JLGold

Reference Manual

Version 15.2
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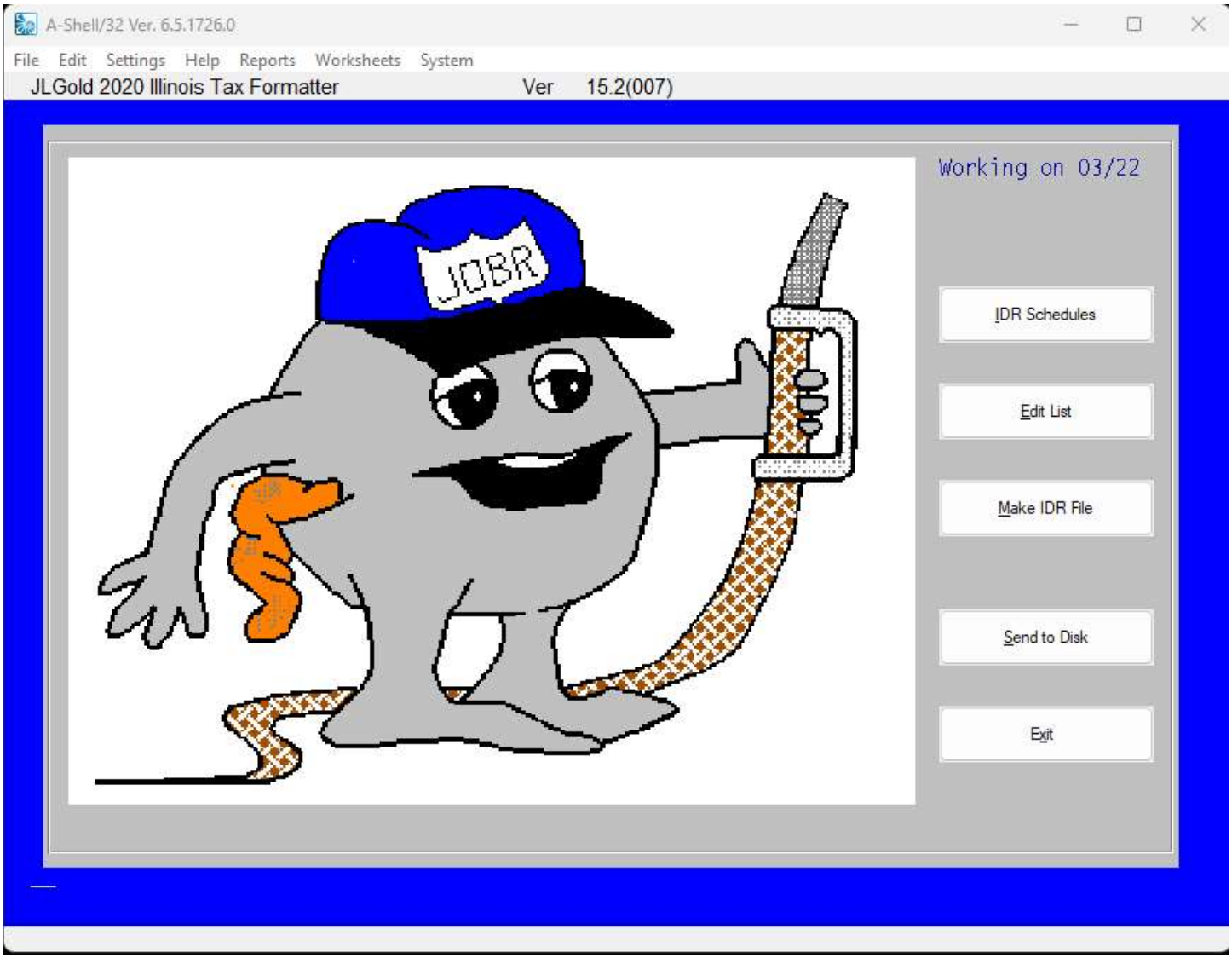


The Tax Form Lines option is used to enter all transactions for the IDR Tax Schedules. The Enter Tax Form Lines screen shown above displays the entry fields and related choices for all of the IDR fuel tax schedules. This screen is reached from the JLGold Main Options menu by taking choice

Enter IDR Schedules

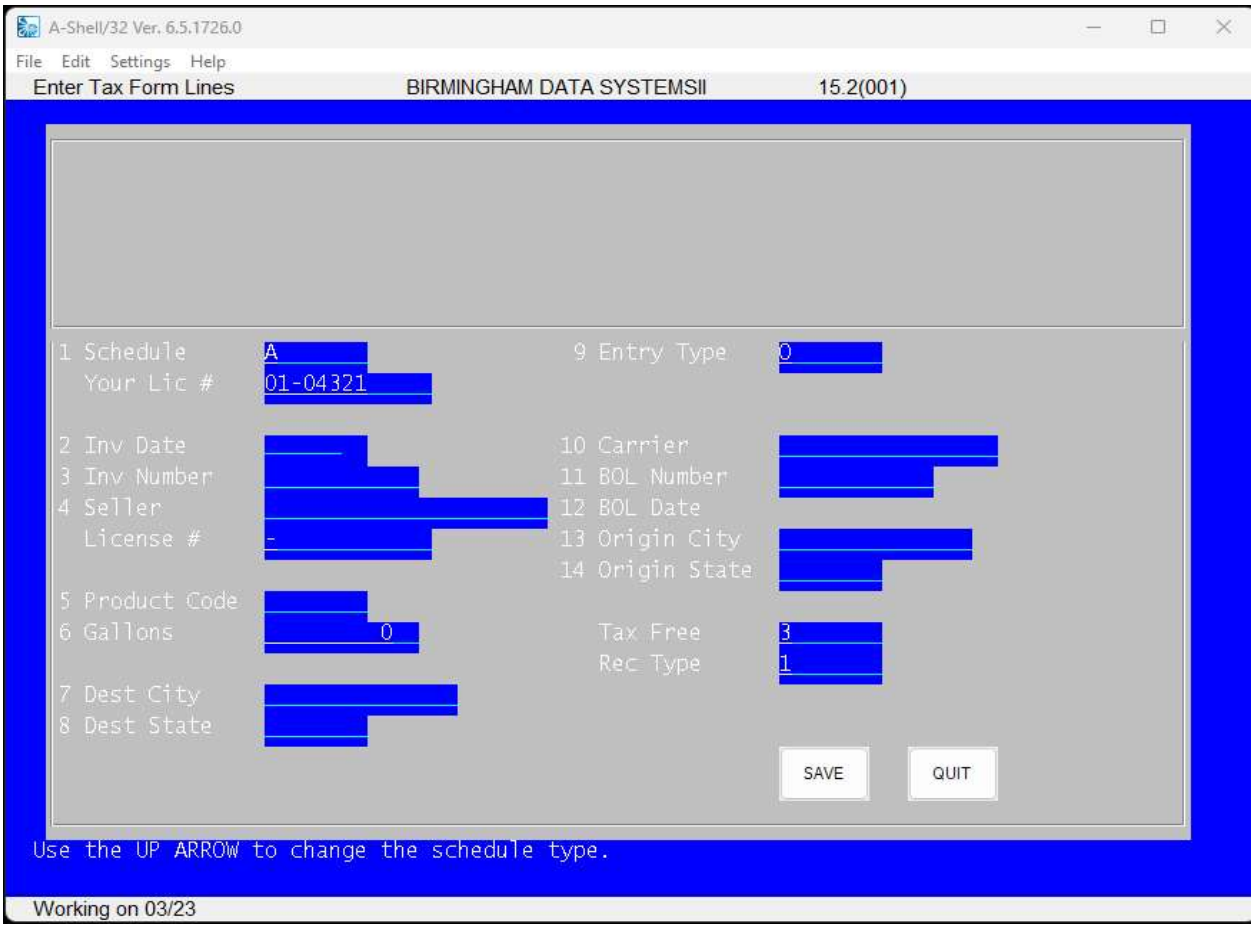
Your screen first will display the message:

Enter the tax reporting period (MMYY) ....

At this cursor, you enter the month (MM) and year (YY) of the tax reporting period you wish to process for electronic transfer to IDR.

Before choosing the Enter IDR Schedules option, you should assemble all of the invoices and related information for the desired tax reporting period.

It need not be assembled in any special order. Use an order convenient to your regular business practice. Tax form line entries need not be made all at once for a reporting period. You may do this operation daily, weekly, monthly, or as you feel like it as long as you are careful to be accurate on specifying the tax reporting period date. The JLGold system is designed to store and organize the information.



Afterwards you can print Edit List and Schedules and Make IDR file to transmit to IL-DOR My Tax website.

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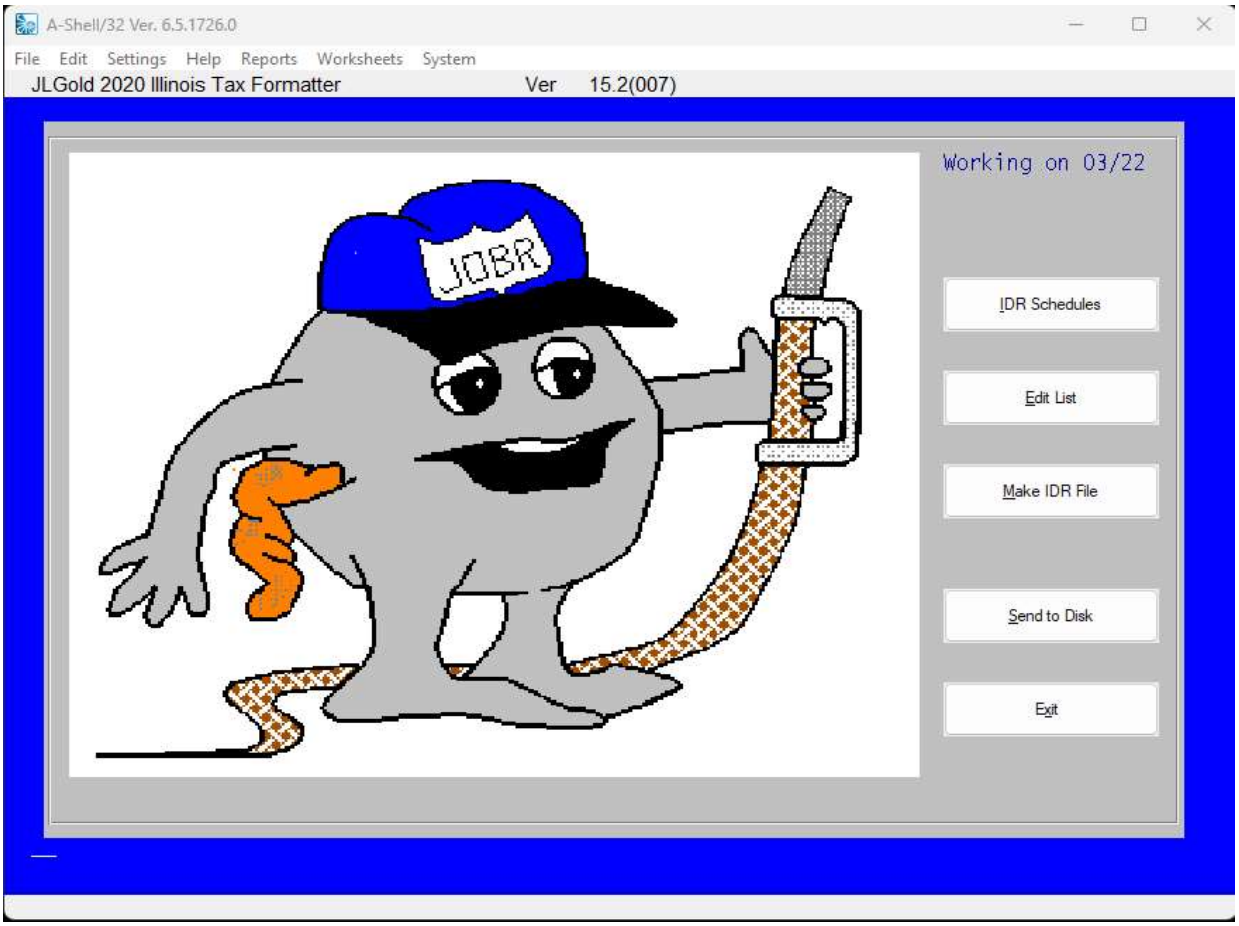
Chapter One

FUNCTION OVERVIEW
QUICK REFERENCE

1.1 Module Overview



The JLGold Main Options menu (shown above) summarizes the functions performed by the JLGold module. Depending upon your computer configuration (individual PC or network) and on how your software support organization has set up your system, you may reach this menu either through another Master Functions menu or directly from the operating system prompt (DOS prompt, prompt, etc.) by logging to the account or directory where the data files reside and typing "JLGOLD" For AMOS network users, this account is probably [225,1]. For personal computer users, this account is the directory containing the JLGold system and data files.

