

TABLE OF CONTENTS - ACCOUNTS PAYABLE

CHAPTER 1	FILE MAINTENANCE	Page
1.0	Introduction.....	4
1.1	Vendor File Maintenance.....	4
	1.1.1 Add A New Vendor Record.....	5
	1.1.2 Change Vendor Records.....	10
	1.1.3 Delete Vendor Records.....	10
1.2	General Ledger Reference Maintenance.....	12
	1.2.1 Add New General Ledger Account Records.....	13
	1.2.2 Change Existing General Ledger Account Records.....	13
	1.2.3 Delete Existing General Ledger Account Records.....	13
1.3	Maintenance Standard A/P Entries.....	14
	1.3.1 Adding New Standard Entries.....	14
	1.3.2 Change Existing Standard Entries.....	17
	1.3.3 Delete Existing Standard Entries.....	17
1.4	A/P Table File Maintenance.....	18
1.5	Maintain System Information File.....	19
1.6	Terms Code File Maintenance.....	21
1.7	Location Master File.....	24
CHAPTER 2	NEW PAYABLES AND MISCELLANEOUS ENTRY	
2.0	Introduction.....	25
2.1	New Payables Posting.....	26
	2.1.1 Adding a New Payable Record.....	27
	2.1.2 Changing an Existing Payable Record.....	30
	2.1.2A Verify New Payables.....	31
	2.1.2.1 Adjusted Entry.....	31
	2.1.3 Delete an Existing Payable Entry.....	33
2.2	New Payables Edit List (AP/Tie In).....	33
2.2A	New Payables Edit List	35
2.3	New Payables Register and Update.....	36
2.4	Standard Entries Edit List.....	37
2.5	Standard Entries Register and Update.....	38
2.6	Deposit, Withdrawal & Miscellaneous Postings	39
	2.6.1 Add Deposit, Withdrawal & Misc.....	40
	2.6.2 Change Deposit, Withdrawal & Misc.....	41
	2.6.3 Delete Deposit, Withdrawal & Misc.....	42
2.7	Deposit, Withdrawal & Misc. Edit List.....	42
2.8	Deposit, Withdrawal & Miscellaneous Register and Update.....	43
CHAPTER 3	REPORTS AND LISTINGS	
3.0	Introduction.....	44
3.1	Aged Trial Balance.....	44
3.2	Cash Requirements Report.....	46
3.3	Outstanding Check Report.....	48
3.4	Checkbook Statement.....	49
3.5	Detailed Vendor Master List.....	50
3.6	Vendor Name and Address List.....	51
3.7	Vendor Status Report.....	51
3.8	Vendor Analysis Report.....	53
3.9	Vendor Name and Federal ID Listing.....	54
3.10	General Ledger Master List.....	55
3.11	General Ledger Distribution Report.....	56
3.12	Table File Master File List.....	57
3.13	Standard Entries Master List.....	58
3.14	Print Vendor Labels.....	58
3.15	Terms Code Master List.....	59
3.16	Vendor Forecast Report.....	60
3.17	Vendor Open Invoice Listing.....	61
3.18	Location Master File Report.....	62

CHAPTER 4 CHECK WRITING PROCEDURES

4.0	Introduction.....	63
4.1	Payment Deferral and Selection.....	63
4.1.1	Defer Invoices By Vendor.....	64
4.1.2	Defer Invoices By Invoice/Document Number.....	64
4.1.3	Defer All Invoices By Due Date.....	65
4.1.4	Defer All Open Invoices.....	65
4.1.5	Select Invoices For Payment By Vendor.....	66
4.1.6	Select Invoices For Payment By Invoice/Document Number.....	66
4.1.7	Select All Invoices By Due Date.....	67
4.1.8	Select All Open Invoices.....	67
4.1.9	Clear All Open Invoices Of Selected Or Deferred....	67
4.2	Partial Payment Maintenance Program.....	68
4.2.1	Vendor Distributed Partial Payment.....	68
4.2.1.1	Add A New Partial Payment.....	69
4.2.1.2	Change An Existing Partial Payment.....	70
4.2.1.3	Delete An Existing Partial Payment.....	70
4.2.2	Partial Payment Of Single Invoices	71
4.2.2.1	Add A New Partial Payment.....	71
4.2.2.2	Change A New Partial Payment.....	72
4.2.2.3	Delete An Existing Partial Payment.....	73
4.2.3	Clear All Partial Payments For All Vendors.....	74
4.3	Manual Check Distribution.....	74
4.3.1	Manual Check Entry.....	75
4.3.1.1	Add A New Manual Check Record.....	75
4.3.2	Print Manual Check Edit List.....	76
4.3.3	Print Manual Check Register And Update.....	76
4.4	Pre-Check Writing Report.....	77
4.5	Deferred Payment Report.....	78
4.6	Check Writing.....	79

CHAPTER 5 CHECK RECONCILIATION

5.0	Introduction.....	81
5.1	Enter Check Reconciliations.....	82
5.1.1	Add A New Check Reconciliation Record.....	82
5.1.2	Delete An Existing Reconciliation Record.....	83
5.2	Check Reconciliation Edit List.....	84
5.3	Check Reconciliation Register and Update.....	84
5.4	Print Outstanding Check Report.....	85
5.5	Enter Miscellaneous Reconciliations.....	86
5.5.1	Add New Record(s).....	86
5.5.2	Delete Record(s) Previously Posted.....	87
5.6	Miscellaneous Reconciliation Edit List.....	88
5.7	Miscellaneous Reconciliation Register and Update.....	88
5.8	Print Outstanding Miscellaneous Transactions Report.....	89
5.9	Outstanding Checks and Miscellaneous Transactions Inquiry.....	89
5.10	Print Outstanding Checks and Miscellaneous Transactions	90

CHAPTER 6 CHECK VOIDING

6.0	Introduction.....	91
6.1	Check Voiding Entry.....	91
6.2	Check Voiding Edit List.....	92
6.3	Check Voiding Register and Update.....	92

TABLE OF CONTENTS (Continued)

CHAPTER 7	MONTH END PROCEDURES	Page
7.0	Introduction.....	93
7.1	Print the Vendor Status Report.....	94
7.2	Print the Accounts Payable General Ledger Distribution Report...	95
7.3	Transfer General Ledger Data.....	97
7.4	Purge A/P General Ledger Distribution File By Date.....	98
7.5	Purge Deleted And Paid Invoices From Open Invoice File.....	99
7.6	Reapply Credits Entry.....	100
7.6.1	Add, Change, Delete Reapplied Credits.....	101
7.6.2	Print Edit List.....	103
7.6.3	Print Register & Update Files.....	103
CHAPTER 8	YEAR END PROCEDURES	
8.0	Introduction.....	104
8.1	Clear All Year-To-Date Totals.....	104
CHAPTER 9	MISCELLANEOUS FUNCTIONS	
9.0	Introduction.....	105
9.1	Vendor Transactions Inquiry.....	105
9.2	Outstanding Checks and Miscellaneous Transactions.....	107
9.3	Purge Deleted Records From Vendor Master File.....	107
9.4	Purge Transferred to History Records From The A/P Open.....	108
9.5	Extract G/L Chart of Accounts File.....	108
9.6	Clear New Payables Edit Posting File.....	109
9.7	Calculate Total Accounts Payable.....	109
9.8	Reconcile Vendor Balances.....	109
9.9	Transfer To All A/P Open Entries To History.....	110
9.10	Define Screens And Peripherals.....	110
9.11	DBL Printer Setup.....	111
9.12	Print 1099 Forms.....	111
9.13	Clear 1099 Forms Y-T-D Payments In Vendor Master File.....	112
CHAPTER 10	HISTORY AND INQUIRY FUNCTIONS	
10.0	Introduction.....	113
10.1	Vendor History Transactions Inquiry.....	113
10.2	Print a History Report Sequenced by Purchase Order Number.....	114
10.3	Print a History Report Sequenced by Invoice Number.....	115
10.4	Print a History Report Sequenced by Invoice Date.....	116
10.5	Print a History Report Sequenced by Check Number.....	117
10.6	Print a History Report Sequenced by Check Date.....	118
10.7	Print a History Report Sequenced by Vendor & Invoice Date.....	119
10.8	Print a History Report Sequenced by Document Number.....	120
10.9	Purge the History File by Invoice Date.....	121
CHAPTER 11	PRINT SPOOLED REPORTS	
11.0	Print Spooled Reports.....	122
APPENDIX A: GLOSSARY		123

CHAPTER 1: FILE MAINTENANCE

1.0 INTRODUCTION

File Maintenance refers to the functions of adding, changing and deleting data base records. There are eight options in the Accounts Payable File Maintenance Menu:

```

                A C C O U N T S   P A Y A B L E

1.  Vendor File Maintenance
2.  General Ledger Cross Reference Maintenance
3.  Maintain Standard A/P Entries
4.  AP Table File Maintenance
5.  Maintain System Information File
6.  Terms Code File Maintenance
7.  Location Master File
E.  Exit to Monitor
M.  Return to Main Menu

ENTER SELECTION:
```

File Maintenance procedures are introduced first in this MAIN MENU for a very practical reason. You must build your files before you can perform any other system function. Establishing your Vendor Master File and General Ledger Reference File are the most important operations performed in setting up your system.

During installation, the General Ledger Accounts must be entered before the Vendor Master File is set up. This is necessary because General Ledger information is required to enter a complete Vendor record. See Section 1.2 for instructions to set up the General Ledger Reference File.

1.1 VENDOR FILE MAINTENANCE

This program permits the adding of new Vendor File records, changing of information for existing Vendor records. The data maintained here is:

* VENDOR NUMBER	* DEFAULT GENERAL LEDGER ACCOUNT NUMBER
* VENDOR NAME	* DEFAULT DISCOUNT RATE
* ADDRESS LINE 1	* DEFAULT DISCOUNT DAYS
* ADDRESS LINE 2	* PURCHASES YEAR-TO-DATE
* CITY	* DISCOUNTS LOST YEAR-TO-DATE
* STATE ABBREVIATION	* VENDOR CURRENT BALANCE
* ZIP CODE	* LAST PAYMENT DATE
* FAX NUMBER	* LAST PAYMENT AMOUNT
* TELEPHONE NUMBER	* 1099 PURCHASES YEAR-TO-DATE
* TERMS CODE	* NUMBER OF INVOICES YEAR-TO-DATE

The above list describes some of the data maintained in the Vendor File. Your system automatically supplies data to the Master File. There are, then, two types of data fields in the above list:

You fill in numbered items.

Un-numbered items are filled in automatically by the system. Don't worry if the fields are blank at first.

Here's how to access the Vendor File:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <1> **FILE MAINTENANCE** and press <ENTER>.
- STEP 2:** From the **FILE MAINTENANCE MENU**, select <1> **VENDOR FILE MAINTENANCE** and press <ENTER>.

When the Vendor Master File is accessed, the following prompt will appear on the screen:

```
Vendor File Maintenance

1. Add a New Vendor Record
2. Change an Existing Vendor Record
3. Delete an Existing Vendor Record

(M) Return to the File Maintenance Menu

SELECT:
```

1.1.1 TO ADD A NEW VENDOR RECORD

The following Steps describe the procedure for Adding a New Vendor Record.

- STEP 1:** If you wish to add a Vendor Record, select <1> **ADD A NEW VENDOR RECORD** and press <ENTER>.

NOTE: Use of the <ESC> key will return the Main Menu to the screen.

- STEP 2:** The program prompts for the entry of a Vendor number. The Vendor number identifies the Vendor, and is used to access Vendor records for various system operations. Use up to five numeric characters to specify the Vendor number. If you enter a pre-existing Vendor number, the program displays the message "Number ## Has Already Been Assigned To XXX - Press <ENTER> To Continue. The program will again prompt for entry of a Vendor number.

When a valid Vendor Number is entered, the program will prompt for the entry of the following information:

```
Add          Vendor #: 12

1. Vendor Name.....:
2. Address Line One.....:
3. Address Line Two:.....:
4. City.....:
5. State Abbreviation.....:
6. Zip Code.....:
7. Telephone Number.....:
8. Fax Number.....:
9. Terms Code.....:
10. Default G/L Account Number.....:
11. Default Discount Rate.....:
12. Default Discount Days.....:
13. SS#/Employee I.D.#.....:
14. Vendor Federal I.D.#.....:
15. Check Memo.....:
16. 1099 Purchases Y-T-D.....:
17. Purchases Year-To-Date.....:
18. Discount Lost Year-To-Date.....:
19. Vendor Current Balance.....:
20. Last Payment Date.....:
21. Last Payment Amount.....:
22. Number of Invoices Y-T-D.....:
```

Note the following guidelines for entering information into the Vendor Master File. Remember that the system supplies all relevant punctuation when entering the Telephone Number, Dollar Amounts, and Percentage Rates:

THE SCREEN DISPLAY:	YOU RESPOND / ENTER:
1. VENDOR NAME:	Enter up to 25 characters, and press <ENTER>.
2. ADDRESS LINE ONE:	Enter up to 25 characters, and press <ENTER>.
3. ADDRESS LINE TWO:	Enter up to 25 characters. Two address lines can be entered here. If you only need one line, press <ENTER>. This advances the cursor to the next line position.
4. CITY:	Enter up to 20 characters, and press <ENTER>.
5. STATE ABBREVIATION	Enter up to 2 characters, and press <ENTER>.
6. ZIP CODE:	Enter 9 characters, and press <ENTER>.
7. TELEPHONE NUMBER:	Enter up to 10 numbers and press <ENTER>. Enter the COMPLETE phone number, including area code. DO NOT insert any separating punctuation marks when entering. If you do not know the area code, the system will accept the entered local number and leave space where the area code would ordinarily be.
8. FAX NUMBER:	Enter up to 10 numbers and press <ENTER>. Enter the COMPLETE fax number, including area code. Do NOT insert any separating punctuation marks when typing. If you do not know the area code, the system will accept the entered local number and leave a space where the area code would ordinarily be.
9. TERMS CODE	Enter up to 2 numbers for your terms code and press <ENTER>. For a listing of the terms codes press the <HOME> key.
10. DEFAULT G/L ACCOUNT NUMBER:	Enter six numbers and press <ENTER>. The number entered here is the General Ledger reference for this particular Vendor. The "default" feature of the system means that the system looks in THIS file for the General Ledger number when it is needed to produce or process records. This saves time when posting, for instance. When posting, and you are asked to enter the GENERAL LEDGER number, you need only press <ENTER> to produce the number. This will become clear when you begin the posting procedure introduced in Chapter 2.
11. DEFAULT DISCOUNT RATE	Enter up to 4 numbers and press <ENTER>. Some Vendors offer a certain percentage discount if payment is made within a certain period. This is called the Discount Rate. When entering the Discount Rate, allow for TWO decimal places. For example, enter 925 if the Discount Rate is 9.25%. The system supplies the decimal, and will not accept the entry if you type a decimal. The "default" function of the system means that the system will look in this file for the Discount Rate when processing or producing other records. When posting, for example, and the Discount Rate is called for entry, you need only press <ENTER> to produce this number. This will become clear when you begin the posting procedure introduced in Chapter 2.
12. DEFAULT DISCOUNT DAYS:	Enter up to 4 numbers and press <ENTER>. This number represents the number of days you have to pay your invoice in order to receive a discount. The "default" feature of the system means that the system will "look" in this file for the Discount Days when processing or producing other records. When posting, for example, and the Discount Days is called for entry, you need only to press <ENTER> to produce this number. This will become clear when you begin the posting procedure introduced in Chapter 2.
13. SS#/EMPLOYEE I.D.#	Enter your 8 number social security number and press <ENTER>. This entry will initiate the 1099 totals to accumulate.
14. VENDOR FEDERAL I.D.#	Enter your 8 number Federal ID # and press <ENTER>.
15. CHECK MEMO	This is for a memo to be placed on your check. It works only on certain forms. Check with a Procom Technical Support person to see if your forms work with this feature.

16.1009 PURCHASES YTD	calculated fields
17.PURCHASES MADE YTD	calculated fields
18.DISCOUNTS LOST YTD	calculated fields
19.VENDOR CURRENT BALANCE	calculated fields
20.LAST PAYMENT DATE	calculated fields
21.LAST PAYMENT AMOUNT	calculated fields
22.NUMBER OF INVOICES YTD	calculated fields

STEP 3: Enter the information, entering each line when you complete it by pressing <ENTER>. If you need to skip a line for any reason, simply press <ENTER> and the cursor will move to the next line position.

STEP 4: When complete the following message appears: Line # to Change, Command, <HOME>, or <ESC>. Enter a specific line # to make any changes.

```

COMMAND LIST

Enter "C" to Add/Change/Delete Vendor Comments
Enter "M" to return to File Maintenance Menu
Enter "N" for Next Vendor Master Record
Enter "P" for Vendor Purchasing Information Page
Press <ENTER> to continue:

```

```

Vendor: 00167          OAKLAWN RIDGE DISTRIBUTION
Line#   Code   Comment
-----
Enter Command or <HOME>:....

```

Vendor Comments: Free form area in which to make notations on the vendor, enter a message to display in Purchase Order, or stop this vendor from being used. Press <HOME> for an explanation of this.

```

Vendor:
Line#   C
(End-of-C

Vendor Comments Command List

Cnnn   = Change Line #nnn;
Dnnn   = Delete Line #nnn;
E       = Exit Vendor Comment Screen;
I       = Add new Comment(s) to end of List;
Innn   = Insert new Comment(s) before Line #nnn;
P       = Display next Page of Comments, if any;
N       = Display Next Page of Comments, if any;
<ESC>  = Exit Vendor Comment Screen;

Code 1 will display on PO Entry Screen
as a Warning Message;

Code 2 will display on PO Entry Screen
and prevent an Order from being
added;

Code 3 will not display on PO Entry Screen;

Enter Co          Press <ENTER> to continue:

```

Code 1: Any comment entered here with a Code 1 will show up as a warning message in the Purchase Order System, once the vendor number is entered (see example).

```
Vendor: 00167                OAKLAWN RIDGE DISTRIBUTION
Line#   Code   Comment
001     1     THIS COMMENT LINE WILL APPEAR AS A WARNING
002     1     MESSAGE IN PURCHASE ORDER SYSTEM
003     1     CAN BE USED TO REMIND YOURSELF TO SEND
004     1     MORE THAN ONE COPY TO THE VENDOR
(End-of-Comments)
-----
Enter Command or <HOME>:....
```

This displays as such in the Purchase Order System.

```
Purchase Order
06/25/99                Purchase Order Header                Job# 34
-----
Vendor #      Acct #      |      Delivery-To:
( 1 ) :      |      ( 7 ) :
( 2
( 3
( 4
( 5
( 6
-----
Vendor # 167 (OAKLAND RIDGE DISTRIBUTION)
      W A R N I N G ! ! !
-----
THIS COMMENT LINE WILL APPEAR AS A
WARNING MESSAGE IN PURCHASE ORDER SYSTEM
CAN BE USED TO REMIND YOURSELF TO SEND
MORE THAN ONE COPY TO THE VENDOR
-----
Enter "Y" to Add Order, (N)ext Page, (P)revious Page or <ESC>:.
```

Code 2: As stated, any message with a code 2 prevents the Purchase Order from being created, and the message will be displayed in the Purchase Order System.

VENDOR COMMENT:

```
Vendor: 00167                OAKLAWN RIDGE DISTRIBUTION
Line#   Code   Comment
001     2     THIS CODE IS LIKE PUTTING A
002     2     CUSTOMER ON HOLD IN A/R.
003     2     THIS PREVENTS A PURCHASE
004     2     ORDER FROM BEING GENERATED
005     2     FOR THIS VENDOR
(End-of-Comments)
-----
Enter Command or <HOME>:....
```

This displays as such in the Purchase Order System.

```
Purchase Order
06/25/99                Purchase Order Header                Job# 34
-----
Vendor #      Acct #      |      Delivery-To:
( 1 ) :      |      ( 7 ) :
( 2
( 3
( 4
( 5
( 6
-----
Vendor # 167 (OAKLAND RIDGE DISTRIBUTION)
      W A R N I N G ! ! !
-----
You cannot add this Purchase Order!!!
THIS CODE IS LIKE PUTTING A CUSTOMER ON
HOLD IN A/R. THIS PREVENTS A PURCHASE
ORDER FROM BEING GENERATED FOR THIS
VENDOR
-----
Press <ESC> to Exit, (N)ext, or (P)revious Page:.
```



```

Vendor: 00167                OAKLAWN RIDGE DISTRIBUTION
Line#   Code   Comment
001     3     A CODE THREE COMMENT CAN BE USED TO MAKE
002     3     A NOTATION IN THE VENDOR MASTER FILE
(End-of-Comments)
-----
Enter Command or <HOME>:....

