

USER GUIDE FOR THE AUTOMATED COLLECTIONS REPORTING SYSTEM

INTRODUCTION

The Collection Register, Form HUD-235 and the Remittance Activity Report, Form HUD-1065 list the amount of cash and checks received or deposited by HUD offices. The HUD-235 is a daily report (on days when there are any receipts or deposits), and the HUD-1065 is a monthly aggregate report. This automated dBASE III system is designed to output the HUD-235 and the HUD-1065, while saving the collection officer much of the time spent filling out the forms and manually computing totals. Since all necessary data is input whenever there are receipts or deposits, the monthly HUD-1065 can be generated with minimal operator input.

dBASE III commands appear in capital letters. Names of data entry fields appear in boldface, for example, deposit date. Names of keys on the keyboard, such as escape `Esc` and return `Return` are enclosed in brackets.

This method of recording receipts and deposits is only a suggested alternate to the manual preparation of Form HUD-235. The program may be obtained through the Control and Analysis Division of MIAS.

USER INSTRUCTIONS

1. Boot up dBASE III on your personal computer (PC). This system is not compatible with dBASE II but is fully compatible with dBASE III PLUS. See Initializing The System on page 10 of Appendix 15.
2. At the dot prompt ("."), type `DO COLLECT` and press the return key.
3. You will see the following menu offering several options.

```
*****
*
*                               *
*                CASH COLLECTION SCHEDULES                *
*                HUD-235 AND HUD-1065                      *
*                MASTER MENU                               *
*
*    1 - RECORD CHECKS/COLLECTIONS                         *
*
*    2 - EDIT EXISTING RECORDS                             *
*
*    3 - PRINT DAILY COLLECTION REPORT:  HUD-235          *
*
*    4 - PRINT LIST OF UNDEPOSITED CHECKS:  HUD-235       *
*
*    5 - PRINT MONTHLY COLLECTION SUMMARY:  HUD-1065      *
*
*    6  PRINT LIST OF DEPOSITS FOR ANY PERIOD             *
*****
HIT Esc TO EXIT PROGRAM AND RETURN TO DBASE
```

ENTER OPTION HERE:

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- 4. Pick the option you want, and press the appropriate number. For example, if you want to enter data, press "1". Or, if you want to run a HUD-235 report form for checks deposited on a given day, press "3".

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OPTION 1: RECORDING COLLECTIONS (DATA INPUT)

- 1. When you choose Option 1, you will see this data entry screen. The transaction number will be different for each remittance.

```

*****
*
*                COLLECTION REGISTER - HUD-235
*                DATA INPUT PROGRAM
*
*      TRANSACTION NO:      27
*      REMITTANCE DATA:    /  /
*      NAME OF REMITTER:
*      TYPE:
*      AMOUNT:
*      MAIL RECEIVED DATE:  /  /
*      MAIL RECEIVED NAME:  /  /
*      DEPOSIT DATE:
*      FUND SYMBOL/DISPOSITION:
*      C.C. NO.:
*      REMARKS:
*
*****

```

The transaction number is automatically generated for you; each record will have a unique transaction number. This number will allow you to recall a record and edit it (Option 2 on the Main Menu).

- 2. The other fields in the record are the same as those on the HUD-235 report form, with the exception of the deposit date field. The fields may be filled in by you or left blank, though it is important that you fill in the deposit date (unless the check is undeposited). Any record that has a blank in the deposit date field will be considered undeposited when either the HUD-235 or HUD-1065 is generated.

The field named "Type" should be filled with the same codes currently used on the HUD-235:

C - Cash
CK - Check
MU - Money Order
CCK - Certified Chock
ACK - Cashiers Check

You can move from field to field on the data entry screen by using the arrows on your keyboard. You can also bypass a field by pressing Return . PLEASE NOTE: If you are using the numeric keypad to enter data, you may have to 'unlock' the keyboard in order to use the arrow keys.

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3. When you have finished entering your data, you will have the following four choices on how you want to proceed:

- 1 - SAVE RECORD AND CONTINUE
- 2 - SAVE RECORD AND RETURN TO MAIN MENU
- 3 - ERASE ENTRY AND CONTINUE
- 4 - ERASE ENTRY AND RETURN TO MAIN MENU

Save record and continue, will store your current entry and you will see a clean entry screen with the next transaction number on it.

Save record and return to main menu, will store your work and return you to the main menu.

Erase entry and continue, will call up a blank data entry screen with the same transaction number (since your previous entry was not stored).

Erase entry and return to main menu will return you to the main menu without storing your entry. The next time you enter data, the same transaction number will appear with a clean entry screen.

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OPTION 2: EDITING EXISTING RECORDS

This option allows you to edit the records that you have entered using Option 1.

- 2. The system will ask you for the number of the transaction you wish to edit. Enter the number and press Return . If you have a four-digit transaction number, then you won't need to press Return .
- 3. If you enter an invalid transaction number, a message to that effect

will appear on the screen. Then the system will ask you for the transaction number again.

4. Once you have entered the correct transaction number, the previous entries for that record will appear on the screen. You can then edit any of the fields. NOTE: Please be careful not to change the transaction number.

5. The keyboard arrows can be used to move from one field to another.

NOTE: If the numeric keypad keys also are arrow keys, the user must be careful to switch the Num Lock on or off, depending on the operation being done. You can also move down the screen from field to field by pressing Return .

6. Once you are finished editing the data, you can move to the "Data OK?" field by pressing Return or by using the arrow keys. This gives you the opportunity to review the edits you have made and, if necessary, to go back and make further changes. A "Y" in this field will store the revised data to the record. Any other response will return you to the top to the record.

