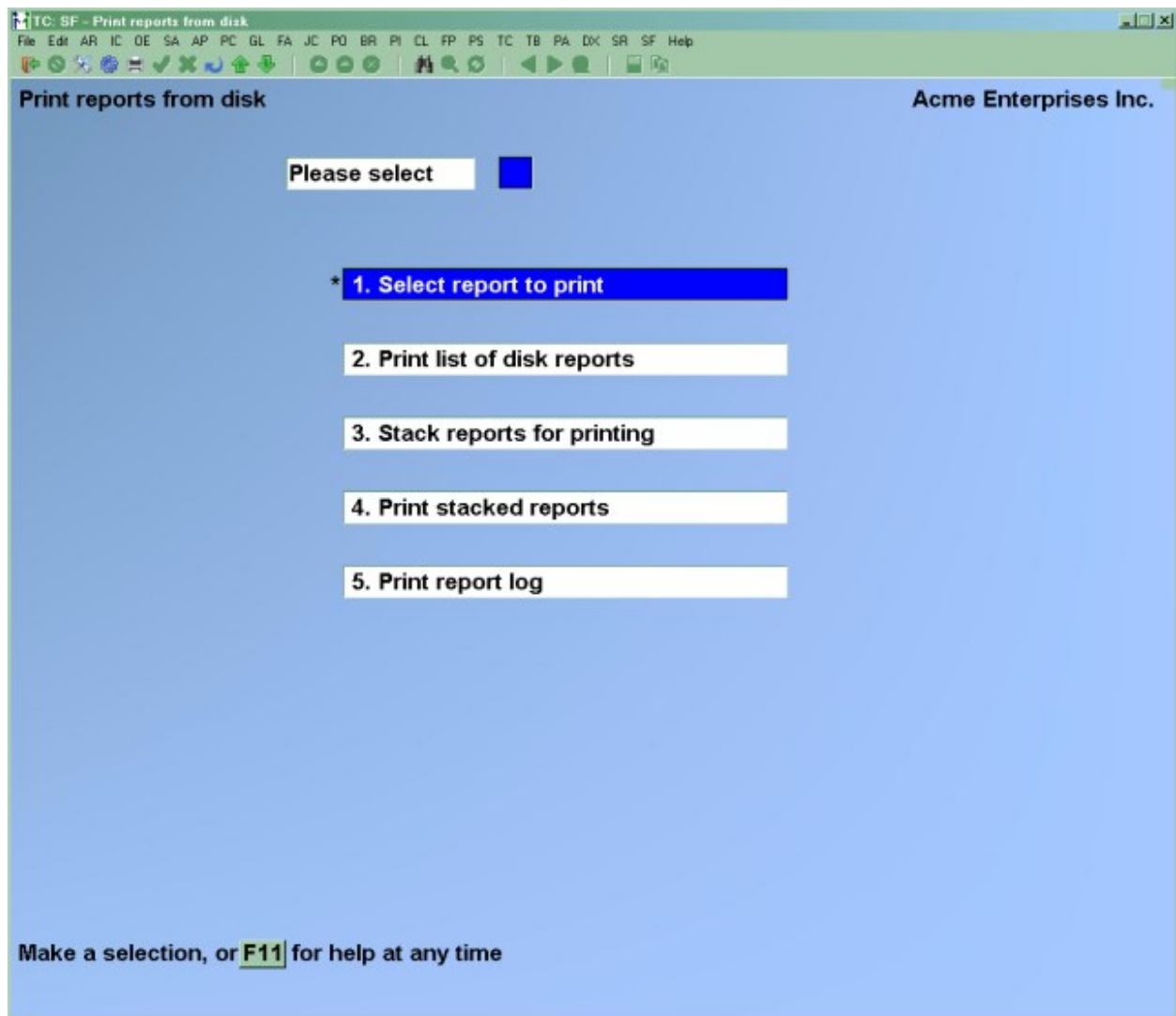
Printing from disk is also sometimes called "de-spooling". The word "spool" is a computer word meaning "Save Printer Output Off-Line". This means that the printer output does not go directly to the printer, but is saved somewhere else (in this case, on the hard disk).

To begin this function

From the main *Fishpro* menu, press [F2], select *Print Reports from disk*.

NOTE: You can access the reports for any company (if you are using multi-companies) and for any package by using this function, no matter what company or package you are in at the moment. Each of the four options in this function has its own way of accessing these different reports, as described below.

You will then see:



1. Select report to print, display or delete

To print, display or delete a report, type 1.

If there are no reports on the disk for any packages for the company you are running, you see "NO REPORTS HAVE BEEN SAVED ON DISK". Press [Enter] to continue.

If there are reports on the disk for the company and package you are running, you see a list of these reports:

TC: SF - Print reports from disk

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR SF Help

Print reports from disk Acme Enterprises Inc.

Select report to print, display, or delete

Fishpro reports

Rpt#	Report name	Created	By	Pages	Last-printed
2819	F/P Backup/Restore Log	09/23/11 10:33	SSI	1	09/23/11 10:33
2818	F/P Backup/Restore Log	09/23/11 10:23	SSI	1	09/23/11 10:23
2811	Species Export Coding	09/22/11 16:15	SSI	0	09/22/11 16:15
2810	Fish ticket tally	09/22/11 16:15	SSI	5	09/22/11 16:15
2799	Species Export Coding	09/21/11 13:46	SSI	0	09/21/11 13:46
2798	Fish ticket tally	09/21/11 13:46	SSI	1	09/21/11 13:46
2795	Species Export Coding	09/21/11 13:34	SSI	0	09/21/11 13:34
2794	Fish ticket tally	09/21/11 13:34	SSI	2	09/21/11 13:34
2790	Species Export Coding	09/21/11 10:58	SSI	0	09/21/11 10:58
2789	Fish ticket tally	09/21/11 10:58	SSI	1	09/21/11 10:58
2784	Species Export Coding	09/20/11 10:51	SSI	0	09/20/11 10:51
2783	Fish ticket tally	09/20/11 10:51	SSI	1	09/20/11 10:51
2781	Species Export Coding	09/20/11 10:48	SSI	0	09/20/11 10:48
2780	Fish ticket tally	09/20/11 10:48	SSI	2	09/20/11 10:48
2723	F/P Backup/Restore Log	08/23/11 13:07	SSI	1	08/23/11 13:07

End of reports - press **TAB**, **F2** to select package, or select report number

Press **F3** for purge options

Type in the number of the report you want to print, display, or delete, press **[F1]** to see more reports, if any, or press **[F2]** to see a list of all reports for the SAMCO packages used for this company. Press **[F3]** to purge a report

If you are in the "all packages" mode, you can return to the "single package" mode by returning to screen 1 of the list of reports, then pressing **[F2]**.

If you are in the "single package" mode, and the package you are running has no reports on the disk, you are switched to the "all packages" mode automatically, as long as any other package being used by this company has reports on disk for the company that you are running. If you then press **[F2]** to return to the "single package" mode, you see "THERE ARE NO SPOOLED REPORTS FOR THE (name) PACKAGE."

On the second and later screens showing reports, type in the number of the report, press **[F1]** to see the next page, or press **[SH/F1]** to return to the preceding page.

On the second and later screens showing reports, type in the report sequence number which will be printed at the top of that report.

After you select a report number, you see "PLEASE SELECT: 1-DISPLAY 2-PRINT 3-DELETE". Select 1, 2 or 3, or press [Esc] to return to the previous set of choices.

1. DISPLAY

To display the report, type 1.

If there is actually nothing on the disk for that report (even though it appeared on the list), you see:

"REPORT NOT FOUND ON THE DISK. TABLE ENTRY WILL BE DELETED AUTOMATICALLY".

This can happen in unusual circumstances. For example, the report was accidentally erased. Press [Enter] to continue.

If the report is on disk, you are asked "PRINT PAGES ____ TO ____". Enter the range of page numbers to print. You can press [Enter] at the first field to begin with page 1. You can press F1 at the second field to end with the "Last" page. Press [Esc] to return to the previous set of choices.

The report displays. Follow the screen instructions.

2. Print

To print the report, type 2.

If you are using more than one printer, enter the number of the desired printer in answer to "WHICH PRINTER?". You then see "PRINT PAGES ____ TO ____". Enter the range of page numbers to print. You can press [Enter] at the first field to begin with page 1. You can press F1 at the second field to end with the "Last" page.

You are then asked "HOW MANY COPIES?". Enter the number of copies you wish to print, or press [Enter] to print one copy.

The report is then printed. The report selection screen re-displays with the word "PRINTING" shown opposite the selected report. If you are printing more than one copy, the number of the copy which is being printed displays at the bottom of the screen.

Follow the screen instructions. When the report finishes printing, the "LAST PRINTED" field on the screen changes to the current date and time.

3. Delete

To delete a report from the disk, type 3.

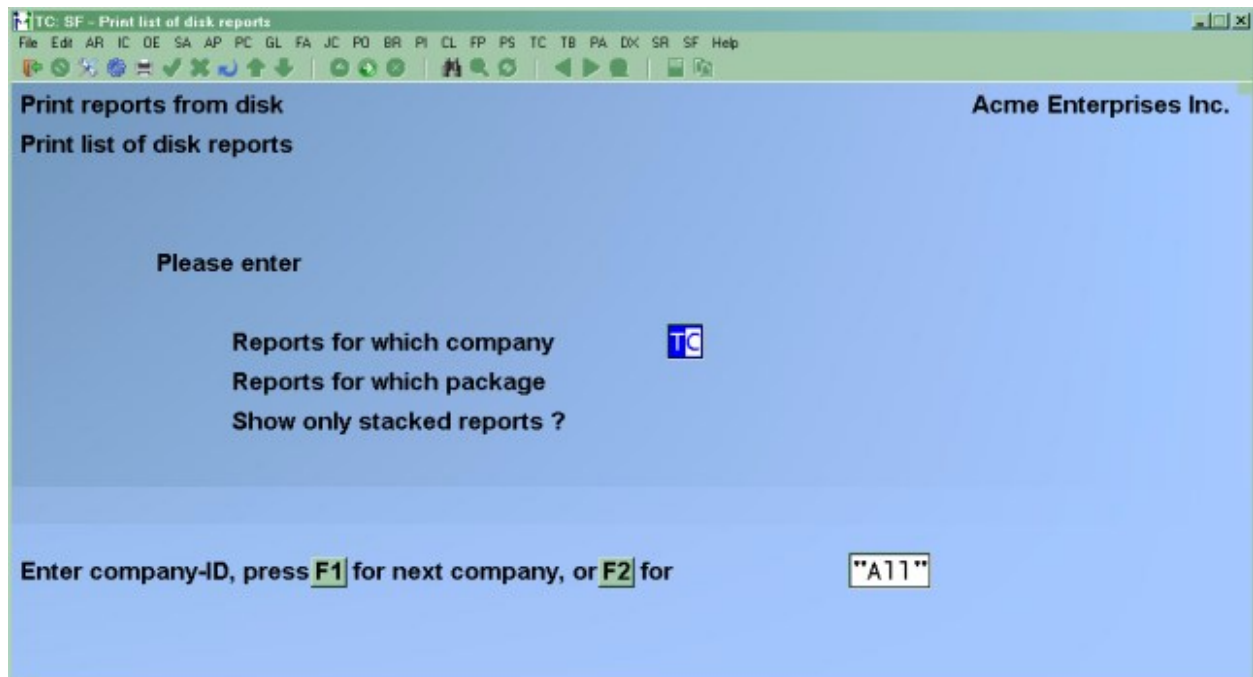
If this is an audit trail report, and it has not been fully printed, you see "THIS REPORT MUST BE FULLY PRINTED BEFORE IT CAN BE DELETED". Press [Enter] to continue, then either use option 2 to print the report (and then return here to delete it), or press [Esc] to select another report.