```

Code 3: This message code shows up only on the above page.

```

Change   Vendor 3: 167

1. Vendor Name.....: OAKLAND RIDGE DISTRIBUTION
2. Address Line One : 357 EAST LANDWIND COURT
3. Address Line Two :
4. City.....: WEST CHESTER
5. State.....: PA
6. Zip Code.....: 19380
7. Telephone.....: 357-5432
8. Fax.....: 357-5432
9. Term.....:
10. Default.....:
11. Default.....:
12. Default.....:
13. SS#.....:
14. Vendor.....:
15. Check.....:
16. 1099.....:
17. Purchase.....:
18. Discount.....:
19. Vendor.....:
20. Last.....:
21. Last.....:
22. Number.....:
Line# to

Purchasing Information
1. Account Number...: 6788888
2. Address #1.....: 357 EAST LANDWIND COURT
3. Address #2.....: BAY 153
4. City.....: WEST CHESTER
5. State.....: PA
6. Zip code.....: 89778
7. Telephone Number:
8. Fax Number.....:
9. Minimum Dollar Amount.....: 100.00
10. Minimum Weight Amount.....: 0.00
11. Backorders Allowed.....: Yes
12. E-Commerce Allowed (Y/N)...: No
13. Email Contact Name #1.....:
14. Email Address #1.....:
15. Email Contact Name #2.....:
16. Email Address #2.....:
17. Email Contact #3.....:
18. Email Address #3.....:

Field# to Modify or <ESC>:

```

(P) Vendor Purchasing Information Page: Enter information here that will transfer over to Purchase Orders generated for this vendor. Select line # and enter data. See example for how information is used to fill in Purchase Orders. This information overrides what is entered in vendor master file. Some options may not show up due to what is turned on in your system.

```

-----
Purchase Order Header
-----
Vendor #00167      Acct #6788888      Delivery-To:
( 1 ) :OAKLAWN RIDGE DISTRIBUTION      ( 7 ) : SMITHFIELD
( 2 ) :357 LANDWIND COURT                ( 8 ) :
( 3 ) :BAY 153                            ( 9 ) :
( 4 ) :WEST CHESTER, PA 89778            (10) : , 00000
( 5 ) :Phone#:(909)786-5432              (11) Phone#:(000)000-0000
( 6 ) :Fax# : (909)786-5643              (12) Fax# : (000)000-0000
-----
(13) P.O Stage      :ORDER              (18) Minimum Dollar : 100.00
(14) Entered Date   :                    (19) Minimum Weight : 0.00
(15) Entered By    :                    (20) Shipper       :
(16) Est Arrival Date :                 (21) Terms         :NET 20
(17) Print Labels? :NO                  (22) F.O.B        :
(23) PO Print?     :NO                  (23) PO Print?     :NO

```

1.1.2 TO CHANGE VENDOR RECORDS

The following Steps describe the procedure for changing a Vendor Record.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <1> **FILE MAINTENANCE**, press <ENTER>.

STEP 2: From the **FILE MAINTENANCE MENU**, select <1> **VENDOR FILE MAINTENANCE**, press <ENTER>.

When the Vendor File is accessed, a prompt appears on the screen:

Vendor File Maintenance
1. Add a New Vendor Record
2. Change an Vendor Record
3. Delete an Existing Vendor Record
(M) Return to the File Maintenance Menu
SELECT:

STEP 3: To change an existing Vendor file, select <2> **CHANGE AN EXISTING VENDOR RECORD** and press <ENTER>.

STEP 4: The program prompts for entry of the Vendor Number. Enter the number of the Vendor file you wish to change and press <ENTER>. If the Vendor number is not known, you can find this number a couple of ways; one by entering a "?" in the cursor box and press <ENTER> which will give you a list of all your vendors, ?xxx (xxx being a partial name) this will give you a list of vendors with your search characters in them to select from, or by producing a Vendor Master List. See section 3.5. for instructions to produce this document. It is wise to keep a Vendor Master List near your terminal for such references.

STEP 5: The displayed record has a number corresponding to each line, (or field) of information. When you determine what information is to be changed, enter the line number after ":", press <ENTER>. Enter the altered information, and press <ENTER>.

STEP 6: When all changes have been made, press:
<N> for the next record, to continue changing Vendor accounts.
<M> to return to the File Maintenance Menu.
<C> to Add/Change Vendor Comments.
<P> for Vendor Purchasing Information Page.

1.1.3 TO DELETE VENDOR RECORDS

The following Steps describe how to delete a vendor record.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <1> **FILE MAINTENANCE**, and press <ENTER>.

STEP 2: From the **FILE MAINTENANCE MENU**, select <1> **VENDOR FILE MAINTENANCE**, and press <ENTER>.

When the Vendor File is accessed, a prompt appears on the screen:

```
Vendor File Maintenance
1. Add a New Vendor Record
2. Change an Existing Vendor Record
3. Delete an Existing Vendor Record

(M) Return to the File Maintenance Menu

SELECT:
```

STEP 3: To delete an existing Vendor file, select <3> **DELETE AN EXISTING VENDOR RECORD** and press <ENTER>.

STEP 4: The program prompts for entry of a Vendor number. Enter the number and press <ENTER>. If the Vendor number is not known, consult the Vendor Master List, or enter "?" and press <ENTER>. See Section 3.5 for instructions to produce this document. The contents of the record are displayed on the screen, followed by the prompt: "Are you sure you want to Delete this Record?".

If you enter <N> (NO) and press <ENTER>, the record is saved, and the program prompts for another Vendor number. If you enter <Y> (YES), and press <ENTER>, the program checks for transactions. If transactions are present in the file, the record transactions are found, the program displays the words "Record Deleted - Press <ENTER> To Continue". The program again prompts for entry of Vendor number and further deletions can be made. When entry is complete press the <ESC> key to return to the Vendor File Maintenance Menu.

If you mistakenly delete the wrong Vendor record it can be reinstated by re-entering the Vendor number when prompted from the deletion program (Step 3). The record is displayed with the message "Do you want to change the Status back to Active?". When you enter <Y> (YES) and press <ENTER>, the screen displays the message "The Record has been Re-Activated - Press <ENTER> to Continue". This process has prevented the record from being permanently removed, if it is performed before Step 4. Entering <N> (NO) and pressing <ENTER>, will cause the program to prompt for a new Vendor number.

The process described in STEPS 1 through 3 above actually only "marks" Vendor records for deletion. This means that they remain in the file until an additional procedure is performed. After all Vendor records have been marked for deletion, don't forget to perform the following procedure. This procedure actually deletes the records from the file, and re-indexes accordingly.

STEP 5: The deletion program - often called "purging" - is accessed from the **ACCOUNTS PAYABLE MAIN MENU**. Select <9> **MISCELLANEOUS FUNCTIONS**, and press <ENTER>. From the **MISCELLANEOUS FUNCTIONS MENU** select <3> **PURGE DELETED RECORDS** from the **VENDOR MASTER FILE**, and press <ENTER>.

No further operation is necessary. When the program completes processing, it automatically executes the **VENDOR MASTER REINDEX** Program, and returns to the **MISCELLANEOUS FUNCTIONS MENU**.

1.2 GENERAL LEDGER CROSS REFERENCE MAINTENANCE

This program permits the addition of new General Ledger Reference File records, the changing of information in existing General Ledger Reference records, and the deleting of General Ledger Reference Records. The data maintained here is:

- * General Ledger Account Number
- * Account description

The General Ledger is the "hub" of all the financial statement accounts entered in the system. Because of the great number of entries the General Ledger must handle, the individual Vendor account are grouped together in the General Ledger under controlling accounts. For example, all Accounts Payable entries for individual Vendors can be summarized by ONE entry in the General Ledger call "A/P" (Accounts Payable).

To increase the flexibility and significance of "posted" invoices, they can be "distributed" over several General Ledger Accounts. For example, one invoice may contain auto supplies, office equipment, and a postage charge. These can be "distributed" appropriately to the General Ledger by entering the controlling account number and the dollar amount.

This program enables you to SET UP these General Ledger accounts. How you number these accounts, and the names you give them will depend on the nature of your business. If you are setting up this file for the first time (installation) the General Ledger Chart of Accounts can be built automatically by using the procedure described in Section 9.5. This procedure extracts the chart of accounts from the General Ledger System, and records it in the Accounts Payable System.

An example of a General Ledger Master List illustrates how one company set up their General Ledger.

GENERAL LEDGER MASTER LIST			
03/12/98		COMPUTER OFFICE EQUIP. COMPANY	
		PAGE 001	
NUMBER	DESCRIPTION	NUMBER	DESCRIPTION
1020-00	REGULAR CHECKING	1460-00	VEHICLES
1040-00	JOINT PAYROLL	1530-00	ACCUM DEPR - LEASE IMPRV
1080-00	CASH-ON-HAND	1550-00	ACCUM DEPR - EQUIP FIX
1100-00	A/R - TRADE	1560-00	ACCUM DEPR - VEHICLES
1120-00	A/R	1640-00	PREPAID RENT
1140-00	A/R EMPLOYEES	2100-00	A/P SUNDRY
1160-00	A/R - BAD DEBTS	2130-00	A/P - A
1170-00	A/R - COUPONS	2140-00	A/P - B
1180-00	A/R - TEMP ALLOW	2150-00	A/P - C
1200-00	INVENTORY - PROD A	2160-00	A/P - D
1220-00	INVENTORY - PROD B	2180-00	CURRENT PORTION L/T/D
1240-00	INVENTORY - PROD C	2220-00	W/H TAX PAYABLE
1260-00	INVENTORY - PROD D	2230-00	FICA TAXES PAYABLE
1270-00	INVENTORY - PROD E	2240-00	CREDIT UNION PAYABLE
1300-00	PREPAID INSURANCE	2250-00	ACCRUED FICA
1320-00	PREPAID INTEREST	2260-00	BANK & BARROW
1430-00	LEASEHOLD IMPROVEMENTS	2280-00	STATE TAX W/H
1540-00	EQUIPMENT & FIXTURES	2320-00	FOOD CREDIT COUPON DUE

The following describes how to access the options in the General Ledger Account File Maintenance.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <1> **FILE MAINTENANCE**, press <ENTER>.

STEP 2: From the **FILE MAINTENANCE MENU**, select <2> **GENERAL LEDGER CROSS REFERENCE MAINTENANCE**, and press <ENTER>. Three options are presented:

APGLMAIN - General Ledger Account File Maintenance	
1.	Add a New General Ledger Account Record
2.	Change an Existing General Ledger Account Record
3.	Delete an Existing General Ledger Account Record
(M)	Return to File Maintenance Menu
Select:	

1.2.1 TO ADD NEW GENERAL LEDGER ACCOUNT RECORDS

The following Steps describe how to add a new General Ledger Account Record.

STEP 1: From the **GENERAL LEDGER CROSS REFERENCE MENU**, select <1> **ADD A NEW GENERAL LEDGER ACCOUNT RECORD**, and press <ENTER>.

STEP 2: The program prompts for entry of the General Ledger Account number. Enter a new account number using six numeric characters, and press <ENTER>. If the number of a previously existing General Ledger Chart of Accounts record number is entered, the program displays this message: "Already Exists - Press <ENTER> to Continue". The program prompts for entry of another account number.

When a valid General Ledger Chart of Accounts number is entered, the program prompts for entry of the account DESCRIPTION. The description field holds up to 24 characters. Enter the description of this General Ledger account, and press <ENTER>. When this entry is complete, two options are presented:

1. Enter <R> and press <ENTER>, for the next record to make additional General Ledger entries.
2. Enter <M> and press <ENTER> to return to the File Maintenance Menu.

1.2.2 TO CHANGE AN EXISTING GENERAL LEDGER ACCOUNT RECORD

The following Steps describe how to change a General Ledger Account Record:

STEP 1: From the **GENERAL LEDGER ACCOUNT FILE MAINTENANCE MENU**, select <2> **CHANGE AN EXISTING GENERAL LEDGER ACCOUNT RECORD**, and press <ENTER>.

STEP 2: The program prompts for entry of the General Ledger account number. Enter the General Ledger account number you wish to change and press <ENTER>. If an invalid account number is entered the screen will display the words "This Account Number is Not on File - Press <ENTER> to Continue" and prompt for re-entry of the General Ledger account number you wish to change.

If you do not know the General Ledger Account Number, this information can be obtained from The General Ledger Master File List. See Section 3.10 for instructions to produce this document.

STEP 3: When a valid General Ledger account number is entered, the program will display the General Ledger description for that account. The displayed record has a number corresponding to each line (or field) of information. The query "Select" also appears at the bottom of the screen. When you determine what information is to be changed, enter the corresponding line number after the "Select" prompt, and press <ENTER>. Follow this with the new information, and press <ENTER>.

STEP 4: When all changes have been made, enter:
<R> for next record, or <M> to return to the File Maintenance Menu, and press <ENTER>.

1.2.3 TO DELETE AN EXISTING GENERAL LEDGER ACCOUNT RECORD

The following Steps describe how to delete a General Ledger Account Record.

STEP 1: From the **GENERAL LEDGER ACCOUNT FILE MAINTENANCE MENU**, select <3> **DELETE AN EXISTING GENERAL LEDGER ACCOUNT RECORD**, and press <ENTER>.

STEP 2: The program prompts for entry of the General Ledger account number. Enter the General Ledger account number of the record you wish to delete, and press <ENTER>. If you do not know the General Ledger account number, this information can be obtained from the General Ledger Master List. See Section 3.10 for instructions to produce this document.

The program displays the General Ledger description for the account you have entered, followed by the query: Are you Sure (Y/N):

If you enter <N>(NO) and press <ENTER>, the record is saved and the program will prompt for a General Ledger Account number. If you enter <Y>(YES) and press <ENTER>, the program will display "Record Deleted from File - Press <ENTER> to Continue". The program then prompts for entry of another General Ledger number.

1.3 MAINTAIN STANDARD A/P ENTRIES

This section presents instructions for adding, changing, and deleting data in the Standard Entries File. This file stores payables information utilized by your company on a regular basis, to facilitate entry during the posting procedure. If, for example, your company purchases the same amount of material from the same Vendor each month, you may post that purchasing information once, store it in this file, and call it to the screen automatically during the NEW PAYABLES POSTING procedure described in Chapter 2. Follow this STEP to display the Standard Entry File Maintenance Posting Menu:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <3> **MAINTAIN STANDARD A/P ENTRIES**, and press <ENTER>.

The Add, Change, Delete selection menu is displayed on the screen:

```
STDMAIN - Standard Entries Posting

1. Add New Standing Entries
2. Change Existing Standard Entries
3. Delete Existing Standard Entries
(M) Return to the File Maintenance Menu

Select:
```

Make your selection (enter 1, 2, or 3), press <ENTER>, and follow the appropriate instructions below:

1.3.1 ADD NEW STANDARD ENTRIES

This section presents instructions for adding new standard entries to the Standard Entry file. Standard entries are payables utilized on a regular basis, and once entered can greatly facilitate the posting procedure described in Chapter 2.

You will need a great deal of information to complete the record. Be sure you have assembled all relevant invoice data before attempting entry. Your ProCom Dealer can supply you with "Input Sheets" that present needed information in the order they are entered. These sheets allow you to manually enter the information you will need when entering this record.

Follow these STEPS to add a standard entry to the Standard Entry File:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <1> **FILE MAINTENANCE** and press <ENTER>.

STEP 2: From the **FILE MAINTENANCE MENU**, select <3> **MAINTAIN STANDARD A/P ENTRIES**, and press <ENTER>. The Add, Change, Delete selection menu is displayed on the screen.

STEP 3: From the **ADD, CHANGE, DELETE MENU**, select <1> **ADD NEW STANDARD ENTRIES**, and press <ENTER>.

STEP 4: The program prompts:

```
Standard File Maintenance - Add

Vendor Number.....:

Standard Entry Number.....:

Press <ESC> to Exit
```

Enter the Vendor number identifying the Vendor for whom you wish to set up this standard entry, and press <ENTER>. Vendor numbers are defined in the Vendor File (Section 1.1).

STEP 5: When this entry has been made, enter the Standard Entry Number you wish to use to identify this standard entry in all future processing, and press <ENTER>.

STEP 6: When entry is made, the program displays the following record for data entry:

```

Standard File Maintenance - Add
100  5      G.K. PAULSON & CO.

 1. Invoice Number.....:
 2. Description.....:
 3. Invoice Date.....:
 4. Invoice Due Date.....:
 5. Days Before Due.....:
 6. Invoice Amount.....:
 7. Discount Amount.....:
 8. Discount Days.....:
 9. Purchase Order No.....:
10. Process (Y/N).....:
11. Billing Sequence.....:
12. Location ID.....:

Press <ESC> to Reenter Previous Field

```

Note that the program displays the Vendor number, Standard entry number, and Vendor name at the top of the screen. Enter the information called for, line for line. Press <ENTER> after each entry to advance the cursor to the next line.

Follow these guidelines when making your entries:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. INVOICE NUMBER:	Enter up to 8 numeric characters. Enter the invoice number that you wish to identify this standard entry, and press <ENTER>.
2. DESCRIPTION:	Enter up to 20 alphanumeric characters/spaces. Enter the description of this invoice, and press <ENTER>. Use up to 20 characters/spaces to make your entry.
3. INVOICE DATE:	Enter MMDDYY. Enter the date of this standard invoice, and press <ENTER>. Remember to use the MMDDYY format when entering dates. Do not use any separating punctuation. The program formats the date upon entry. Standard entry invoice dates are cleared from the file after the posting update procedure described in Section 2.5. Most users will not specify a date here, and use the invoice date specified during the update. Just press <ENTER> if you do not wish to specify an invoice date for this entry. This date can be modified, as needed by using the CHANGE EXISTING STANDARD ENTRIES, Section 1.3.2.
4. INVOICE DUE DATE:	Enter MMDDYY. Enter the due date of this standard invoice, and press <ENTER>. Remember to use the MMDDYY format. Do not use any separating punctuation. The program formats the date upon entry. The invoice Due Date is cleared from the file after the posting update procedure described in Section 2.5. Most users will not specify a date here, and the system will automatically calculate the due date based upon the invoice date specified during the update, and the number of days before due specified on line 5 below. Just press <ENTER> if you do not wish to specify a date here. This date can be modified, as needed by using the CHANGE EXISTING STANDARD ENTRIES, Section 1.3.2.
5. DAYS BEFORE DUE:	Enter up to 3 characters. Enter the number of days allowed before payment is due, and press <ENTER>. The system will use the number specified here to calculate the due date during the update procedure (Section 2.5).
6. INVOICE AMOUNT:	Enter up to 8 numeric characters. Enter the dollar amount of this standard entry, and press <ENTER>. Remember to allow for two decimal places when typing dollar amounts. Do not type the decimal. The program inserts the decimal upon entry.

7. DISCOUNT AMOUNT:	Enter up to 8 numeric characters. This selection defaults to the entry made in the Vendor Master File. Simply press <ENTER>, and the dollar amount appears based on this Vendor's discount rate (also entered in the Vendor Master File). If special discount arrangements have been made for this standard entry, enter the discount amount as you would any dollar amount. Remember to allow for two decimal places when typing dollar amounts. Do not enter the decimal. The program inserts the decimal upon entry.
8. DISCOUNT DAYS:	Enter up to 3 numeric characters. Enter the number of days the discount entered in line 7 can be taken, and press <ENTER>.
9. PURCHASE ORDER NO:	Enter up to 8 alphanumeric characters. If you used a purchase order in requesting the items named on the invoice, enter that number here and press <ENTER>.
10. PROCESS (Y/N):	Enter <Y> or <N>. Enter <Y>, and press <ENTER> if you wish the system to process this transaction. Enter <N>, and press <ENTER> if you do not wish the system to process this transaction. This option is presented if, for any reason, you wish to exclude a standard entry from the normal monthly processing.
11. BILLING SEQUENCE:	Enter 1,2,3,4,5 or 6. Enter the number identifying the billing sequence for this standard entry, and press <ENTER>. Note the billing sequence selections displayed on the screen: 1. WEEKLY 2. MONTHLY 3. SEMI-MONTHLY 4. QUARTERLY 5. SEMI-ANNUALLY 6. ANNUALLY
12. LOCATION ID.	Enter Location Id for this standard entry and press <ENTER>. Press <HOME> to display a location list to select from. Press <ESC> to reenter previous field.
13. THROUGH 25. GENERAL LEDGER DISTRIBUTION ACCOUNT NUMBER PERCENT AMOUNT	On the right hand side of the screen lines 13 through 25 appear. Three columns, one headed ACCOUNT, one PERCENT, and one headed AMOUNT span the top of these twelve entry lines. The purpose of these lines is to allow the distribution of the invoice to as many as twelve General Ledger accounts. Total distribution must equal the invoice amount. Enter the General Ledger account number first, press <ENTER>. Then enter the percent of the standard invoice you wish to distribute to this account, and press <ENTER>. When the percentage figure is entered, the system automatically displays the dollar amount on the screen. If you do not wish to enter the percentage amount, press the <ENTER> key. The cursor advances to the amount column. When entering General Ledger distribution amounts, remember that 100% of the invoice must be distributed. If these distributions are not equal to the invoice amounts, the program displays the message: "The General Ledger Distribution is Out of Balance". Press the <ENTER> key, and the word "Select" appears. Enter the line number of the line you need to alter, press <ENTER>, and follow with the new information. Make any appropriate adjustments necessary so that the distribution amount equals the invoice amount. You cannot proceed until this is accomplished.

