

BDB DATA BUREAU (PTY) LIMITED

USER MANUAL - ELITE CFE INSTALLATION AND OPERATION PROCEDURES

This manual has been designed to assist the user in correctly capturing information into the ELITE CFE system. Should you find that the Manual could be improved upon, please let us know as we aim to suit your needs. Furthermore, should you require assistance whilst entering data, please contact BDB "MARKETING ADMINISTRATION" at (011) 681-7300.

1.0 ELITE CFE INSTALLATION

1.1 BDB USER CODE

The installation of the ELITE system will be executed by the BDB Marketing Consultant at all times. When installing this program, BDB will allocate a **BDB USER CODE** unique to your company, which must be entered when capturing a batch for the first time. (Refer 4.1 - Capture Batch).

1.2 PASSWORD

This system allows for two individual passwords. You will be required to enter a name and secret password per individual. Once entered, these passwords are maintained until required to be changed.

When changing a password, a "Change of Password" is reflected on the ELITE/CFE Menu. Select this "Change" and enter new password.

2.0 ELITE CFE MENU

2.1 As all users have differing methods of creating menus, it will be up to the user in installing their menu for ELITE. BDB recommends the menu name as "ELITE CLIENT FRONT END".

2.2 If the user does not require a specific menu then the user can call up a command in order to activate the ELITE CFE system. (Refer Section 4.0).

3.0 DEFINITION OF HEADINGS (FOR YOUR REFERENCE PURPOSES ONLY)

3.1 "CAPTURE BATCH"

NOTE: This heading is only utilised to capture your information for the first time.

3.2 "SELECT BATCH"

This heading is utilised to call up previous batch information processed, and you will

now be able to enter any changes; deletions and additions for the current processing.

3.3 **"FILTER BATCH"**

For BDB internal use only.

3.4 **"RESTORE BATCH"**

This is a back up in the event your data is lost from the CFE system. By inserting your diskette last used, and selecting Restore Batch, will restore your information into the system.

3.5 **CONFIGURE**

This heading is divided into two sections, namely:- "Generate File Name" and "Printer".

3.5.1 **GENERATE FILE NAME** **NAME**

A description will be entered into this field by BDB when installing the CFE system. This will normally be the Company Name.

3.5.2 **PRINTER**

The printer setting has been preset to PRN. Lines per page is an option which may be changed depending on the number of lines you require to be printed on the page. The normal setting is 66 lines per page. The setting "PRN" can be changed to LPT1.

3.6 **"EXIT"**

This is utilised when exiting from the ELITE system after all capturing of data has been completed.

4.0 **OPERATING PROCEDURES - DETAIL**

By now, you will either have the ELITE CFE system on your menu, which you now call up, or if no menu, you must be at c:> and type cd\ELITE\CFE (NOTE: NO SPACES IN THIS COMMAND) and enter, then type CFE again and enter. A PASSWORD Screen will appear. Enter your name and the Secret Password you allocated and Press ENTER key. The ELITE menu will appear.

YOU ARE NOW READY TO COMMENCE WITH THE ELITE CFE SYSTEM.

4.1 **CAPTURE BATCH** **(UTILISED FOR CAPTURING DATA FOR THE FIRST TIME).**

4.1.1 Highlight bar (cursor) is positioned on the heading "CAPTURE BATCH". To create a batch, press enter. "BATCH NAME" will appear. Enter a name not longer than 8 characters. This identifies the run, i.e. Executive/Salary, Debit Order etc.). Press enter and the cursor will move to "User Code" number. Enter the 4 digit code allocated to you by BDB for the particular run to be captured and press F10 key..

4.1.2 A Batch Capture screen will appear, reflecting options at bottom of screen.
YOU ARE NOW READY TO CAPTURE YOUR DATA..

NOTE: Should you process more than one payroll at a time (EXECUTIVE; NORMAL SALARY, ETC), BDB will allocate separate user codes per payroll.

4.1.3 Because you are going to add information, move highlight bar by using arrow or TAB keys to ADD and press enter. The cursor will move to BRANCH CODE. Enter the Bank Branch Code in this field. (Note: A Bank Branch Code has 8 digits. Only enter the first six digits, (i.e. 50.20.10.00). If an error is made whilst keying in data, utilise the "BACK SPACE" key to correct data.