Audit trail reports must be fully printed before they can be deleted, using "1" for the starting page and "Last" for the ending page.

If this is not an audit trail report, or if the report has been fully printed, you see "ARE YOU SURE?". If you answer N, the Report selection screen reappears. If you answer Y, the report is deleted and removed from the Report selection screen.

2. Print list of disk reports

To print a list of reports stored on the disk, type 2. You then see:



NOTE: If you are not using multi-companies, "REPORTS FOR WHICH COMPANY" does not appear.

Reports For Which Company

Enter the company code for the reports you want to list, press [Enter] for the current company, press [F1] to scan the company file, or press [F2] to print a list of reports for "All" companies.

Reports For Which Package

From the list displayed at the bottom of the screen, type the two-letter code for the package whose reports you want to list, press **[Enter]** to default to the package you are now using; or press **[F2]** for "All" packages. If you are not using multi-companies, press **[F1]** for "All" packages. If you select a package which you do not have on your computer, you see "THIS PACKAGE NOT INSTALLED ON YOUR SYSTEM". Press **[Enter]** to continue.

Show Only Stacked Reports ?

A "stacked report" is one which you have selected (using option 3, Stack reports for later printing, below) to put in a "stack" to be printed as part of a group at a later time. Type N to show all reports, or type Y to show only reports in the stack. (There is only one stack of reports.)

A window appears for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

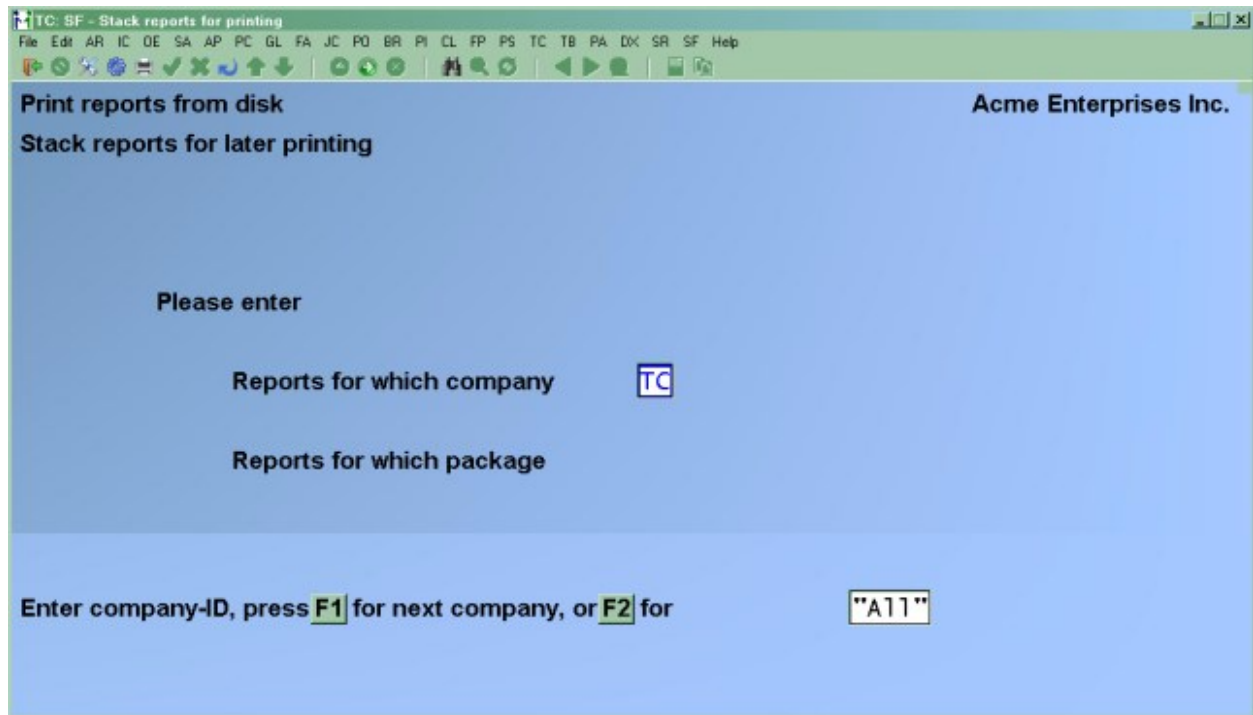
After printing, the Print list of disk reports screen reappears.

When you are through printing lists of reports, press **[Tab]** at the first field. The Print reports from disk menu reappears.

3. Stack reports for later printing

To stack reports for later printing, type 3 from the Print reports from disk menu.

You will see the following:



Enter the following data:

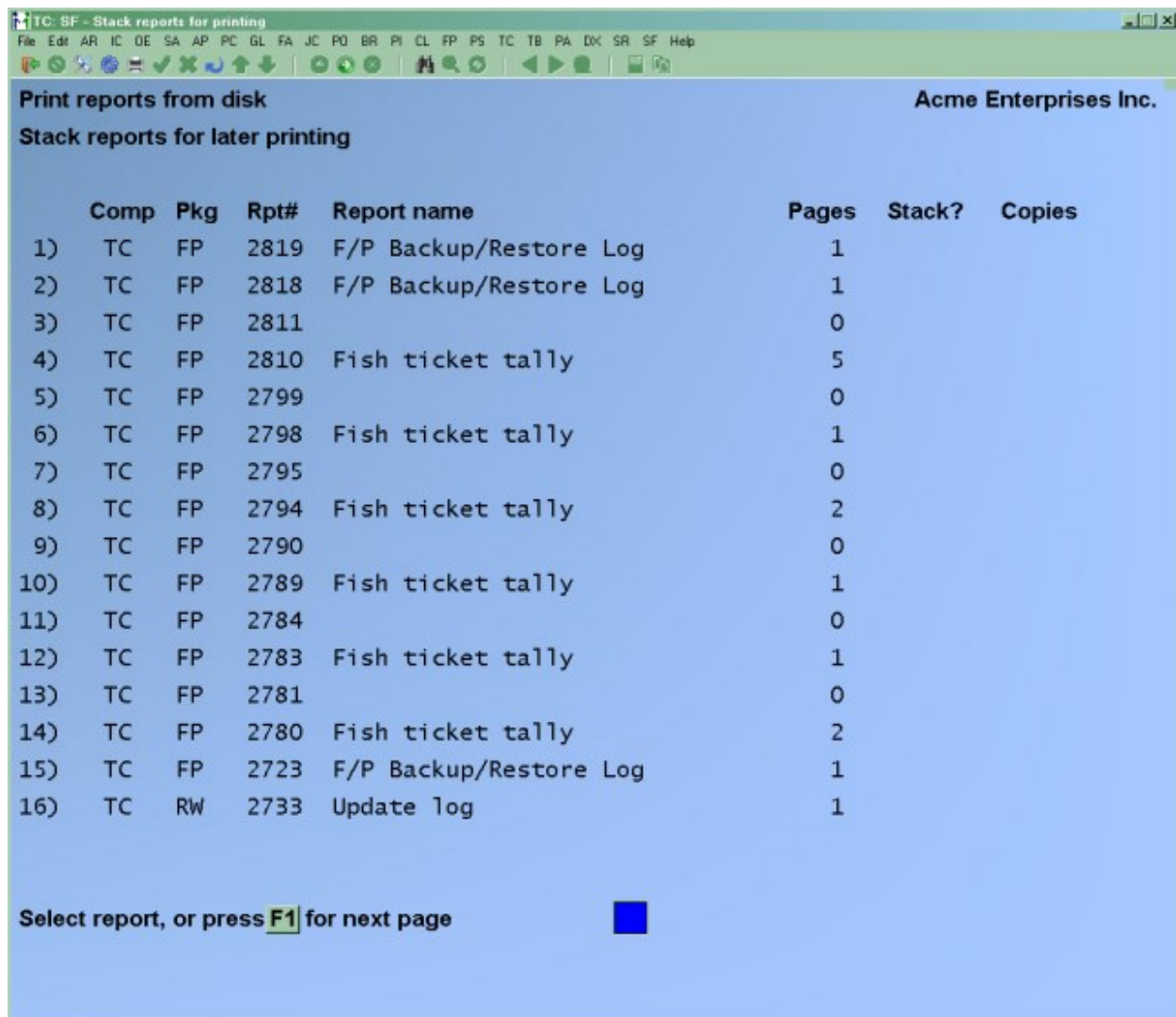
Reports For Which Company

Enter the company code for which you want reports stacked, press [Enter] for the current company, press [F1] to display the next company in order, or press [F2] to stack reports from "All" companies.

Reports For Which Package

From the list of packages displayed at the bottom of the screen, type the two letter code of the package you want to stack reports for; press [Enter] for the package you are now using; or press [F1] for "All" packages. If you select a package which you do not have on your computer, you see "THIS PACKAGE NOT INSTALLED ON YOUR SYSTEM". Press [Enter] to continue.

You are asked "ANY CHANGE ?" To make changes, answer Y. Otherwise, answer N. You then see a screen listing the reports for the company and package you specified:



If there are more than 16 reports, you can press [F1] to see the next page of reports. From there, you can press [F1] to see the next page, or press [F2] to return to the previous page.

Select each report to be stacked by entering the line number from the left column on the screen which corresponds to the report you want to stack.

Type Y when the cursor is positioned in the Stacked? column. Enter the number of copies of that report to be printed, or press [Enter] to select one copy to be printed.

To unselect a report that has been stacked previously, type N or a space when the cursor is positioned in the Stacked? column.