CAUTION: The validity of all data processed by the JLGold system is the

responsibility of the system user. The user is responsible for choosing the proper Illinois Department of Revenue (IDR) tax reporting schedules for the data entered into the JLGold system. The JLGold module DOES NOT interface with any other accounting or support modules. JLGold is designed only to format and transport to IDR website fuel tax information supplied by the user. The formats used are those specified by the Illinois Department of Revenue in the manual "Magnetic Media Filing Formats for Motor Fuel Reporting," Vers. 02/94. For a more full-bodied system including both accounting and tax reporting operations, contact Birmingham Data Systems II LLC for details of the master JobR software system.

1.1.1 Information Required By Schedule Type

The data entry screen will ask you only for the information that is required for the IDR schedule you are processing. The chart below summarizes the IDR required information.

INFORMATION REQUIRED BY SCHEDULE TYPE

Schedule	IN V	IN V	CARR	BOL	BOL	SEL	SEL	PUR	PUR	ORR	ORR	DEL	DEL	GAL	PAY	TAX	RCH	DUAL DEL
A	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	
B	X	X	X	X	X			X		X		X		X	X			
C	X	X	X	X	X			X		X		X	X	X	X			
D	X	X	X	X	X			X	X	X		X		X	X	X		
E	X	X	X	X	X	X	X			X		X		X	X	X		

| | | |

1. Tax Form Edit List
2. Name/License List

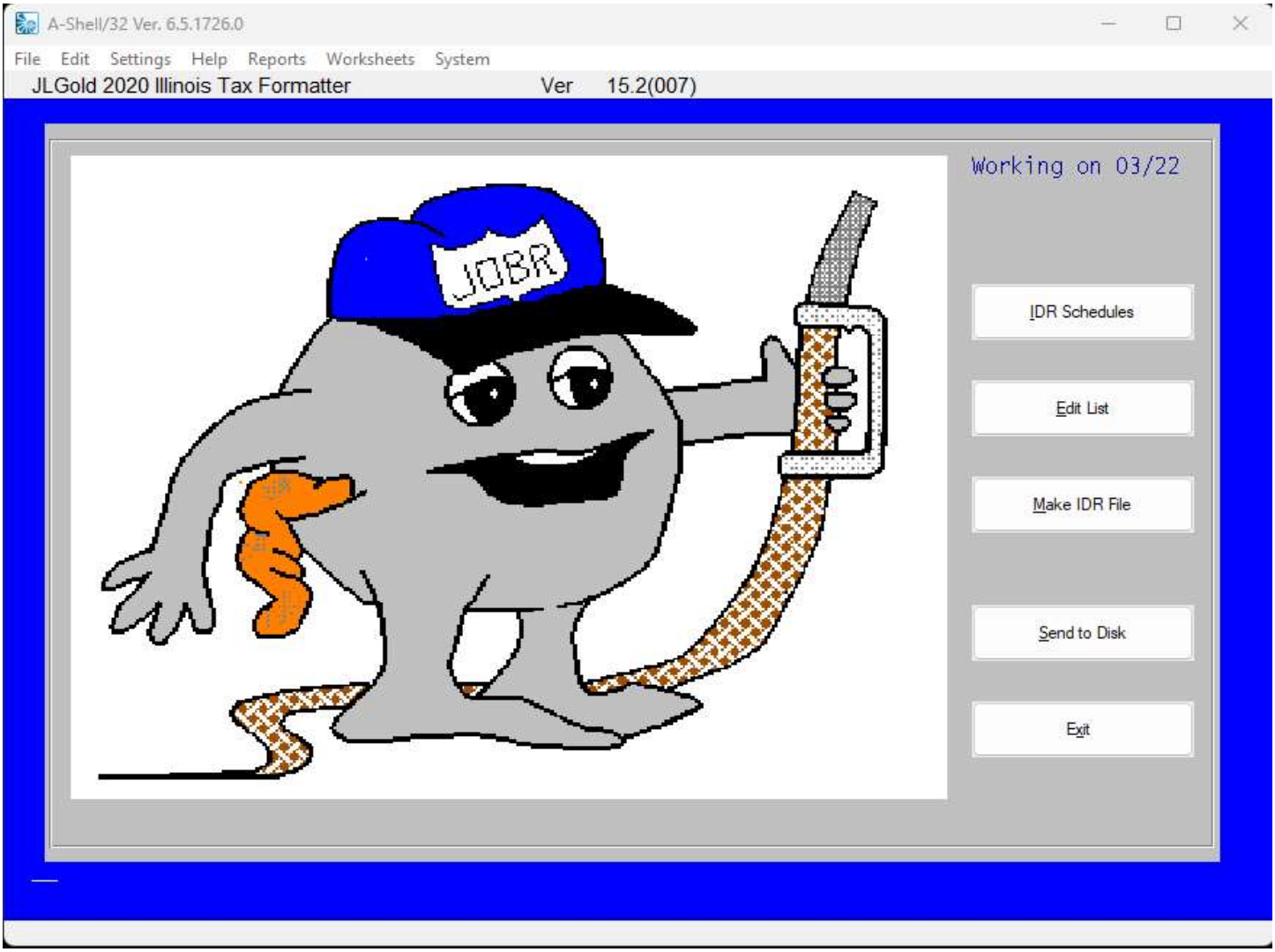
JLGold also produces the following Illinois RMFT-5 and RMFT-5-US supporting schedules:

1.1.3 Abbreviations

The following abbreviations are used in this manual and software:

IDR - Illinois Department of Revenue
BOL - Bill of lading
FHR - Furnace heating and range oil
DSL - Diesel fuel
JET - Jet fuel
AVI - Aviation
ALC - Alcohol
LPG - Liquid propane gas
CMG - Combustible gases
KER - Kerosene
1K - Kerosene

1.2 A Look at the Main Menu



1.2.1 Options Available

1. Enter Tax Form Lines - Maintains the tax form line records. Use this option to:
    1. Choose the tax reporting period to work on
    2. Choose proper tax form for entries
    3. Enter tax form line items

2. Print Tax Form Edit List - Allows you to print a report of tax form line items entered. When this report is produced, tax line items automatically are sorted and arranged by Illinois Department of Revenue schedule, and by licensee within each schedule. The listing for each tax schedule ends with a summary of items entered for that schedule. This report is designed for internal use only. Use the "Print Paper Forms" option to create the printed supporting schedules that accompany the diskette submission for the first two months of use.

    Use this option to:
    1. Select reporting period for Edit List
    2. Select printer to produce list now, or save report for later printing
    3. Choose number of copies of report to produce

4. Assemble recent entries by tax schedule, and by licensee.
5. Verify all data entered for this period
6. Use Edit List as a guide to future error correcting entries

3. Create IDR P/C File from Tax Lines - Translates all data entered into the system into the format required for submission to Illinois Department of Revenue.

4. Transfer IDR P/C File to Diskette - Copies the IDR P/C file to a diskette for submission.

Use this option to:

1. Format a new P/C diskette (if necessary)
2. Choose the tax reporting period to transfer
3. Copy all prepared data for chosen period from P/C file to Diskette

Click on Reports for IDR Schedules, Name/License, Sort it your way

Print Name/License List - Produces a report of all or a selection of customer/supplier names, addresses, fuel tax license number(s), and usage codes for customers/suppliers currently inventoried by the system.

Use this option to:

1. Choose alphabetic name range to include on report
2. Choose printer to produce report or to save report for future printing
3. Produce an alphabetized listing of all customers/vendors entered into the JLGold system

Click on System for Set up options

Set JLGold System Parameters - Provides access to the more technical functions required to maintain proper operation of the JLGold system.

Use this option to:

1. Manage disk specification information for housing JLGold software, data files, and reports
2. Specify printers available to the JLGold system and type of each (parallel/serial)
3. Specify color formats to use on visual displays
4. Specify your company name, address information, fuel license number(s), current reporting month/year, P/C disk drive to copy to, operating system in use.

EXIT to JLGold system 'dot' prompt - Stops the JLGold system and returns control to your computer system prompt to use other software or to shut down the computer.

CAUTION: When turning your computer off, FIRST ALWAYS EXIT from any active software you have been using.

1.4 Daily/Weekly Procedures

You decide the frequency of the JLGold tasks. You may enter tax

report line items at any time and in any order you wish.

1.5 General Instructions for Entering Information

1.5.1 The WHAT NEXT line

All of the main data entry screens in the JLGold module allow you to move freely between the information fields on the screen. Use the arrow keys: left, right, up and down to access any information field. When you have finished entering all information, press [ESC]. The "WHAT NEXT" prompt appears at the bottom of the screen. The "WHAT NEXT" prompt shows all options available to you.
The most common options are:

```
# to CHANGE field, [RETURN] to save, [ESC] to abort
```

To change any information field, enter the number to the left of the field.
To save your entry and go on to another, press [RETURN].
To cancel your entry, press [ESC]. You'll have one last chance to change your mind before the entry is cancelled.

Additional prompts include:

```
[NEXT SCREEN] for next page  (or [CTRL]/[T])
[PREV SCREEN] for last page  (or [CTRL]/[R])
```

REMEMBER: [RETURN] and [ESC] are not the same at the WHAT NEXT prompt.

[RETURN] saves your work.
[ESC] cancels your work.

1.5.2 Exiting from a screen

To leave any of the data entry screens or menus, press [ESC] or [<--] at the first information field displayed. DO NOT press [ESC] at the WHAT NEXT prompt.

This may cancel your entry.

1.5.3 Field Editing

The JLGold module supports 'field editing' through the use of Micro Sabio's
INFLD subroutine. You can use the arrow keys: left and right to move the cursor to a letter or number that you want to change.

When a field has a 'default' - a usual answer, it will be displayed beneath the cursor. To accept the default answer, press [RETURN]. You can edit the default using the arrows keys.

Text entries to fields ALWAYS are displayed and stored as upper case letters regardless of whether you enter them as lower or upper case.

1.5.3.1 Active Edit Keys

The following key combinations can be used to edit a field entry:

Beginning	[CTRL]/[U]	
Delete character	[CTRL]/[D]	or [DEL CHAR]
Delete everything	[CTRL]/[Y]	

Delete word	[CTRL]/[V]	or	[DEL WORD]
End	[CTRL]/[E]		
Insert a space	[CTRL]/[F]	or	[CHAR INS]
Left one space	[<--]	or	[CTRL]/[H]
Next word	[CTRL]/[W]	or	[NEXT WORD]
Previous word	[CTRL]/[A]	or	[PREV WORD]
Right one space	[-->]	or	[CTRL]/[K]

1.5.4 Aborting an Entry

To start a screen over and cancel your previous work:

[CTRL]/[E]

will bring you to the WHAT NEXT prompt. You can then [ESC] to cancel your entry.