4.1.4 Press the TAB key which will move the cursor to Bank Account Number. This field is 16 characters long. Enter the account number. Leading zeros do not need to be entered as the system automatically caters for this. Press "TAB" key.

NOTE: This system automatically checks if the branch code and bank account number are correct and if incorrect, the system will "BLEEP" you. A message will appear at the bottom of the screen and reflect the error. The system will force you to enter the correct bank account number. To correct this situation, merely key in the correct number and "TAB" to next field..

NOTE: If the "BEEP" sounds again, then it would be the Branch code that is wrong. Press "Shift and Tab" keys together and enter correct branch code and press "TAB" and re-enter account number..

This routine ensures that the employees/clients account will be correctly credited/debited.

4.1.5 Press the TAB key and the cursor will move to "TRAN. TYPE". If you are processing a credit transaction (salaries, wages, etc) enter CR. If you are processing a debit (Debit Orders; H.P. Payments; Premiums, ETC.) enter DR.

4.1.6 Press the TAB key and the cursor will move to AMOUNT. Enter the amount without decimal places. The system automatically generates the decimal place between RANDS and CENTS.

(i.e. entering R1001614 will reflect R10016.14).

(If error made whilst entering amount, use backspace key to revert R amount to zero and re-enter).

- 4.1.7 Press the TAB key which will move the cursor to "ACCOUNT HOLDERS NAME". Enter the name of the person to be credited or debited. If you require an alphabetical sort of account holder, ensure surname entered first followed by initials or christian names.
- 4.1.8 Press the TAB key and the cursor will move to "USER REFERENCE". This field of 16 characters allows you to identify the entry which will appear on the account holders bank statement when crediting/debiting the account. This field may be left blank.
- 4.1.9 Press the ENTER key and the cursor will move to the next line where the next entry can be made.
When all entries have been captured, Press the "ESC" key which will return you to the Capture Batch sub-menu.
- 4.1.10 The menu now reflected is the "BATCH CAPTURE SUB-SCREEN" with options at the bottom of the screen which will allow you to:-

-	Make corrections	=	CHANGE
-	Delete an entry	=	DELETE
-	Add an entry	=	ADD
-	Print all entries	=	PRINT
-	Transfer entries to Diskette	=	GENERATE
-	Sort entries into Bank Order	=	SORT BY BRANCH
-	Sort entries into Alpha Order by name	=	SORT BY ACCOUNT HOLDER

- 4.1.11 The screen only shows the first 10 entries. Should you wish to view all entries, move cursor to "NEXT" and press enter. This will take you to the next page. Repeat this process until you arrive at the last entry.

4.1.12 **CHANGE**

Should you require to change any of the detail, move the cursor (tab or arrow keys) to the menu option "CHANGE" and press enter.

The highlite bar will be on the first field (Branch Code) of the first entry made.

NOTE: **TO MOVE HIGHLITE CURSOR THRU THE**

SCREEN

The "TAB" key moves left to right. To move back (Right to Left) press shift and TAB.

To move up and down - utilise arrow keys.

Now carry out the change to the respective fields.

NOTE:

ONLY AFTER ALL CORRECTIONS HAVE BEEN MADE, press "ENTER" which will take you back to the menu options.

4.1.13 **DELETE AN ENTRY**

Move the highlight bar to the entry to be deleted by pressing the down arrow key. Move the cursor to the "Delete" Menu option by pressing the arrow key or by pressing the "D" key.

A message will appear at the bottom left hand side of the screen "Delete" - NO/YES. Choose your option by moving the cursor to your choice and press enter. If yes, the entry will disappear from the screen.

If no, the highlight bar will move to top of page.

4.1.14 **ADD AN ENTRY**

Move the cursor to the "ADD" option and press "Enter". The highlight bar will move to the next vacant line. Proceed as when capturing an entry.

When finished, press "ESC" to return to sub-menu.

4.1.15 **SORTING ENTRIES**

You may want to sort your entries into certain alphabetical or numerical order to suit your requirements before creating the final diskette for BDB processing.

SORTING INTO ACCOUNT HOLDERS NAME (EMPLOYEES)

NOTE: In order to ensure that your sort is correct, capture your employees/clients names in the order of **SURNAME** followed by initials or christian names.

Select the "Sort by account holders name" on the menu by moving cursor or by typing "H". Press the enter key. The sort will commence.