STEP 7: When these entries have been made, the program prompts: IS EVERYTHING OK? Enter <N>, and press <ENTER> if you wish to re-enter any information. The 'SELECT' prompt appears on the screen. Enter the line number of the information you wish to change, and press <ENTER>. Then enter the new information, and press <ENTER>. When all changes have been made, enter <R> to present the next standard entry record for data entry, or to exit the procedure.

The program displays another invoice record for data entry. If you wish to exit the procedure, press the <ESC> key. The Add, Change, Delete selection menu returns to the screen.

1.3.2 CHANGE EXISTING STANDARD ENTRIES

This section presents instructions for changing existing standard entries. Standard entries can be changed at any time.

You need to know the Vendor number and Standard Entry Reference Number to successfully identify the record.

Follow these STEPS to change existing standard entries:

- STEP 1:** From the **MAIN MENU**, select <1> **FILE MAINTENANCE** and press <ENTER>.
- STEP 2:** From **THE FILE MAINTENANCE MENU**, select <3> **MAINTAIN STANDARD A/P ENTRIES**, and press <ENTER>.
- STEP 3:** From the **ADD, CHANGE, DELETE MENU**, select <2> **CHANGE EXISTING STANDARD ENTRIES**, and press <ENTER>.
- STEP 4:** The program prompts:

```
Standard File Maintenance - Change
      Vendor Number.....:
      Standard Entry Number...:
      Press <ESC> to Exit
```

Enter the Vendor number identifying the Vendor whose standard entry record you wish to change, and press <ENTER>.

- STEP 5:** When the Vendor number is entered, enter the Standard Entry code number, and press <ENTER>. If no record exists, the program displays the message: "Invoice NOT Found - Press <ENTER> to Continue:"

When the <ENTER> key is pressed, the program returns to the prompt for the Vendor number.

- STEP 6:** When a valid record is identified, the program displays the record. The word "Select:" appears on the screen.

Enter the line number of the information you wish to change, and press <ENTER>. Then enter the new information, and press <ENTER>.

When all changes have been made, enter <R> and press <ENTER> to present the next record for changes. If you wish to exit the procedure at this point, press the <ESC> key to return to the Add, Change, and Delete selection menu.

1.3.3 DELETE EXISTING STANDARD ENTRIES

This section presents instructions for deleting existing standard entries. Standard entries can be deleted at any time.

You need to know the Vendor Number and Standard Entry Reference Number to successfully identify the record.

Follow these STEPS to delete existing standard entries:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <1> **FILE MAINTENANCE** and press <ENTER>.
- STEP 2:** From the **FILE MAINTENANCE MENU**, select <3> **MAINTAIN STANDARD A/P ENTRIES**, and press <ENTER>.
- STEP 3:** From the **ADD, CHANGE, DELETE MENU**, select <3> **DELETE EXISTING STANDARD ENTRIES**, and press <ENTER>.

STEP 4: The program prompts:

```
Standard File Maintenance - Delete
      Vendor Number.....:
      Standard Entry Number....:
Press <ESC> to Exit.
```

Enter the Vendor number identifying the Vendor whose standard entry record you wish to delete and press <ENTER>.

STEP 5: When the Vendor number is entered, enter the Standard Entry code number, and press <ENTER>. If no record exists, the program displays the message: "Invoice NOT Found - Press <ENTER> to Continue:"

When the <ENTER> key is pressed, the program returns to the prompt for the Vendor number.

STEP 6: When a valid record is identified, the program displays the record and prompts: "Are you sure you want to Delete this Record? (Y/N):"

Enter <N>, and press <ENTER> if this is not the standard entry record you wish to delete. The program returns to the prompt for a Vendor number.

Enter <Y>, and press <ENTER> if this is the record you wish to delete.

STEP 7: When <Y> is entered, and the <ENTER> key pressed, the record is deleted from the file. The program returns to the prompt for a Vendor number.

1.4 AP TABLE FILE MAINTENANCE

This section presents instructions for adding, changing and deleting Table File records. These records are used during the posting procedures described in Chapter 2. Your ProCom dealer will help you set up this file initially.

The only file records, which you need to be aware of, are the CBA records. CBA-1, CBA-2, and CBA-3 are the deposits, withdrawals, and miscellaneous charge accounts referenced in the General Ledger.

Consult you ProCom Dealer for additional information concerning this file.

Follow these STEPS to add a new table record:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <1> **FILE MAINTENANCE**, and press <ENTER>.

STEP 2: From the **FILE MAINTENANCE MENU**, select <4> **AP TABLE FILE MAINTENANCE**, and press <ENTER>.

STEP 3: The program prompts:

```
"Alpha Code.....:"
"Sequence Number.....:"
```

Enter the Alpha Code, which will identify this table in future processing and press <ENTER>. Use up to three alpha characters.

STEP 5: When entry has been made, enter the sequence number and press <ENTER>.

If it is a new entry it will ask:

This Record is not on File -- Do you want to Add it? (Y/N):

Enter <Y> (Yes), and press <ENTER>, if you want to add the record, and it will enter your entry and take you to the new entry prompt. Enter <N> (No) and press <ENTER>, if you do not want to add the record.

STEP 6: When the Alpha Code and Sequence Number have been entered, the program prompts:

```
Alpha Code.....: CBA
Sequence Number.....: 1

1. Description.....:
2. G/L Account Number.....:

Select:
      (D) to Delete this Record
      (R) for Next Record
```

Enter the information called for, line for line. Press <ENTER> after each line to advance the cursor to the next line.

Follow these guidelines when making your entries:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. DESCRIPTION:	Enter up to 20 characters/spaces. Enter the description for this code, and press <ENTER>.
2. G/L ACCOUNT NUMBER:	Enter 4 numeric characters. Enter the 4 leading numerals of the General Ledger account identified in line 1 and press <ENTER>.

STEP 7: After you have entered in the Sequence Number the screen displays:

```
Select:
      (D) to Delete this Record
      (R) for Next Record
```

STEP 8: If you want to change, or delete an existing record, call up the record by putting in the alpha code and you can either enter <D>, and press <ENTER> to delete the record, or enter <R>, and press <ENTER> for the next record. When you enter <D> and press <ENTER> to delete a record the screen displays: Are you sure you want to Delete this Record ? (Y/N)

STEP 9: Enter <Y> (Yes), and press <ENTER> if you want to delete this record and the screen prompts "Record Deleted -- Press <ENTER> to Continue. Enter <N> (No), and press <ENTER> if you do not want to delete and it will go to the select prompt.

If you wish to re-enter the information on lines 1, or 2. Enter the line number of the information you wish to change, and press <ENTER>.

STEP 10: When entries have been completed, enter <R>, and press <ENTER>, for NEXT RECORD, then press <ESC> to go back to the FILE MAINTENANCE MENU.

1.5 MAINTAIN SYSTEM INFORMATION FILE

This program allows the addition of new data within the System File and the changing of information existing in the System File. The data that is maintained here is:

- | | |
|-----------------------------|-------------------------------------|
| 1. COMPANY NAME | 11. LAST DOCUMENT # |
| 2. STREET | 12. EXPANDED FONT PRINTER |
| 3. CITY | 13. PURGE NON-RECONCILED INVOICES? |
| 4. STATE | 14. PRINT WORDING FOR CHECK AMOUNT? |
| 5. ZIP CODE | 15. CHECK FORMAT (A-Z) |
| 6. LAST USED CHECK # | 16. UPDATE NEW PAYABLES G/L? |
| 7. GENERAL LEDGER REFERENCE | 17. ALLOW DUPLICATE INVOICE #'S |
| 8. A/P ACCOUNT # | 18. SYSTEM STARTUP COMPLETE? |
| 9. CASH ACCOUNT # | 19. BEGINNING CHECKBOOK BALANCE |
| 10. DISCOUNT ACCOUNT # | |

The System File defines your system in several ways. This is your company's file, and other programs in the performance of various procedures reference it. Note the following guideline in SETTING UP, or changing your system file:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. COMPANY NAME	Enter up to 25 characters, and press <ENTER>.
2. STREET	Enter up to 25 characters, and press <ENTER>.
3. CITY	Enter up to 20 characters, and press <ENTER>.
4. STATE	Enter up to 2 characters, and press <ENTER>.
5. ZIP CODE	Enter up to 9 characters, and press <ENTER>. System formats as xxxxx-xxxx
6. LAST USED CHECK #	Supplied by system.
7. GENERAL LEDGER REFERENCE	Enter either <Y>, or <N>, and press <ENTER>. NOTE: The entry here determines how you General Ledger Reference file orders its records. You are prompted to select: 0 = VENDOR & INVOICE NUMBER 1 = VENDOR NAME 2 = VENDOR NAME & INVOICE NUMBER If you select <0><ENTER> here, the General Ledger Reference File will display Vendor # and Invoice Number. If you select <1><ENTER> here, the General Ledger Reference File will display Vendor Name. Most businesses find display by Vendor and Invoice number most helpful (option "0").
8. A/P ACCOUNT #	Enter 6 digits, and press <ENTER>; system formats as XXXX-XX, NOTE: The number entered here is the Accounts Payable General Ledger Account Number. ALL accounts payables are summarized under this number in the General Ledger.
9. CASH ACCOUNT #	Enter 6 digits, and press <ENTER>; system formats as XXXX-XX. NOTE: The number entered here is the Cash Account reference in the General Ledger.
10. DISCOUNT ACCOUNT #	Enter 6 digits, and press <ENTER>; system formats as XXXX-XX. NOTE: This number is the General Ledger reference for all Discounts entered when posting invoices.
11. LAST DOCUMENT #	Supplied by system. NOTE: The system supplies this information when updating and printing the New Payables Register. Individual document numbers are assigned to each invoice that has been posted. You may refer to this number if you wish to know the number of the LAST document number assigned to posted invoices.
12. EXPANDED FONT PRINTER?	Enter either <Y>, or <N>, and press <ENTER>. NOTE: If the printer you are using has an expanded font option, entering <Y> and pressing <ENTER> here enables it. This means that certain textual heads (like Company name in the Vendor Master List) will be printed in larger type than other report copy.
13. PURGE NON-RECONCILED INVOICES?	Enter either <Y>, or <N>, and press <ENTER>. NOTE: A <Y>(YES), or <N>(NO) response here determines how records are cleared from the files during a "purge" procedure. Some businesses do not want to wait for check reconciliation before removing paid invoice records from the files. If you enter <Y>(YES) ALL paid invoices are removed from the files when purging. If you enter <N>(NO), only RECONCILED records are removed from the files. See Paragraph 7.7 for a detailed description of this procedure.
14. PRINT WORDING FOR CHECK AMOUNT?	Enter <Y> (YES), and press <ENTER> to print out dollar and cents. Enter <N> (No), and press <ENTER> if you do not want dollar and cents.
15. CHECK FORMAT (A-Z)	See your ProCom representative to format.
16. UPDATE NEW PAYABLES G/L?	Enter <P>, and press <ENTER> to update payables in G/L by posting date, or enter (I), and press <ENTER> for Invoice Date.
17. ALLOW DUPLICATE INVOICE #'S?	Enter <Y> (Yes), and press <ENTER> to be able to put in same invoice #'s. Enter <N> (No), and press <ENTER> to not be able to put in the same invoice #'s.

18. SYSTEM STARTUP COMPLETE?	Enter <Y> (Yes) and press <ENTER>, if the startup is complete. When you enter <Y>, and press <ENTER> it automatically balances the checkbook. Enter <N> (No), and press <ENTER> if the startup is not complete.
19. BEGINNING CHECKBOOK BALANCE	Enter dollar amount, and press <ENTER>. Do not use the decimal point, the system will format it for you.

PAGE 2:

1. Print Vendor Memo on Checks: Enter <Y>, and press <ENTER> for print memo, enter <N>, and press <ENTER> to ignore.
2. Alpha Search List Option?: This determines how the address line is displayed.
3. Using Disc. Days or Disc. Date: Determines how the Vendor Disc. is calculated.
0=DAYS, 1=Date
4. Purchase Order Tie-In?: Enter <Y>, and press <ENTER> to have updated purchase orders show up in new payables to be verified.
5. Last Used Vendor Number: Enter the last vendor number used and press <ENTER>.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <1> **FILE MAINTENANCE**, and press <ENTER>.

STEP 2: From the **FILE MAINTENANCE MENU**, select <5> **MAINTAIN SYSTEM INFORMATION FILE**, and press <ENTER>.

STEP 3: The program displays all possible data entries for the file. Notice the numbers which correspond with each line of data. The word **SELECT** appears in the lower part of the screen. To determine a data field, enter the number of the appropriate line. Follow with the data, and press <ENTER>.

STEP 4: When all selections have been made, enter <M>, and press <ENTER> to return to the File Maintenance Menu.

NOTE: The program automatically inserts and formats for necessary punctuation. When entering information, keep this in mind. (Always allow for two decimal places when entering dollar amounts.)

1.6 TERMS CODE FILE MAINTENANCE

This program allows the capability of entering multiple payments for one single Invoice.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <1> **FILE MAINTENANCE**, and press <ENTER>.

STEP 2: From the **FILE MAINTENANCE MENU**, select <6> **TERMS CODE MAINTENANCE**, and press <ENTER>.

```

APTERMS - Terms Code File Maintenance

Enter Terms Code:

                Enter Terms Code to Add/Change.
                Press <HOME> for a Terms Code List.
                Press <ESC> to Return to Menu.

```

STEP 3: At this point the operator may enter the terms code to add/change. Press the <HOME> key to get a list of all available Terms Codes that are in the System. Press the <ESC> key to return back to the File Maintenance Menu. If the operator enters a valid Terms Code the following screen will be displayed:

APTERMS - Terms Code Master File Maintenance

```

Terms Code          : 999
(1) Description Long : XXXXXXXXXXXXXXXXXXXXXXXX
(2) Description Short : XXXXXXXXXXXXX
(3) Prox ? (Y/N)    :
(4) # of Payments   : 999
(5) First Net Due    : 999
(6) Subsequent Due   : 999
(7) 1st Month to Start :
(8) Discount Rate    : 999
(9) Discount Due Days :
    
```

Enter Selection:

Field# to Change, 'D'elate Record, 'M'aintenance Menu or <ENTER>

- 1) **Description Long:** alpha/numeric field that will be 20 characters in length. This field will be an extended description of the terms code.
- 2) **Description Short:** alpha/numeric field that will be 12 characters in length. This field will be an abbreviated description of the terms code.
- 3) **Prox (Y/N):** a "Y" in this field indicates that the number entered in #6 (below) will set the due date to that day of the following month. A "N" in this field indicates the number of days from the invoice date. Valid entries will be Y, or N.
- 4) **# of Payments:** numeric field that will be 3 characters in length. This field will determine how many payments are allowed by the terms code. Valid entries will be 0 - 999.
- 5) **First Net Due:** numeric field that will be 3 characters in length. This field will be the number of days to calculate the first invoice due date on. The -calculation will be based off of the invoice date, unless you enter "Y" for #4. Valid entries will be 1 - 999.
- 6) **Subsequent Due:** numeric field that will be 3 characters in length. This field will be the number of days to calculate the next invoice due date on. The calculation will be based off the previously calculated invoice due date. Valid entries will be 1-999.
- 7) **1st Month To Start:** enter in the month number when the terms on the invoice will take effect (i.e. payment will begin being due in Dec. enter 12 in this field).
- 8) **Discount Rate:** Enter discount rate for vendor. If discount is also entered in Master File it will override this discount.
- 9) **Discount Due Days:** Enter in number of days discount will be in effect.

Change Vendor # : 99999

```

1. Vendor Name.....: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
2. Address Line One.....: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
3. Address Line Two.....: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
4. City.....: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
5. State Abbreviation.....: XX
6. Zip Code.....: XXXXX-XXXX
7. Telephone Number.....: (999)999-9999
8. Fax Number.....: (999)999-9999
9. Terms Code.....: 999 (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX)
10. Default G/L Account Number...: 9999-99 (XXXXXXXXXXXXXXXXXXXXXXXXXXXX)
11. Default Discount Rate.....: 99.99%
12. Default Discount Days.....: 999
13. SS#/Employee I.D.#.....: XXXXXXXXXXXXXXXX
14. Vendor Federal I.D.#.....: XXXXXXXXXXXXXXXX
15. Check Memo.....: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
16. 1099 Purchases Y-T-D.....: 99,999,999.99-
17. Purchases Year-to-Date.....: 99,999,999.99-
18. Discounts Lost Year-to-Date...: 99,999,999.99-
19. Vendor Current Balance.....: 99,999,999.99-
20. Last Payment Date.....: 99/99/99
21. Last Payment Amount.....:
22. Number of Invoices Y-T-D.....: 99999
Line# to Change, Command, <HOME> or <ESC>:
    
```

NOTE: LINE #9 Terms code will replace the invoice due days. This field will be the terms code that is assigned in the vendors master file record. A terms code of zero maybe entered, this will then tell the system that this vendor is NOT extending any type of terms.

Line #11 Default Discount Rate: This remains the standard (most common, most often, most frequent) discount rate for this vendor. This rate will not automatically change by the selection of a terms code.

Change			
XXXXXXXXXXXXXXXXXXXXXXXXXX	Account	%	Amount
	15. 999-99		99,999.99
1. Vendor Number.....: 99999	16.		
2. Invoice Number.....: XXXXXXXXXXXXXXXXXXXX	17.		
3. Location ID.....: XX	18.		
4. Description.....: XXXXXXXXXXXXXXXXXXXXXXX	19.		
5. Terms Code.....: 999 (XXXXXX)	20.		
6. Invoice Date.....: 99/99/99	21.		
7. Invoice Due Date.....: 99/99/99	22.		
8. Invoice Amount.....: 99,999,999.99-	23.		
9. Discountable Amount...: 99,999,999.99-	24.		
10. Discount Amount.....: 99/99/99	25.		
11. Discount Date.....: XXXXXX	26.		
12. Purchase Order Number.: 999999	27.		
13. Prepaid Check Number..: 99/99/99	28.		
14. Prepaid Check Date.....:	29.		
	Dist.Total:		99,999.99-
(R) Next Record	Balance:		99,999.99-
(G) Next Page G/L Dist.			
Select:			

NOTE: Terms Code will default from the Vendor's Master File Record.

If the terms code allows for multiple payments the option for the Payment Screen will be displayed. If the operator selects this option the following screen will be displayed.

Payment Terms Maintenance								
INVOICE AMT: 9999,999.99-				Discount Amt: 99,999.99-				

#	Due Dt	Disc	Payment		#	Due Dt	Disc	Payment
999)	99/99/99	9,999.99-	99,999.99-		999)	99/99/99	9,99.99-	99,999.99-
999)	99/99/99	9,999.99-	99,999.99-		999)	99/99/99	9,99.99-	99,999.99-

Enter Line#, Command or <HOME>:								

NOTE: This screen will display the calculated payments based off of the Vendor's terms code. At this time the operator may change due dates, discount amounts, or payment amounts. The operator at this time may add, or delete any payments that do not apply to this Invoice. If the operator adds, or deletes any payments the amount of all the payments MUST equal the Invoice Amount, also the amounts of all discounts MUST equal the Invoice Discount Amount.

1.7 LOCATION MASTER FILE

Section where the important information pertaining to that location is kept. Just like in Accounts Receivable this area has the address, phone, profit center and y-t-d purchase info.