1.6 Saving Keystrokes

In an effort to eliminate keystrokes and to maximize the use of the numeric keypad on the terminal, the JLGold module will accept date, and dollar amounts
as follows:

1.6.1 Dates

DATES:

Enter as MMDDYY or as MMYY depending upon location.
011285 for January 12, 1985
0185 for January, 1985
110685 for November 6, 1985
You need only enter the digits that have changed when a default date appears in a field.
Press <CR>.
The date will be redisplayed with the / separators.
01/12/1985 or 11/06/1985
NOTE: you MUST use a leading zero for single digit dates:
e.g., 03DDYY for March.

1.6.2 Numeric Fields

DOLLAR AMOUNTS:

Enter amounts in pennies.
110256 for $1102.56
Press <CR>.
The amount will be redisplayed with the decimal point in place.

GALLONS:

Enter amounts in whole number of gallons (no fractional parts).

Default answers and a more detailed discussion of the appropriate entries for each JLGold module screen can be found in the chapters following this quick reference.

1.6.3 Partial Key Searches

Item numbers, order numbers, and customer numbers or names are called "search keys". In most instances where you are asked for a search key, you can make a partial or a complete entry. Entering a partial search key can save time and keystrokes. It frequently is faster to have the computer do a search than it is to type in a complete entry. Feel free to experiment with partial search keys. After awhile, you will become proficient at entering only the letters or numbers necessary to bring up JLGold information quickly.

1.7 Terms & Abbreviations Used in JLGold

The JLGold module contains the following terms and abbreviations:

1.7.1 Cursor

The cursor is the flashing box that appears on the terminal display screen to show you your place on the screen. The cursor is positioned at locations where the operator is to enter information.

1.7.2 Menu

A menu is a screen display that shows several choices. The JLGold Main Options screen is the first menu in the JLGold module.

Menus require that the operator respond with a numbered choice or with an [ESC], [END] or [<--] to leave the menu screen.

1.7.3 <CR>

This is the abbreviation for any one of the following keys:

[RETURN]
[NEXT]
[ENTER]
[CR]

All of these keys are equivalent.
The message "<CR> TO CONTINUE" means "Press the [RETURN] key".

1.7.4 Files/Records/Fields

A "File" is a collection of individual "records" that all store the same pieces of information in individual "fields". For example:

CONAME.DAT is the file containing company name.
Each customer or vendor name identifies a record.
Each piece of information about a customer, such as name, address, etc. is a field.

1.7.5 Alphanumeric fields

Alphanumeric refers to the type of keyboard characters that are allowed in an information field. An alphanumeric field accepts letter, number, punctuation, and spaces. The purchaser name is an example of an alphanumeric field.

1.7.6 Numeric field

A numeric field allows you to enter only numbers. The decimal point will be

inserted if appropriate. The Gallons field is an example of a numeric field.

1.8 General Instructions

In an effort to keep this manual from becoming encyclopedia size, we decided to give you general instructions for some of the most frequently performed JLGold tasks instead of writing specific procedures in each chapter.

1.8.1 Menu Responses

To select an option, type the number to the left of the option. Press any of the keys equivalent to <CR>. On some menus, the arrow keys also are active. You can use the up arrow and down arrow keys to move between the choices. When you are positioned on the choice you want, press <CR>.

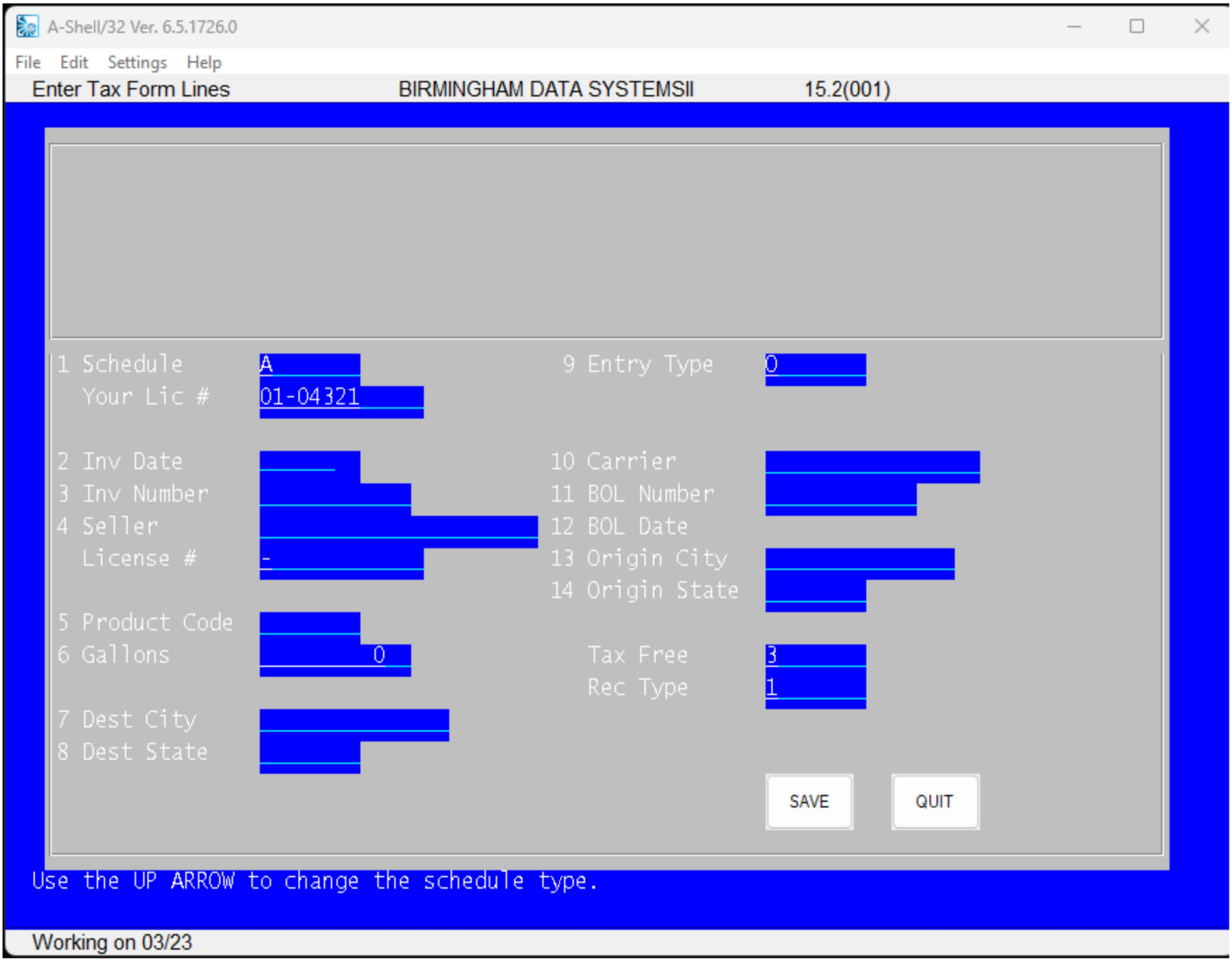
In response to the questions "ANY CHANGE?" or "What next?", press <CR> or "N" to go on. Press "Y" if you have made a wrong choice or entry.

To return to a previous menu, press [ESC], [END] or [<--].

Chapter Two

ENTER TAX FORM LINES

2.1 Purpose



The Tax Form Lines option is used to enter all transactions for the IDR Tax Schedules. The Enter Tax Form Lines screen shown above displays the entry fields and related choices for all of the IDR fuel tax schedules. This screen is reached from the JLGold Main Options menu by taking choice #1. Enter Tax Form Lines. Your screen first will display the message:

Enter the tax reporting period (MMYY) ....

At this cursor, you enter the month (MM) and year (YY) of the tax reporting period you wish to process for electronic transfer to IDR. (See Chapter One for the general formats and conventions used to enter dates.)

Before choosing the Enter Tax Form Lines option, you should assemble all of the invoices and related information for the desired tax reporting period. It need not be assembled in any special order. Use an order convenient to your regular business practice. Tax form line entries need not be made all at once for a reporting period. You may do this operation daily, weekly, monthly, or as you feel like it as long as you are careful to be accurate on specifying the tax reporting period date. The JLGold system is designed to store and organize the information.

2.2 Enter Tax Form Lines Screen

The Enter Tax Form Lines screen is divided into four (4) regions. The top line, at the right, shows the chosen reporting period. If you are called away from your workstation in the midst of data entry, when you return ALWAYS confirm this reporting period date with your current job.

Below the top line, set off by two rows of dashes, is the "recent entries" field. This space contains confirmation of the up to four (4) most recent invoice entries you have made. Each time you invoke the Enter Tax Form Lines option, the data file is read for the last entry(ies) that were made.

The middle section of the Enter Tax Form Lines screen contains all the data fields contained on the collection of IDR fuel tax forms. In daily operation, most of these fields will have a default entry already displayed. Defaults are chosen as the most likely value for the next anticipated invoice to be entered. These guesses are based upon the fuel tax schedule chosen or last entered. Also, when a particular field is not used for a chosen tax schedule, it will not be shown on the screen. See Chapter One for a table that relates these data fields to the individual IDR tax schedules.

Along the bottom of the screen are lines which contain appropriate directions, or commands that are available. These change according to the entry field on which the cursor currently is placed.

The lower right corner of the Enter Tax Form Lines screen contains a Choices Window. When an entry field has a known list of possible choices (such as the Schedule field), the JLGold system displays in the Choices Window the appropriate list for that field. When no reasonable choices are known (such as for the Invoice Date field), the Choices Window is blank.

See the general instructions in Chapter One of this manual for directions on entering data and responding to the various prompts.

When all entries have been completed on this screen, press [ESC] from any field and a prompt at the bottom gives the choices:

Enter field number to CHANGE, OR hit <RETURN> to save, OR <ESC> to abort

This is your opportunity to review entered data and to make any corrections. If you choose to abort the record entry, you will be asked to confirm this choice again before the action is taken by the system.

NOTE: Any mistakes found after the record is saved must be rectified by IDR

approved adjusting entries to the tax schedule.

2.2.1 #1. Schedule and Your Lic

This entry actually is two fields that work in concert. The first is the Schedule field at which you enter the IDR fuel tax schedule name. When the cursor is at this field, the list of appropriate tax schedule choices shows in the lower right corner of the screen. To choose one or change the choice, type the number of the desired schedule as it shows in the list. The default value of this field is the schedule of the last entry made to the system.

When you press [RETURN] to record the Schedule choice made, the cursor moves to the "Your Lic #" field. The lower right corner of the screen changes to show the numbers of the fuel licenses you hold. These you recorded when the system was initialized in the Set System Parameters option of the JLGold Main Options menu. (See Chapter Seven for details of setting/changing these license numbers.) The bottom of the screen gives interpretive information for this list with the message:

1=Distributor Lic, 2=Receiver Lic, 3=Supplier Lic

2.2.2 #2. Inv Date

This field contains the date of the invoice of the transaction related to the Tax Form Line entry. The entry in this field is in MMDDYY form. See Chapter One for details of date formats and entry.

This field is the initial position of the cursor when you enter this screen or start a new entry on this screen. When the cursor is on this field, the bottom of the screen shows the message:

Use the UP ARROW to change the schedule type.

2.2.3 #3. Inv Number

This field is a ten (10) character alphanumeric (numerals or letters) space to record an invoice number associated with each tax line entry.