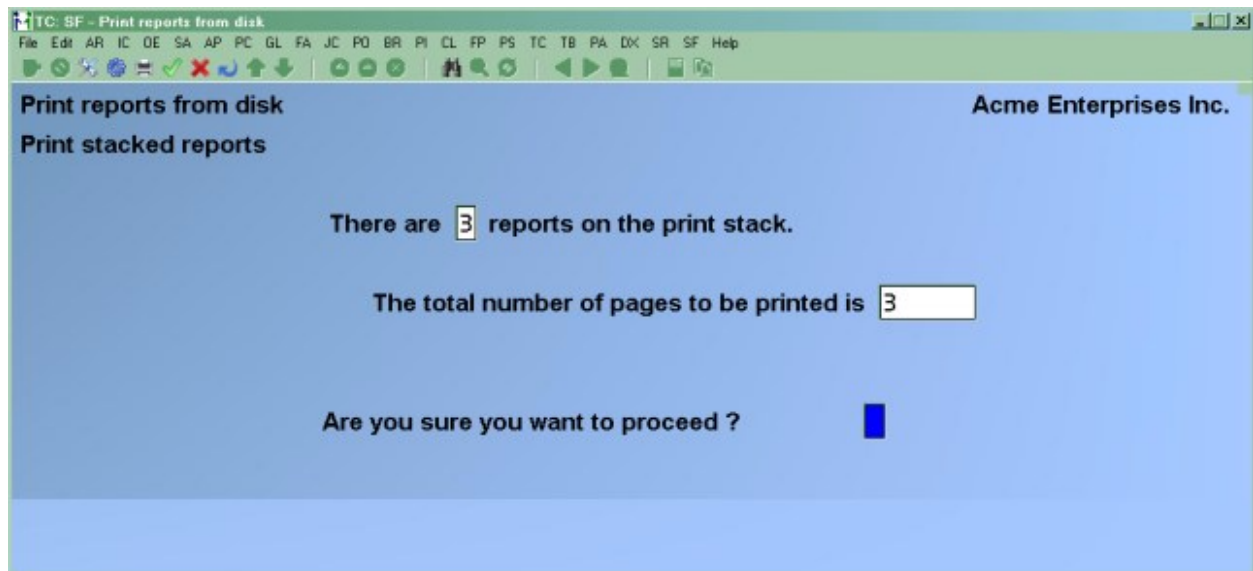
To end stacking reports for this company (if you are using multi-companies), press [Tab] instead of selecting a line number. The Stack reports for later printing screen reappears.

To end stacking reports, press [Tab] instead of selecting a line number. The Stack reports for later printing screen reappears.

To end stacking reports for later printing, press [Tab]. The *Print reports from disk* menu reappears.

4. Print stacked reports

To print the stacked reports, select *Print stacked reports* from the Print reports from disk menu. You then see:



This screen shows you how many reports are stacked and how many pages will be printed, once you start printing.

Answer Y or N to "ARE YOU SURE YOU WANT TO PROCEED?". If you answer N, the Print reports from disk menu reappears. If you answer Y, and you are using only one printer, the stacked reports are printed. If you are using more than one printer, a window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

The screen shows a display of which report is printing and the number of reports and pages remaining to print.

TC: SF - Print reports from disk

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR SF Help

Print reports from disk Acme Enterprises Inc.

Print stacked reports

There are reports on the print stack.

The total number of pages to be printed is

Are you sure you want to proceed ?

----- NOW PRINTING -----

Company ID
 Package
 Report #
 Name
 Copy of

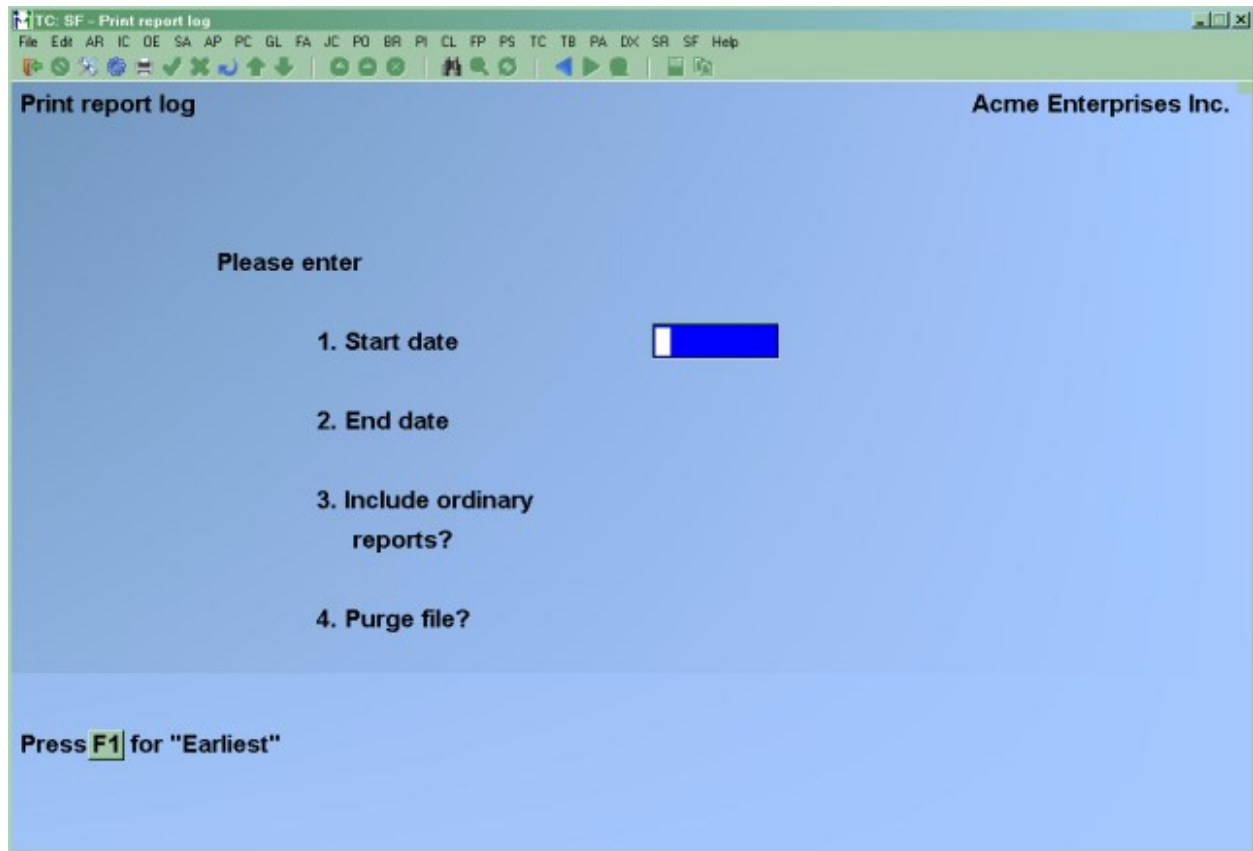
Reports remaining on the print stack
 Total pages remaining to print

Printing complete - press **TAB** to return to menu

When the reports have finished printing, the Print reports from disk menu will reappear.

5. Print report log

Select *Print report log* from the *Print reports from disk* menu. The following screen will appear:



Enter the data as follows:

1. Start Date

Enter the date for the report to start, or press [F1] for "Earliest", as instructed at the bottom of the screen.

2. End Date

Enter the last date to be included in the report, or press [F1] for "Latest".

3. Include Ordinary Reports ?

An ordinary report is one that is not required for an audit trail. Press [Enter] to accept the Y default, or type N to exclude ordinary reports.

4. Purge File ?

If the report file is to be purged, type Y. If it is not, press [Enter] to accept the N default.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press [Enter]. A window will appear for you to select how to print the report. Follow the screen instructions. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

When all printing has completed, the Print reports from disk menu will reappear.

To end this function

To end the printing reports from disk function, press [Tab] when at the Print reports from disk screen. The package menu reappears.



Chapter 17

File Utilities

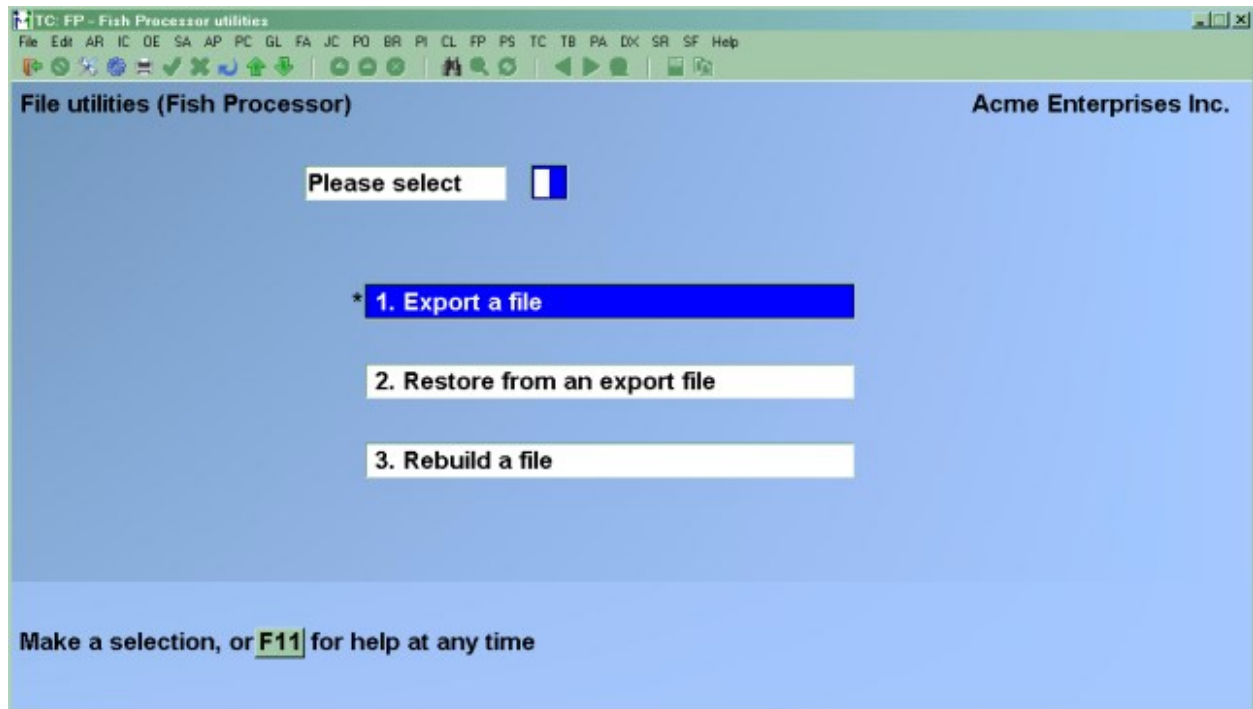
Introduction

This function is intended to be used ONLY to convert the data files from their internal "indexed" format to a "flat" ASCII format. They can also be used to restore "flat" ASCII files into internal "indexed" format.