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <1> **FILE MAINTENANCE**, and press <ENTER>.
- STEP 2:** From the **FILE MAINTENANCE MENU**, select <7> **LOCATION MASTER FILE**, and press <ENTER>.
- STEP 3.** Enter the Location ID and press <ENTER>. Enter in the line number to be changed and press <ENTER>, enter the new data and press <ENTER> again.

```
APLMAIN - Location Master File Maintenance

1) Location ID.....:
2) Name.....:
3) Address # 1.....:
4) Address # 2.....:
5) City.....:
6) State.....:
7) Zip.....:
8) Phone#.....:
9) Fax#.....:
10) Store#.....:
11) Profit Center.....:
12) Current Balance.....:
13) Purchases YTD.....:
14) # of Invoices YTD.....

Enter Selection:
Next (L)ocation, Return to (M)aintenance Menu
```


CHAPTER 2: NEW PAYABLES AND MISCELLANEOUS ENTRY

2.0 INTRODUCTION

This section introduces all functions involved in posting new payables into the system. It has eight options:

1. New Payables Posting
2. New Payables Edit List
3. New Payables Register & Update

4. Standard Entries Edit List
5. Standard Entries Register & Update

6. Deposit, Withdrawal, & Miscellaneous Posting
7. Deposit, Withdrawal, & Miscellaneous Edit List
8. Deposit, Withdrawal, & Miscellaneous Register & Update

Before posting any new payables you need to study the invoices to be posted and verify their accuracy. You also need to assemble information to be posted in an orderly fashion. It is recommended that you attend to the following actions before attempting to enter information into the system:

Record the relevant Vendor number of each invoice to be posted.

Verify the amount of the invoice as complete and correct.

Record any General Ledger account numbers that are needed during the posting procedure.

When the entire invoice is not being debited to one General Ledger account (the "default" General Ledger account for each Vendor), and instead is being distributed among several General Ledger accounts, the amounts to be distributed, and relevant account numbers should be recorded on the invoice.

Invoice due date should be verified.

When payables are initially posted, they are recorded in a temporary file, and can only be changed, or deleted before the update is run. The update procedure adds the invoice to the Open Invoice File. If you wish to change a record after running the update program an adjusted entry must be made. See Section 2.1.2.1 to make an adjusted entry.

After all new payables have been posted, the Standard Entries Edit List should be printed and reviewed. Any adjustments to the Standard Entries should be made before printing the register and updating the files. Adjustment can be made by following the procedure described in Section 1.3.2.

If you are posting payables to the General Ledger Cash Account, follow the procedure described in Section 2.6.1, DEPOSIT, WITHDRAWAL, AND MISCELLANEOUS CHARGES POSTING. This procedure allows you to post deposit, withdrawals, or unclassified charges to the Cash Account. After posting, the edit list should be printed and reviewed before printing the register and updating the files.

When all posting is completed, you are ready to proceed to CHECK WRITING procedures, described in Chapter 4. Follow this STEP to display the New Payables and Miscellaneous Entry menu:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select **<2> NEW PAYABLES AND MISCELLANEOUS ENTRY**, and press **<ENTER>**.

The Posting menu is displayed on the screen:

```

                                A C C O U N T S   P A Y A B L E

New Payables And Miscellaneous Entry

1. New Payables Entry
2. New Payables Edit List
3. New Payables Register & Update

4. Standard Entries Edit List
5. Standard Entries Register & Update

6. Deposit, Withdrawal, & Miscellaneous Posting
7. Deposit, Withdrawal, & Miscellaneous Edit List
8. Deposit, Withdrawal, & Miscellaneous Register & Update

E. Exit to Monitor
M. Return to Main Menu

Enter Selection:
```

Make your selection, and follow the appropriate instructions below:

2.1 NEW PAYABLES POSTING

This program permits the addition of records to the file, and the changing, or deletion of existing records. The data maintained here is:

INVOICE NUMBER	PREPAID CHECK NUMBER
INVOICE DESCRIPTION	PREPAID CHECK DATE
INVOICE DATE	GENERAL LEDGER ACCOUNT NUMBER
INVOICE DUE DATE	GENERAL LEDGER AMOUNT
INVOICE AMOUNT	TERMS CODE
DISCOUNTABLE AMOUNT	
DISCOUNT AMOUNT	
DISCOUNT DAYS (DATE)	
PURCHASE ORDER NUMBER	

Here's how to access the New Payables Posting Menu.

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <2> **NEW PAYABLES ENTRY**, and press <ENTER>.
- STEP 2:** From the **NEW PAYABLES MENU**, select <1> **NEW PAYABLES POSTING**, and press <ENTER>.

The New Payables Posting Menu gives you the option of adding, changing, or deleting a payables record.

```

New Payables Posting for ACCOUNTS PAYABLE

1. Add A New Payables Record
2. Change An Existing Payables Record
3. Delete An Existing Payables Record

Enter Selection or <ESC>:
```

The following sections describe each New Payables Menu selection in detail, beginning with the procedure for Adding a New Payables Record.

2.1.1 ADDING A NEW PAYABLES RECORD

STEP 1: From the **NEW PAYABLES POSTING MENU**, select <1> **ADD A NEW PAYABLES RECORD**, press <ENTER>. The program prompts for entry of the following selections:

ADD - ACCOUNTS PAYABLE		Account	%	Amount
XXXXXXXXXXXXXXXXXXXXXXXXXX		15. 999-99		99,999.99
1. Vendor Number.....:	99999	16.		
2. Invoice Number.....:	XXXXXXXXXXXXXXXXXXXX	17.		
3. Location ID.....:	XX	18.		
4. Description.....:	XXXXXXXXXXXXXXXXXXXX	19.		
5. Terms Code.....:	999 (XXXXXX)	20.		
6. Invoice Date.....:	99/99/99	21.		
7. Invoice Due Date.....:	99/99/99	22.		
8. Invoice Amount.....:	99,999,999.99-	23.		
9. Discountable Amount...:	99,999,999.99-	24.		
10. Discount Amount.....:	99/99/99	25.		
11. Discount Date.....:	XXXXXXXXXXXX	26.		
12. Purchase Order Number.:	999999	27.		
13. Prepaid Check Number..:	999999	28.		
14. Prepaid Check Date.....:	99/99/99	29.		

				Dist.Total: 99,999.99-
				Balance: 99,999.99-
(R) Next Record				
(G) Next Page G/L Dist.				
Select:				

Note the following guidelines for posting a new record:

If your system has the A/P tie-in turned on (where updated Purchase Order records are automatically entered in A/P, you will need to select Change New Payables instead of ADD.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. VENDOR NUMBER:	Enter up to five numeric characters, and press <ENTER>. Enter in the Vendor account number of the client whose invoice you are now processing. When a valid Vendor number is entered, the name of this Vendor appears on the screen above the record. If this is NOT the correct Vendor, re-select the Vendor number until you have entered the correct number. See the Vendor Master List for reference purposes (section 3.5).
2. INVOICE NUMBER:	Enter up to eight numeric characters, and press <ENTER>. Enter in the number of the invoice. This identifies the invoice in all future processing. You may enter any number up to EIGHT figures.
3. LOCATION ID:	Enter two letter code for the location id and press <ENTER>. Press <HOME> to a display a location list to select from, or just press <ENTER> to default the location to your terminal ID setting.
4. DESCRIPTION:	Enter and description desired up to 20 characters/spaces, and press <ENTER>.
5. TERMS CODE:	Enter up to 2 digits, and press <ENTER>, hit <HOME> to display a Terms List to select from, or press <ENTER> to default to TERMS in vendor master.

6. INVOICE DATE:	Enter MMDDYY, and press <ENTER>. If you just press <ENTER> the date that was last there will be entered. This date is used to create the General Ledger enter for various expense accounts AND the Accounts Payable General Ledger Account. Enter the date following the standard MMDDYY format. DO NOT insert punctuation. The system inserts punctuation when it displays the date. If entering a date prior to the system YEAR (the Year entered when you initially accessed the Accounts Payable System), the program prompts: "ARE YOU SURE?". If you enter <N>(NO), and press <ENTER>, the date just entered is removed, and you are prompted to enter another invoice date. If you enter <Y>(YES), and press <ENTER>, the date is entered as written. By simply pressing <ENTER>, the system date is entered in this record.
7. INVOICE DUE DATE:	Enter MMDDYY, and press <ENTER>. If the date entered here is prior to the system date, the program prompts: "ARE YOUR SURE?". If you enter <N>(NO), and press <ENTER>, the date just entered is removed, and you are prompted to enter another date. If you enter <Y>(YES), and press <ENTER> the date is entered as typed. By simply pressing <ENTER>, the date is entered, based on the terms code. If the terms code selected is defined as a prox this field will be automatically calculated and will not allow a manual entry of the due date.
8. INVOICE AMOUNT:	Enter in the TOTAL dollar amount of the invoice, up to nine numeric characters INCLUDING two decimal places. DO NOT type punctuation when entering dollar amounts. If for example, the invoice total is \$1,456.78, enter in 145678. The program will supply the decimal point and all necessary commas when displaying dollar amounts.
9. DISCOUNTABLE AMOUNT	This field will automatically default to the invoice amount, just press <ENTER> if the amount is correct, otherwise enter the amount that can be discounted and press <ENTER>. Changing this amount will automatically recalculate the discount amount.
10. DISCOUNT AMOUNT:	Enter up to seven (7) numeric characters, and press <ENTER>. This selection defaults first to the discount % set for the terms, if there are none then to the entry made in the Vendor Master File. If special discounting arrangements have been made for this particular purchase, enter the discount amount as you would enter any dollar amount.
11. DISCOUNT DATE:	Enter up to three (3) numeric characters, and press <ENTER>. This selection determines the discount cut-off days.
12. PURCHASE ORDER NUMBER:	Enter up to eight (8) alphanumeric characters, and press <ENTER>. If you used a purchase order in requesting the items listed on the invoice, enter that number here.
13. PREPAID CHECK NUMBER:	Enter up to five (5) alphanumeric characters, and press <ENTER>. If all, or part of this invoice has been paid by a HANDWRITTEN check, enter that check number here. A system check WILL NOT be written if entry is made here. Press <F1> for a cash payment.
14. PREPAID CHECK DATE:	Enter MMDDYY, and press <ENTER>. Enter the date of the prepaid check, and press <ENTER>. Remember to follow the MMDDYY format when entering dates.
15. THROUGH 29. G/L DISTRIBUTION ACCOUNT NUMBER PERCENTAGE	On the right hand side of the screen you notice entry lines 15 through 29. Three columns, one headed ACCOUNT, one headed PERCENT, and one headed AMOUNT span the top of these 14 entry lines. The purpose of these lines is to allow the "distribution" of the invoice to as many as 14 General Ledger Accounts.

GENERAL LEDGER DISTRIBUTION
AMOUNT

Total distribution **MUST** equal the invoice amount. You must calculate the percentage of the total invoice each distribution amount represents before continuing. The dollar amount is calculated automatically.

For example, the invoice may include 36 exhaust systems for company cars totaling \$946.00; 12 rolls of copy paper for your copy machine totaling \$473.70; and 1 new floor machine for the custodian totaling \$473.00. These items can be distributed in the General Ledger to the relevant "VEHICLE Account", "OFFICE SUPPLIES Account", and "JANITORIAL SERVICES Account" by entering the appropriate General Ledger Account number, and the percentage of the invoice being distributed to this account.

Enter G/L account number that you want the amounts distributed to, and press <ENTER>, or press <HOME> to list out G/L Account Numbers built in your system.

If you do not wish to calculate the percentage amount, just press <ENTER> when the program prompts for entry of the percentage. The cursor will advance the "AMOUNT" column.

Enter the dollar amount being distributed to the specified General Ledger account, and press <ENTER>. Remember to allow for two (2) decimal places when entering dollar amounts. Do not enter the decimal. The program inserts the decimal upon entry, or press <ESC> to reenter G/L account number.

If the VEHICLE account in the General Ledger is 1460-00, the OFFICE SUPPLIES account is 5760-00, and JANITORIAL SERVICES is 5680-00, the distribution might look something like this:

ACCOUNT	PERCENT	AMOUNT
1460-00	50.0%	\$946.00
5760-00	25.0%	\$473.00
5680-00	25.0%	\$473.00

DIST. TOTAL		\$1892.00
BALANCE:		00.00

NOTE: Remember that the program automatically calculates the dollar amount when the percentage figure is entered.

Allow for one decimal place when indicating percentages.

STEP 2: Enter in relevant data, line for line. Press <ENTER> after each entry. When entering your General Ledger distribution(s) be sure that the distribution amount EQUALS the invoice amount. If these distributions do NOT equal the invoice amount, the program displays the message: "The General Ledger Distribution is Out of Balance." Press <ENTER>. The word "Select" appears on the screen. Enter the line number of the line you need to alter, press <ENTER>, and follow with the new information. Make any appropriate adjustments to the distribution so that the distribution amount equals the invoice amount. You cannot proceed until this is accomplished successfully.

STEP 3: If these entries have been entered correctly and completely, the program asks: "Is Everything OK?". If you enter <N>(NO), and press <ENTER>, you have indicated that you are NOT ready to proceed to the next record. The prompt "Select:" is displayed on the screen. Make any adjustments necessary by entering the LINE # the record you wish to adjust, follow with the information, and press <ENTER>.

STEP 4: When all invoices have been posted, you may return to the Add, Change or Delete Menu by entering <R>, and pressing <ENTER> for a new record and then pressing the <ESC> key. From this Menu, you are able to return to the New Payables Menu by pressing <ESC>. From the New Payables menu enter <M> and

press <ENTER> to return to the MAIN MENU, or enter <E>, and press <ENTER> to exit to the Monitor.

STEP 5: Important additional daily procedures include printing the new payables edit list, updating the files and printing a new payables register, this should be done following the posting of invoices, as it ensures the current status of your files. See Section 2.3 for updating/printing register instructions.

2.1.2 CHANGING AN EXISTING PAYABLES RECORD

A/P tie-in: If your system has your A/P tie-in turned on - meaning updated Purchase Orders are automatically entered in as new payable invoices, you will need to read this otherwise disregard.

Unverified / Verified Records: Unverified records are new payables that have come directly from the Purchase Order update. These record numbers must be verified (looked at and OK'd) before they will update.

To get a listing of unverified records go to the New Payables Edit List and enter <Y> to the question Do you wish to print only unverified record? (Y/N)? This will list all records needing verification.

To verify a record go to 2.1.2A Verify New Payables

The following Steps describe the use of the Menu Option, Change an Existing Payables Record.

STEP 1: From the **NEW PAYABLES POSTING MENU**, select <2> **CHANGE AN EXISTING PAYABLES RECORD**, and press <ENTER>. The program prompts for entry of a Vendor number. Enter the Vendor number for the record you wish to change and press <ENTER>. If the Vendor number is not known, enter "?" and press <ENTER>, or consult the Vendor Master List for reference. See Chapter 3 for instructions to produce this document. Enter the Invoice #, and press <ENTER>. If the invoice # is not known, press the <HOME> key to display a list of invoices associated with this vendor. Enter line # associated with the correct invoice, and press <ENTER>.

STEP 2: The program displays the contents of the record. Notice the numbers which correspond to each line, or field of data in the record. If you enter an invoice # and no record is found, the program displays the message "Invoice Not Found...Press <ENTER> to Continue" and then prompts for entry of another Vendor number.

STEP 3: To change a data field, enter that field's corresponding line number, press <ENTER>, and follow with the new data. Remember to press <ENTER> after each new entry, if the cursor is in the account field.

NOTE: Remember that the program automatically inserts and formats for punctuation.

STEP 4: When all changes are complete, enter <R>, and press <ENTER> to continue to the next record.

2.1.2A VERIFY NEW PAYABLES

The following Steps describe how to Verify a New Payables Record. This option shows up only when using the A/P Tie-In, and is used to mark verified payable records brought in through the Purchase Order Updates. Only verified records will update in the new payables journal.

STEP 1: From the **NEW PAYABLES POSTING Menu**, select <2> **CHANGE AN EXISTING PAYABLES RECORD**, and press <ENTER>. The program prompts for entry of a Vendor number. Enter the Vendor number for the record you wish to change and press <ENTER>. If the Vendor number is not known, enter "?" and press <ENTER>, or consult the Vendor Master List for reference. See Chapter 3 for instructions to produce this document. Enter the Invoice #, and press <ENTER>. If the invoice # is not known, press the <HOME> key to display a list of invoices associated with this vendor. Enter line # associated with the correct invoice, and press <ENTER>, or
highlight the correct line and press <ENTER>.

STEP 2: The program displays the contents of the record. Notice the numbers which correspond to each line, or field of data in the record. If you enter an Invoice # and no record is found, the program displays the message "Invoice Not Found...Press <ENTER> to Continue" and then prompts for entry of another Vendor number.

STEP 3: To change a data field, enter that field's corresponding line number, press <ENTER>, and follow with the new data. Remember to press <ENTER> after each new entry.

NOTE: Remember that the program automatically inserts and formats for punctuation.

STEP 4: When all changes are complete, or the record is correct, select:
<V> for verified record, press <ENTER>, then enter
<R> to continue to the next record, and press <ENTER>.

2.1.2.1 * SPECIAL NOTE: ADJUSTED ENTRY

The method of changing a payables record that has already been added to the Open Invoice file is to add an "adjusted" record to the new payables edit file.

You can also use this procedure to bring a Vendors balance to "0", so it can be removed during routine purging. If you have posted a payable for \$50.00, and then later posted a payable for -\$50.00 to create a "0" balance for this Vendor, adjusted entries must be made for both postings before they can be permanently removed from the file.

When the update procedure is executed, all invoices are assigned a document number by the system. To change a record after the update, you must locate the document number assigned to the invoice you wish to change. This number is available from the New Payables Register that was printed when the record you wish to adjust was updated, or from the Trial Balance Report.

Follow these STEPS to make an adjustment to an invoice in the open file:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <2> **NEW PAYABLES ENTRY**, and press <ENTER>.
- STEP 2:** From the **NEW PAYABLES ENTRY MENU**, select <1> **NEW PAYABLES POSTING**, and press <ENTER>.
- STEP 3:** From the **NEW PAYABLES POSTING MENU**, select <1> **ADD A NEW PAYABLES RECORD**, and press <ENTER>.

The program prompts for entry of the following selections:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. VENDOR NUMBER:	Enter the Vendor number for the record you wish to change, and press <ENTER>.
2. INVOICE NUMBER:	Enter "ADJ" followed by the document number you wish to change, and press <ENTER>. (e.g. ADJ5021).

3. LOCATION ID:	Enter two letter code for the location id and press <ENTER>. Press <HOME> to a display a location list to select from, or just press <ENTER> to default the location to your terminal ID setting.
4. INVOICE DESCRIPTION:	(optional)
5. TERMS CODE	Enter 3 digit code, and press <ENTER>, or press the <HOME> key to display Terms List
6. INVOICE DATE:	Enter MMDDYY. Enter the original invoice date, and press <ENTER>, or enter a new invoice date, and press <ENTER>, or press <ENTER>, and the system date will replace the original invoice date. Do not enter any separating punctuation when entering the date.
7. INVOICE DUE DATE:	Enter MMDDYY. Enter the original invoice due date, and press <ENTER>, or enter a new invoice due date to replace the original invoice due date, or press <ENTER>, and the invoice date (line 4) will replace the original due date. Do not enter a separating punctuation when entering the date.
8. INVOICE AMOUNT:	Enter up to nine (9) numeric characters, and press <ENTER>. Enter the additional dollar amount you wish to add to the original invoice amount, and press <ENTER>. Include a plus (+) sign before the amount (e.g. +12.50), or enter the dollar amount you wish to subtract from the original invoice amount, and press <ENTER>. Include a minus (-) sign before the amount (e.g. -12.50), or enter <0> and press <ENTER> if you do not wish to make a change in the original invoice amount. Remember to allow for two (2) decimal places when entering dollar amounts.
9. DISCOUNTABLE AMOUNT	This field will default to the amount put in the invoice field, if you do not want to change the original amount set the terms field to 0.
10. DISCOUNT AMOUNT:	Enter up to seven (7) numeric characters, and press <ENTER>. Enter the additional dollar amount you wish to add to the original discount amount, and press <ENTER>. Include a plus (+) sign before the amount (e.g. +12.50), or enter the dollar amount you wish to subtract from the original discount amount, and press <ENTER>. Include a minus (-) sign before the amount (e.g. -12.50), or just press the <ENTER> key if you do not wish to make a change in the original discount amount. The system will calculate the discount amount based upon the adjusted invoice amount (if any) entered on line 6. Remember to allow for two decimal places when entering dollar amounts.
11. DISCOUNT DAYS:	Enter up to three (3) numeric characters, and press <ENTER>. Enter <0>, and press <ENTER> if you do not wish to make a change to the discount days on the original invoice; Or type a new discount days cutoff if you wish to replace the original discount days cutoff, and press <ENTER>. Just press the <ENTER> key if you wish to default to the discount days cutoff recorded in the Vendor Master File.
12. PURCHASE ORDER NUMBER:	Enter up to eight (8) alphanumeric characters, and press <ENTER>. Enter a new purchase order number, and press <ENTER>, or press the <ENTER> key. The line is left blank, and the original purchase order number is retained.
13. PREPAID CHECK NUMBER: 14. PREPAID CHECK DATE:	Press the <ENTER> key. An adjusted entry cannot be used to change an updated payable record to a prepaid payable record.