2.2.4 #4. Seller and License # OR Purchaser

This field changes its function depending upon the type of tax schedule specified in field #1. and the corresponding transactions involved. For transactions representing purchases by your company, this field actually is a pair of mutually dependent data fields. The first one, Seller, is a twenty (20) character alphanumeric field to house the name of the company or person selling the product(s) included on the invoice being entered. The second field, License #, houses the fuel license number of that supplier.

For transactions representing sales by your company, field #4 is three fields for 1) the name of the purchasing individual or company, 2) the fuel license number of this customer, and 3) a street address of the customer.

In both cases, when the cursor arrives at field #4, the bottom of the screen shows the prompt:

Enter individual names as LAST, FIRST. Enter company names as is.

Following this instruction insures that the JLGold system will be able to maintain a reasonable alphabetical ordering of transactions.

Data on suppliers/customers already mentioned on previous tax item entries is cataloged in a file by the JLGold system. When you enter the name of a known supplier/customer and press [RETURN], the bottom of the screen displays identifying information from the file about any matches to the entered name along with the query:

Correct record? [Y] ...

Confirming the record will cause related information to be entered as defaults in several other fields of the screen.

When no match to an existing supplier/customer record can be made, the bottom of the screen displays the query:

Is this a new supplier/purchaser? [Y] ...

Responding Y(es) to this query causes a new supplier/purchaser record to be entered. For a new supplier, this includes requiring you to enter the appropriate fuel license number of the new supplier, the Origin City (Field #13) and the Origin State (Field #14). For a new purchaser, this includes requiring you to enter an appropriate fuel license number and a Street Address of the purchaser at field #4, together with entries in Field #7. Dest City and Field #8. Dest State and Zip Code.

Responding N(o) to this query returns the cursor to field #4 for another entry on the assumption of a typing or other error in entry.

NOTE: The purchaser/seller name field is very short for some names. This is the acceptable length prescribed by the IDR specifications. To avoid strange looking entries on reports, you may wish to use or invent standard abbreviations for some names.

2.2.5 #5. Product Code

This field holds IDR product codes of the transaction. When the cursor arrives at this field, the appropriate product codes are displayed in the Choices Window (lower left corner of screen). Type the number of the correct product code and it will be entered in the field.

The product codes used for this field are those approved by the IDR.

2.2.6 #6. Gallons

This field holds the quantity of product represented by the sale/purchase. When the cursor arrives on this field, the bottom of the screen shows the message:

Enter gallons to the nearest whole gallon. Decimals are not allowed.

Enter the quantity and press [RETURN]. If appropriate to the chosen IDR tax schedule (Field #1), the cursor will move to the right to a "Tax Free" field and the lower right of the screen will display the designations of tax free for you to choose. You choose one by typing its number in the list. The cursor then moves down to a "Rec Type" field to indicate the source of the received tax free product. Again, a list of acceptable source codes is displayed in the Choices Window. Type the number of the appropriate entry.

2.2.7 #7. Dest City

A thirteen (13) character alphanumeric field for the Destination City of the product on the transaction.

2.2.8 #8. Dest State

A two (2) character field for the standard postal state abbreviations.

2.2.9 #9. Entry Type

This field refers to the type of entry you are making for the tax report schedule you have chosen. These entry types are defined by the IDR to be:

Original
Reversal
Correction
Negative

When the cursor arrives at this field, a list of these choices appears in the Choices Window.

2.2.10 #10. Carrier

A fifteen (15) character alphanumeric field for the name of the product carrier.

2.2.11 #11. BOL Number

A ten (10) character alphanumeric field for a bill-of-lading number or identifier.

According to the IDR, this field may be left blank when no bill-of-lading is involved.

2.2.12 #12. BOL Date

A six (6) character space for the date of the bill-of-lading. Enter the date in MMDDYY form. See Chapter One for details of entry and format of dates.

According to the IDR, if a bill-of-lading date is not known, enter the same date as the invoice for the transaction.

2.2.13 #13. Origin City

A thirteen (13) character field for the name of the city where the product of the transaction originated.

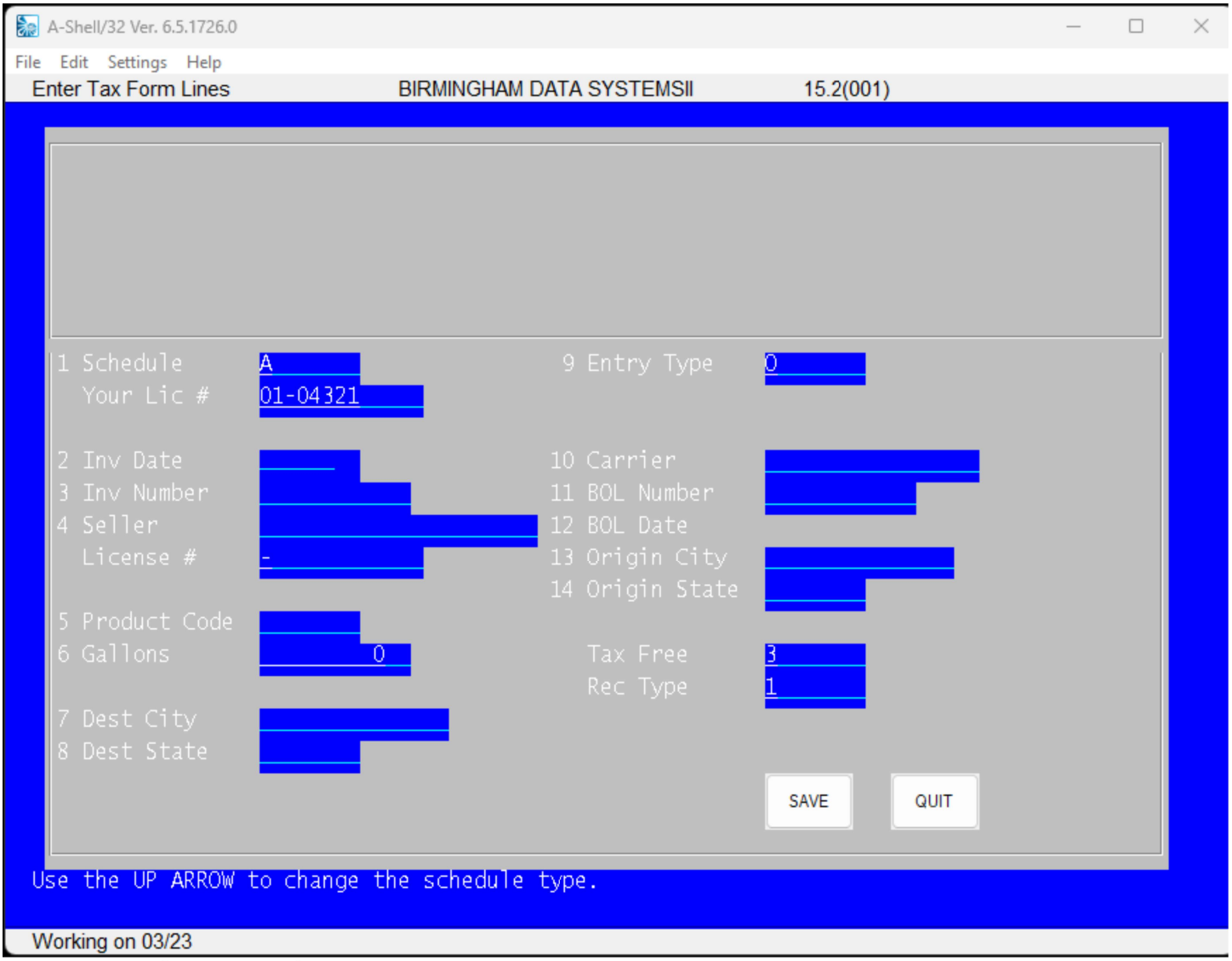
2.2.14 #14. Origin State

A two (2) character field for the standard postal state abbreviations.

2.3 Edit/Change Tax Form Lines

JLGold allows you to make corrections to tax form lines perviously entered. The "Enter Tax Form Lines" option contains an editing screen that appears only after you have made your initial tax line entries. When you select "1. Enter Tax Form Lines" and then specify a tax reporting period that you have already worked on, the editing screen appears as shown below.

2.3.1 Edit/Change Tax Form Lines - Overview - Screen #1



Select a mode.

The screen shown above is reached by choosing #1. Enter Tax Form Lines from the JLGold Main Options menu. As described in the previous sections of this chapter, you first will see the prompt:

Enter the tax reporting period (MMYY) ...

The difference is that the above screen corresponds to a tax reporting pe
riod
for which TAX FORM ENTRIES ALREADY HAVE BEEN MADE. When you enter a tax reporting period for which entries already have been made, the system automatically chooses this display instead of the Enter Tax Form Lines screen described earlier in this chapter.

The Edit/Change Tax Form Lines Screen #1 is organized in three sections. The top row (from left to right) tells you where you are in the software system, your company name, and the selected Tax Reporting period.

The middle section of this screen shows a listing of up to sixteen (16) of the MOST RECENT ENTRIES you have made for this tax reporting period. As indicated in the screen sample above, the sixteen entries shown will be from the END of a numbered list. Each tax transaction is shown on one line but, because there is much more information for one transaction than can be displayed on one line of a computer screen, only key pieces of the information have been included. From left to right across one line you have the following:

The Transaction number in the computer file.
The Tax Schedule of this transaction.
The Date of this transaction.
The Invoice Number of this transaction.
The Purchaser or Seller name.
Their License Number (if any).
The Destination City.
The Fuel Product abbreviation.
The Gallons involved in the transaction.

The bottom section of Edit/Change Tax Form Lines Screen #1 contains the prompts and commands for manipulation of the editor. There are three (3) modes of operation:

1 - Add (new transactions)
2 - Change (listed transactions)
3 - Delete (listed transactions)

The lower right corner of the screen lists the options available for manipulating the transactions list. These are:

[CTRL] + [^]	Show the BEGINNING of the transactions list.
[CTRL] + [T]	Show next screen (next 16 entries) of list.
[CTRL] + [R]	Show previous screen (prev. 16 entries) of list.

2.3.2 Field Editing

The JLGold module supports 'field editing' through the use of Micro Sabio's INFLD subroutine. You can use the left or right arrow keys to move the cursor to a letter or number that you want to change.

When a field has a 'default' - a usual answer, it will be displayed beneath the cursor. To accept the default answer, press [RETURN]. You can edit the default using the arrow keys.

2.3.2.1 Active Edit Keys

The following key combinations can be used to edit a field entry:

Beginning	[CTRL]/[U]		
Delete character	[CTRL]/[D]	or	[DEL CHAR]
Delete everything	[CTRL]/[Y]		
Delete word	[CTRL]/[V]	or	[DEL WORD]
End	[CTRL]/[E]		
Insert a space	[CTRL]/[F]	or	[CHAR INS]
Left one space	[<--]	or	[CTRL]/[H]
Next word	[CTRL]/[W]	or	[NEXT WORD]
Previous word	[CTRL]/[A]	or	[PREV WORD]
Right one space	[-->]	or	[CTRL]/[K]

2.3.3 Aborting an Entry

To start a screen over and cancel your previous work:

[CTRL]/[E]

will bring you to the WHAT NEXT prompt. You can then [ESC] to cancel your entry.

The following describes the operation of each mode of this editor.

2.3.4 Procedure for Edit/Change Tax Form Lines - Add Mode

1. From the JLGold Main Options menu, select #1. Enter Tax Form Lines.

2. Enter the Tax Reporting Period for the transactions you wish to edit.

   Use the MMYY form.

3. Respond to the ANY CHANGE ? prompt.

   EITHER
   Respond Y(es) and change the Tax Reporting period.
   OR
   Press [RETURN] to continue.