7. If you answer "Y", the system will store the information on the screen and ask you for the transaction number of the next record you want to edit.

8. When you have finished editing the last record, press Esc when the prompt for the next record appears. This will return you to the main menu.

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OPTION 3: PRINTING THE HUD-235 FOR DEPOSITED CHECKS

1. First, you will get a reminder to make sure that your printer is on and on line. Then, press any key to continue.
2. You will then see the system date on your screen. This should be the current date ("today's date"). You will be given a choice between using the current date and choosing a different one. This will give you flexibility, in case the system date is improperly set.

NOTE: To avoid future difficulties with the date, have your key operator establish the correct system date using DOS.

- a. If you choose "Y" (to use the system date), you will be asked to input the register number. This is the same as the number you have previously entered by hand on the HUD-235. The two numbers before the hyphen are the last two digits of the fiscal year, and the last three numbers are consecutive, beginning with 001 each fiscal year (e.g., the first HUD-235 of fiscal year 1992 would be 92-001). Once you have typed in the register number,

the HUD-235 report will print out.

- b. If you choose "N", you will be asked to input a date for your report, and then you will be asked for the register number. The HUD-235 will then be printed.
3. After the report has been printed, you will be asked whether you want to print another one. If you do, type "Y", and you will return to the printer reminder screen. If not, press Esc , and you will return to the main menu.

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OPTION 4: PRINTING A HUD-235 FOR UNDEPOSITED CHECKS

1. You will be asked to provide the register number, as you do for the HUD-235 that lists deposited checks (Option 3). You will not be asked for a date, since the register of undeposited checks lists all such check, regardless of their date of receipt.

NOTE: It is essential that the deposit date field is filled in for all deposited checks. Otherwise, they will appear on this report.

2. Once you have entered the register date, a printer reminder will appear. When you have made sure that your printer is on and on line, press any key to start printing.
3. You will return automatically to the main menu.

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OPTION 5: PRINTING THE MONTHLY HUD-235

1. You will be asked for the beginning and ending dates of the report you want to print. Don't forget to enter leading zeros. For example, March 1, 1992 would be 03/01/92.
2. You will then have a chance to confirm these dates by entering "Y" or "N" when you are asked if these dates are correct. This gives you a chance to review your entries.
 - a. If you answer "N", the screen will clear, and you can enter new dates.
 - b. If you answer "Y", the statement "CALCULATING, ... PLEASE WAIT" will appear on your screen. This may take a couple of minutes. Don't press any keys during this time or you may have to start

over.

3. If you have undeposited checks, you will see a message stating this. Press any key, and you will get a printout of the undeposited checks.
4. A space for entering explanations for these checks will then appear on the screen. The space is ten lines long. To end a line, simply press Return . Once you have finished entering your explanations, press Return once for each remaining line. Your entries will appear on the HUD-1065 form in the explanation section.
5. When the HUD-1065 has been printed, the system will automatically return to the main menu.

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OPTION 6: PRINTING A LIST OF DEPOSITED CHECKS
FOR A SPECIFIED PERIOD

1. This option may be used to print a list of checks for a period you specify. The list may be used to review deposits before the HUD-1065 is produced. You may find other uses for it as well.
2. You will be asked to provide the beginning and ending dates of the period for which the list is desired.
3. The list generated is shown on the screen, as well as being sent to the printer. At the end of the list you are asked to press a key to continue; this gives you time to review the list on the screen.
4. You then have the option of running another report.
5. When you choose not to run another report, you will return to the main menu.

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INITIALIZING THE SYSTEM: INSTRUCTIONS FOR THE dBASE KEY OPERATOR

1. When the data entry system is first used, the transaction number "1" should appear on the entry screen. If it does not, then the key operator should do the following dBASE commands:

USE COLLECT INDEX
REINDEX

2. For the P1065 to print out properly, the variables for "number of

remittances on hand" ('XCT') and "amount of remittances on hand" ('XAMT') must be saved to a memory file for the month preceding the month for which the first HUD-1065 will be printed. The P1065 program will automatically save to a memory file the number and amount of remittances on hand at the end of the report month. These variables will then be used in the generation of the following month's HUD-1065.

- a. The name of the memory file is "M" + the month of the report + ".MFM". No leading zeros are used for January through September. For example, if the first HUD-1065 will be for April, then the number of remittances on hand at the end of the March (XCT) and their total amount (XAMT) should be saved to the memory file "M3.MEM". If the report month is January, the number of remittances on hand at the end of December (XCT) and their total amount (XAMT) should be saved to memory file "M12.MEM".
 - b. If there were no remittances on hand, store "0" to "XCT" and "0.00" to "XAMT". Then save the variables to the appropriate memory file.
3. If the user wishes to modify the COL235 report form headings to include the office or division name, the key operator should MODIFY REPORT COL235 and change the headings as necessary.

Similarly, modifications to UN235 can be made by using the command MODIFY REPORT UN235 and making desired changes.

4. If a user enters a remittance that should not have been entered, the key operator can use the following commands* to delete it from the database:

```
USE COLREG INDEX COLEX
BROWSE
GO TO RECORD #
    U (delete record)
    End (saves the deletion)
PACK
```

- a. Before deleting a record, make sure that it is the one you, want to delete! Once the database is packed, the record cannot be retrieved. If other records have been deleted, then the record number (in the database) may not be the same as the transaction ID in the collections system.

- b. NOTE: This procedure is only a suggestion. There are a number of equally efficient ways of deleting records in dBASE III. We do recommend, however, that you PACK the database after DELETING records. This procedure saves the trouble of having to SET DELETED ON before running the programs; it also avoids the possibility of including unwanted data on the reports.