SORTING INTO BANK ORDER

Select the "Sort by Branch" on the menu by moving cursor or by typing "B". Press the enter key. The sort will commence.

4.1.16 **PRINTING AND SAVING THE DATA****PRINTING**

Once all capture and editing has been completed, you may require a print of all entries.

Move cursor to "PRINT" and press enter. (Or Press "R" key).

A sub-screen "BATCH PRINT" will appear.

Enter the action date of payment to be made, in day day month month year order, i.e. 30031998 and press the F10 key. This command will be relayed automatically to your printer. Activate your printer to print a detailed print-out of all data which will be printed for your reference purposes. You are now ready to save your data and to create a diskette:-

GENERATE

- Ensure a clean formatted diskette is placed in your computer.
- Move the cursor to "GENERATE" and press enter. Sub-menu "Payment Details" will appear.
- Enter the action or payment date: (i.e. 30031998)

NOTE:- The screen will reflect your BDB user code; the total number of entries and the batch Rand totals.

- Press the F10 key.
- An "ELITE FILE DETAILS" screen will appear. Enter the drive number your diskette is in (Drive A or Drive B - depending on the diskette you have entered, i.e. a Floppy or Stiffie").
- The name of your company will be reflected.
- Press F10 key.

4.1.17 The screen will revert to the original ELITE Menu screen which indicates that your data has now been saved in your "C" drive and the data captured onto your diskette.

NOTE: Should you have more than one payroll, you may now commence with the capture of the next payroll by selecting "CAPTURE BATCH" and repeat the above procedure. Don't forget that your next batch name will have a separate user code and name.

4.1.18 Audit Trail (final print of data). After "Generating" to diskette, you will want a final print out of what is reflected on the diskette.

- Your highlight bar will be on "Capture Batch. Move to "Select A Batch" and press "Enter".
- Move cursor to batch name you require to print.
- Press "S" or move cursor to "Select" and press "Enter".
- Press "R" or move cursor to "Print" and press "Enter".
- A "Payment Details Screen" will appear.
- Enter Payment Date (DDMMYYYY) of report.
- Press F10 - your printer will print the final Audit" report.
- Repeat this procedure if you have more than one payroll by moving cursor to next batch.
- Move cursor to "END" and press enter.
- Press "ESC" to exit.
- Press "END" to exit.
- Move cursor to "EXIT" and press enter.

5.0 **DELIVERY OF DATA TO BDB**

5.1 The next step will be to prepare the diskette for delivery to BDB.

5.2 Remove the diskette from your P.C.

5.3 Label the diskette with the following information:-

5.1.1 Your company abbreviated name.

5.1.2 BDB user code number/s.

5.1.3 Action (payment) date/s.

This information is important to BDB for identification purposes.

5.2 Place diskette in a sturdy envelope or you may use the special envelope for diskettes which are obtainable from any post office.

5.3 Address the envelope to BDB, utilising our street address, and deliver to our offices.

5.1 **E-MAIL OR TELKOM X400 TRANSFER OF DATA**

If you have the above facilities, you may want to electronically transfer your data to BDB instead of delivering a diskette.

Please contact our OPERATIONS department, who will supply you with our ADDRESSES and PROCEDURES.

YOU HAVE NOW SUCCESSFULLY CAPTURED AND SAVED YOUR DETAILS FOR THE FIRST TIME. YOU ARE NOW READY TO EXIT THE ELITE SYSTEM. IF YOU HAVE INCORPORATED THE ELITE CLIENT FRONT END INTO YOUR MAIN COMPANY MENU, GO TO MAIN MENU AND SWITCH OFF YOUR P.C.

IF YOU HAVE THE MENU AS REFLECTED IN SECTION 4.0 - ELITE MENU/CFE - PAGE 4, TYPE CD\ AND PRESS ENTER. YOU WILL THEN BE AT THE C:\>.

6.0 UPDATING DATA

All detail captured for the first time has been stored in your P.C.'s "C" drive. When you are ready to process the next run, you will no doubt have to add or change data. To do so, call up the ELITE system as defined in Section 4 - OPERATING PROCEDURES.

Once you have called up the Main Menu, proceed as follows:-

- 6.1 Move cursor to "Select a Batch" and press enter. Your previous batch data will appear, i.e.
- BATCH NAME
 - PREVIOUS ACTION DATE
 - PREVIOUS CR/DR BATCH TOTAL
 - NO OF ENTRIES PREVIOUSLY PROCESSED.