It is not intended to be used for daily or periodic backups for off-site storage. There are other utilities available which are much more efficient and less time consuming.

To begin this function

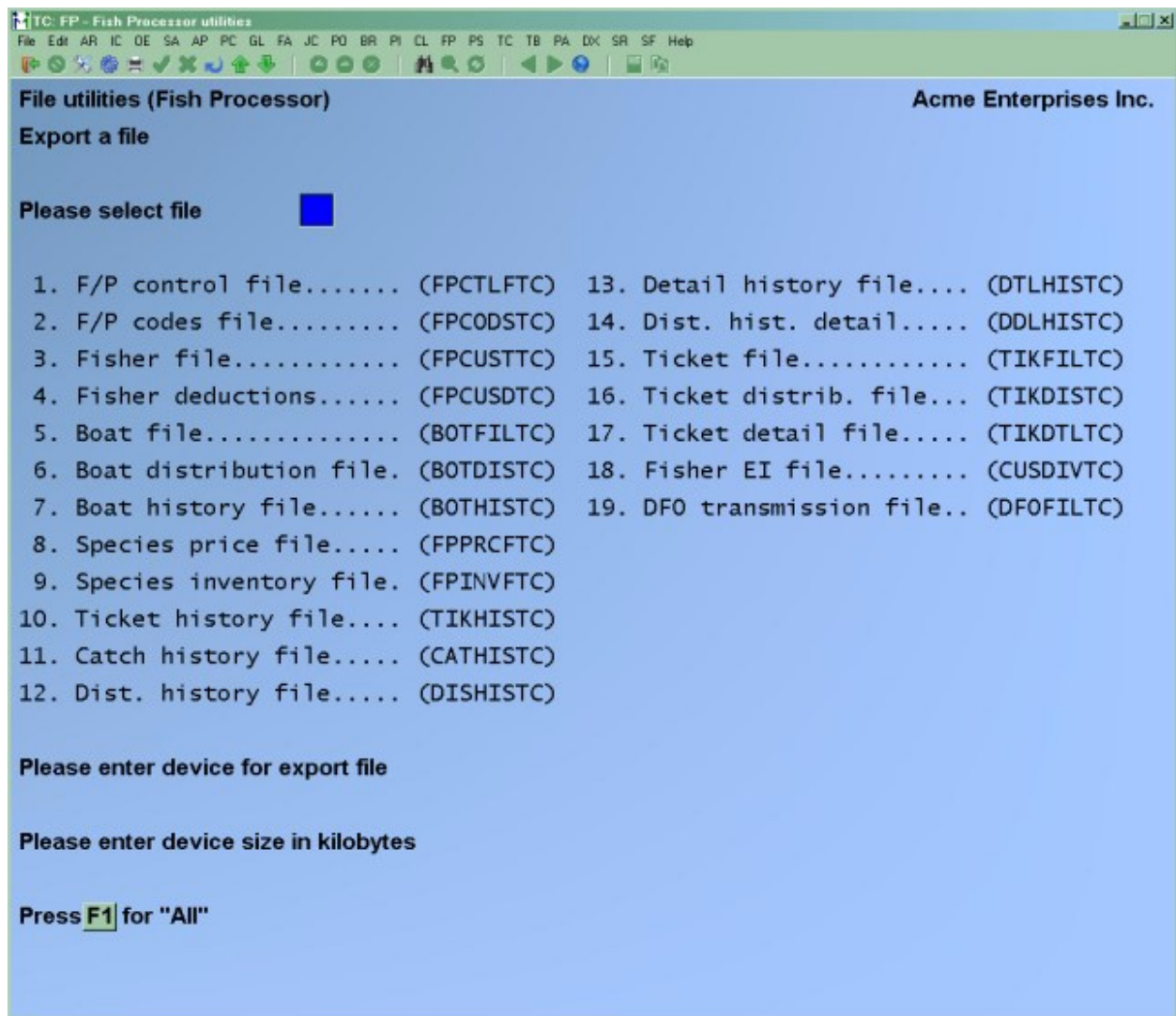
From the Fishpro main menu, press [F2] to get to the second screen and select *File Utilities*. You will see a screen similar to the following:



1. Export a file

This function is used to convert the listed data files from the internal format to a "flat" ASCII file. The Fishpro data file is read in and an output file is created in the Fishpro root directory with the name "xxxxxxnn.BAK". Where 'xxxxxx' is the file name, and where 'nn' is the company number the file came from. If you are not using multiple companies the company number will be 00.

From the Backup file utilities menu, type 1 and a screen similar to the one below will appear:



Enter the following data:

Please select file

Enter the file number, from the list provided, of the file to be converted to an ASCII backup format, or press [F1] for all.

Please enter device for exported file

This is the drive letter of the backup device that the ASCII version of the data file will be written.

for UNIX/Linux users

The drive letter entered here will be attached to the front of the file name. The letter A is recommended for consistency. The ASCII backup file name in the Fishpro root directory will read A:xxxxxxnn.BAK.

Please enter the device size in kilobytes

Enter the size of the diskette the ASCII backup files are to be written to.

The following table shows some of the more common device sizes in kilobytes:

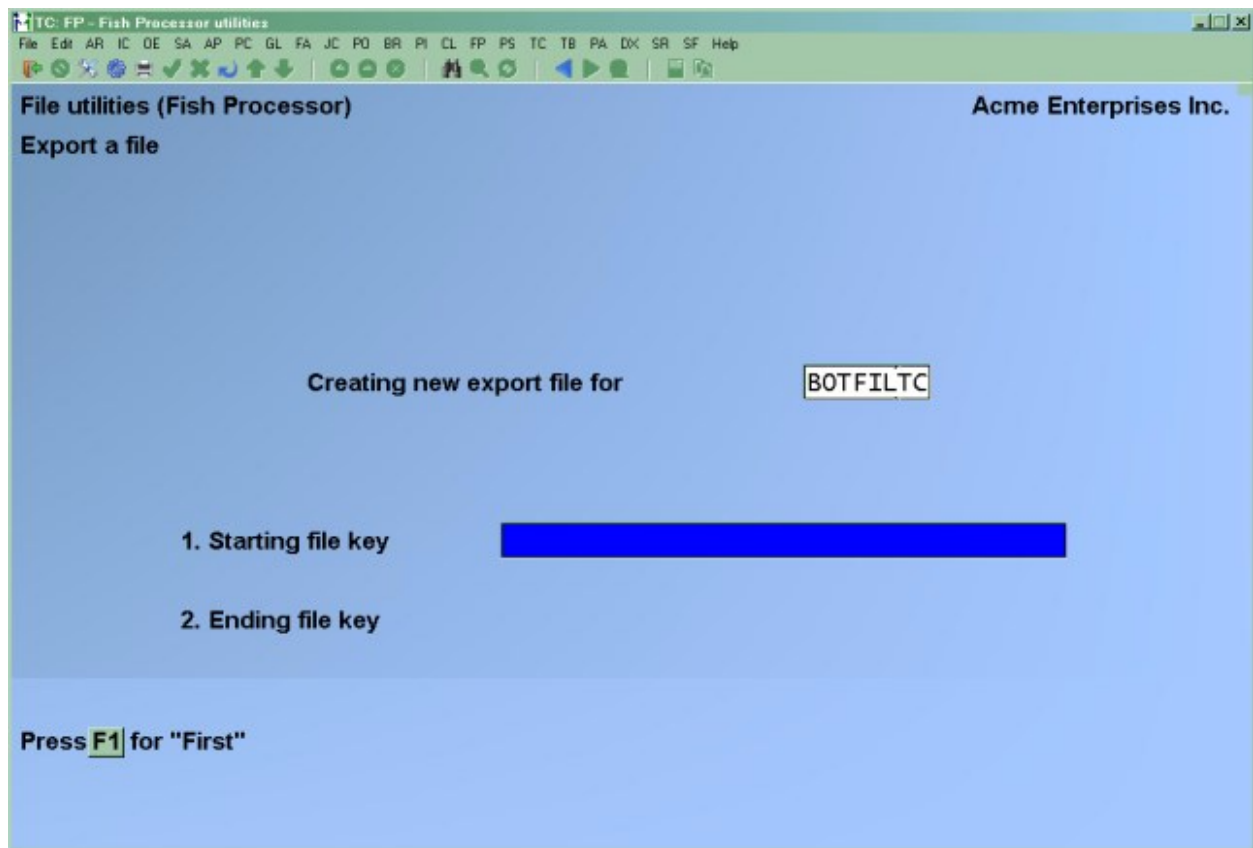
1440	= Normally, high density 3 1/2"
F1	= Unlimited, Hard disk drive

If you enter a specific device size, once the device is filled you will then be asked for another device. This process will be repeated until all the data is written to the device.

The screen will then prompt you "Any change ?". Enter Y and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press [Enter] to accept the default of N.

NOTE: If you choose to export "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

The following screen will be displayed only if did not select "All" files at the "Please select file" prompt:



Enter the following data:

1. Starting file key

Enter the starting file key for the data file selected for conversion, or press [F1] for "First". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press [F1].

2. Ending file key

Enter the ending file key for the data file selected for conversion, or press [F1] for "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press [F1].

At the "Field number to change ?" prompt, enter the field number you wish to change and press ENTER.

When you have completed all changes, press [Enter] and the following prompt will appear:

(C) create new converted file or (A) add records to existing converted file

Enter **C** to create a new backup file and over-write any pre-existing ASCII backup for this data file, or enter **A** to add the records selected for conversion to any pre-existing ASCII backup file on the device specified.

After selecting which type of backup file to create the screen then clears and the ASCII backup file name is displayed along with a counter of the number of records converted.

If you had selected ALL at the "Please select file", it is assumed that you wish to create a new converted file. After the "Any change?" prompt, the screen clears and the ASCII backup file name is displayed along with a counter of the number of records converted for all files.

The 'Export a file' menu reappears after the file or files selected have been exported so that you may export another file.