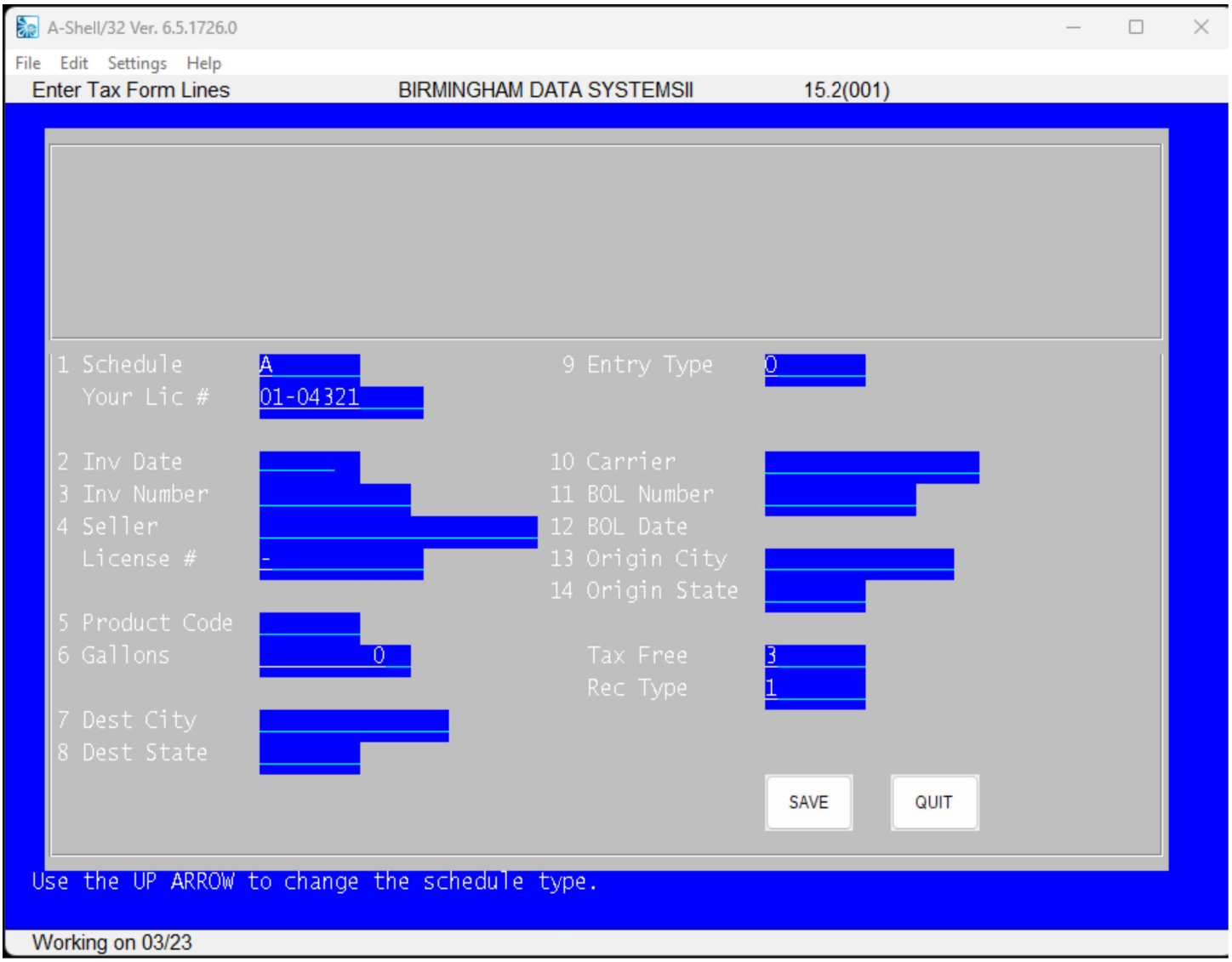
4. After a "PLEASE WAIT" message, you will see the Edit/Change Tax Form Lines Screen #1.

5. Type "1" to choose Add Mode. Press [RETURN].

   The default at this prompt is "1" on initial entry, or the last choice

   you made under several changes.

6. You will see a variation of the Enter Tax Form Lines with defaults entered according to the LAST transaction entry currently in the transactions file. The Most Recent Entries window will display from one to four of the last transactions entered. The cursor will be at the #2. Inv. Date field. See below.



Use the UP ARROW to change the schedule type.

---

7. From here, the directions are the same as for Enter Tax Form Lines described earlier in this chapter. See Section 2.2 of this manual for details.

8. When all entries have been completed on this screen, press [ESC] from any field and the prompt at the bottom of the screen gives the choices:

Enter field number to CHANGE, OR hit <RETURN> to save, OR <ESC> to abort.

   If all is correct in the data fields of this transaction, BE SURE AT THIS POINT to press [RETURN] to save the new record. It will be placed at the end of the Transaction List in view.

9. To return to the Edit/Change Tax Form Lines - Screen #1, press [ESC] from the Inv Date field, or the Schedule field.

10. Press [ESC] again to return to the JLGold Main Options menu.

2.3.5 Procedure for Edit/Change Tax Form Lines - Change Mode

1. From the JLGold Main Options menu, select #1. Enter Tax Form Lines.

2. Enter the Tax Reporting Period for the transactions you wish to edit. Use the MMYY form.

3. Respond to the ANY CHANGE ? prompt.

   EITHER
   Respond Y(es) and change the Tax Reporting period.
   OR
   Press [RETURN] to continue.

4. After a "PLEASE WAIT" message, you will see the Edit/Change Tax Form Lines Screen #1.

5. Type "2" to choose Change Mode. Press [RETURN].

   The default at this prompt is "1" on initial entry, or the last choice you made under several changes.

6. You will be asked to enter the number of the transaction line you wish to change. It need not be one of the lines in the view window at the present time. Type the number of the line you wish and press [RETURN].

7. You will see the following screen:

```
        Enter Tax Form Lines     JLGold TEST DATA          FOR: 05/94
-------------------------------------------------------------------------------
        SD  940525 3580       GAS & OIL CO.        02345 MORTON        KER
4,500
        SE  940510 5134       XYZ OIL              02316 METROPOLIS    FHR
9,250

-------------------------------------------------------------------------------
         1. Schedule      A                       9. Entry Type    O
            Your Lic #    01-04321

         2. Inv Date      05/17/94              10. Carrier       AB TRUCKING
         3. Inv Number    A1234                 11. BOL Number    B5678
         4. Seller        TEST OIL CO.          12. BOL Date      05/17/94
            License #     01-02345              13. Origin City   CHICAGO
                                                14. Origin State  IL
         5. Product Code  GAS
         6. Gallons           15,000   Tax Free 3
                                       Rec Type 1
         7. Dest City     SPRINGFIELD
         8. Dest State    IL


       Enter field number to CHANGE, OR hit <RETURN> to save, OR <ESC> to abort  ..
```

8. The Most Recent Entries window will show the LAST one to four en tries
   of this transactions list (even though you requested to change an earlier record of the list). This is because CHANGE MODE actually deletes from the list the transaction you choose and, after you have

made desired changes, inserts it at the bottom (end) of the list. THIS IS NOT A PROBLEM. When you generate IDR reports at a later time, many sortings and rearrangings of this list will take place.

9. When all changes have been completed, return to the prompt:

Enter field number to CHANGE, OR hit <RETURN> to save, OR <ESC> to abort ..

Press [RETURN] to save the changwed transaction.

10. After the message "PLEASE WAIT" you will be returned to the Edit/Change Tax Form Lines - Screen #1 with the last sixteen lines of the transactions file in view. The last line of these will be your newly changed line.

2.3.6 Procedure for Edit/Change Tax Form Lines - Delete Mode

1. From the JLGold Main Options menu, select #1. Enter Tax Form Lines.

2. Enter the Tax Reporting Period for the transactions you wish to edit. Use the MMYY form.

3. Respond to the ANY CHANGE ? prompt.

EITHER
Respond Y(es) and change the Tax Reporting period.
OR
Press [RETURN] to continue.

4. After a "PLEASE WAIT" message, you will see the Edit/Change Tax Form Lines Screen #1.

5. Type "3" to choose Delete Mode. Press [RETURN].

The default at this prompt is "1" on initial entry, or the last choice you made under several changes.

6. You will be asked to enter the number of the transaction line you wish to change. It need not be one of the lines in the view window at the present time. Type the number of the line you wish and press [RETURN].

7. After a "PLEASE WAIT" message, you will be returned to the Edit/Change Tax Form Lines - Screen #1 with the last 16 lines of the transactions file in view.

3.1 Purpose

The purpose of this option is to produce a confirming list of tax form line items (just) entered. The report sorts the entries in order first by IDR Tax Schedule, then by licensee.

There are two important purposes of Tax Form Edit List:

1. To check and verify the gallon quantities entered.
2. This report is the ONLY tangible (readable) record you have of what you have filed with IDR unless you choose to print the JLGold paper forms.

The bottom of the Tax Form Edit List contains directions for making any necessary adjusting entries to the data. These directions and entry codes are those approved by IDR in their document "Magnetic Media Filing Formats for Motor Fuel Reporting," Ver. 02/94

3.1.1 Procedure

To invoke this option, select #2. Print Tax Form Edit List from the LobR/LITE Main Options menu.

First you will see a screen asking you to enter the Tax Reporting Period. This is a month and a year. Enter the data in MMYY format. See Chapter One for details of entering date information. Press [RETURN] after entering the date. Respond appropriately to the ANY CHANGE ? prompt.

Next you will see a printer selection screen. The choices will be all the printers defined on your system together with a choice to save the report to print later along with the name of the file where it will be saved. Make your selection by typing the appropriate number.

Next you will be asked for the number of copies desired. Remember, this list is an important part of your audit trail and tangible evidence of what you have submitted to the IDR. The default number of copies is one (1). Type the number of copies you wish, and press [RETURN].

After a few seconds you will see:

Processing Occurring...Please wait

After a few moments, the bottom of the screen will display the following information:

File: (name).PRT Printer: (name) Display to SCREEN? N

The left most piece of information is the name of the file in which the report has been saved. The middle piece of information is the choice of printer to produce the report. At the right is a prompt to permit you to preview the report on the screen.

If you choose to preview the report on the screen, press [ESC] when you are finished to resume.

When you respond N(o) to the "Display to SCREEN?" query, you are next shown a prompt at the lower right of the screen that asks:

Print file? Y

The default here is Y(es). Pressing only [RETURN] selects this default and initiates printing of the report. If you wish not to print the report, press "N" (for No).

You will be returned to the JLGold Main Options menu.

3.2 Sample Tax Form Edit List

REPORT FILE NAME: YYMM.PRT (where YYMM is replaced by the year and month of the report.)