<p>15. THROUGH 29. GENERAL LEDGER DISTRIBUTION</p>	<p>General Ledger distribution entries are required if the invoice amount is changed. Enter the difference between the original invoice amount and the new distribution amount, and press <ENTER>. Remember to enter a minus (-) sign if the change results in a smaller distribution amount. For example, if the original distributions amount is \$27.50 and the new distribution amount is \$17.50, your adjusted entry would be -10.00. Press <HOME> to get a listing of valid G/L account numbers to select from.</p> <p>The instructions for line 15, hold for lines 16 through 29.</p>
<p>ACCOUNT NUMBER</p>	<p>Enter six (6) numeric characters, and press <ENTER>. Enter the General Ledger account number to which you wish to post a payable amount, and press <ENTER>, or press the <ENTER> key if you wish to use the default General Ledger account number recorded in the Vendor Master File.</p>
<p>PERCENT</p>	<p>Enter up to four (4) numeric characters, and press <ENTER>. Enter the percent of the adjusted total invoice this distribution represents, and press <ENTER>. If you do not wish to specify the percentage amount, press <ENTER> to advance the cursor to the AMOUNT column.</p>
<p>AMOUNT</p>	<p>Enter up to nine (9) numeric characters, and press <ENTER>. When the percent figure is entered, the system automatically calculates the dollar amount being distributed to this General Ledger account, and press <ENTER>. Remember to allow for two decimal places, when entering dollar amounts. Do not enter the decimal.</p>

STEP 4: Remember to run the edit and update programs (Section 2.2 and Section 2.3) to complete the adjustment procedure.

2.1.3 DELETE AN EXISTING PAYABLES ENTRY

The following STEPS describe the use of the Menu Option, Delete and Existing Payables Entry.

- STEP 1:** From the **NEW PAYABLES POSTING MENU**, select <3> for **DELETE AN EXISTING PAYABLES ENTRY**, and press <ENTER>.
- STEP 2:** The program prompts for entry of a vendor number. Enter the vendor number for the record you wish to delete, and press <ENTER>. If the vendor number is not known, consult the vendor master list. See section 3.5 for instructions to produce this document.
- STEP 3:** Enter the invoice number, and press <ENTER>, if the invoice # is not known, press the <HOME> key to display a list of invoices associated with this vendor. Select the correct invoice.
- STEP 4:** When the question "Are you sure you want to Delete this Record (Y/N)?" appears on the screen, review the record carefully before answering. If you enter <N> (NO), the program prompts for entry of another vendor number. If you enter <Y> (YES), and press <ENTER>, the program marks this record for deletion, and prompts for entry of another vendor number.
- STEP 5:** When all desired records have been marked for deletion, you may wish to run the Update program (2.3) and print a New Payables Register. The Update/Print procedure is recommended for regular (daily) execution to ensure that your files are current.

2.2 NEW PAYABLES EDIT LIST (A/P TIE-IN TURNED ON):

Please read only if you have the A/P tie-in turned on, meaning your updated Purchase Orders are entered directly into the accounts payable, otherwise read just the New Payables Edit List section 2.2(A).

This program prints out the New Payables Edit. The difference with having the A/P tie-in turned on is the questions you must answer. The program still allows you to preview the New Payables data and make any changes before executing the update process.

The report data includes:

VENDOR NUMBER	INVOICE AMOUNT
VENDOR NAME	DISCOUNT AMOUNT
PURCHASE ORDER NUMBER	DISCOUNT CUTOFF
INVOICE NUMBER	CHECK NUMBER
INVOICE DATE	CHECK DATE
INVOICE DUE DATE	GENERAL LEDGER ACCOUNT NUMBER
INVOICE DESCRIPTION	GENERAL LEDGER AMOUNT
	VERIFIED/UNVERIFIED

The following Steps describe how to print a new Payables Edit List/A/P Tie-In.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select **<2> NEW PAYABLES ENTRY**, and press **<ENTER>**.

STEP 2: From the **NEW PAYABLES MENU**, select **<2> NEW PAYABLES EDIT LIST**, and press **<ENTER>**.

The first questions that needs to be answered is 'Do you wish to print only unverified records?' (Y/N). Enter **<Y>**, and press **<ENTER>** to have the listing print only unverified (or records entered directly from Purchase Order update). Enter **<N>**, and press **<ENTER>**, to get a listing of both verified and unverified records. The second question includes unverified records? (Y/N): Asks you to confirm. Once this question is answered Y/N the printing will begin. See following examples of the different reports.

The print function is activated automatically. The screen displays the message "PRINTING OCCURRING...PLEASE WAIT". When printing is complete the program returns to the New Payables Entry Menu.

NEW PAYABLES EDIT LIST													
ACCOUNTS PAYABLE VERSION 200													
UNVERIFIED RECORDS ONLY													
DOC. NO.	PURCHASE ORDER	INVOICE NUMBER	INVOICE DATE	INVOICE DUE-DATE	INVOICE AMOUNT	DISCOUNTABLE AMOUNT	DISCOUNT DAYS	DICOUNT CUTOFF	CHECK NUMBER	CHECK DATE	G/L ACCOUNT	G/L AMOUNT	Loc ID
00023	A & H INDUSTRIES												
868	489	1	06/23/99	07/23/99	24.00						120-00	24.00	SC
866	487	456	06/23/99	07/23/99	2800.00						120-00	2800.00	SC
864	485	56075	06/22/99	08/13/99	8.58						650-02	8.58	SC
867	488	67036	06/23/99	08/23/99	56.00						660-02	56.00	SC
865	486	78428	06/23/99	07/23/99	24.00						1000-07	24.00	SC
					2912.58						2912.58		
# OF INVOICES					5	HASH TOTAL:					115	2912.58	
											Beginning Accounts Payable Balance:	72,052.35	
											Net Change to Accounts Payable:	2,912.58	
											Ending Accounts Payable Balance:	74,964.93	

NEW PAYABLES EDIT LIST													
ACCOUNTS PAYABLE VERSION 200													
UNVERIFIED RECORDS NOT INCLUDED													
DOC. NO.	PURCHASE ORDER	INVOICE NUMBER	INVOICE DATE	INVOICE DUE-DATE	INVOICE AMOUNT	DISCOUNTABLE AMOUNT	DISCOUNT DAYS	DICOUNT CUTOFF	CHECK NUMBER	CHECK DATE	G/L ACCOUNT	G/L AMOUNT	Loc ID
00023	A & H INDUSTRIES												
869		67543	06/01/99	06/21/99	125.00						120-00	125.00	SC
670		764338	06/02/99	07/02/99	175.00						120-00	175.00	SC
					300.00						300.00		
# OF INVOICES					2	HASH TOTAL:					69	300.00	
											Beginning Accounts Payable Balance:	72,052.35	
											Net Change to Accounts Payable:	300.00	
											Ending Accounts Payable Balance:	72,352.35	

NEW PAYABLES EDIT LIST													
ACCOUNTS PAYABLE VERSION 200													
UNVERIFIED RECORDS INCLUDED													
DOC. NO.	PURCHASE ORDER	INVOICE NUMBER	INVOICE DATE	INVOICE DUE-DATE	INVOICE AMOUNT	DISCOUNTABLE AMOUNT	DISCOUNT DAYS	DICOUNT CUTOFF	CHECK NUMBER	CHECK DATE	G/L ACCOUNT	G/L AMOUNT	LOC ID
00023 A & H INDUSTRIES													
868	489	12	06/23/99	07/23/99	24.00						120-00	24.00	SC ***
866	487	456	06/23/99	07/23/99	2800.00						120-00	2800.00	SC ***
864	485	56075	06/22/99	08/15/99	8.58						650-02	8.58	SC ***
867	488	67036	06/23/99	08/23/99	56.00						660-02	56.00	SC ***
865	78	78428	06/23/99	07/23/99	24.00						1000-07	24.00	SC ***
869		67543	06/01/99	06/21/99	125.00						120-00	125.00	SC
870		764338	06/02/99	07/23/99	175.00						120-00	175.00	SC
					3212.58							3212.58	
					=====							=====	
# OF INVOICES	8	HASH TOTAL:		184	3215.58							3212.58	
# OF UNVERIFIED INVOICES: 5											Beginning Accounts Payable Balance: 72,052.35		
											Net Change to Accounts Payable: 3,212.58		
											=====		
											Ending Accounts Payable Balance: 75,264.93		

Unverified invoices designated by stars (xxx) in far right column.

2.2A NEW PAYABLES EDIT LIST

This program prints out the New Payables Edit List. The program allows you to preview the New Payables data and make any necessary changes BEFORE executing the update process.

The report data includes:

VENDOR NUMBER	INVOICE AMOUNT
VENDOR NAME	DISCOUNT AMOUNT
PURCHASE ORDER NUMBER	DISCOUNT CUTOFF
INVOICE NUMBER	CHECK NUMBER
INVOICE DATE	CHECK DATE
INVOICE DUE DATE	GENERAL LEDGER ACCOUNT NUMBER
INVOICE DESCRIPTION	GENERAL LEDGER AMOUNT

The following Steps describe how to print a new Payables Edit List/A/P Tie-In.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <2> **NEW PAYABLES ENTRY**, and press <ENTER>.

STEP 2: From the **NEW PAYABLES MENU**, select <2> **NEW PAYABLES EDIT LIST**, and press <ENTER>.

The print function is activated automatically. The screen displays the message "PRINTING OCCURRING...PLEASE WAIT". When printing is complete the program returns to the New Payables Entry Menu.

NEW PAYABLES PREPAID CHECK REGISTER										
ACCOUNTS PAYABLE VERSION 200										
07/02/99										
VENDOR NUMBER	VENDOR NAME	DOC. NO.	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE DATE	INVOICE AMOUNT	DISCOUNTABLE AMOUNT	CHECK NO.	CHECK DATE	CHECK AMOUNT
00023	A & H INDUSTRIES	872	536721	COD DELIVERY	07/02/99	75.00	0.00	67432	07/02/99	75.00
****GRAND TOTALS****						75.00	0.00			75.00

2.4 STANDARD ENTRIES EDIT LIST

This section presents instructions for printing the Standard Entries Edit List. Standard Entries are created through the procedure described in Section 1.3.1, and are used to facilitate the posting of regular payables into the system. Regular payables may include goods and/or services that are part of the regular period purchases made by your company.

The edit list should be printed and reviewed before the register is printed and the files updated.

The list includes the following information for each standard entry included:

Select (Y/N)	Discount Amount
Entry Number	Due Days
Purchase Order	Discount Cutoff
Invoice Number	Check Number
Invoice Date	Check Date
Invoice Due Date	G/L Account Number
Invoice Description	G/L Amount
Invoice Amount	

Follow these STEPS to print the Standard Entries Edit List:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <2> **NEW PAYABLES AND MISCELLANEOUS ENTRY** and press <ENTER>.
- STEP 2:** From the **NEW PAYABLES AND MISCELLANEOUS ENTRY MENU**, select <4> **STANDARD ENTRIES EDIT LIST** and press <ENTER>.
- STEP 3:** The program prompts: "Enter Invoice Date:". Enter the invoice date you wish to include on the edit list, and press <ENTER>. Remember to follow the MMDDYY format when entering dates. Do not enter any formatting punctuation.
- STEP 4:** When entry is made, the program prompts: "Is Everything OK (Y/N)?". Enter <N>(NO), and press <ENTER> if you wish to re-enter the date. Enter <Y>(YES), and press <ENTER> if you wish to continue.
- STEP 5:** When <Y> is entered, and the <ENTER> key is pressed, the program prompts: "Enter Location ID:". Enter the requested id and press <ENTER>, press <HOME> to display a list to select from, or press <ENTER> for all locations. Press <ESC> to reenter the date.
- STEP 6:** Enter Sequence Number of Billing Frequency:
- | | |
|-----------------|------------------|
| 1. WEEKLY | 4. QUARTERLY |
| 2. MONTHLY | 5. SEMI-ANNUALLY |
| 3. SEMI-MONTHLY | 6. ANNUALLY |

Enter the billing frequency you wish to include on the edit list, pressing <ENTER> after each entry, or just press <ENTER> for all. All standard entries with the billing frequencies specified will be included on the edit list. Press <ESC> to reenter the Location ID.

When all billing frequencies have been specified, press the <ENTER> key to continue.

NOTE: If you select all six billing frequencies, the <ESC> key need not be pressed to continue.

STEP 7: When the selection is complete, the program prompts: "Is Everything OK ? (Y/N):" Enter <N>(NO), and press <ENTER> if you wish to re-enter the billing frequencies. Enter <Y>(YES), and press <ENTER> if you wish to continue.

STEP 8: When selection is made, you are ready to begin printing. While printing, the program displays the message: "Printing Occurring...Please Wait". When printing is complete, the program returns to the Posting menu.

The report prints a report for each different billing frequently selected.

MONTHLY STANDARD ENTRIES EDIT LIST														
ACCOUNTS PAYABLE VERSION 200														
07/02/99	SELCT ENT	PURCHASE	INVOICE	INVOICE	INVOICE	DISCOUNT	DUE	DISCOUNT	CHECK	CHECK	G/L	G/L		
(Y/N) NO.	ORDER	NUMBER	DATE	DUE-DATE	DESCRIPTION	AMOUNT	AMOUNT	DYS	CUTOFF	NUMBR	DATE	ACCOUNT	AMNT	
00010	A.P.A													
873	2	87548	07/02/99	08/01/99	(SC) ADVERTISING	1050.00	105.00	15	07/17/99			3040-00	1050.00	
NUMBER OF INVOICES: 1						1050.00	105.00							1050.00
00100	AMERICAN FIRST AID													
874	1	12	07/02/99	01/15/99	(SC) SAFETY PERMIT	100.00	2.00	15	07/17/99			1000-00	100.00	
MONTHLY GRAND TOTALS						1150.00	107.00							1150.00
TOTAL INVOICES: 2						1150.00	107.00							1150.00

2.5 STANDARD ENTRIES REGISTER AND UPDATE

This section presents instructions for printing the standard entries register and updating the files.

This procedure should be executed after the edit list has been printed and reviewed for accuracy.

Follow these STEPS to print the Standard Entries Register and update the files:

- STEP 1:** From the **MAIN MENU**, select <2> **NEW PAYABLES AND MISCELLANEOUS ENTRY** and press <ENTER>.
- STEP 2:** From the **NEW PAYABLES AND MISCELLANEOUS ENTRY MENU**, select <5> **STANDARD ENTRIES REGISTER AND UPDATE** and press <ENTER>.
- STEP 3:** The program prompts: "Enter Invoice Date:". Enter the invoice date you wish to include on the register, and press <ENTER>. Remember to follow the MMDDYY format when entering dates. Do not enter any formatting punctuation.
- STEP 4:** When entry is made, the program prompts: "Is Everything OK? (Y/N)". Enter <N>(NO), and press <ENTER> if you wish to re-enter the date. Enter <Y>(YES), and press <ENTER> if you wish to continue.
- STEP 5:** When <Y> is entered, and the <ENTER> key pressed, the program prompts: "Enter Location ID:". Enter the appropriate id and press <ENTER>, or just press <ENTER> for all locations. Press <HOME> to display a location list to select from. Press <ESC> to reenter the date.
- STEP 6:** "Enter Sequence Number of Billing Frequency:"
 1. WEEKLY
 2. MONTHLY
 3. SEMI-MONTHLY
 4. QUARTERLY
 5. SEMI-ANNUALLY
 6. ANNUALLY

Enter the billing frequencies you wish to include on the register, pressing <ENTER> after each entry, or just press <ENTER> for all. All standard entries with the billing frequencies specified will be included on the register and update. Press <ESC> to reenter Location ID.

STEP 7: When the selection is completed made, the program prompts: "Is Everything ? OK (Y/N):". Enter <N>(NO), and press <ENTER> if you wish to re-enter the billing frequencies. Enter <Y>(YES), and press <ENTER> if you wish to continue.

STEP 8: When selection is made, you are ready to being printing. Each billing frequency will have its own register print out. (See following for monthly example).

While printing, the program displays the message: "Printing Occurring ... Please Wait". When printing is complete, the program prompts "Did the Register Print OK? (Y/N)"

If you enter <Y>, and press <ENTER> it will update first, then go to the NEW PAYABLES & MISCELLANEOUS ENTRY MENU. If you enter <N>, and press <ENTER> it will go to the NEW PAYABLES AND MISCELLANEOUS ENTRY MENU.

MONTHLY STANDARD ENTRIES REGISTER														
ACCOUNTS PAYABLE VERSION 200														
DOC. NO.	ENT. NO.	PURCHASE ORDER	INVOICE NUMBER	INVOICE DATE	INVOICE DUE-DATE	INVOICE DESCRIPTION	INVOICE AMOUNT	DISCOUNT AMOUNT	DUE DYS	DISCOUNT CUTOFF	CHECK NUMBR	CHECK DATE	G/L ACCOUNT	G/L AMOUNT
07/02/99														
00010	A.P.A													
873	2		STD #2	07/02/99	08/01/99		1050.00	105.00	15	07/17/99			3040-00	1050.00
						(SM) STANDARD TEST #2								
							1050.00	105.00						1050.00
						NUMBER OF INVOICES: 1								
00100	AMERICAN FIRST AID													
874	1		12	07/02/99	01/15/99		100.00	2.00	15	07/17/99			1000-00	100.00
						(SC) SAFETY PAYMENT								
							100.00	2.00						100.00
MONTHLY			GRAND TOTALS				1150.00	107.00						1150.00
							1150.00	107.00						1150.00
						TOTAL INVOICES: 3	1150.00	107.00				0.00		1150.00

2.6 DEPOSIT, WITHDRAWAL & MISCELLANEOUS POSTING

In the Accounts Payable module anytime you make a deposit, withdrawal or write checks it will record this information in the checkbook statement. The checkbook statement, which is found under Reports & Listings, is a running total of all additions and subtractions to the A/P Cash Account. Please note that it does not record any cash entered into the Accounts Receivable module, or any withdrawals done in the payroll module. If you are using the same cash account for A/R, A/P, and Payroll you will need to also enter your cash received in Accounts Receivable through Cash Drawer and Accounts Payable under Misc. Deposits & Withdrawals from payroll again into your checkbook statement. (If using a separate cash account for any module this procedure will vary accordingly).

This section presents instructions for posting deposits, withdrawals, and miscellaneous charges to the General Ledger Cash Account. Posting records can be added, through the procedure described in Section 2.6.1. Before printing the register and updating the files, postings can be changed, or deleted.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <2> **NEW PAYABLES AND MISCELLANEOUS ENTRY** and press <ENTER>.

STEP 2: From the **NEW PAYABLES AND MISCELLANEOUS ENTRY MENU**, select <6> **DEPOSIT, WITHDRAWAL & MISCELLANEOUS POSTING**, and press <ENTER>.

The Add, Change, Delete selection menu is displayed on the screen:

```

MISPOST - Deposits, Withdrawals, & Mis.

1. Add a New Record
2. Change a Record Previously Posted
3. Delete a Record Previously Posted

Select:                               Press <ESC> to Return to Menu

```

Make your selection (enter 1, 2, or 3) press <ENTER> and follow the appropriate instructions below:

2.6.1 ADD NEW RECORD(S)

This section presents instructions for adding new records to the Deposits, Withdrawals, and Miscellaneous Posting file.

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <2> **NEW PAYABLES AND MISCELLANEOUS ENTRY** and press <ENTER>.
- STEP 2:** From the **NEW PAYABLES AND MISCELLANEOUS ENTRY MENU**, select <6> **DEPOSIT, WITHDRAWAL & MISCELLANEOUS POSTING**, and press <ENTER>.
- STEP 3:** From the **ADD, CHANGE, DELETE MENU**, select <1> **ADD A NEW RECORD** and press <ENTER>.
- STEP 4:** The program displays the following record for data entry:

```

MISPOST - Deposits, Withdrawals & Misc. Posting                                ADD

1. Transaction Number.....:
2. Transaction Amount.....:
3. Transaction Date.....:
4. Transaction Type.....:
5. General Ledger Number.....:
6. Transaction Description.....:
7. Location ID.....:

      Press <ENTER> for Next Transaction
      Press <ESC> to Return to Selection Menu

```

Enter the information called for, line for line. Press the <ENTER> key after each entry to advance the cursor to the next line.