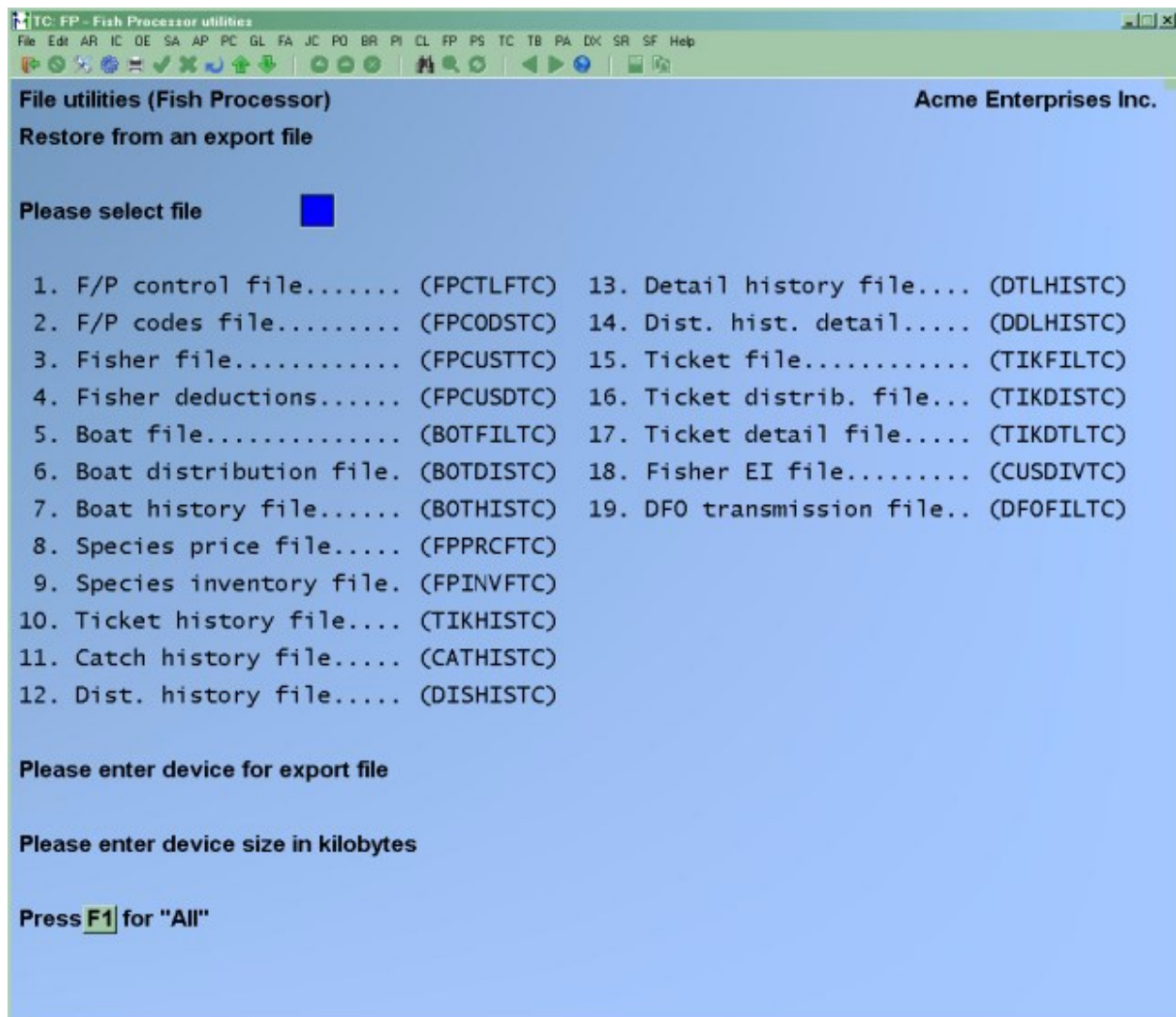
After you have completed running the convert routine, press **[Tab]** at the "Please select file" prompt. A window will appear for you to select how to print the backup log. A backup log shows the files(s) backed up, the number of records per file, the date and time. Refer to the chapter titled *General Rules* for a detail explanation of the printing options.

Once the report is printed you are returned to the *File Utilities* menu.

2. Restore from an export file

This function is used to restore one or more of the listed data files from the "flat" ASCII file format to the internal Fishpro format. The ASCII backup file is read in and an output file is created in the Fishpro company sub-directory with the name "xxxxxx.DAT". Where "xxxxxx" is the file name.

From the *File utilities* menu, type 2 and a screen similar to the one below will appear:



Enter the following data:

Please select file

Enter the file number, from the list provided, of the file to be restored from an ASCII backup format, or press [F1] for all.

Please enter device for export file

This is the drive letter of the backup device that the ASCII version of the data file will be read.

for UNIX/Linux users

The drive letter entered here will be attached to the front of the file name. The letter A is recommended for consistency. The ASCII backup file name in the Fishpro root directory will read A:xxxxxxnn.BAK.

Please enter the device size in kilobytes

Enter the size of the device the ASCII backup files are to be written to.

The following table shows some of the more common device sizes in kilobytes:

1440	= Normally, high density 3 1/2"
F1	= Unlimited, Hard disk drive

If you enter a specific device size, once the device is filled you will then be asked for another device. This process will be repeated until all the data is written to the device.

NOTE: If you choose to restore "All" files, the screen will move immediately into displaying the prompt "THIS FUNCTION WILL NOW INITIALIZE ..." (see below). It skips past the "(C) CREATE NEW DATA FILE OR (A) ADD RECORDS TO EXISTING DATA" prompt.

The screen will then prompt you "Any change?". Make any necessary changes, then press ENTER in response to "Any change?".

"(C) Create New Data File Or (A) Add Records To existing Data File".

If you answer **C** (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the converted file will be transferred to the original file.

If you answer **A** (Add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

The following message will display:

"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the converted file. Please make sure you want to do this. Are you sure?"

Answer "Y" or "N", as appropriate.

The file will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored.

When the restoration of the file or files is complete the 'Restore from an exported file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press [Tab] to print the restore log and then return to the *File Utilities* menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time. Refer to the chapter titled *General Rules* for a detailed explanation of the printing options.

NOTE: You can use the 'Export' and 'Restore' functions on an entire data file to recover disk space from a file that has been purged or compressed (or from a file that has had many deletions). First do a full (first record to last record) 'Export' of the file. Then do a full 'Restore from the exported file', using the (C) Create new data file option.

Rebuilding Data Files

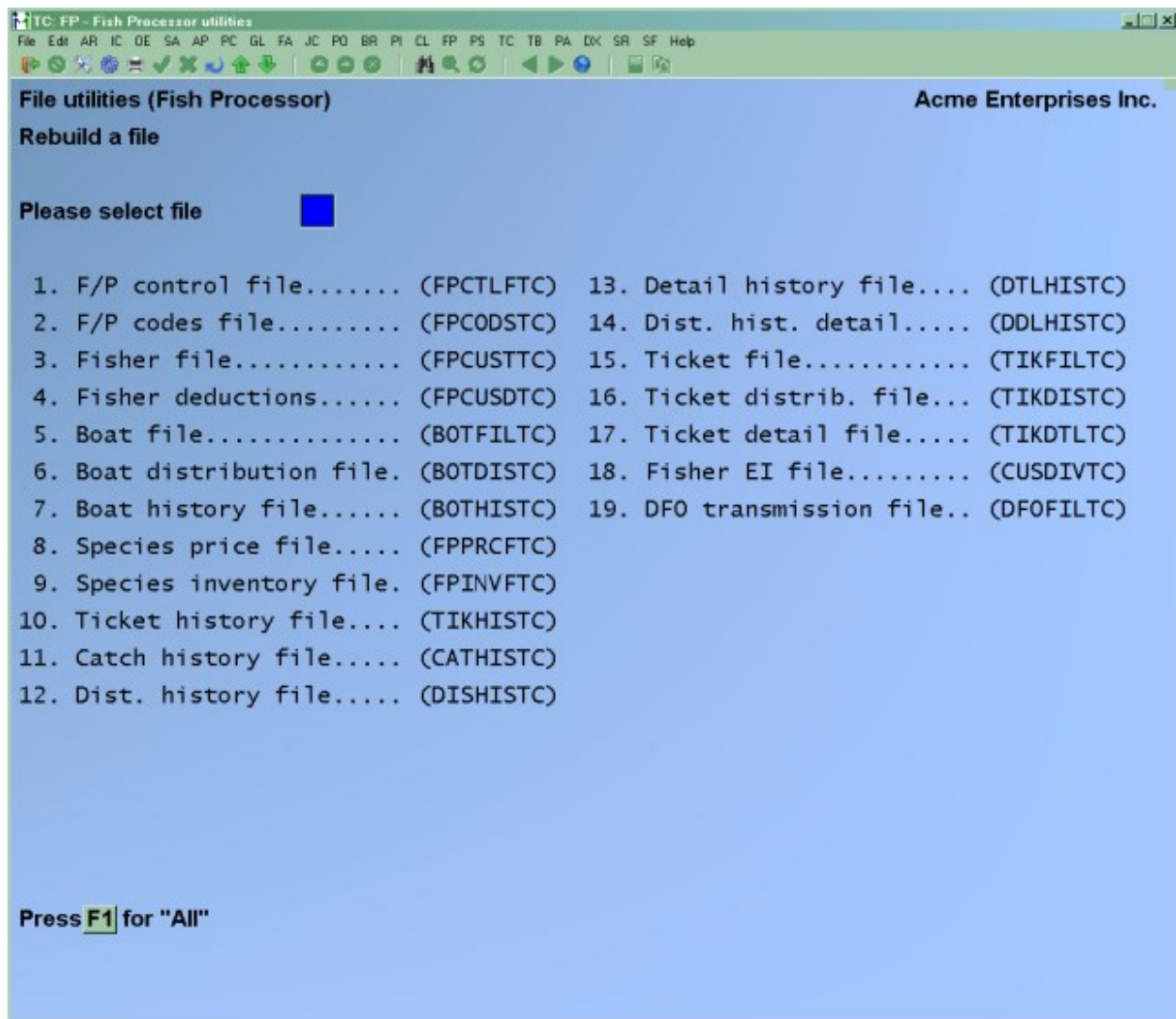
Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu.

You then see:



Enter the following information:

Please select file

Enter the number of the file you wish to rebuild or press **[F1]** to rebuild all of the F/P data files.

A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.

To End this function

To end the '*File Utilities*' function, press **[Tab]** at the Please select prompt. You will be returned to the FISHPRO menu.