/\/\/\

```
        C           6,225 +             0 -             0 -             0=
6,225
              4 ENTRIES

================================================================================
        SD  06/01/94 125498       WALSTON, RAYMOND      3           O  DSL
600
                     02-05162   MARSHALL                          WEST UNION
                     01-05374   06/01/94            STROHM OIL

--------------------------------------------------------------------------------
        SD      ORIGINALS +   CORRECTIONS -     REVERSALS -     NEGATIVES
=============
        SD            600 +             0 -             0 -             0=
600
              1 ENTRIES

================================================================================
        SD1                          ILLINI FS PARIS FARM          H   O  DSL
1,500
                                     1509 E. UNIVERS URBANA        IL
                                                                61801
                     01-05374

--------------------------------------------------------------------------------
        SD1     ORIGINALS +   CORRECTIONS -     REVERSALS -     NEGATIVES
=============
        SD1         1,500 +             0 -             0 -             0=
1,500


         (c) 1994, Codesmiths, Inc.
09/94
```



```
       1 ENTRIES
    ================================================================================
    ================================================================================
    ================================================================================
    LICENSE ORIGINALS +   CORRECTIONS -     REVERSALS -     NEGATIVES  =============
                8,325 +             0 -             0 -             0=         8,325
          6 ENTRIES 01-05374
    ********************************************************************************
    FILE TOTALS DSK07:9406.DAT
            ORIGINALS +   CORRECTIONS -     REVERSALS -     NEGATIVES  =============
                8,325 +             0 -             0 -             0=         8,325
          6 ENTRIES

        RUN DATE: 29-APR-94   PAGE   2

        For the period 06/94
        Filename: DSK07:9406.DAT                11:02 AM
        Entry types: O)riginal (+), R)eversal (-), C)orrection (+), N)egative (-)

        SCH INV DATE INV NUMBER   SELLER/PURCHASER     TAX  RT USE  TP CDE      GAL-
LONS
```

LIC NUMBER DESTINATION ORIGIN
DD
YOUR LIC # BOL DATE BOL NUMBER CARRIER

****

TAX free status: 1=MFT free, 2=IUSST free, 3=Both MFT/IUSST free
RT=Receipt type: 1=IL receipt, 2=Imported, 3=Produced

Tax Entries cannot be edited directly.
To correct ONLY the gallons on an O)riginal entry:
a) Use a N)egative entry to reduce the gallons.
b) Use another O)riginal entry to add gallons.

To replace an O)riginal entry:
a) Enter a R)eversal entry EXACTLY like the original.
b) Enter a C)orrection entry with the correct information.

RUN DATE: 29-APR-94 PAGE 3

For the period 06/94

TRANSMITTAL SHEET

Filing Agent Name: JLGold TEST DATA
Filing Agent Address: P.O. BOX 98
Filing Agent City,State,Zip WEST UNION, IL 62477
Filing Agent Phone: 217-279-3304
Liability Period: 06/94
Creation Date: 04/29/94

Filer's License: 05374 JLGold TEST DATA

License	Schedule	# of Transactions
05374	C	4
05374	SD	1
05374	SD1	1
99999	'S'	3
	'V'	1
	'Z'	1
Total Records		11

Volume (File) Name: 9406.ZIP

Create IDR P/C File from Tax Lines

4.1 Purpose

The purpose of #3. Create IDR P/C File from Tax Lines is to create a separate file from your data, but one in the approved formats of the IDR. These files are named for the corresponding tax reporting period in the following format:

YYMM.TXT

where YY is replaced with the two digit year of the reporting period and MM is replaced with the two digit month of the period. For example, if creating a file for the May, 1994 reporting period, the P/C file would be named 9405.TXT.

4.2 Procedure

Before starting this option, be sure that you have entered all tax line transactions for the tax reporting period for which you are making the P/C file.

To invoke this option, choose #3. Create IDR P/C File from Tax Lines at the JLGold Main Options Menu. You first will see a screen with the mes sage:

Enter the tax reporting period (MMYY) ...

Type the four difits that represent the month and year of the desired reporting period (leading zeros are important for single digit months). Press [RETURN].
Respond appropriately to the ANY CHANGE ? prompt.

Next is the printer selection screen. All printers that are defined on your system will be listed along with a choice to print the report later together with the file name where the report will be saved. Make your choice and press [RETURN].

Depending upon the size of your master file, you may briefly see a screen that says the file is being sorted, followed by a screen with the message:

Processing Occurring...Please wait

After a few moments, the bottom of the screen will display the following information:

File: (name).LBL Printer: (name) Display to SCREEN? N

The ".LBL" file is the IDR transmittal sheet that ALWAYS must accompany the diskette you send to the IDR. The left most piece of information is the name of the file in which the report has been saved for future reference by the JLGold system. The name is the YYMM of the tax reporting period, the extension .LBL has been added to distinguish it from the .TXT file that eventually will be transmitted to IDR. The middle piece of information is the choice of printer to produce the report. At the right is a prompt to permit

you to preview the report on the screen.

If you choose to preview the report on the screen, press [ESC] when you are finished to resume.

When you respond N(o) to the "Display to SCREEN?" query, you are next shown a prompt at the lower right of the screen that asks:

Print file? Y

The default here is Y(es). Pressing only [RETURN] selects this default and initiates printing of the report. If you wish not to print the report, press "N" (for No).

You will be returned to the JLGold Main Options menu.

Chapter Five

TRANSFER IDR P/C FILE TO IDR website

5.1 Purpose

To send the file to the IDR website log on with your credentials, import YYMM.TXT file of IDR formatted tax data.

5.2 Procedure

Before invoking this option, you first MUST have created the tax reporting file in IDR format. This is done with choice #3. Create IDR P/C File from Tax Lines. You also should have done #2. Print Tax Form Edit List for the desired tax reporting period because the last sheet of this report is the required IDR transmittal form to accompany the diskette.

Chapter Six

PRINT NAME/LICENSE LIST

6.1 Purpose

The purpose of this option is two create a list of all the suppliers/customers that have been recorded in your master file.

6.1.1 Procedure

From the JLGold Main Options menu, select choice #5. Print Name/License List. You first will see a screen that present the following prompts:

Please enter starting name

ending name

The message at the bottom of this screen says:

Press [ENTER] for ALL names

Supplier/customer names are arranged in the master file in alphabetical order.
To select a range of this list, enter as STARTING NAME either the name you wish earliest in the alphabet or the first few letters of that name. For example, if we wish to start with the name "McGillavry" we only need enter something like "McG" or "McGill" to define the start of the range. Similar abbreviated entry may be used for the ENDING NAME.

To list the entire file of supplier/customer names, simply press [ENTER] at this prompt.

Respond to the ANY CHANGE ? prompt to move ahead.

Next is the printer selection screen. All printers that are defined on your system will be listed along with a choice to print the report later together with the file name where the report will be saved. Make your choice and press [RETURN].

Depending upon the size of your master file, you may briefly see a screen that says the file is being sorted, followed by a screen with the message:

Processing Occurring...Please wait

After a few moments, the bottom of the screen will display the following information:

File: (name).PRT Printer: (name) Display to SCREEN? N

The left most piece of information is the name of the file in which the report has been saved. The middle piece of information is the choice of printer to produce the report. At the right is a prompt to permit you to preview the report on the screen.

If you choose to preview the report on the screen, press [ESC] when you are finished to resume.

When you respond N(o) to the "Display to SCREEN?" query, you are next shown a prompt at the lower right of the screen that asks:

Print file? Y

The default here is Y(es). Pressing only [RETURN] selects this default and initiates printing of the report. If you wish not to print the report, press "N" (for No).

You will be returned to the JLGold Main Options menu.

6.2 Sample Name License List

/\/\/\

Chapter Seven

SET JLGold SYSTEM PARAMETERS

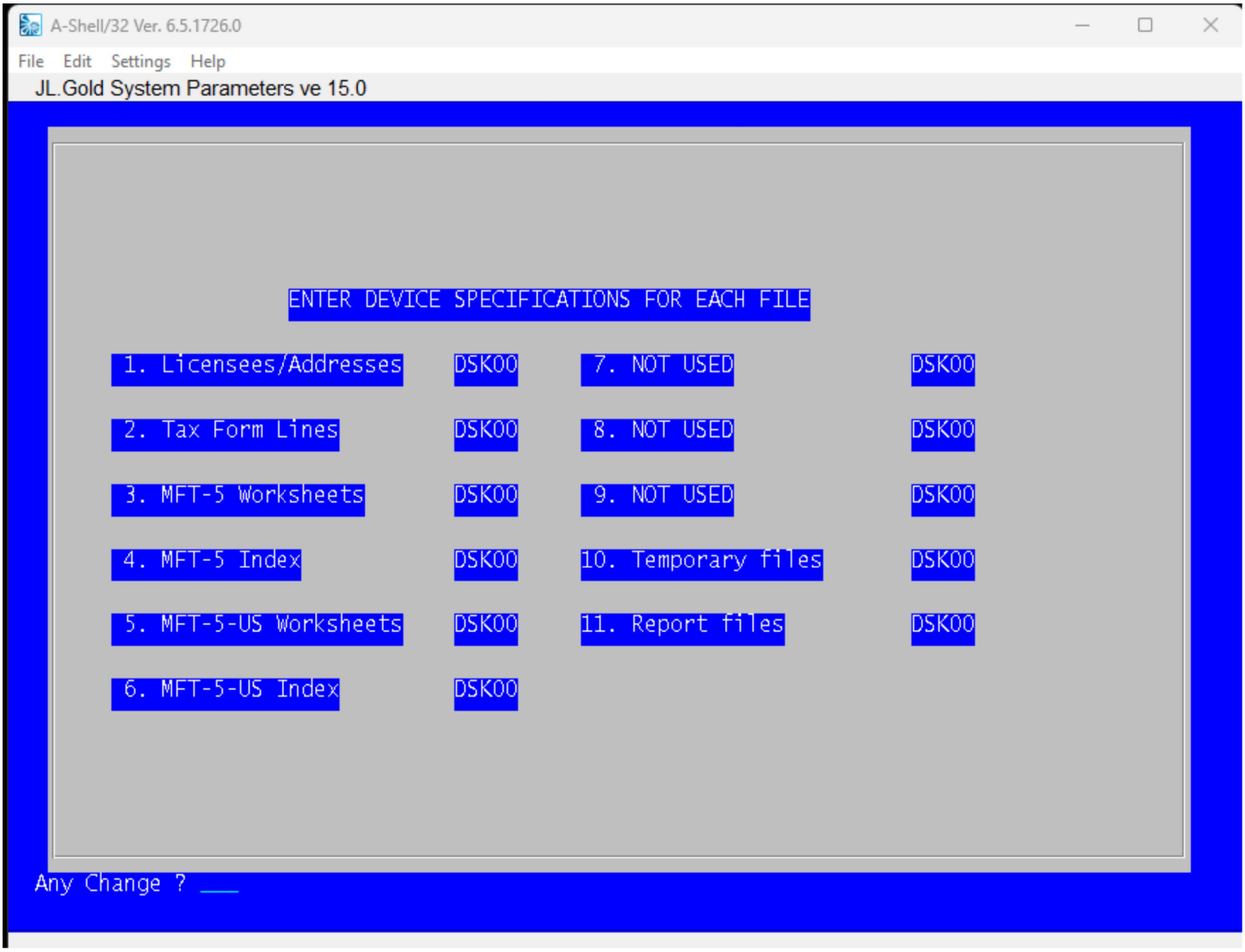
7.1 Purpose

JLGold System Parameters are included on a set of three screens reached in succession from choice #6. Set JLGold System Parameters of the Main Options menu. These screens of parameters are to record information or to make choices that tailor the JLGold system and make it run smoothly.

All of these parameters must be set upon installation of the software at a new site. Some of these parameters will have been set by your software dealer prior to delivery of the software.

7.1.1 Explanation of Device Specifications for Files

Define JLGold System Parameters



The screen shown above is Screen #1 of the Set JLGold System Parameter screens. This screen contains information to define the primary data files of

the JLGold system and to specify their location(s) on the disk drive(s) of your computer system.

If you are installing JLGold on a network system (such as an Alpha Micro system), you may have several disk drives designations because usually a very large disk device is divided into several partitions each called a drive. Usually these drives (partitions) are named DSK01, DSK02, etc.

If your are installing JLGold on a single personal computer, you will have only one disk drive available (ignoring floppy disk drives for the moment), and probably you will be treating the entire drive as a single partition. If using MS-DOS as your operating system, this is the drive referred to as the C: drive. In such a situation, JLGold expects you to refer to the C: drive as DSK0.

