



Platinum by best Utilities Series

BANK BOOK for DOS – USER GUIDE

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*We're Passionate About Platinum software from **best!***

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INSTALLATION INSTRUCTIONS

Begin at a DOS Prompt (in or out of Windows) but **be sure**

- (1) To **BACK COMPLETELY OUT OF PLATINUM** and
- (2) that **Platinum is NOT** in use anywhere on your network.

DO NOT try to install the program from the Platinum Shell.

1. Insert the diskette into drive A: of your computer. At the DOS prompt, switch the default drive to A: and then type:

INSTALL <Enter> **Note:** the Service Technologies Logo will appear

2. The program will prompt you to enter the Letter of the drive where Platinum is installed (e.g. If Platinum is on your C drive, type < **C** >). Then, press <**Enter**> to install

You will get an "Installation Complete" message when processing is finished.

3. When the DOS prompt returns, **start Platinum as you normally do.** From the System Manager Main Menu, select the following options in order:

COMPANY SETUP <Enter>
INITIALIZE DATA FILES <Enter> (Proceed through the **CAUTION** Message)
BANK BOOK <Enter>

Arrow down the list of files to

STC REPORT OPTIONS Press <Enter>

The following Grid will appear, with your **Company Key** replacing the **DEMO** example:

FILE SELECTED FOR INITIALIZATION	
Description	STC REPORT OPTIONS
File Name	BBRPTOPT
Company Key	DEMO

6. Press <Enter> to initialize the **STC REPORT OPTIONS** file.

Installation is now complete! The STC Reports Bundle should appear on your Bank Book Menu.

STC Bank Book Reconciliation Utility

This utility matches specific Bank Book outstanding checks in Platinum to the cleared check records provided by the bank on a diskette. An exception report is produced that identifies any discrepancies found between book and bank. All other corresponding book records are flagged as "*Reconciled*" in Platinum's BBRECON file.

To execute the **STC Bank Book Reconciliation Utility**, select **STC UTILITIES** from Platinum's Bank Book Menu, then select **AUTO RECONCILIATION**.

Choose either:

- **Comma Delimited File**
- **ASCII Text File**

Comma Delimited File

Once the File name is filled in, the File sample information from the first record will be displayed in the DATA column. Use this sample information to identify your Field—use <Alt Z> to zoom in on the proper field.

04/27/00 Auto Bank Reconciliation (STC)	
Add Change Delete Inquire First Last Next Prior Output	
REPORT ID REPORT NAME	DATA
FILE NAME SKIP HEADER	FIELD
CASH ACCOUNT # TRIAL/FINAL	

<F5>=Process, <F2>=Clear Screen, <F9>-<F10>=Select Action, <Esc>=Return to Menu

REPORT ID <Alt-I> <Alt Z>
& REPORT NAME

Type a Key & Description to define a new report setup or press <Alt-I> to select a predefined report. To view or change a previously saved record, type the appropriate key. A Report ID is only required if the record is to be saved.

FILE NAME

Fill in the location of your bank file

SKIP HEADER

Type Y to exclude the first record in the file (some

SKIP HEADER

Type Y to exclude the first record in the file (some file formats contain field names in the first record that do not need to be processed as data).

CASH ACCOUNT #

Fill in the cash account you wish to reconcile (you may reconcile one cash account at a time.)

TRIAL/FINAL

Run this in Trial mode to verify the data, then run in Final to update the records.

BANK BOOK TRANSACTION IMPORT

Comma Delimited File

Once the File name is filled in, the File sample information from the first record will be displayed in the DATA column. Use this sample information to identify your Field—use <Alt Z> to zoom in on the proper field.

01/28/00		Bank Book Transaction Import					
Add	Change	Inquire	First	Last	Next	Prior	Output
. REPORT ID				DATA		FIELD	
. REPORT NAME							
FILE NAME							
SKIP HEADER							
DEFLT DATE							
TRIAL/FINAL							
. <F5>= Process, <F2>= Clear Screen, <Esc>= Return to Menu .							

REPORT ID <Alt-I> <Alt Z>
& REPORT NAME

Type a Key & Description to define a new report setup or press <Alt-I> to select a predefined report. To view or change a previously saved record, type the appropriate key. A Report ID is only required if the record is to be saved.

FILE NAME

Fill in the location of your file

SKIP HEADER

Type Y to exclude the first record in the file (some file formats contain field names in the first record that do not need to be processed as data).

DFLT DATE

Enter The desired Date for the transactions.

TRIAL/FINAL

Run this in Trial mode to verify the data, then run in Final to update the records.

ASCII TEXT FILE

Once the File name is filled in, the File sample data will be filled in. Use this sample information to define your file specs by naming the Field, Offset, Length, and Decimal places.

01/28/00 Bank Book Tranaction Import				
Add Change Inquire First Last Next Prior Output .				
. REPORT ID	FIELD	OFF	LEN	DEC
. REPORT NAME				
FILE NAME				
SKIP HEADER				
DEFLT DATE				
TRIAL/FINAL				
... +... 1... +... 2... +... 3... +... 4... +... 5... +... 6				
... +... 1... +... 2... +... 3... +... 4... +... 5... +... 6				
. <F5>= Process, <F2>= Clear Screen, <Esc>= Return to Menu .				

REPORT ID <Alt-I> <Alt Z>
& REPORT NAME

Type a Key & Description to define a new report setup or press <Alt-I> to select a predefined report. To view or change a previously saved record, type the appropriate key. A Report ID is only required if the record is to be saved.

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