Chapter 18

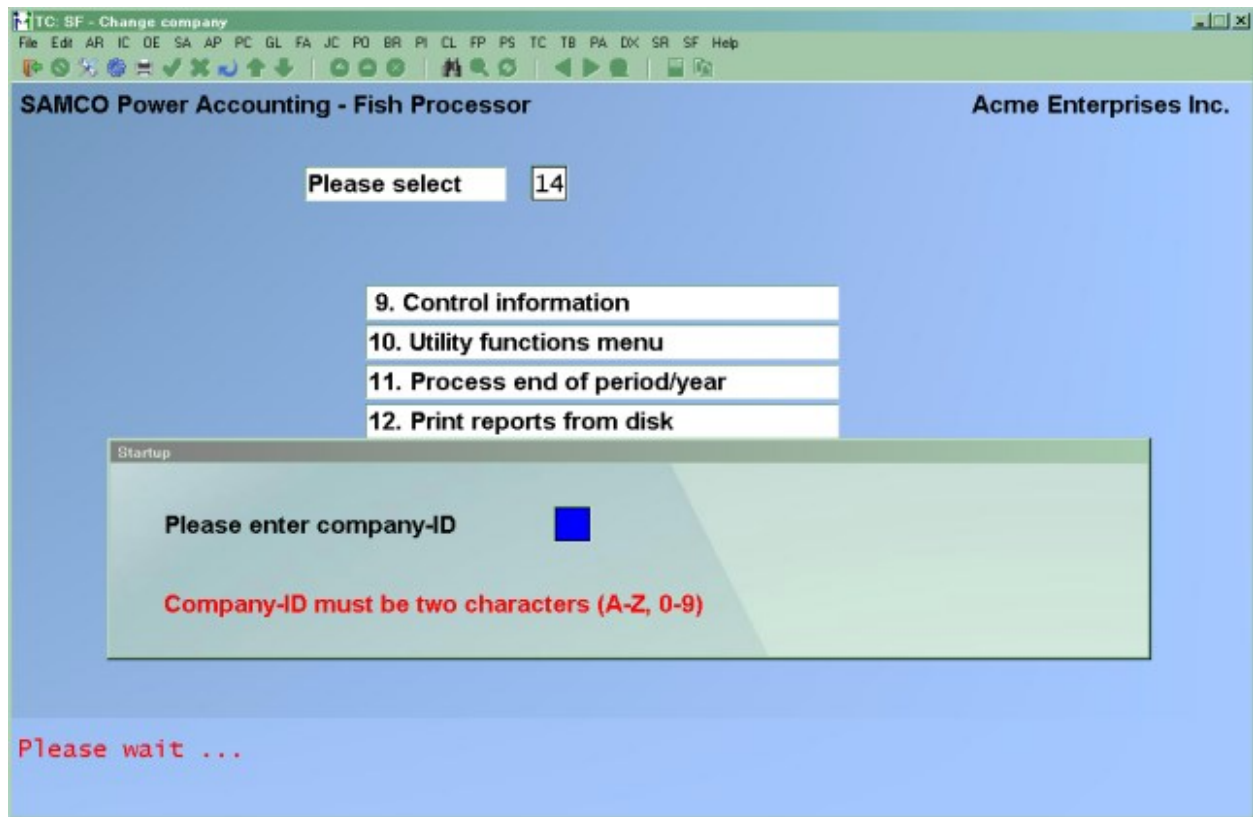
Change Current Company

Introduction

If more than one company has been set up in the Fishpro software, this function will provide the operator with a method for moving in and out of the different companies without having to exit the system. This function can be accessed through either the Fishpro or Accounts Receivable menus.

To begin this function

From the Fishpro menu, press [F2], select *Change company number*. The following screen will appear:



Company-ID must be two characters (A-Z, 0-9)

Enter the two character ID for the company you wish to switch to, then press [Enter]. Answer Y to "ARE YOU SURE ?" or N if you wish to re-enter it.

You will be asked, on subsequent screens, for your initials and a password. Both are dependant on whether or not you answered Y to "USE CHANGE LOG ?" and "ARE PASSWORDS USED ?" in the Maintain company data function of the company you are about to enter.

You will then see the menu of the package you were in before the Change current company function was run. For example, if you changed the company number through Fishpro, the first menu of the new company to appear will be the Fishpro main menu.

To end this function

If you wish to return to the company you were originally in or move to another company, repeat the steps.



Chapter 19

Journal Entries

Introduction

Various types of documents are included in this function to handle a variety of transactions, although it is mainly used when handling transactions to and from fisher accounts, as no sales information is required. It will also facilitate having several fishers/customers associated with one transaction. Catch values can be manually distributed if desired.

Journal entries can be added, changed and inquired into, deleted, and a Journal Entries Edit list can be printed. Once transactions have been entered and verified as correct, you can post them to the A/R Open Item file.

Enter a journal entry

Select the Journal Entry option from the main menu. The following menu will display:

Journal entries Acme Enterprises Inc.

Please select

* 1. Enter

2. Edit list

3. Post

4. Cheque/Receipt entry

Make a selection, or press **F2** for more selections, or **F11** for help at any time

Select *Enter* from the *Journal Entry* menu. You will see:

Process journal entries Acme Enterprises Inc.

* 1. Doc #

* 2. Doc type

3. Doc date

	Page	4. Reference		
	Amount	Customer#	Name	Account #
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15. Print status				Balance

F1 for next document, F2 for cheque#, F3 for receipt#, F4 for journal voucher#

Enter the data as follows:

1. Doc #

Enter up to a 6 digit document number or press F1 for the next cheque number, F2 for the next receipt number, or F3 for the next journal voucher number.

If you select any of these options, as instructed at the bottom of the screen, the next field will default to your selection and cannot be changed.

2. Doc type

From the list at the bottom of the screen, enter a 1 letter code for the type of document. The choices are:

Q = cheque Select Q when the journal entry involves issuing a cheque.

R = receipt Use the receipt document to record cash advances to fishers, payments from fishers, or miscellaneous cash payments.

J = journal voucher The journal voucher is used to correct mistakes or transfer amounts from one fisher account to another.

M = miscellaneous The miscellaneous document is similar to a journal voucher. Used for Third Party demands.

U = EI premium Usually created by the fish ticket posting function at ticket entry.

X = Income tax Usually created by the fish ticket posting function at ticket entry.

3. Doc date

Enter the correct date in MMDDYY format, or press ENTER to accept the default date.

4. Reference

Enter up to 25 alphanumeric characters describing this journal entry. If the document is a cheque, receipt, or a journal voucher, this field will be filled in for you. Press ENTER to accept it, or the default reference can be changed if desired.

Debit

Enter the debit amount, or press ENTER to leave blank. If a debit amount is entered here, the credit field below will default to zero and cannot be changed.

Credit

Enter the credit amount. If a debit amount was entered above, this field will be skipped.

Customer# Name

If the debit or credit is to be applied to a fisher/customer enter one of the following:

- enter the customer number
- press F2 for no customer, skip to account field
- press F1 for next customer
- press ENTER and type the fisher/customer name

You can scroll through the customers by using the F1 key at both the customer number and customer name fields.

Account

If you entered a fisher/customer name above, the default account number which was set up in the F/P Control file will be displayed.

This account number can be changed, or press ENTER to accept it and enter a 3 digit profit centre number, or press ENTER for no profit centre.

If you did not previously enter a fisher/customer name, enter the account number and the name of the account entered will display in the Name column.

You will be returned to the debit column on the next line for entry of the next debit or credit for this journal entry. You will be prompted "PRESS F1 FOR REMAINING AMOUNT OF xx.xx"

When all debits and credits are entered, press ENTER at the debit and/or credit column.

Print status

Enter the print status of this journal entry. The default will be taken from the Fishpro control file or the station file. The print status codes available are:

- | | |
|---|-------------------------|
| N | - print now |
| L | - print later |
| M | - manual cheque/receipt |

If your debits and credits are not equal, you will see the message "DISTRIBUTIONS DO NOT BALANCE". Press ENTER to continue.

At "FIELD NUMBER TO CHANGE ?", make the necessary changes to the debit and credit columns, press F3 to go back a page, or press F4 to go forward a page.

When you are finished making changes to the first screen, press ENTER.

You will be asked if you want to make any changes to the 2nd screen reserved for comments. If you do, type Y in response to "ANY CHANGE ? N". If you do not want to make any changes, press ENTER to accept the N default.

When your printing selection is complete, you will be returned to the Enter screen for entry of another journal entry.

When all desired journal entries have been added, press END at the Doc # field. The Process journal entries menu will reappear.

Changes to unposted documents

Any unposted documents created from other functions can be changed or inquired into by entering the document number and type At "FIELD NUMBER TO CHANGE ?", make any desired changes. The Doc # and Doc type fields cannot be changed.

If you need to make changes to these fields, you will have to delete the journal entry using the Delete function, then add it again using the Enter function. If you need to print the document, use the Print documents function in Utility Functions menu.

When you are finished making changes to the first screen, press ENTER. You will be asked if you want to make any changes to the 2nd screen reserved for comments. If you do, type Y in response to "ANY CHANGE ? N". If you do not want to make any changes, press ENTER to accept the N default.

If the document type is a cheque, you will then be asked if you want to make any changes to the name and address of the person or company who the cheque is to be issued to. When you are finished, press ENTER at "FIELD NUMBER TO CHANGE ?".

The screen will clear for entry of another journal entry to be changed or inquired into.

When you are through with this function, press END at the Doc # field. The Process journal entries menu will reappear.

Delete journal entries

Enter the document or press F1 to scan the journal entries on file, as instructed at the bottom of the screen.

You will be asked "OK TO DELETE JOURNAL ENTRY ? N". If this is not the correct journal entry to be deleted, press ENTER to accept the N default, or type Y to delete the entry. Follow the screen instructions.

When all desired entries have been deleted, press END at the Doc # field. The Process journal entries menu will reappear.

Print journal edit list

Print the Journal Edit list prior to posting to make sure all entries are complete and correct. Select *Edit list* from the *Journal entry* menu. The following screen will appear:

Process journal entries Acme Enterprises Inc.

Please enter

1. Document type
2. First document
3. Last document
4. User id

Document types

- * R. Receipts
- Q. Cheques
- M. Miscellaneous
- J. Journal vouchers
- X. Income tax
- U. Extra UIC premiums

Press F1 for "All"

Enter the following data:

1. Document type

From the window on the screen, select the document type code to be printed, or press F1 for "All" as instructed at the bottom of the screen.

2. First document

Enter the number of the first document to be included in the list, or press F1 for "First", as instructed at the bottom of the screen. If you selected "All" above, this field will default to N/A and cannot be changed.

3. Last document

Enter the number of the last document to be included in the list, or press F1 for "Last", as instructed at the bottom of the screen. If you selected "All" above, this field will default to N/A and cannot be changed.

4. User id

Enter your user id or press F1 for "All".

At "FIELD NUMBER TO CHANGE ?", make any desired changes then press ENTER. A window will appear for you to select how to print the list. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the list has finished printing, the Process journal entries menu will reappear.

Post journal entries

Select *Post* from the *Journal entry* menu. After entering the posting date (usually the default system date), you will see the following screen:

Process journal entries Acme Enterprises Inc.

Please enter

1. Document type
2. First document
3. Last document
4. User id

Document types

- * R. Receipts
- Q. Cheques
- M. Miscellaneous
- J. Journal vouchers
- X. Income tax
- U. Extra UIC premiums

Press F1 for "All"

Enter the following data:

1. Document type

From the window on the screen, select the document type code to be printed, or press F1 for "All" as instructed at the bottom of the screen.