CAUTION: Normally, these disk drive specifications will have been set by your software vendor before delivery of the software. DO NOT CHANGE ANY DISK DRIVE DESIGNATIONS UNLESS YOU ARE VERY SURE OF YOUR ACTIONS.

The following describes the individual files used by the JLGold system.

1. Licensees/Addresses

   This file houses all information gathered by the JLGold system about your suppliers and customers. Each time you enter a tax form line, the supplier or customer name is compared to the entries in this file. If no match is found, the entry is treated as a new cusatomer or supplier and automatically added to the file for fu ture use. Consulting this file permits the feature of partial en tries in many of the data entry fields.

2. Tax Form Lines

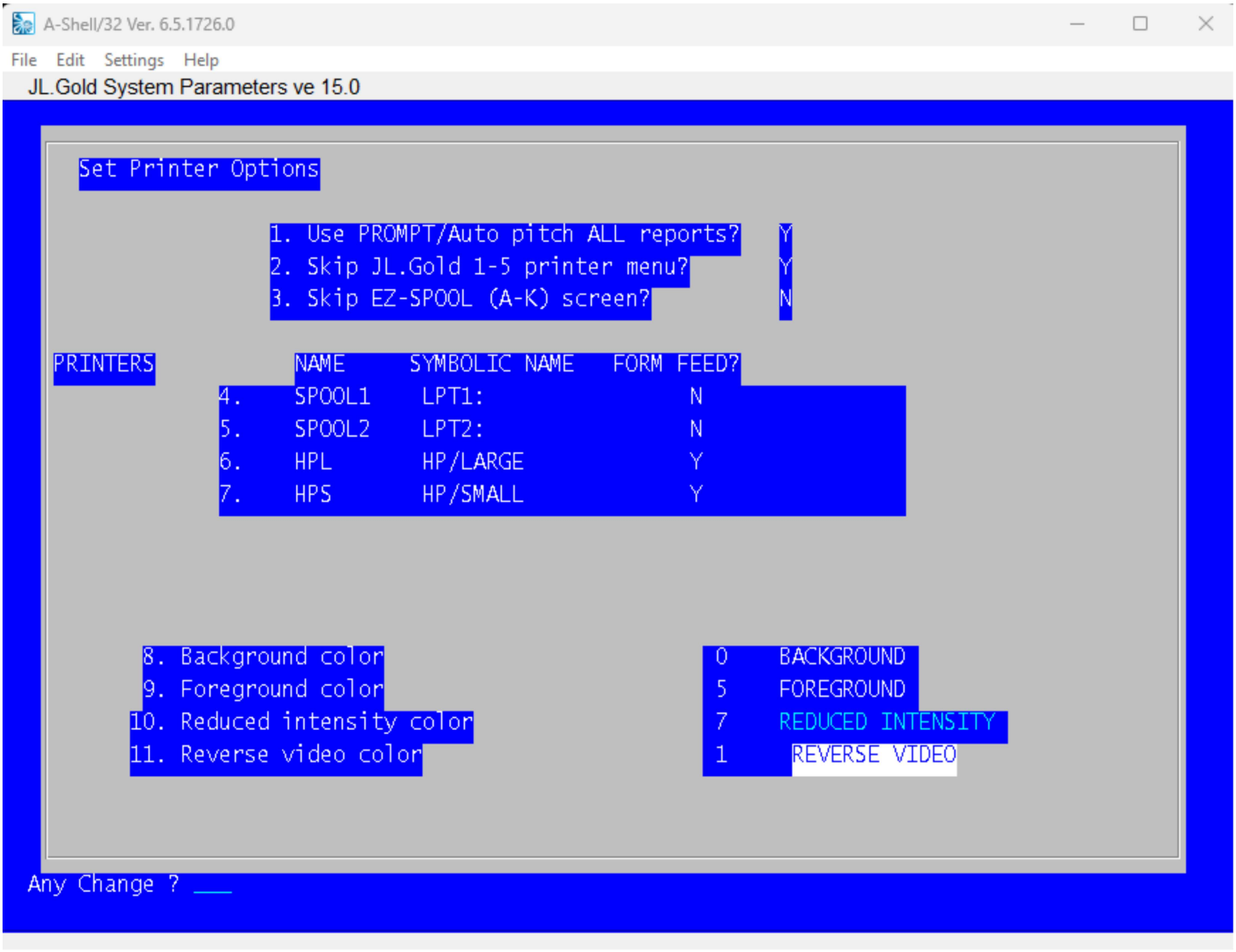
   This is the main information file of the JLGold system. It houses all tax form line entries from the time you enter them.

3. Temporary Files

   Software systems usually need a number of files to temporarily hold information while processing is under way. Usually, software sys- tems will create and erase such files without your knowledge.

4. Report Files
   All reports, such as the Tax Form Edit List are first created in a file and then sent to a chosen printer.

7.1.2 Printer and Display Specifications



The screen shown above is Screen #2 of the JLGold System Parameters screens. The screen is divided into two sections of information. The top section contains information about the printers attached to your computer system. The bottom section contains settings for your display screen to use to present the output of the JLGold system.

To enter/change any printer designation or color/display effect, type the number shown at the left of that line atQ the ANY CHANGE ? prompt. Enter/edit each field of the line in turn. Press [RETURN] when finished with the entry in each field. [RETURN] after the last entry of the line returns control to the ANT CHANGE ? prompt.

7.1.2.1 PRINTERS

NAME	6 characters	The computer system name for the printer. You can find these names by typing 'PRINT' at the AMOS system prompt. On a P/C, you should leave the printer names as SPOOL1 for a parallel printer and SPOOL2 for a serial printer attached to your COM1 port.

SYMBOLIC NAME	12 characters	Any name that you wish to assign to a printer. You might use the NAME TO DISPLAY to describe the purpose of the printer.
FORM FEED?	Usually "N"	A query to declare whether the printer should feed a blank page before beginning a report. If you are using a laser printer, you may have to set this to "Y" to clear the laser print buffer from a previous printing.

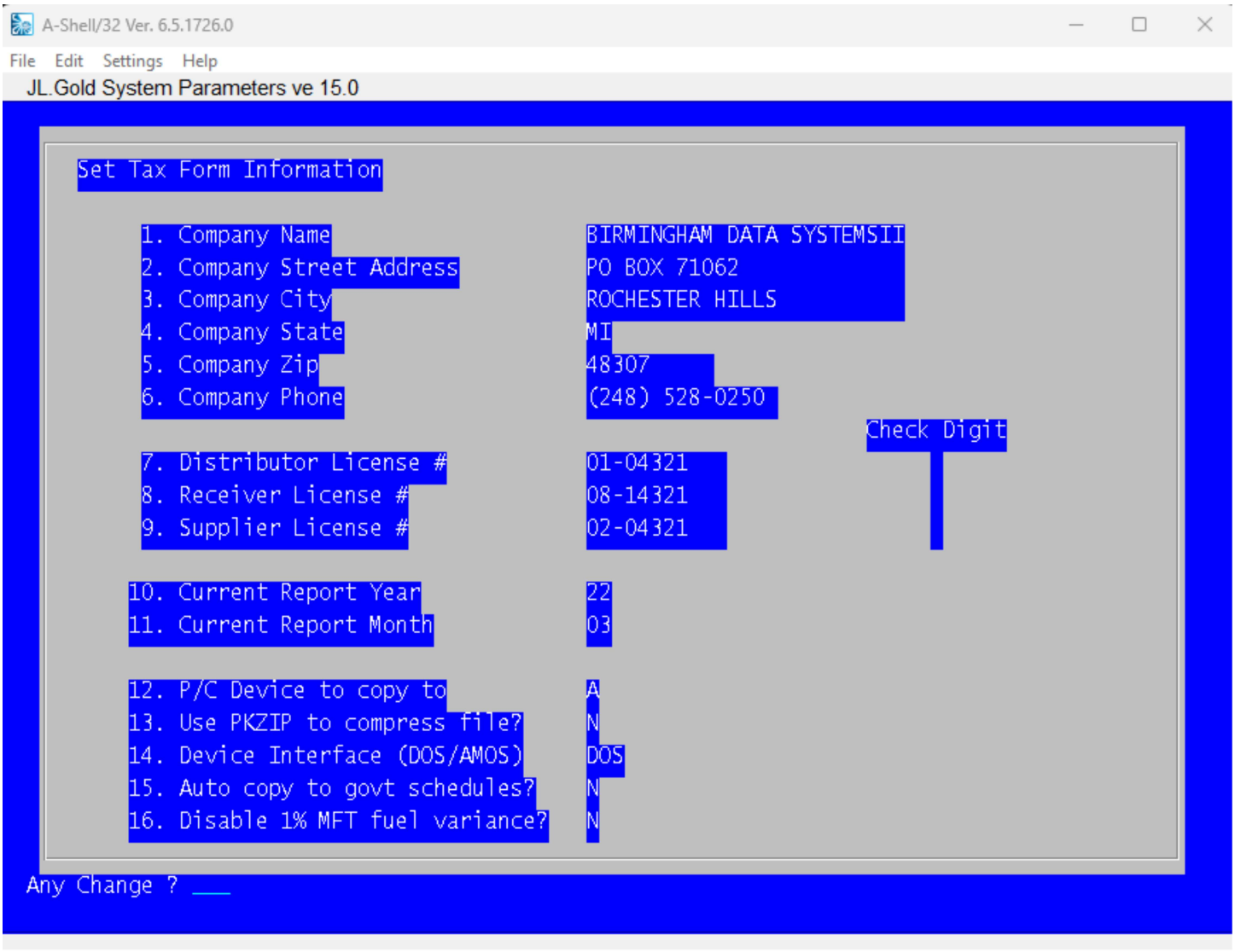
7.1.2.2 Display Colors

All computer displays, whether a monochrome terminal on a network or a P/C used alone or on a network, have a numerical coding system to designate colors to use or visual effects to produce. The colors in JLGold are:

0	Black	4	Red
1	White	5	Yellow
2	Blue	6	Green
3	Magenta	7	Cyan

If you decide to change the JLGold color settings, DO NOT SET THE BACKGROUND AND FOREGROUND COLORS TO THE SAME VALUE. Your text will "disappear" because you are displaying white-on-white or blue-on-blue.

7.1.3 Tax Form Information



The screen shown above is Screen #3 of the JLGold System Parameters screens. It contains information that is used to produce the various Illinois Department of Revenue tax forms.

NOTE: the company name is entered by your software vendor prior to shipping the software to you. This field CANNOT BE CHANGED except by the software vendor.

To enter/change any other entries on this screen, type the number to the left of that line at the ANY CHANGE ? prompt. Type the new information in the field. Press [RETURN] to return control to the ANY CHANGE ? prompt.

Some of the company information fields may be longer than permitted by the Illinois Department of Revenue specifications. This is taken care of automatically by the JLGold system when it formats your information to the IDR standard. Extra characters on the right are dropped.