Press the <ESC> key to return to the Add, Change, Delete selection menu.

Follow these guidelines when making your entries:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. TRANSACTION NUMBER:	Enter up to five (5) numeric characters, and press <ENTER>. Enter the transaction number you wish to use to identify this transaction in all future processing, and press <ENTER>.
2. TRANSACTION AMOUNT:	Enter up to nine (9) numeric characters. Enter the dollar amount of this transaction, and press <ENTER>. Remember to allow for two decimal places. Do not enter the decimal.
3. TRANSACTION DATE:	Enter MMDDYY. Enter the date of this transaction, and press <ENTER>, or just press <ENTER> for today's date. Remember to follow the MMDDYY format when entering dates. Do not enter any separating punctuation.

4. TRANSACTION TYPE:	Enter 1, 2, or 3. When the transaction date is entered, the program displays the transaction codes for selection: 1. DEPOSIT 2. WITHDRAWAL 3. MISC. CHARGE Enter the code identifying the type of transaction being entered, and press <ENTER>. When entry is made, the program displays the transaction code and description on the screen.
5. GENERAL LEDGER NUMBER:	The other side of the transaction. The one side of the transaction will always be the A/P Cash Account either a debit, or credit depending on transaction type. If you are entering a deposit, or withdrawal for A/R, or Payroll because you use the same cash account for each, you will enter the cash account G/L number in this entry. This is so when all modules are transferred to the G/L the cash account will not have a double deposit or withdrawal. If this is an entry for something such as a bank charge you will use the G/L account number for bank charges.
6. TRANSACTION DESCRIPTION:	Enter up to 25 characters that you wish to use to describe this transaction, and press <ENTER>.
7. LOCATION ID:	Enter the location ID and press <ENTER>, or press <HOME> to display a list to select from.

STEP 5: When these entries have been made, the program prompts: "Is Everything OK? (Y/N)". Enter <N>(NO), and press <ENTER> if you wish to re-enter any information in this record. The program prompts: "Select:".

Enter the line number of the information you wish to change, and press <ENTER>. When all desired adjustments have been made, enter <R>, and press <ENTER> to continue.

Enter <Y>(YES), and press <ENTER> if you wish to continue. When <Y> is entered, and the <ENTER> key pressed, the record is added to the file. The program presents another record for data entry. Press <ESC> to return to the Add, Change, Delete selection menu.

2.6.2 CHANGE A RECORD PREVIOUSLY POSTED

This section presents instructions for changing deposit, withdrawal, & miscellaneous postings. Changes can be made to any posting prior to updating the files (Section 2.8).

Follow these STEPS to perform this procedure:

STEP 1: From the **MAIN MENU**, select <2> **NEW PAYABLES AND MISCELLANEOUS ENTRY** and press <ENTER>.

STEP 2: From the **NEW PAYABLES AND MISCELLANEOUS ENTRY MENU**, select <6> **DEPOSIT, WITHDRAWAL & MISCELLANEOUS POSTING** and press <ENTER>.

STEP 3: From the **ADD, CHANGE, DELETE MENU**, select <2> **CHANGE A RECORD PREVIOUSLY POSTED**, and press <ENTER>.

STEP 4: The program displays the following record:

MIS - Deposits, Withdrawals, & Mis	CHANGE
1. Transaction Number.....:	
2. Transaction Amount.....:	
3. Transaction Date.....:	
4. Transaction Type.....:	
5. General Ledger Number.....:	
6. Transaction Description.....:	
7. Location ID.....:	

Enter the Transaction number identifying the transaction you wish to change, and press <ENTER>.

STEP 5: When the transaction number has been entered, Is this the correct Record? (Y/N) is displayed. If this is not the correct record enter <N>, and press <ENTER> the system then prompts you for another transaction number. If this is the correct record enter <Y> the program displays the contents of the record and prompts: "Select:".

Enter the line number of the information you wish to change, and press <ENTER>. Then enter the new information, and press <ENTER>.

STEP 6: When all changes have been made, enter <R> and press <ENTER> to present another record for changes. From this point, press the <ESC> key to return to the Add, Change Delete selection menu.

2.6.3 DELETE A RECORD PREVIOUSLY POSTED

This section presents instructions for deleting deposit, withdrawal & miscellaneous transactions records previously posted. Records can be deleted at any time prior to running the update procedure (Section 2.8).

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <2> **NEW PAYABLES AND MISCELLANEOUS ENTRY** and press <ENTER>.

STEP 2: From the **NEW PAYABLES AND MISCELLANEOUS ENTRY MENU**, select <6> **DEPOSIT, WITHDRAWAL & MISCELLANEOUS POSTING**, and press <ENTER>.

STEP 3: From the **ADD, CHANGE, DELETE MENU**, select <3> **DELETE A RECORD PREVIOUSLY POSTED**, and press <ENTER>.

STEP 4: The program displays the following record:

MISPOST - Deposits, Withdrawals, & Mis	DELETE
1. Transaction Number.....:	
2. Transaction Amount.....:	
3. Transaction Date.....:	
4. Transaction Type.....:	
5. General Ledger Number.....:	
6. Transaction Description.....:	
7. Location ID.....:	
Press <ESC> to Return to Selection Menu	

Enter the transaction number identifying the transaction you wish to change, and press <ENTER>.

STEP 5: When the transaction number has been entered, the program displays the contents of the record and prompts: "Are you sure you want to Delete this Record (Y/N)?" Enter <N>, and press <ENTER> if this is not the record you wish to delete. The program returns to the prompt for a transaction number. Enter <Y>(YES), and press <ENTER> if you wish to continue.

STEP 6: When <Y>(YES) is entered, and the <ENTER> key pressed, the message "Record Deleted - Press <ENTER> to Continue" displays. Press <ENTER> to return to the posting menu.

2.7 DEPOSIT, WITHDRAWAL, & MISCELLANEOUS EDIT LIST

This section presents instructions for printing the edit list of deposit, withdrawal, & miscellaneous postings before printing the register and updating the files.

The edit list should be printed, and the entries reviewed before running the update. If any changes need to be made, follow the instructions in Section 2.6.2.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <2> **NEW PAYABLES AND MISCELLANEOUS ENTRY** and press <ENTER>.

STEP 2: From the **NEW PAYABLES AND MISCELLANEOUS ENTRY MENU**, select <7> **DEPOSIT, WITHDRAWAL & MISCELLANEOUS EDIT LIST** and press <ENTER>.

STEP 3: The program prompts: "Print in Transaction Order (Y/N)?" Enter <Y>, and press <ENTER> for Transaction Order. Enter <N>, and press <ENTER> for Date/Transaction Order.

When printing is complete, the program returns to the posting menu.

RUN DATE: 07/02/99		DEPOSITS, WITHDRAWALS, AND MISC. CHARGES EDIT LIST				
TRANS	AMOUNT	DATE	TYPE	DESCRIPTION	G/L ACCOUNT	
07	1000.00	06/22/99	DEPOSIT		1000-00 CASH IN BANK	
08	500.00	06/23/99	WITHDRAWAL		1000-00 CASH IN BANK	
1500.00		TOTAL NUMBER OF TRANSACTIONS: 2				

2.8 DEPOSIT, WITHDRAWAL & MISCELLANEOUS REGISTER & UPDATE

This section presents instructions for printing the Deposit, Withdrawal, & Miscellaneous Charges Register, and updating the files. This procedure should only be run after the edit list has been printed, and all entries checked for accuracy.

Once this program has been run, changes cannot be made to the records.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <2> **NEW PAYABLES AND MISCELLANEOUS ENTRY** and press <ENTER>.

STEP 2: From the **NEW PAYABLES AND MISCELLANEOUS ENTRY MENU**, select <8> **DEPOSIT, WITHDRAWAL & MISCELLANEOUS REGISTER AND UPDATE** and press <ENTER>.

STEP 3: The program prompts: "Print in Transaction Order (Y/N)?" Enter <Y>, and press <ENTER> for transaction order. Enter <N>, and press <ENTER> for date/transaction order.

STEP 4: When printing is complete, "Did the Register Print OK? (Y/N)" is displayed. Enter <Y>, and press <ENTER>, if everything printed okay and you want the files to be updated. Enter <N>, and press <ENTER> if you do not want to update. If you enter <Y> the update procedure is activated, and the files are updated and you return to the New Payables & Misc. Entry Menu.

RUN DATE: 07/12/99		DEPOSITS, WITHDRAWALS, AND MISC. CHARGES REGISTER				PAGE: 1
TRANS	AMOUNT	DATE	TYPE	DESCRIPTION	G/L ACCOUNT	
15	45.00	07/08/99	MISC. CHARGE	PETTY CASH	3000-00 DISCT NEW ACCT	
16	(750.00)	07/05/99	WITHDRAWAL	TRAVEL EXPENSES	1000-00 NEW ACCOUNT	
705.00-		TOTAL NUMBER OF TRANSACTIONS: 2				

CHAPTER 3: REPORTS AND LISTINGS

3.0 INTRODUCTION

This chapter covers all major system printouts. The ONLY reports and listings not included in this chapter are those tied directly to other system functions.

Many of these Report and Listings are selectable by Vendor Number. If the starting Vendor Number is not known, refer to the Vendor Master List for this reference. See Section 3.5 for instructions to print this document.

The Reports and Listings Menu has 18 options:

```

                                REPORTS AND LISTINGS
                                A C C O U N T S   P A Y A B L E

1.  Aged Trial Balance
2.  Cash Requirements Report
3.  Outstanding Check Report
4.  Checkbook Statement
5.  Detained Vendor Master List
6.  Vendor Name & Address List
7.  Vendor Status Report
8.  Vendor Analysis Report
9.  Vendor Name and Federal ID Listing
10. General Ledger Master List
11. General Ledger Distribution Report
12. Table File Master List
13. Standard Entries Master List
14. Print Vendor Labels
15. Terms Code Master File List
16. Vendor Forecast Report
17. Vendor Open Invoice Listing
18. Location Master File Report

Enter Selection:          E. Exit to Monitor
                          M. Return to Main Menu
```

3.1 AGED TRIAL BALANCE

This program prints out an Aged Trial Balance of the Open Invoices in the Accounts Payables System. It is sequenced by Vendor Number and is selectable by Vendor Number.

This report is used to analyze accounts on the basis of how much time has past since payment has been made on invoices in the system. With the information provided, you can calculate how many days past due certain invoices may be, and what discounts can be taken, or lost. Aging is based on the invoice date, or the due date. You may run this report at any time, as needed.

The Report data includes:

VENDOR NUMBER	OVER 30 DAYS
VENDOR NAME	OVER 60 DAYS
DOCUMENT NUMBER	OVER 90 DAYS
INVOICE NUMBER	DISCOUNT CUTOFF DATE
INVOICE DATE	DISCOUNT AMOUNT
INVOICE DUE DATE	NET BALANCE
CURRENT PERIOD	

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <3> **REPORTS AND LISTINGS** and press <ENTER>.

STEP 2: From the **REPORTS & LISTINGS MENU**, select <1> **AGED TRIAL BALANCE** and press <ENTER>.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR NUMBER:	Enter up to seven (7) numeric characters, and press <ENTER>. The Starting Vendor Number defaults to ALL Vendors by just pressing the <ENTER> key. Use of the <ESC> key causes a return to the Reports and Listings Menu.
ENTER ENDING VENDOR NUMBER:	Enter up to seven (7) numeric characters, and press <ENTER>. The Ending Vendor Number defaults to the starting Vendor Number by just pressing the <ENTER> key.
ENTER STARTING INVOICE DATE:	Enter the date of the first invoice to list on the report. Press <ESC> to reenter Last Vendor. Just press <ENTER> to list all invoices.
ENTER ENDING INVOICE DATE:	Enter the date of the last invoice to list on the report. Press <ESC> to reenter starting invoice. Just press <ENTER> to default to today's date.
AGING DATE:	Enter MMDDYY, and press <ENTER>. The Aging Date defaults to the System Information Date by just pressing the <ENTER>.
VENDOR SEQUENCE (0 = NAME, 1 = NUMBER):	Enter <0>, or <1>, and press <ENTER>. If just the <ENTER> key is pressed, the Vendor Sequence defaults to 1 for number, and the Report is sequenced by Vendor number. If you select option 0, the Report is sequenced alphabetically by Vendor Name.
PRINT TOTALS ONLY?:	Enter <Y>, or <N>, and press <ENTER>. Enter <N>(NO), and press <ENTER> if you wish to avoid printing future posted invoices.
INCLUDE INVOICES AFTER AGING DATE	Do you want to see included invoices done after the aging date? Enter <Y>, or <N>, and press <ENTER>. If using aging by invoice date, these will be invoice dates after aging. If using due date these will be invoices with due dates after aging.
PREVIOUS PERIOD TRIAL BALANCE?:	Enter <Y>, or <N>. Enter <Y>(YES), and press <ENTER>, if you wish to use the aging date as the current date, and the report shows all invoices posted up until that date (with their status as of that date). For example: If an invoice posted 1/1/93, has been paid partially paid 2/1/93, and paid in full 3/1/93, this report will show the invoice with one partial payment - if the aging date entered here is 2/15/93. If the open file has been cleared (purged) of paid invoices, entering <Y>, and press <ENTER> for this option would not reflect correct figures.
AGE BY INVOICE DATE OR DUE DATE	Enter <I>, or <D>, and press <ENTER>.
PRINT CLOSED TRANSACTIONS?	Do you want invoices paid during that time frame included. Enter <Y>, or <N>, and press <ENTER>.
ENTER STARTING CLOSED INVOICE DATE: ENTER ENDING CLOSED INVOICE DATE:	Only will appear if print closed transaction is answered <Y>.
Enter LOCATION ID:	Enter the location id that the report should run for and press <ENTER>, or press <HOME> to display a list to select from.

NOTE: Use of the <ESC> key returns the cursor to the previous line **EXCEPT** when entering Starting Vendor Number, when use of the <ESC> key returns the Reports and Listings Menu to the screen.

STEP 3: Enter each selection and press <ENTER>. If you are using the system "default" options, simply press <ENTER>. When these selections are complete the program prompts: "Is Everything OK (Y/N)?" If you enter <N>(NO), and press <ENTER> the program returns to the program prompts and you can reenter data, or also return to the Reports and Listings Menu by pressing the <ESC> key. If you enter <Y>(YES), and press <ENTER>, the print function is activated.

The screen displays the message "Printing Occurring...Please Wait". When processing is complete, the Reports and Listings Menu is displayed on the screen.

ACCOUNTS PAYABLE AGED TRIAL BALANCE											
ACCOUNTS PAYABLE VERSION 2000											
07/02/99											
AGE BY INVOICE DATE AGEING DATE 06/30/99											
Lowest Vendor: 00011; Highest Vendor: 00100; Lowest Invoice Date: FIRST; Highest Invoice Date: LAST; Vendor Sequence; NUMBER; INCLUDE DETAIL; NO INVOICES AFTER AGEING DATE; NOT A PREVIOUS PERIOD TRIAL BALANCE; PRINT CLOSED TRANSACTIONS; Lowest Closed Invoice Date: 06/01/99; Highest Closed Invoice Date: 06/30/99; Location ID: All											
DOCUMT	LOC	INVOICE	INVOICE	INVOICE	OVER	OVER	OVER	DISCOUNT	DISCOUNT	NET	
NUMBER	ID	NUMBER	DATE	DUE DATE	CURRENT	30 DAYS	60 DAYS	CUTOFF	AMOUNT	BALANCE	
=====											
00011	A-1	LAMINATES, INC.									
834	SC	547	02/20/99	02/20/00				100.00	09/08/99	1.00	99.00
834	SC	547	02/20/99	02/20/00				100.00	09/08/99	1.00	99.00
838	SC	123	02/25/99	03/20/99				1.00-			1.00-
								-----		-----	-----
TOTAL AMOUNT DUE:		199.00						199.00		2.00	197.00
00023	A & H	INDUSTRIES									
848	SM	5678	04/21/99	05/21/99				125.00-			125.00-
								-----		-----	-----
TOTAL AMOUNT DUE:		125.00-						125.00-			125.00-
=====											
00100	AMERICAN FIRST AID										
845	SC	9876	04/01/99	05/01/99				5,000.00			5,000.00
849	SM	345	04/21/99	04/21/99				125.00-			125.00-
861	SC	0102	06/08/99	07/10/99	3,684.48-						3,684.48-
859	SC	0121	06/08/99	07/10/99	100.00						100.00
860	SC	8225	06/08/99	07/10/99	3,503.68				08/07/99	875.92	2,627.76
858	SC	8426	06/08/99	07/10/99	100.00				08/07/99	25.00	75.00
863	SC	12315	06/22/99	07/10/99	100.00				08/21/99	25.00	75.00
862	SM	4684654	06/22/99	07/12/99	200.00				08/21/99	2.00	198.00
					-----			-----		-----	-----
TOTAL AMOUNT DUE:		4,994.20			319.20		4,875.00			927.92	4,266.28
=====											
T O T A L S:					=====	=====	=====	=====	=====	=====	=====
					319.20		4,750.00		199.00		929.92
											4,338.28

3.2 CASH REQUIREMENTS REPORT

This program prints a Cash Requirements Report showing company Accounts Payable Cash Requirements on a particular intended payment date. It presents invoices, which are DUE in two ways:

1. by Invoice Due Date, and
2. by Discount Due Date.

The Report is useful in projecting costs for a given period. It can be run before checks are printed, or at any time you want to know how much cash is needed by a specific cutoff date. By indicating the amount owed, potential lost discounts, and the cash required to meet obligations, the Cash Requirements Report is a valuable tool in assessing business responsibilities. Remember that discounts are based on the invoice date, and not the due date.

Report data includes:

VENDOR NUMBER	INVOICE DUE DATE
VENDOR NAME	INVOICE AMOUNT
DOCUMENT NUMBER	DISCOUNT ALLOWED
PURCHASE ORDER NUMBER	DISCOUNT CUTOFF
INVOICE NUMBER	DISCOUNT LOST
INVOICE DATE	CASH REQUIRED

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select **<3> REPORTS AND LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS AND LISTINGS MENU**, select **<2> CASH REQUIREMENTS REPORT** and press **<ENTER>**.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
STARTING VENDOR NUMBER:	Enter up to seven (7) numeric characters, and press <ENTER>. Just press <ENTER> for all Vendors. Use of the <ESC> key causes the return to the Reports and Listings Menu.
ENDING VENDOR NUMBER:	Enter up to seven (7) numeric characters, and press <ENTER>. The ending Vendor Number defaults to the starting Vendor Number.
ENTER INTENDED PAYMENT DATE:	Enter MMDDYY, and press <ENTER>. The intended payment date defaults to the system date if just the <ENTER> key is pressed. NOTE: The Intended Payment Date is used by the report to determine if the allowed discount will be lost, or valid. Any invoice with a discount cut-off date before the intended payment date will be printed in this report regardless of the due date.
VENDOR SEQUENCE (0 = NAME, 1 = NUMBER):	Enter <0>, or <1>, and press <ENTER>. If just the <ENTER> key is pressed, the Vendor sequence defaults to 1 for number, and the Report is sequenced by Vendor number. If you select <0> and press <ENTER>, the Report is sequenced alphabetically by Vendor Name.
PRINT TOTALS ONLY?:	Enter <Y>, or <N>, and press <ENTER>. The Print Totals Only selection defaults to an entry of <N>(NO). If you enter <Y>, and press <ENTER>, a detailed report is printed. NOTE: Use of the <ESC> key will return the cursor to the previous line, except when entering STARTING VENDOR NUMBER. At this point use of the <ESC> key returns the Reports and Listings Menu to the screen.
ENTER STARTING DUE DATE:	Enter MMDDYY, and press <ENTER>. Enter the starting due date for the printout, and press <ENTER>.
ENTER ENDING DUE DATE:	Enter MMDDYY, and press <ENTER>. Enter the ending due date for the printout, and press <ENTER>. The ending due date defaults to the starting due date by just pressing the <ENTER> key.

STEP 3: Enter each selection and press <ENTER>. If you are using the system default options, simply press <ENTER>. When these selection are complete the program prompts: Is Everything OK? (Y/N): If you enter <N>(NO), and press <ENTER> the program prompts for entry of another starting Vendor number. If you enter <Y>(YES), and press <ENTER> the print function is activated.

During printout, the screen displays the message: "Printing Occurring...Please Wait". When processing is complete, the program returns to the Reports and Listings Menu.