6.1.1 If you have more than one batch name, move cursor to batch required.

- 6.2 Move cursor to "Select" and enter.
You will either want to change data - delete - or add. Choose the required name and press enter:-

6.2.1 CHANGE - EXISTING DATA

NOTE: PRESS TAB TO MOVE RIGHT. PRESS SHIFT-TAB TO MOVE LEFT. PRESS ARROW KEYS FOR UP/DOWN.

6.2.2 CARRY OUT CHANGES AND WHEN FINISHED - PRESS ENTER.

6.3 ADD - NEW DATA

Select ADD and enter new detail.
When finished Press "ENTER".
Then press "ESC".

6.4 DELETE DATA

Move cursor to item to be deleted.
Select "DELETE".

Press "Y" if Yes.

Press "N" if No.

Proceed to next entry and repeat above steps.

6.5 **GENERATE - (SAVING NEW/REVISED DATA)**

When you have completed the above steps, you will want to save the new data.

6.5.1 Select "Generate" and press "Enter".

6.5.2 "Payment Details" will appear, reflecting Payment Date as the previous date. Overwrite this date with the current action date in day-day-month-month-year order. - Press F10 key.

6.5.3 Ensure Stiffie/Floppy is inserted and enter respective drive (A or B) and press F10.
"FILE ALREADY EXISTS" will appear and after the "BLEEP" the message "Press F10 to overwrite to" appears.

6.5.4 Press F10 which will update the "C" plus A or B drives with the new data. The "Batch Selection Screen" will appear and reflect the new data totals.

6.5.5 You will require a print out of the new data.

6.6 **PRINT**

Move cursor to the batch name required to be printed.

To print new data, move cursor to "Select" and press enter.

6.6.1 Move cursor to "PRINT" and press enter. Check details on screen and press F10. Your printer will print the "Audit" Trail.

6.6.2 Move cursor to "END" and press enter. PRESS "ESC". PRESS "END" - PRESS "EXIT".

6.6.3 Remove diskette and forward to BDB as per Section 5 - "DELIVERY OF DATA TO BDB", or E-Mail data to BDB.

YOU HAVE SUCCESSFULLY COMPLETED THE "SELECT-A-BATCH" PROCEDURE AND ALL DATA HAS BEEN SAVED ON YOUR "C" DRIVE.

7.0 **DELETE COMMAND - DANGER!!!**

NOTE:- Deleting information at any time "MUST BE TREATED CAREFULLY".

There are two "Delete" commands in this system, i.e.

7.1 **DELETE A BATCH**

This command will delete the "entire" batch of entries from both your HARD DRIVE (C) and A or B Drives (diskettes).

Should you wish to delete an entire batch, proceed as follows:-

- 7.1.1 Select "SELECT BATCH" on main menu and press enter. You will be in the "BATCH SELECTION" screen.
- 7.1.2 Select the batch you wish to delete by moving the highlite bar to the respective batch.
- 7.1.3 Select "DELETE" and press enter.
- 7.1.4 Press Y = Yes for delete.
Press N = No for not to delete.

7.2 **TO DELETE AN ENTRY IN A BATCH**

You may require to delete an entry or a number of entries.

- 7.2.1 If you are in the main ELITE menu, move cursor to "SELECT-A-BATCH" and press enter.
- 7.2.2 Move cursor to the batch name you require and Press "S" key for select or move cursor to "Select" and Press enter. You will be in the "BATCH CAPTURE" screen.
- 7.2.3 Move cursor to entry to be deleted and Press "D" key or move cursor to "DELETE".
- 7.2.4 The highlite bar will be positioned on "No". Move cursor to "Yes" and press enter.
- 7.2.5 Repeat above process for required entries to be deleted.
- 7.2.6 When completed, move cursor to "END" or Press "E" key.
- 7.2.7 The screen will reflect the new batch total and number of entries. Press "ESC" key - Press "E" key or move cursor to END and press enter.

YOU WILL NOW BE AT THE MAIN ELITE MENU. TO EXIT SYSTEM-

PRESS "E" KEY OR MOVE CURSOR TO "EXIT" AND PRESS ENTER.

CONGRATULATIONS!!!

YOU HAVE NOW COMPLETED THE ENTIRE ELITE OPERATION.