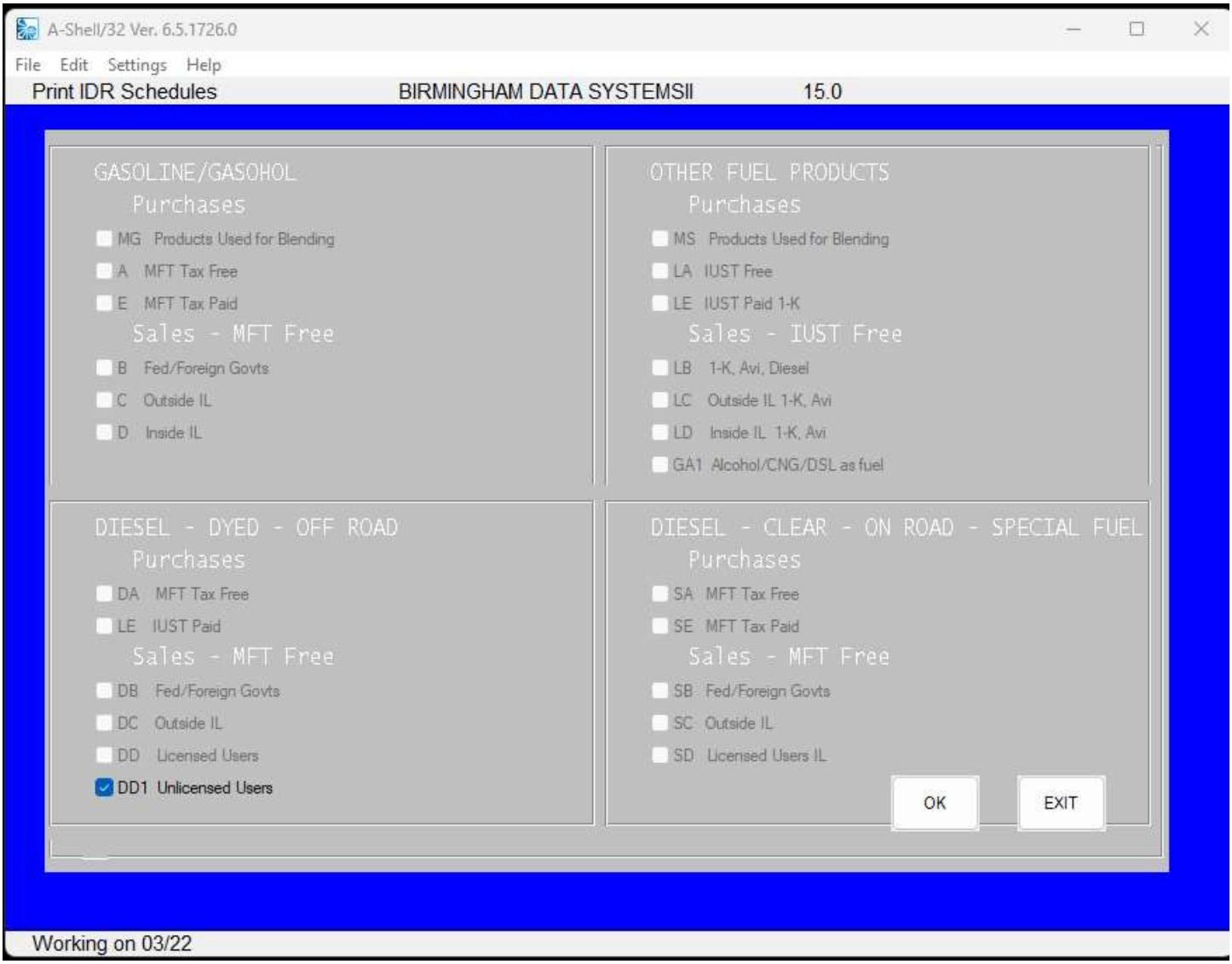
CAUTION: the entries on this page are necessary to generating acceptable IDR submission reports. You MUST supply entries for fields #2 through #6 and #7 through #9 because this information is included on the IDR Transmital Sheet that must accompany your diskette.

Chapter Eight

PRINT PAPER COPIES OF THE TAX FORMS

8.1 Purpose

This option aids you in producing a facsimile of each of the IDR Fuel Tax Schedules.



8.2 The Print Paper Copies Selection Screens

There are seventeen (17) Fuel Tax Reporting schedules. This report printing option displays these report options to select.

You may print any of these Tax Schedules at any time after all the data has been entered and confirmed. You need not do this at the same time as you create the IDR P/C file and diskette, although in most cases you probably will be doing these options together.

8.3 Procedure for #7. Print Paper Copies of the Tax Forms

Preparation

A) Before using this option, decide the Tax Reporting Period for which you are generating reporting schedules.

B) Be sure that all tax transactions have been entered into the system for this tax reporting period. Option #2. Print Tax Form Edit List from the JLGold Main Options menu is a good way to confirm that all transactions have been properly entered.

C) Set your printer to the appropriate 17 cpr print mode or be sure the printer with a wide carriage is loaded with 11"X14" (standard green bar) paper.

Procedure

1. From the JLGold Main Options menu, choose #7. Print Paper Copies of the Tax Forms.

2. On the Selection Screens, find the report(s) you wish to generate by pressing [RETURN] to move back and forth between the two selection screens.

3. Type the number of the report you wish. Press [Return].

4. You will see a screen which shows the Tax Schedule you have chosen in the upper left corner. If you have made a erroneous selection, [ESC] will return you to the Tax Form Selection screens.

5. The screen will show the message:

   Enter the tax reporting period (MMYY) ....

   Enter the desired reporting period in the MMYY format. Press [RETURN] when finished. Respond appropriately to the ANY CHANGE ? prompt.

6. You will see a screen with the following warning:

JLGold paper forms require 132 columns per line.

Change your print size to 17 characters per inch
OR
Load 14x11 inch paper (std green bar) in the printer.

When you are sure this has been done, press [RETURN] to continue with tax form printing.

7. Next is the printer selection screen. All printers that are defined on your system will be listed along with a choice to print the report later together with the file name where the report will be saved. Choose the printer able to produce these Tax Forms and press [RETURN].

8. On the same screen you will see the query:

How many copies do you want? ..

Type the number of copies of the Tax Forms you wish and press [RETURN]. The default value here is one (1).

9. Depending upon the size of your master file, you may briefly see a screen that says the file is being sorted, followed by a screen with the message:

Processing Occurring...Please wait

10. After a few moments, the bottom of the screen will display the following information:

File: (name).PRT Printer: (name) Display to SCREEN? N

The left most piece of information is the name of the file in which the report has been saved. Each Tax Form is saved in a separate file. The middle piece of information is the choice of printer to produce the report. At the right is a prompt to permit you to preview the report on the screen.

11. If you choose to preview the report on the screen, press [ESC] when you are finished to resume.

12. When you respond N(o) to the "Display to SCREEN?" query, you are next shown a prompt at the lower right of the screen that asks:

Print file? Y

The default here is Y(es). Pressing only [RETURN] selects this default and initiates printing of the report. If you wish not to print the report, press "N" (for No).

13. You will be returned to the Tax Forms Selection Screens to initiate printing of other IDR Tax Schedules.

14. When all finished printing Tax Schedules, press [ESC] until you are returned to the JLGold Main Options

menu.

Chapter Nine

INSTALLATION INSTRUCTIONS

9.1 Installation

System Requirements:
Windows 7 or greater PC Compatible Computer
MS-DOS 3.3 or later

Directories created by the system:
\miame and all related subdirectories

WARNING:
If you have applications program that already use the directories listed above, DO NOT INSTALL THE JLGold.

Running JLGold the first time:

To activate JLGold, you must enter the JLGold serial number, and the security key from the "A-SHELL LICENSE DOCUMENT" that you received with the JLGold.
You also must enter a company name to complete the installation.

To start JLGold, type:

Enter the JLGold serial number from the "A-SHELL LICENSE DOCUMENT".

Enter the JLGold security key from the "A-SHELL LICENSE DOCUMENT".

Enter your company business name EXACTLY as it should be reported to the Illinois Department of Revenue.

JLGold automatically brings up the systems management parameters. Press [ENTER] to bypass screen #1 and screen #2. Enter your company address and telephone number on screen #3. See the systems management chapter of the JLGold Reference Manual for an explanation of the other system settings.

After completing the installation, will bring you to the JLGold menu.

Setting a printer for JLGold:

JLGold assumes your printer is either LPT1 or COM1. These choices are set in the systems management section of JLGold.

Assistance with the Installation:

If you have any difficulty installing the disks or in running

JLGold, please give us a call at (248) 528-0250. Don't waste time trying to solve a problem yourself. Let us help you through the installation.

Erasing JLGold from your computer:

If you decide to return JLGold within the first thirty days, please call (248) 528-0250 for a Return Authorization Number and form.

The command to erase the files from your system is:

C:\OMKILL

Return the original diskettes, the "A-SHELL LICENSE DOCUMENT", and the JLGold manual to Birmingham Data Systems II LLC. We must receive the returned merchandise within 10 days of the issuance of the Return Authorization Number.

APPENDIX A

USING THE VUE EDITOR

A.1 Purpose

For entering and editing Tax Form Lines in the JLGold system, the main menu option #1. Enter Tax Form Lines provides you with Add/Change/Delete features. However, these will not help you make changes to other data (.DAT)
files such as the Vendors and Suppliers Address File (JLTLIC.DAT)

All JobR and JLGold system diskettes include a copy of a text editor called VUE. The installation instructions include directions for installing this VUE editor. To use this editor after installation, do the following:

From the Main Options menu, select choice #8. EXIT to JLGold system 'dot' prompt.

Type: VUE JLTLIC.DAT {to activate the editor}

After making the necessary changes to the chosen file, press [ESC] followed by [F] to save those changes.

==========

WARNING: This editing process is NOT for computer novices. You can do se vere
damage to your data with this editor if you are not very careful to preserve the precise data formats that you see on the screen when you enter the file.

If you are not sure of what you are doing, contact your Systems Operator or your Software Support Organization.

Birmingham Data System II LLC takes no responsibility for the cost of recovering damaged or lost data resulting from the use of the VUE editor.

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A.1.1 Control Keys for using the VUE Editor

After you have used the above directions for entering the VUE editor, the following control keys are active:

NOTE: Directions for reading this key chart:

If a key sequence in the chart contains the word [CTRL] followed by one key name:

Hold down the key labeled CTRL.
Simultaneously press the key denoted by the key name.

For example, to do [CTRL] + [S], hold down the CTRL key and simultaneously press the S key.

If a key sequence in the chart contains the word [CTRL] followed by an underline, then followed by a key name:

Hold down the CTRL key.
Simultaneously press the underline key (which usually is SHIFT and DASH (-) together).
Release these keys.
Press the key denoted by the last key name.

For example, to do [CTRL] + __ + [C], simultaeously hold down CTRL and the underline key (if necessary, SHIFT and Dash (-) together). Release these keys. Then, press the C key.

VUE Feature	Computer Keys
Beginning of line	[CTRL] + [U]
Block clear	[CTRL] + __ + [Q]
Block copy	[CTRL] + __ + [C]
Block delete	[CTRL] + __ + [D]
Block mark	[CTRL] + [P]
Block move	[CTRL] + __ + [V]
Block shift	[CTRL] + __ + [Z]
Center line	[CTRL] + __ + [L]
Center screen	[CTRL] + [S]
Character insert mode	[CTRL] + [Q]
Go to Command Mode	[ESC]
Cursor down	[CTRL] + [J] or Down Arrow key
Cursor left	[CTRL] + [H] or Left Arrow key
Cursor right	[CTRL] + [L] or Right Arrow key
Cursor up	[CTRL] + [K] or Up Arrow key
Delete character	[CTRL] + [D]
Delete line	[CTRL] + [Z]
Delete previous character	[RUBOUT] or [BACKSPACE] or [<-]
Delete to end of line	[CTRL] + [Y]
Delete word	[CTRL] + [V]
End of file	[CTRL] + [E]
End of line	[CTRL] + [N]
Home	[CTRL] + [^] or [HOME]
Insert character	[CTRL] + [F]
Insert line	[CTRL] + [B]
Join line	[CTRL] + [O]
Next screen	[CTRL] + [T] or [NEXT SCREEN] or [Page Up]
Next word	[CTRL] + [W]
Previous screen	[CTRL] + [R] or [PREV SCREEN] or [Page Down]
Previous word	[CTRL] + [A]