CASH REQUIREMENTS REPORT											
ACCOUNTS PAYABLE VERSION 2000											
07/02/99											
INTENDED PAYMENT DATE: 05/01/99 STARTING DUE DATE: 00/00/00 ENDING DUE DATE: 05/01/99											
STARTING VENDOR NUMBER: 11 ENDING VENDOR NUMBER: 100											
DOCMT	PURCHASE	INVOICE	INVOICE	INVOICE	INVOICE	OPEN	DISCOUNT	DISCOUNT	DISCOUNT	CASH	
NUMBER	ORDER	NUMBER	DATE	DUE-DATE	AMOUNT	AMOUNT	ALLOWED	CUTOFF	LOST	REQUIRED	

00011	A-1	LAMINATES, INC.			ALP: 25.00				DLP: 11/01/01		
838		123	02/25/99	03/20/99	1.00CR	1.00CR					1.00CR
VENDOR TOTALS:											1.00CR
VENDOR CREDITS:			1.00								
00100	AMERICAN	FIRST AID			ALP: 50.00				DLP : 01/01/00		
846		7894	04/01/99	05/01/99	4,500.00	4,455.00					4,455.00
845		9876	04/01/99	05/01/99	5,000.00	5,000.00					5,000.00
849		345	04/21/99	04/21/99	125.00CR	125.00CR					125.00CR
VENDOR TOTALS:											9,330.00
VENDOR CREDITS:			125.00								
REPORT TOTALS:						9,329.00					9,329.00
REPORT CREDITS:			126.00								

3.3 OUTSTANDING CHECK REPORT

This report can be printed any time you wish a listing of checks that have not been returned from the bank and reconciled within the system. Usually, you will want to print this report after the check reconciliation procedure, as it provides a listing of all checks still outstanding.

Report date includes:

CHECK NUMBER	VENDOR NUMBER
CHECK AMOUNT	VENDOR NAME
CHECK DATE	

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select **<3> REPORTS AND LISTINGS**, and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU**, select **<3> OUTSTANDING CHECK REPORT** and press **<ENTER>**.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
REPORT START DATE:	Enter MMDDYY, and press <ENTER> for date information will start, or just press <ENTER> to start from the beginning. Press <ESC> to exit.
REPORT END DATE:	Enter MMDDYY, and press <ENTER> for date information will end, or just press <ENTER> to stop at the last record. Press <ESC> to reenter date.

STEP 3: Make these selections and press **<ENTER>** after each line entry. If you are using the system default options, simply press **<ENTER>** for each line entry.

When these selections are made, the program prompts, "Are these Dates OK ? Y/N". If you enter **<N>**(NO), and press **<ENTER>**, the program returns to the report end date prompt. You can press the **<ESC>** key to change date in the report start date entry. If you enter **<Y>**(YES), and press **<ENTER>** the program automatically sorts the file and prints the report. The screen displays the message, "Printing Occurring...Please Wait". When processing is complete, the Reports and Listings Menu returns to the screen.

OUTSTANDING CHECK REPORT					
ACCOUNTS PAYABLE VERISION 2000					
07/02/99					
CHECK NUMBER	FROM: CHECK AMOUNT	01/01/99 CHECK DATE	TO: VENDOR NUMBER	99/99/99	VENDOR NAME
100	50.00	12/16/99	12		new
200	100.00	02/25/99	11		A-1 LAMINATES, INC.
456	54.88	01/21/99	100		AMERICAN FIRST AID
789	52.92	01/21/99	100		AMERICAN FIRST AID
6789	100.00	01/10/99	23		A & H INDUSTRIES
6789	125.00	01/21/99	23		A & H INDUSTRIES
18956	766.65	05/09/99	100		AMERICAN FIRST AID
18957	750.00	05/20/99	100		AMERICAN FIRST AID
18959	3,795.00	06/02/99	100		AMERICAN FIRST AID
=====					
TOTAL CHECKS:	9	5,794.45			

3.4 CHECKBOOK STATEMENT

THE CHECKBOOK STATEMENT

The checkbook statement is a report that is found in the Reports & Listings of the Accounts Payable module. The A/P module is a stand-alone module, there is no direct integration of the Accounts Receivable and Payroll modules. Any entries recorded in the A/R, or Payroll module that would have an affect on the checkbook requires a manual entry.

In the Accounts Payable module anytime you make a deposit, withdrawal, or write checks it will record this information in the checkbook statement. The checkbook statement, which is found under Reports & Listings, is a running total of all additions and subtractions to the A/P Cash Account. Please note that it does not record any cash entered into the Accounts Receivable module, or any withdrawals done in the payroll module. If you are using the same cash account for A/R, A/P, and Payroll you will need to also enter your cash received in Account Receivable through Cash Drawer and Cash Receipts and enter your withdrawals from payroll again into Accounts Payable under Misc. Deposits & Withdrawals to see them in your checkbook statement. (If using a separate cash account for any module this procedure will vary accordingly).

This section presents instructions for printing the Outstanding Check and Miscellaneous Transactions listing. This system printout is similar to the listing described in Section 3.3, with the addition of miscellaneous transactions entered through the alternative posting procedures described in Chapter 2.

This report can be printed any time you wish a listing of checks that have not been returned from the bank and reconciled within the system. Usually, you will want to print this report after the check reconciliation procedure, as it provides a listing of all check still outstanding.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select **<3> REPORTS AND LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU**, select **<4> CHECKBOOK STATEMENT** and press **<ENTER>**.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
REPORT START DATE:	Enter MMDDYY, and press <ENTER> for date information will start, or just press <ENTER> to start at the beginning. Press <ESC> to exit.
REPORT END DATE:	Enter MMDDYY, and press <ENTER> for date information will end, or just press <ENTER> to have the data end at the last record. Press <ESC> to exit.

STEP 3: Make these selections and press **<ENTER>** after each line entry. If you are using the system default options, simply press **<ENTER>** for each line entry.

When these selections are made, the program prompts: "Are the Dates OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the report end date prompt. You can press the <ESC> key to change data in the report start date entry. If you enter <Y>(YES), and press <ENTER> the program automatically sorts the file and prints the report. The screen displays the message: "Printing Occurring...Please Wait". When processing is complete, the program returns to the Reports & Listings Menu.

CHECKBOOK STATEMENT						
ACCOUNTS PAYABLE VERSION 2000						
FROM: 06/01/99 TO: 99/99/99						
BALANCE AS OF 06/01/99 - 62,000.00						
CHECK OR TRANS. #	TRANS. DATE	TRANS. TYPE	VENDOR NUMBER	VENDOR NAME	TRANS. AMOUNT	BALANCE
18959	06/02/99	CHECK	100	AMERICAN FIRST AID	3,795.00	58,205.00
00100	06/22/99	CHECK	100	AMERICAN FIRST AID	20.00	58,185.00
67432	07/02/99	CHECK	23	A & H INDUSTRIES	75.00	58,110.00
00016	07/05/99	WITHDRAWAL		TRAVEL EXPENSES	750.00	57,360.00
00012	07/08/99	DEPOSIT			12,100.00	69,460.00
00015	07/08/99	MISC. CHARGE		PETTY CASH	45.00	69,415.00
08426	07/08/99	CHECK	1300	LASHERS ULTIMATE SPORTS	10.00	69,405.00
09876	07/08/99	CHECK	100	AMERICAN FIRST AID	100.00	69,305.00
00014	07/12/99	DEPOSIT			13,350.00	82,655.00
00100	12/16/99	CHECK	12	GASOLINE	50.00	82,605.00
18956	07/09/00	CHECK	100	AMERICAN FIRSTAID	766.65	81,838.35
18957	07/20/00	CHECK	100	AMERICAN FIRST AID	750.00	81,099.35
=====					=====	=====
13					19,088.35	81,088.35

3.5 DETAILED VENDOR MASTER LIST

This program prints the Vendor Master List. It is sequenced by Vendor Name, OR Vendor Number. It is selectable by Vendor Number. Initially this listing can be used to verify Vendor information, which has been entered. Subsequently, this is a useful reference document to have on hand when performing other system procedures. It is recommended that a current copy be kept near your terminal at all times.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <3> **REPORTS AND LISTINGS** and press <ENTER>.

STEP 2: From the **REPORTS & LISTINGS MENU**, <5> **DETAILED VENDOR MASTER LIST** and press <ENTER>.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the starting Vendor number, and press <ENTER>. The Starting Vendor Number defaults to ALL Vendors if just the <ENTER> key is pressed. Use of the <ESC> key at this point returns the Reports and Listings Menu to the screen.
ENTER ENDING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the ending Vendor number, and press <ENTER>. The Ending Vendor Number defaults to the Starting Vendor Number if just the <ENTER> key is pressed. Press <ESC> to reenter starting vendor.
VENDOR SEQUENCE (0 = NAME, 1 = NUMBER):	Enter <0>, or <1>. The Vendor Sequence defaults to 1, for Number, if just the <ENTER> key is pressed, and the Report is sequenced by Vendor number. If you select <0> for Name, the Report is sequenced alphabetically by Vendor name. NOTE: Use of the <ESC> key returns the cursor to the previous selection EXCEPT when entering the Starting Vendor Number, when use of the <ESC> key returns the Reports and Listings Menu to the screen.

STEP 3: Enter each selection and press **<ENTER>**. If you are using the system default options, simply press **<ENTER>**. When entries are complete, the program prompts: "Is Everything OK? (Y/N)". If you enter **<N>**(NO), and press **<ENTER>** the program will return to the program prompt in STEP 1. If you enter **<Y>**(YES), and press **<ENTER>** the print function is activated.

During printing, the screen displays the message: "Printing Occurring...Please Wait." When processing is complete, the program returns to the Reports and Listings menu.

VENDOR MASTER LISTING		ACCOUNTS PAYABLE VERSION 2000	
07/12/99			
STARTING VENDOR NUMBER	23	ENDING VENDOR NUMBER	31
VENDOR NUMBER.....:	23	PURCHASES YTD.....:	65,950.00
NAME.....:	A & H INDUSTRIES	DISCOUNTS LIST YTD.....:	2,730.85
ADDRESS LINE1.....:	P.O BOX 45627	CURRENT BALANCE.....:	2,555.85
ADDRESS LINE#2.....:		G/L ACCOUNT NUMBER.....:	3500-00
CITY.....:	WEST FREDERICK	DISCOUNT RATE.....:	00.00%
STATE.....:	PA	DISCOUNT CUTOFF DATS...:	000
ZIP CODE.....:	89046-2967	LAST PAYMENT DATE/AMT...:	07/02/99 0.00
TELEPHONE NUMBER.....:	703-482-9173	INVOICES YTD.....:	0018
TERMS CODE.....:	12 (NET 30)	PURCHASING ACCOUNT#.....:	
VENDOR NUMBER.....:	25	PURCHASES YTD.....:	170.78
NAME.....:	ACRA ELECTRIC CORP	DISCOUNTS LIST YTD.....:	0.00
ADDRESS LINE1.....:	3801 N. 25TH AVE	CURRENT BALANCE.....:	0.00
ADDRESS LINE#2.....:		G/L ACCOUNT NUMBER.....:	5410-00
CITY.....:	SCHILLER PARK	DISCOUNT RATE.....:	00.00%
STATE.....:	IL	DISCOUNT CUTOFF DATS...:	000
ZIP CODE.....:	60176	LAST PAYMENT DATE/AMT...:	01/20/92 0.00
TELEPHONE NUMBER.....:	000-0000	INVOICES YTD.....:	0001
TERMS CODE.....:	9 (NET 2%)	PURCHASING ACCOUNT#.....:	

3.6 VENDOR NAME AND ADDRESS LIST

The Vendor Name and Address List prints a clearly formatted and comprehensive list of all Vendor Names, Addresses, and Phone Numbers. It is an especially useful directory for office reference. It is recommended that this document be printed whenever new Vendors are entered into the system. It can be used as a quick reference when performing other system procedures. It is sequenced by Vendor Number OR Vendor Name, and selectable by Vendor Number.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select **<3> REPORTS AND LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU**, select **<6> VENDOR NAME AND ADDRESS LIST** and press **<ENTER>**.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the starting Vendor number, and press <ENTER> . The Starting Vendor Number defaults to ALL Vendors if just the <ENTER> key is pressed. Use of the <ESC> key at this point returns the Reports and Listing Menu to the screen.
ENTER ENDING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the ending Vendor Number, and press <ENTER> . The Ending Vendor Number defaults to the Starting Vendor Number if just the <ENTER> key is pressed. Press <ESC> to reenter starting vendor.
VENDOR SEQUENCE (0 = NAME, 1 = NUMBER):	Enter <0> , or <1> . The Vendor Sequence defaults to 1, for Number, if just the <ENTER> key is pressed, and the Report is sequenced by Vendor Number. If you enter <0> , for Name, the Report is sequenced alphabetically by Vendor Name. NOTE: Use of the <ESC> key returns the cursor to the previous selection EXCEPT when entering the Starting Vendor Number, when use of the <ESC> key returns the Reports and Listing Menu to the screen.
TERMS CODE	Enter Terms Code that you want listed, or enter 0 for all terms, and press <ENTER> .

STEP 3: Enter each selection and press **<ENTER>**. If you are using the system default options, simply press **<ENTER>** for each line. When selections are complete, the program prompts: "Is Everything OK? (Y/N)". If your entry is **<N>**(NO), and you press **<ENTER>** the program returns to the prompt in STEP 1. If you enter **<Y>**(YES), and press **<ENTER>** the print function is activated.

During printing, the screen displays the message: "Printing Occurring...Please Wait". When processing is complete, the program returns the Reports and Listings Menu to the screen.

VENDOR NAME AND ADDRESS LISTING						
ACCOUNTS PAYABLE VERSION 2000						
07/12/99						
STARTING VENDOR NUMBER	23	ENDING VENDOR NUMBER	30	TERMS CODE: ALL TERMS CODES		
NUMBER	NAME	ADDRESS ONE	ADDRESS TWO	CITY	ST	ZIP CODE TELEPHONE #
23	A & H INDUSTRIES	P.O. BOX 45627		WEST FREDERICK	PA	12345-6789 708-482-9173
25	ACRA ELECTRIC CORP	3801 N. 25TH AVE		SCHILLER PARK	IL	60176 000-0000
30	ADVERTISING DESIGN	1220 RIDGELY ST		BALTIMORE	MD	21230 301-752-2181

3.7 VENDOR STATUS REPORT

This report is usually printed as part of the month end procedure. It provides information regarding monies owed to specific Vendors, and year-to-date purchases. The report is used to analyze outgoing cash, and can be printed at any time.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select **<3> REPORTS AND LISTINGS** and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU**, select **<7> VENDOR STATUS REPORT** and press **<ENTER>**.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the starting Vendor number, and press <ENTER> . The Starting Vendor Number defaults to ALL Vendors if just the <ENTER> key is pressed. Use of the <ESC> key returns the Reports and Listings Menu to the screen.
ENTER ENDING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the ending Vendor number, and press <ENTER> . The Ending Vendor Number defaults to the Starting Vendor Number if just the <ENTER> key is pressed. Press <ESC> to reenter starting vendor.
PRINT VENDOR ADDRESSES?:	Enter <Y> , or <N> , and press <ENTER> . The print Vendor Address selection defaults to "NO" if just the <ENTER> key is pressed. Enter <Y> (YES), and press <ENTER> if you desire the Vendor addresses to be included in the printout. Press <ESC> to reenter vendor.
VENDOR SEQUENCE (0 = NAME, 1 = NUMBER):	Enter <0> , or <1> , and press <ENTER> . If just the <ENTER> key is pressed, the Vendor sequence defaults to "1" for number, and the Report is sequenced by Vendor number. If you select <0> for Name, the Report is sequenced alphabetically by Vendor Name. NOTE: Use of the <ESC> key returns the cursor to the previous line EXCEPT when at ENTER STARTING VENDOR NUMBER, when use of the <ESC> key returns the Reports and Listings menu to the screen.

STEP 3: Enter each selection and press **<ENTER>**. If you are using the system default options, simply press **<ENTER>**. When these selections are complete, the program prompts: "Is Everything OK?". If you enter **<N>**(NO), and press **<ENTER>** the program returns to the program prompt in Step 1. If you enter **<Y>**(YES), and press **<ENTER>** the print function is activated.

During printout the screen displays the message: "Printing Occurring...Please Wait". When processing is complete the program returns the Reports and Listings Menu to the screen.

VENDOR STATUS REPORT										
ACCOUNTS PAYABLE VERSION 2000										
STARTING VENDOR NUMBER 100 ENDING VENDOR NUMBER 100										
NUMBER	VENDOR NAME AND ADDRESS	ZIP CODE	PURCHASES YEAR TO-DATE	DISCOUNTS LOST YEAR TO-DATE	CURRENT BALANCE	DISCOUNT PERCENT CUTOFF	LAST PAYMENT	LAST AMOUNT	GL ACCT#	
100	AMERICAN FIRST AID 170 D PENROD CT. WEST CAMP SPRINGWALL MD TELEPHONE#: 301-766-1989	21061-1674	459,464.94	215.00	9,765.19	1.00%	60DAYS 07/08/99	0.00	1000-00	
T O T A L S :			459,464.94	215.00	9,765.19					

3.8 VENDOR ANALYSIS REPORT

This program prints the Vendor Analysis Report. The report can be printed at any time, and is used to analyze payable activity. It presents each Vendor in comparison to the TOTAL purchases made from ALL Vendors Year-To-Date. The report also summarizes the activity of each Vendor included in the report.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select **<3>** for **REPORTS AND LISTINGS**, and press **<ENTER>**.

STEP 2: From the **REPORTS & LISTINGS MENU**, select **<8>** for **VENDOR ANALYSIS REPORT**, and press **<ENTER>**.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the starting Vendor number, and press <ENTER> . The Starting Vendor Number defaults to ALL Vendors if just the <ENTER> key is pressed. The use of the <ESC> key returns the Reports and Listings Menu to the screen.
ENTER ENDING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the ending Vendor number and press <ENTER> . The Ending Vendor Number defaults to the Starting Vendor Number.
VENDOR SEQUENCE (0 = NAME, 1 = NUMBER):	Enter <0> , or <1> , and press <ENTER> . The Vendor Sequence selection defaults to "1" for number, and the Report is sequenced by Vendor number if just the <ENTER> key is pressed. If you select "0" for Name, the Report is sequenced alphabetically by Vendor Name. NOTE: Use of the <ESC> key returns the cursor to the previous line EXCEPT when at ENTER STARTING VENDOR NUMBER, when use of the <ESC> key returns the Reports and Listing Menu to the screen.

STEP 3: Enter each selection and press <ENTER>. If you are using the system default options, simply press <ENTER>. When these selections are complete, the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the program prompt in STEP 1. If you enter <Y>(YES), and press <ENTER> the print function is activated.

During printing the screen displays the message: "Printing Occurring...Please Wait". When processing is complete, the program returns the Reports and Listings Menu to the screen.

VENDOR ANALYSIS REPORT ACCOUNTS PAYABLE VERSION 2000					
07/13/99					
STARTING VENDOR NUMBER 100 ENDING VENDOR NUMBER 110					
VENDOR NUMBER	VENDOR NAME	PURCHASES YEAR TO-DATE	% OF TOTAL	NUMBER OF INVOICES	AVERAGE PURCHASE
100	AMERICAN FIRST AID	459,464.94	83.3	30	15,315.49
110	AMERICAN AIRLINES	2,072.18	0.4	4	518.04
TOTALS:		461,537.12	83.7	34	15,833.53

3.9 VENDOR NAME AND FEDERAL ID LISTING

This program prints the Vendor Name and Federal ID Report. The report can be printed at any time, and is used to get a listing of vendors and their Federal ID's. It presents each vendor with their address, telephone number, Federal ID, and purchases.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <8> for **REPORTS AND LISTINGS**, and press <ENTER>.

STEP 2 : From the **REPORTS & LISTINGS MENU**, select <8> for **VENDOR NAME AND FEDERAL ID LISTING** and press <ENTER>. The program prompts for the following

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the starting Vendor number, and press <ENTER>. The Starting Vendor Number defaults to ALL Vendors if just the <ENTER> key is pressed. The use of the <ESC> key returns the Reports and Listings Menu to the screen.
ENTER ENDING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the ending Vendor number and press <ENTER>. The Ending Vendor Number defaults to the Starting Vendor Number.
VENDOR SEQUENCE (0 = NAME, 1 = NUMBER):	Enter <0>, or <1>, and press <ENTER>. The Vendor Sequence selection defaults to "1" for number, and the Report is sequenced by Vendor number if just the <ENTER> key is pressed. If you select "0" for Name, the Report is sequenced alphabetically by Vendor Name. NOTE: Use of the <ESC> key returns the cursor to the previous line EXCEPT when at ENTER STARTING VENDOR NUMBER, when use of the <ESC> key returns the Reports and Listing Menu to the screen.