2. First document

Enter the number of the first document to be included in the list, or press F1 for "First", as instructed at the bottom of the screen. If you selected "All" above, this field will default to N/A and cannot be changed.

3. Last document

Enter the number of the last document to be included in the list, or press F1 for "Last", as instructed at the bottom of the screen. If you selected "All" above, this field will default to N/A and cannot be changed.

4. User id

Enter your user id or press F1 for "All".

At "FIELD NUMBER TO CHANGE ?", make any desired changes then press ENTER. A window will appear for you to select how to print the list. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the list has finished printing, the Process journal entries menu will reappear.

To end this function

Press END at the 'Please select' prompt and the main menu will reappear.

Cheque/Receipt Entry

Please see Chapter 11 for an explanation of this function. Cheques and receipts may be entered in *Journal Entry* or from the *Fishpro* menu.



Chapter 20

Packer Extension

Introduction

This program is used on each packer boat to allow them to enter their own fish tickets. All data is then brought to the main processor to update the system.

To install the Packer Program

Install the required programs, make a new directory such as C:\packer, change to that directory, put the program disk in drive A:, and type a:rw-start. This will load in the required object code.

When you are asked for the device and hard drive letters, insert the data file disk created on the main machine, and complete the screen. This sets up the company file on the packer machine.

To run this program, type RW-MENU and then select the trip start-up function. This loads the various files into the packer machine.

After fish tickets have been processed on the packer machine, use the trip shutdown to write out the fish tickets to the device. Any customer file changes made in the new fisher window are also put on the device. This produces the following files:

CUSFIP.DAT
TIKFIP.DAT

These files must be copied into the data file directory on the main machine. The import function on the extra functions menu must be run to load these files. At this point, tickets entered on the packer appear as unposted tickets in the ticket file.

To update the packer again, run the export function, copy the three files onto a device, and then run the trip start-up function on the packer machine again.

To start up a new packer

1. create a directory for the packer programs and data files
2. create a sub-directory for the company data file, default 00
3. create an empty company file in the company sub-directory
4. run rw-start.bat, from the device drive
5. run rw-packer, from the packer directory and choose the trip start-up function.

To start the packer menu, enter FPMENU.

Process fish tickets

This function is identical to the Process fish tickets function on the main Fishpro system with these exceptions:

- packer is automatically defaulted from the packer control file
- no adjustment type fish tickets can be processed
- no distribution-only fish tickets can be processed
- no cheque amounts can be entered a crewshare distribution
- fish tickets are printed immediately
- you cannot assign cheque or receipt numbers
- EI calculations are based on a per ticket amount rather than an averaged season amount

Change prices

This is the same as *Maintain prices* on main menu of the Fishpro system.

Trip start-up

Read load drive letters from the company file and imports information into packer files. If the packer data file does not exist, it will be created. If the packer data file does exist, it will be updated.

Trip shutdown

This assumes the same export data file disks as used in the trip start up function. The data files exported are the fish ticket file and customer file.

Create DFO disk

Creates a data file for delivery to the DFO in a format specified by the DFO. Not currently used but for a future enhancement.

Catch summary

- species codes are the DFO codes and not the company codes
 - the cash on hand is packer boat number
-



Chapter 21

Interest Charges

Introduction

Use this function to calculate interest charged or paid on fisher/customer accounts. Calculated interest charges can be changed, inquired into or deleted before they are posted, and an Interest Charges Edit List and Interest Rate Table can be printed.

If you answered Y to INT CHARGED ? or INT EARNED ? in the Fisher/Customer file but did not specify a rate or date, then the interest calculation will be based on the rates in the interest rate table.

If you did specify a date and rate in the Fisher/Customer file, the interest will be calculated using those parameters. You can override the information in the Fisher/Customer file with a different rate and time.

You can use this function to set various rates for various times. You can also use it if you make a special arrangement for a fisher/customer.

In the Fisher/Customer file, the interest will be included in the gross amount. If you have paid interest or interest has been charged in your old system, you can enter the amount.

This function uses the rate, start and end dates as specified for each fisher/customer in the customer file.

Interest charges will be calculated on the credit or debit fisher/customer account balance for the date range specified.

To begin this function

From the Accounts Receivable menu, select *Interest*. You then see:

The screenshot shows a software window titled "Interest" in the top-left corner and "Acme Enterprises Inc." in the top-right corner. The background is a solid light blue. In the center, there is a "Please select" label next to a small blue square. Below this, there are two menu items: "1. Interest charges" which is highlighted with a blue background and white text, and "2. Interest rates" which has a white background and black text. At the bottom of the window, a status bar contains the text "Make a selection, or F11 for help at any time".

Select *Interest charges* from the *Interest* menu and you will see:

Interest charges Acme Enterprises Inc.

Please select

- * 1. Add
- 2. Change/Inquire
- 3. Delete
- 4. Calculate charges
- 5. Edit list
- 6. Post

Make a selection, or **F11** for help at any time

Add interest

From the *Interest charges* menu, select *Add*. You then see:

Interest charges Acme Enterprises Inc.

Add

- 1. Customer#
- 2. Date
- 3. Amount earned
- 4. Amount charged

Enter the data as follows:

1. Customer #

Enter the number of the first fisher/customer you wish to add interest charged or payable.

2. Date

Enter the effective date in MMDDYY format.

3. Amount Earned

Enter the earned interest amount up to 8 digits including 2 decimals, plus an optional minus sign.

4. Amount Charged

Enter the amount of interest to be charged, up to 8 digits including 2 decimals, plus an optional minus sign.

At "FIELD NUMBER TO CHANGE ?", make any necessary changes then press ENTER. When you have entered all the interest amounts, press END at the Customer # field. The *Interest charges* menu reappears.

Change/Inquire interest

From the *Interest charges* menu, select *Change/Inquire*. A screen will appear for you to select the interest charges you wish to inquire into.

Enter the number of the fisher/customer, or press F1 for "First". Make any desired changes to fields 3 and 4, then press ENTER to file the changes. The screen will clear for entry of another interest charge to be changed or inquired into.

When you are finished with this function, press END at the Customer # field. The *Interest charges* menu will reappear.

Delete interest

From the *Interest charges* menu, select *Delete*. A screen will appear for you to enter the interest charges to be deleted.

Enter the number of the fisher/customer whose interest charge is to be deleted, or press F1 for "First". Make the deletion by typing Y in response to "OK TO DELETE INTEREST? N". If this is not the correct interest charge to be deleted, press ENTER to default to N. An empty screen will appear for entry of the next interest charge to be deleted.

When there are no more interest charges to be deleted, press ENTER at the Customer # field. The *Interest charges* menu will appear.

Calculate interest charges

From the *Interest charges* menu, select *Calculate charges*. You will see:

Process interest charges Acme Enterprises Inc.

Calculate

Please enter

1. Start date
2. Cut-off date
3. Start customer
4. End customer
5. Customer types
6. Cut-off amt
7. Zero balance customer
cut-off amount
8. Compound interest?
9. Interest charged?
10. Interest earned?
11. Print calculation?

Press **F1** for "First"

Enter the following data:

1. Start Date

Enter the date in MMDDYY format you want to start calculating the interest from, or press F1 for first.

2. Cut-off date

Enter the cut-off date in MMDDYY format for the interest calculation.

3. Start customer

Enter the number of the first customer/fisher you want to calculate interest for, or press F1 to default to the "First" customer on file.

4. End customer

Enter the Number of the last customer/fisher you want to calculate interest for, press

F1 for the "Last" customer/fisher, or (if you did not select "First" above) press ENTER to select only the customer number entered at the previous prompt.

5. Customer types

Enter up to 5 different customer types to be included for selection to have interest calculated on, or press F1 to default to "All"

6. Cut-off amt

Enter the minimum cut-off amount to have interest calculated on.

7. Zero balance customer cut-off amount

Enter the minimum cut-off amount to have interest calculated on for currently zero balance customers.

8. Compound interest?

Enter Y if you wish to calculate compound interest, or press F1 to default to N.

9. Interest Charged?

Is interest to be charged on debit daily balances? Enter N if interest is not to be charged, or press ENTER to accept the default of Y.

10. Interest earned?

Is interest to be paid on credit daily balances? Enter N if interest is not to be paid, or press ENTER to accept the default of Y.

11. Print calculation ?

Press ENTER to accept the default of N. Otherwise, press Y to print the calculation results.

At "FIELD NUMBER TO CHANGE ?", make any necessary changes then press ENTER. When you have entered all the interest amounts, press END at the Customer # field. The *Interest charges* menu reappears.

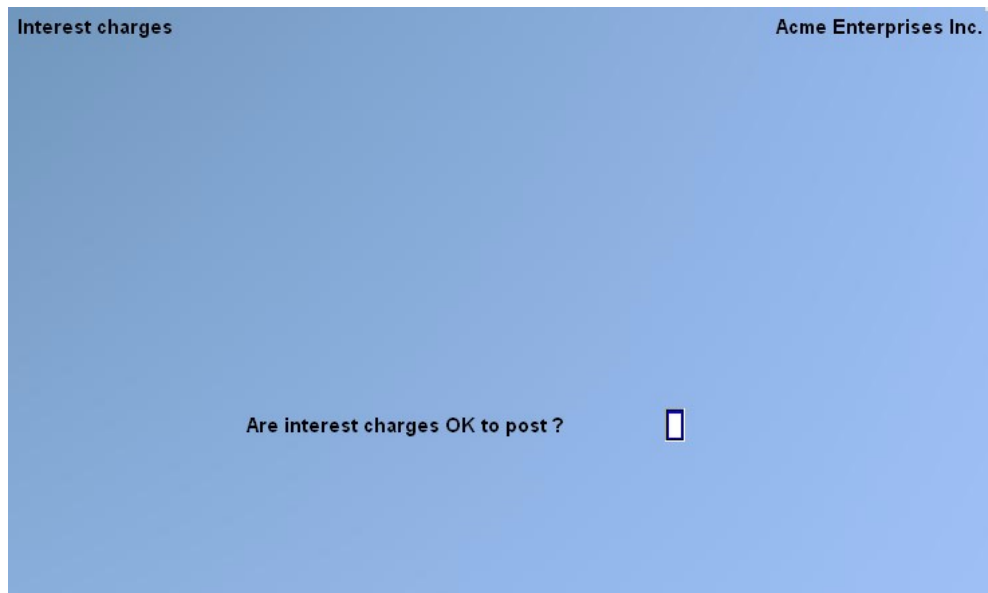
Interest charges edit list

Select *Edit list* from the *Interest charges* menu and a window will appear for you to select how to print the list. Refer to the chapter title General Rules for a detailed explanation of the printing options.

When the list has finished printing, the *Interest charges* menu will reappear.

Post interest charges

Select *Post* from the *Interest charges* menu. The following screen will appear:



Interest charges Acme Enterprises Inc.

Are interest charges OK to post ?

Answer Y or N as appropriate.

If you answer Y, a window will appear for you to select how to print the interest charges journal. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the report has finished printing, the A/R main menu will reappear.

Interest rates

Select *Interest rates* from the *Interest* menu and you will see:

Interest rates Acme Enterprises Inc.

Please select

- 1. Add
- 2. Change/Inquire
- 3. Delete
- 4. Print

Make a selection, or **F11** for help at any time

Add interest rates

Select *Add* from the *Interest rates* menu and you will see:

Interest rates Acme Enterprises Inc.

Add

- 1. Start date
- 2. Earned rate %
- 3. Charged rate %

Enter the following data:

1. Start date

Enter the date in MMDDYY format you want to start calculating the interest.

2. Earned rate %

Enter the percentage amount to be earned, or press ENTER for zero.

3. Charged rate %

Enter the percentage of interest to be charged, or press ENTER for zero.

At "FIELD NUMBER TO CHANGE ?", make any desired changes, then press ENTER. The screen will clear for entry of another interest rate to add.

When there are no more interest rates to be added, press END at the first field. The *Interest rates* menu will reappear.

Change/inquire Interest Rates

From the *Interest rates* menu, select *Change/Inquire*. A screen appears for entry of the interest rate you want to change or inquire into. Enter the start date or press F1 to scan the interest rates on file.

Make any desired changes by selecting the number of the field you want to change, then entering the new data. Press ENTER to "FIELD NUMBER TO CHANGE ?" to file the changes. The screen will then clear for entry of another interest rate to be changed or inquired into.

Delete Interest Rates

From the *Interest rates* menu, select *Delete*. A screen will appear for entry of the interest rate you want to delete.

When all desired interest rates are deleted, press END at the first field. The *Maintain interest rates* menu will reappear.

Print Interest Rate List

From the *Interest rates* menu, select *Print*. The following screen will appear:

Maintain interest rates Acme Enterprises Inc.

List

Please enter

Starting date

Ending date

Press **F1** for "Earliest"

Enter the following data:

Starting date

Enter the date you wish the report to start in MMDDYY format, or press F1 for "Earliest", as instructed at the bottom of the screen.

Ending date

Type the last date to be included in the list, or press F1 for "Latest".

You will then be asked "ANY CHANGE ? N". If you wish to make any changes, answer Y, or press ENTER to default to N. A window will then appear for you to select how to print the list. Refer to the chapter titled General Rules for a detailed explanation of the printing options.

When the list has finished printing, the *Interest rates* menu will reappear.

To end this function

When you have finished using the functions in the *Interest rates* menu, press END as the menu selection. The main A/R menu will reappear.

Year End Procedures

These steps must be done before entering in new fish tickets for the new calendar year.

ROE's, go to Fishpro, Reporting menu, Print record of employment.
Print all fisher Records of Employment.

T4's and T4A's, go to Fishpro, Reporting menu, Print T4/T4A forms:
Print all fisher and company T4's and T4A's.
Produce XML file for T4 remittance to government.

T4 and T4A Summary, go to Fishpro, Reporting menu, Print T4/T4A summary listing:
Print T4 and T4A Summary for company records.

WCB report, go to Fishpro, Reporting menu, Print WCB report:
Print WCB report.

Start fishers at zero for new tax year, go to Fishpro, F2, Process end of period/year, and Purge earnings information:
This function resets the fisher earnings fields to zero for the new tax year.

Purge fisher accounts. If all fisher accounts are zero, go to AR, F2, Purge fully paid open items.
Purge all customers/fishers with statement cycle of "F". This will remove last year's account detail and leave a balance forward amount. This should be zero, as all fisher accounts should be settled by year end.

Go to Fishpro, F2, and Control Information:
Change the current year on the first page of the Control Information.
Change the Yearly EI maximum, EI ratio, EI employer multiplier, WCB maximum, and WCB rate for the New Year.

Start fish slips for the New Year.

Appendix A Error Messages

Explanation

When you are using the accounting packages, various messages may display for incorrect entries or incorrect use of functions. This appendix is provided to give you a quick reference for these messages.

NOTE: In this Appendix, "****" in an error message represents a place where a word will be substituted, depending on what function you are using at the time. Words like "CUSTOMER", "VENDOR", OR "EMPLOYEE" will appear where "****" occurs in an error message. For example, if you are using a function dealing with customer codes, the message would read "CUSTOMER CODE NOT ON FILE".

*** CODE NOT ON FILE

Situation: The code you entered is not on file

Handling: Enter a different code or add the code you need. (To add a code, you may have to exit from the function you are in, enter the function for adding codes to make the addition, then re-enter the function you were originally using.)

*** NOT ON FILE

Situation: The data you are attempting to access is not on file.

Handling: Try another entry or put the data you want on file before you attempt to access it.

(To put the data on file at this point will require that you exit from the function you're currently using, enter the function for adding missing data and then re-enter the function you were originally using.)

ALL 999's IN A FIELD ON A PRINT-OUT OR ON THE SCREEN

Situation: A number has exceeded its allowed maximum size.

Handling: Enter the data as two or more transactions (instead of one.)

"BEEP"

Situation: You will occasionally hear a "beep" from your computer when you are entering data. This means either:

1. You have entered too many characters; or
2. You have entered data in the wrong format. (For example, you have attempted to enter letters when numbers should have been entered.)

Handling: Refer to your User Manual for the maximum number of characters that can be entered and the required format, then correct your entry.

CALCULATION OVERFLOW

Situation: An arithmetic calculation in the program has resulted in an answer which is too large for the field that it is to be placed in.

Handling: Refer to the applicable chapter in the User Manual. If necessary, get technical software support.

CHANGE NOT ALLOWED

Situation: You are attempting to make a change where changes are not allowed.

Handling: Refer to your User Manual for instructions. See also the section entitled "Allow Protected Change ?" in the Maintain Company Data chapter of this User Manual and in the Installation Guide.

ENTRY MUST BE ALPHANUMERIC

Situation: You have entered non-alphabetic characters in a field which accepts only letters (A through Z).

Handling: Enter only alphabetic characters (A through Z).

ENTRY MUST BE NUMERIC

Situation: You have entered non-numeric characters in a field which accepts only numbers.

Handling: Enter only numeric characters (0 through 9 and a decimal point and minus sign - commas are not allowed).

ENTRY MUST BE POSITIVE

Situation: You have entered a negative number in a field which accepts only positive numbers.

Handling: Enter a positive number.

END KEY NOT ALLOWED

Situation: Use of the END key is not allowed at this point in the program.

Handling: Continue to a point where you can use the END key.

ESC KEY NOT ALLOWED

Situation: Use of the ESC key is not allowed at this point in the program.

Handling: Continue to a point where you can use the ESC key.

F1 (OR F2) KEY NOT ALLOWED

Situation: Use of the F1 (or F2) key is not allowed here.

Handling: Consult your User Manual for acceptable entries.

FUNCTION NOT ON THIS DISK

Situation: This occurs when the function you have selected from the menu is not on your disk.

Handling: Check that the application is on the disk and correct drive.

INVALID ENTRY - TRY AGAIN

Situation: You have entered data that is invalid for the particular field you are working on.

Handling: Check your User Manual to find out what an acceptable entry would be.

NO * IN RANGE**

Situation: This message means that there is no data in the range you specified. (For example, if you asked to print customers from numbers 100 to 200 and there are no customers with numbers between 100 and 200, you will get this message.)

Handling: Enter different starting and ending limits, or refer to your User Manual for more detailed instructions.

NO * ON FILE**

Situation: This message means there is no data of this type on file. (For example, if you try to print out customers before any customers have been entered, you'll get this error message.)

Handling: Enter some data before retrying the same function.

NOT PROCESSED

Situation: This message usually appears if you press the ESC key during data entry. It means that the data you entered on the screen will not be processed. Some functions have more than one screen for data entry. In most cases, the ESC key will not affect the previous screens. See the User Manual for data on the ESC key for the function you are using.

Handling: Press ENTER to continue.

POSTING OUT OF BALANCE

Situation: This appears if you attempt to post general ledger entries which cause one or more accounting period totals to be out of balance.

Handling: Check the entries you are attempting to post, to make certain that they are the correct amounts and that they are being assigned to the proper accounting periods. Make any corrections necessary.

SELECTION INVALID FOR PASSWORD

Situation: The function you are trying to select cannot be accessed by the password you are using.

Handling: Enter the correct password for the function you wish to enter, or don't attempt to select this function.

TOO LONG, ENTER IN FORMAT (--)

Situation: You are attempting to enter too many numbers in a field.

Handling: When entering the data, follow the exact format indicated in the User Manual.

TOTAL PERCENTAGE CAN'T BE MORE THAN 100 %

Situation: Your entries total more than 100 %.

Handling: Re-enter correct entries.

WARNING - DISTRIBUTIONS ARE OUT OF BALANCE

Situation: Your distribution amounts do not total the transaction amount.

Handling: Enter distribution amounts which total the transaction amount.

WINDOWS.EXE NOT LOADED

Situation: The executable program WINDOWS.EXE could not be loaded into memory.

Handling:

1. Put the file WINDOWS.EXE onto the current directory if it is not there.
2. There may be insufficient memory to load the file. Memory-resident programs could be taking up needed memory. Reboot the system and try again. If there is still a problem, make sure that no memory-resident programs are loaded by start-up batch files, then try again.



Appendix B

Help

Summary

To view text describing the highlights of part of a SAMCO package while you are running it, press the F10 key to get the Help function.

The Help function is available at any time while you are running a package, except during printing and posting and while files are being processed in File Recovery Utilities.

There are three levels of Help, ranging from Function Help (a very specific description of the function you are running), through System Help (a description of the general capabilities of the package you are running), to General Help (a description of the functions of special keyboard keys).

Using Help

To see the Help text, press the F10 key. The level of Help text that you see depends on what you are running at the time.

If you have a main menu ("General Ledger", "Inventory Control", etc.) displayed, you will get System Help.

If you already selected a function from a main menu and are running a function such as "Add", you will get Function Help.

Along with the text, you see a message "ENTER FOR MORE, FOR MORE GENERAL, OR PRESS END".

If you press ENTER, you will see more text at the same level.

If you press END, you will return to the function you were running.

" " in this message means "Press the Up-Arrow key". If you do, you will see more general Help text. For example, if you were seeing Function Help text, you will see System Help text. You will also see a message "ENTER FOR MORE, FOR MORE SPECIFIC, OR PRESS END".

ENTER and END give the same results as above. "(down arrow)" in this message means "Press the Down-Arrow key". If you do, you will see more specific Help text that you just left.