STEP 3: Enter each selection and press <ENTER>. If you are using the system default options, simply press <ENTER>. When these selections are complete, the program prompts: "Is Everything OK (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the program prompt in STEP 1. If you answer <Y>(YES), and press <ENTER> the print function is activated.

During printing the screen displays the message: "Printing Occurring...Please Wait". When processing is complete, the program returns the Reports and Listings Menu to the screen.

VENDOR NAME AND FEDERAL ID LISTING ACCOUNTS PAYABLE VERSION 2000					
07/13/99					
STARTING VENDOR NUMBER 00100 ENDING VENDOR NUMBER 00100					
NUMBER	NAME	ADDRESS	TELEPHONE NO.	FEDERAL ID#	PURCHASES YTD
00100	AMERICAN FIRST AID	170 D PENROD CT. WEST CAMP SPRINGWALL, MD 21061-1674	(301)766-1989	976221347	459,464.94
00110	AMERICAN AIRLINES	P.O. BOX 195164 DEPARTMENT 20706-2 CHARLOTTE , NC 28219		83419756	2,072.18

3.10 GENERAL LEDGER MASTER LIST

This program prints out a detailed list of all accounts in the General Ledger Chart of Accounts file. It is sequenced by General Ledger account number and is selectable by General Ledger account number.

The General Ledger Master List is a recommended reference tool to be kept next to your terminal. Initially, this listing can be printed to verify General Ledger account numbers and descriptions that have been entered into the system. To keep the references current, print a new General Ledger Master List after adding a new account.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <3> for **REPORTS AND LISTINGS**, and press <ENTER> .

STEP 2: From the **REPORTS & LISTINGS MENU**, select <10> for **GENERAL LEDGER MASTER LIST**, and press <ENTER>.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING GENERAL LEDGER NUMBER:	Enter six (6) numeric characters. Enter the starting General Ledger Account number, and press <ENTER>. The General Ledger starting number defaults to ALL accounts in the General Ledger if only the <ENTER> key is pressed. Use of the <ESC> key at this point returns the Reports and Listings Menu to the screen.
ENTER ENDING GENERAL LEDGER NUMBER:	Enter six (6) number characters. Enter the ending General Ledger account number, and press <ENTER>. The Ending General Ledger defaults to the Starting General Ledger number if only the <ENTER> key is pressed.

STEP 3: Enter each selection and press <ENTER>. If you are using the system default option, simply press <ENTER>. When these selections are complete, the program prompt: "Is Everything OK (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the program prompt in STEP 1. If you enter <Y>(YES), and press <ENTER> the print, (or display) function is activated.

While printing the program displays the message: "Printing Occurring...Please Wait". When processing is complete, the program returns the Reports and Listings Menu to the screen.

07/13/99

GENERAL LEDGER MASTER LIST
ACCOUNTS PAYABLE VERSION 2000

STARTING GENERAL LEDGER NUMBER 1102-00 ENDING GENERAL LEDGER NUMBER 2000-00

NUMBER DESCRIPTION =====	NUMBER DESCRIPTION =====	NUMBER DESCRIPTION =====
1102-00 CASH IN BANK - CHECKING		
1102-25 CASH IN BANK - CHECKING		
1103-00 CASH IN BANK - SAVINGS		
1103-25 CASH IN BANK - SAVINGS		
1190-00 EXCHANGE		
1190-25 EXCHANGE		
1300-00 ACCTS RECEIVABLE CUST		
1300-25 ACCTS RECEIVABLE CUST		
1305-00 A/R CREDIT CARD		
1305-25 A/R CREDIT CARD		
1350-00 INVENTORY		
1350-25 INVENTORY		
1410-00 PRE-PAID INSURANCE		
1410-25 PRE-PAID INSURANCE		
1504-00 AUTOS & TRUCKS		
1504-25 AUTOS & TRUCKS		
1510-00 BUILDING		
1510-25 BUILDING		
1517-00 EQUIPMENT		
1517-25 EQUIPMENT		
1523-00 FURNITURE & FIXTURES		
1523-25 FURNITURE & FIXTURES		
1604-00 ACCUM DEPREC AUTO & TRUCK		
1604-25 ACCUM DEPREC AUTO & TRUCK		
1610-00 ACCUM DEPREC BUILDING		
1610-25 ACCUM DEPREC BUILDING		
1617-00 ACCUM DEPREC EQUIPMENT		
1617-25 ACCUM DEPREC EQUIPMENT		
1623-00 ACCUM DEPREC F&F		
1623-25 ACCUM DEPREC F&F		
1700-00 LEASEHOLD IMPROVEMENTS		
1700-25 LEASEHOLD IMPROVEMENTS		
1800-00 ACCUM AMORTIZ. L/H IMP		
1800-25 ACCUM AMORTIZ. L/H IMP		
2000-00 ACCOUNTS PAYABLE		

3.11 GENERAL LEDGER DISTRIBUTION REPORT

This program prints a General Ledger Distribution Report. It is sequenced by General Ledger number and is selectable by General Ledger number AND Transaction Date. The program yields a cross-reference of the General Ledger Distribution to the invoices.

The General Ledger Distribution Report should be printed before transferring accounts payable information to the General Ledger System, and/or before purging any records. Be sure to note the dates (period) included in the Report, as this information is needed for a successful transfer of data.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <3> for **REPORTS AND LISTINGS**, and press <ENTER>.

STEP 2: From the **REPORTS & LISTINGS MENU**, select <11> for **GENERAL LEDGER DISTRIBUTION REPORT**, and press <ENTER>.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
STARTING TRANSACTION DATE:	Enter MMDDYY, and press <ENTER>. The Starting Transaction Date defaults to ALL dates in the file if only the <ENTER> key is pressed. Use of the <ESC> key at this point will return the Reports and Listings Menu to the screen.
ENDING TRANSACTION DATE:	Enter MMDDYY, and press <ENTER>. The Ending Transaction Date defaults to the Starting Transaction Date if only the <ENTER> key is pressed.
STARTING GENERAL LEDGER NUMBER:	Enter six (6) numeric characters. Enter the starting General Ledger number, and press <ENTER>, or just press the <ENTER> key. The Starting General Ledger Number defaults to ALL General Ledger numbers in the file if only the <ENTER> key is pressed.

ENDING GENERAL LEDGER NUMBER:	Enter six (6) numeric characters. Enter the ending General Ledger number, and press <ENTER>. The Ending General Ledger number defaults to the Starting Number when only the <ENTER> key is pressed. NOTE: Use of the <ESC> key returns the cursor to the previous line EXCEPT when entering the Starting Transaction Date, when use of the <ESC> key returns the Reports and Listings Menu to the screen.
PRINT RECORDS POSTED TO G/L?	Enter <Y> and press <ENTER> to print out records whose information has already been transferred to GL. Enter <N> and press <ENTER> to only print info not transferred to GL. Press <ESC> to reenter starting GL number.

STEP 3: Enter each selection and press <ENTER>. If you are using the system default option, simply press <ENTER> for each line. When these selection have been made, the program prompts: "Is Everything OK?(Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the program prompts in STEP 1. If you enter <Y>(YES), and press <ENTER> the print function is activated.

While printing, the program displays the message, "Printing Occurring...Please Wait" on the screen. When printing is complete the Reports and Listings Menu returns to the screen.

GENERAL LEDGER DISTRIBUTION REPORT							
ACCOUNTS PAYABLE VERSION 2000							
07/14/99							
STARTING TRANSACTION DATE 07/14/99 ENDING TRANSACTION DATE 07/14/99							
GENERAL LEDGER ACCOUNT	SOURCE DESCRIPTION	SOURCE REFERENCE	DATE	DEBIT AMOUNT	CREDIT AMOUNT	INVOICE BALANCE	
105-00	NEW PAYABLE REGISTER	AP0714	07/14/99		4,500.00		
	NEW PAYABLE REGISTER	AP0714	07/14/99		858.00		
	NEW PAYABLE REGISTER	AP0714	07/14/99		357.87		
				0.00	5,715.87		5,715.87-
1000-13	VD 100 INV 5489	AP0714	07/14/99	4,500.00			
	VD 100 INV 6432	AP0714	07/14/99	858.00			
	VD 100 INV 1290	AP0714	07/14/99	357.87			
				5,715.87	0.00		5,715.87
				5,715.87	5,715.87		0

3.12 TABLE FILE MASTER LIST

This section presents instructions for printing the Table File Master List. This table must be set up prior to using standard entries. Contact ProCom support staff for any questions in setting up.

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select: <3> for **REPORTS AND LISTINGS**, and press <ENTER>.
- STEP 2:** From the **REPPORTS & LISTINGS MENU**, select <12> for **TABLE FILE MASTER LIST**, and press <ENTER>.
- STEP 3:** The program prints, and then returns to the Reports and Listings Menu.

3.13 STANDARD ENTRIES MASTER LIST

This section presents instructions for printing the Standard Entries Master List. This document includes all entries presently in the Standard Entries Master File (Section 1.5).

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <3> for **REPORTS AND LISTINGS**, and press <ENTER>.
- STEP 2:** From the **REPORTS AND LISTINGS MENU**, select <13> for **STANDARD ENTRIES MASTER LIST**, and press <ENTER>.
- STEP 3:** The program displays: "Processing Occurring ... Please Wait" and then returns to the **REPORTS & LISTINGS MENU**.

STANDARD ENTRIES MASTER FILE LIST														
ACCOUNTS PAYABLE VERSION 2000														
DOC. NO.	ENT. NO.	PURCHASE ORDER	INVOICE NUMBER	INVOICE DATE	INVOICE DUE-DATE	INVOICE DESCRIPTION	INVOICE AMOUNT	DISCOUNT AMOUNT	DUE DYS	DISCOUNT CUTOFF	CHECK NUMBER	CHECK DATE	G/L ACCOUNT	G/L AMOUNT
07/13/99														
00010 A.P.A.														
YES	2		8754	07/13/99	08/12/99	RENT	1050.00	105.00	15	07/28/99			3040-00	1050.00
YES	3		1856	11/06/92	12/06/92	MAINT	1500.00	150.00	15	07/28/99			3040-00	1500.00
NUMBER OF INVOICES: 2							2550.00	255.00					2550.00	
000100 AMERICAN FIRST AID														
YES	1		12	07/13/99	01/15/99	SAFETY PAYMENT	100.00	2.00	15	07/28/99			1000-00	100.00
YES	2			07/13/92	07/12/99		100.00	2.00					1000-00	100.00
NUMBER OF INVOICES: 2							200.00	4.00					200.00	
01300 ULTIMATE SPORTS														
YES	10		987654	07/13/99	07/13/99	ADVERTISING	100.00						1000-00	100.00
NUMBER OF INVOICES: 1							100.00						100.00	
GRAND TOTALS							2850.00	259.00					2850.00	
TOTAL INVOICES: 5							2850.00	259.00					2850.00	

3.14 PRINT VENDOR LABELS

This section presents instructions for printing Vendor Labels.

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <3> for **REPORTS AND LISTINGS** and press <ENTER>.
- STEP 2:** From the **REPORTS AND LISTINGS MENU**, select <14> for **PRINT VENDOR LABELS**, and press <ENTER>.
- STEP 3:** Enter <Y> to **ARE FORMS ALIGNED CORRECTLY**, and press <ENTER> if labels have been previously aligned. Enter <N>, and press <ENTER> for an alignment pattern to print.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the starting vendor number, and press <ENTER>. The Starting Vendor Number defaults to ALL Vendors if just the <ENTER> key is pressed. The use of the <ESC> key returns the Reports and Listings Menu to the screen.
ENTER ENDING VENDOR NUMBER:	Enter up to seven (7) numeric characters. Enter the ending Vendor number and press <ENTER>. The Ending Vendor Number defaults to the Starting Vendor Number.
VENDOR SEQUENCE (0 = NAME, 1 = NUMBER):	Enter <0> or <1>, and press <ENTER>. The Vendor Sequence selection defaults to "1" for number, and the Labels are sequenced by Vendor number if just the <ENTER> key is pressed. If

	<p>you select "0" for Name, the Labels are sequenced alphabetically by Vendor Name.</p> <p>NOTE: Use of the <ESC> key returns the cursor to the previous line EXCEPT when at ENTER STARTING VENDOR NUMBER, when use of the <ESC> key returns the Reports and Listing Menu to the screen.</p>
ENTER NUMBER OF LABELS	Enter up to 3 characters and press <ENTER>. The system defaults to 1.

STEP 4: Enter each selection and press <ENTER>. If you are using the system default options, simply press <ENTER>. When these selections are complete, the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the program prompt in STEP 1. If you enter <Y>(YES), and press <ENTER> the print function is activated.

When processing is complete, the program returns to the Reports and Listings Menu to the screen.

ACRA ELECTRIC CORP 3801 N. 25 TH AVE SCHILLER PARK IL 60176 ADVERTISING DESIGN 1220 RIDGELY STREET BALTIMORE MD 21230 ADVERTISING AND GRAPHIC ARTS SOCIETY OF H CO. 5477 BRIGHT HAWK CT. COLUMBIA MD 21045 ADMIRAL TRANSPORTATION 8103 RIVER ROAD PENNSAUKEN NJ 08110

3.15 TERMS CODE MASTER FILE LIST

This program prints a listing of all the Terms Codes. The listing can be printed at any time, and is used to get a listing of all the Terms Codes.

STEP 1: From the ACCOUNTS PAYABLE MAIN MENU, select <3> for REPORTS & LISTINGS and press <ENTER>.

STEP 2: From the REPORTS & LISTING MENU, select <15> for TERMS CODE MASTER FILE LIST, and press <ENTER>.

The list immediately prints, and then returns to the Reports & Listings Menu.

TERMS CODE MASTER FILE LIST										
ACCOUNTS PAYABLES VERSION 2000										
07/14/99										
CODE	LONG	SHORT	DISCOUNT	PROX?	# OF PAYMENTS	1ST NET DUE DAYS	SUBSEQUENT DUE DAYS	1 ST MONTH TO START	DISCOUNT RATE	DISCOUNT DAYS
1	NET 14 DAYS	NET 14 DAYS	0.00%	NO	1	14	N/A	N/A	0.00%	0
2	25% PROX 12 PMT 30 DUE	25%P12 30D	25.00%	YES	12	30	N/A	0	25.00%	0
3	1-1/2% NET 3-/60/90	NET 30/60/90	1-1/2%	NO	3	30	30	N/A	0.00%	0
4	20TH OF MONTH / 1 YEAR	DUE 20TH/1 YEAR	0.00%	YES	12	20	N/A	N/A	0.00%	0
5	1YR 90/30/10%	1YR 90/30/10%	10.00%	NO	12	90	30	N/A	0.00%	0
6	PROX 10 1 PMT	PROX 10 1 PMT	25.00%	YES	1	10	N/A	5	0.00%	0
7	PROX 20 2 PMTS	PROX 10 2 PMTS	25.00%	YES	2	10	N/A	0	0.00%	0
8	NET 20	NET 20	0.00%	NO	5	20	20	0	0.00%	0
9	NET 20 DAYS	NET 20 DAYS	0.00%	NO	5	20	20	0	0.00%	0
10	NET 20	NET 20	0.00%	NO	1	20	N/A	N/A	0.00%	0
11	NONPROX 15/30/30	NP15/30/30	20.00%	NO	3	15	30	0	0.00%	0
12	NET 30	NET 30	0.00%	NO	1	30	N/A	N/A	0.00%	0
13	1% 10 TH PROX	1% 10TH PROX	1.00%	YES	1	10	N/A	N/A	0.00%	0
14	NET 60	NET 60	0.00%	NO	1	60	N/A	N/A	0.00%	0
15	BANK LOAN	BANK LOAN	0.00%	YES	12	10	N/A	N/A	0.00%	0
16	NET 90	NET 90	0.00%	NO	1	90	N/A	N/A	0.00%	0

3.16 VENDOR FORECAST REPORT

This program prints the Vendor Forecast Report. The report can be printed at any time, and is used to get a listing of vendors, their invoices, the due dates and amount needed to pay those invoices.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <3> for **REPORTS AND LISTINGS**, and press <ENTER>.

STEP 2: From the **REPORTS & LISTINGS MENU**, select <16> for **VENDOR FORECAST REPORT**, and press <ENTER>.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR NUMBER:	Enter up to 7 numeric characters. Enter the starting Vendor number, and press <ENTER>. The starting Vendor Number defaults to ALL Vendors if just the <ENTER> key is pressed. The use of the <ESC> key returns the Reports and Listings Menu to the screen.
ENTER ENDING VENDOR NUMBER:	Enter up to 7 numeric characters. Enter the ending Vendor number and press <ENTER>. The Ending Vendor Number defaults to the Starting Vendor Number.
ENTER AGING DATE:	Enter MMDDYY, and press <ENTER>. The date you wish the invoices to age by. Press <ENTER> to default to today's date.
VENDOR SEQUENCE (0=NAME, 1=NUMBER):	Enter <0>, or <1>, and press <ENTER>. The Vendor Sequence selection defaults to "1" for number, and the Report is sequenced by Vendor number if just the <ENTER> key is pressed. If you select "0" for Name, the Report is sequenced alphabetically by Vendor Name. NOTE: Use of the <ESC> key returns the cursor to the previous line EXCEPT when at ENTER STARTING VENDOR NUMBER, when use of the <ESC> key returns the Reports and Listings Menu to the screen.
PRINT TOTALS ONLY	Enter <Y> to see only the total amount due for this vendor, and press <ENTER>. Enter <N>, and press <ENTER> for a detailed report.

STEP 3: Enter each selection and press <ENTER>. If you are using the system default options, simply press <ENTER>. When these selections are complete, the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the program prompt in STEP 1. If you enter <Y>(YES), and press <ENTER> the print function is activated.

When processing is complete, the program returns to the Reports and Listings Menu to the screen.

ACCOUNTS PAYABLE FORECAST										
ACCOUNTS PAYABLE VERSION 2000										
07/14/99										
AGING DATE 07/14/99										
STARTING VENDOR NUMBER 100 ENDING VENDOR NUMBER 100										
DOCUMT	INVOICE	INVOICE	INVOICE	PAST	DUE IN	DUE IN	DUE IN	DUE IN	DISCOUNT	NET
NUMBER	NUMBER	DATE	DUE-DATE	DUE	0-29	30-59	60-90	OVER 90	AMOUNT	BALANCE
=====										
00100 AMERICAN FIRST AID										
873	456	03/10/99	04/10/99	410.99					* 102.75	410.99
874	65475645634	03/10/99	04/10/99	50.99					* 12.50	50.99
846	7894	04/01/99	05/01/99	410.99						410.99
845	9876	04/01/99	05/01/99	4,455.00						4,455.00
849	345	04/21/99	04/21/99	5,000.00						5,000.00
861	0102	06/08/99	07/10/99	125.00						125.00
859	0121	06/08/99	07/10/99	3,684.48						3,684.48
860	8225	06/08/99	07/10/99	100.00					20.00	80.00
858	8426	06/08/99	07/10/99	3,503.68					25.00	3,478.68
862	546846654	06/22/99	07/12/99	200.00					2.00	198.00
901	6432	06/29/99	07/29/99		286.00				* 2.86	286.00
902	6432	06/29/99	08/28/99			286.00			* 2.86	286.00
903	6432	06/29/99	09/27/99				286.00		* 2.86	286.00
888	1290	07/05/99	07/19/99		357.87				3.58	354.29
877	12315	07/08/99	07/10/99	25.00						25.00
889	5489	07/14/99	10/12/99					375.00	* 37.50	375.00
890	5489	07/14/99	11/11/99					375.00	* 37.50	375.00
891	5489	07/14/99	12/11/99					375.00	* 37.50	375.00
892	5489	07/14/99	01/10/00					375.00	* 37.50	375.00
893	5489	07/14/99	02/09/00					375.00	* 37.50	375.00
894	5489	07/14/99	03/10/00					375.00	* 37.50	375.00
895	5489	07/14/99	04/09/00					375.00	* 37.50	375.00
896	5489	07/14/99	05/09/00					375.00	* 37.50	375.00
897	5489	07/14/99	06/08/00					375.00	* 37.50	375.00
898	5489	07/14/99	07/08/00					375.00	* 37.50	375.00
899	5489	07/14/99	08/07/00					375.00	* 37.50	375.00
900	5489	07/14/99	09/06/00					375.00	* 37.50	375.00

TOTAL AMOUNT DUE:		23,631.42		17,966.13	643.87	286.00	286.00	4,500.00	624.41	23,631.42
LOST DISC*										

T O T A L S:				17,966.13	643.87	286.00	286.00	4,500.00	624.41	23,631.42
LOST DISC* 573.83										

3.17 VENDOR OPEN INVOICE LISTING

This program prints listing of open invoice for each vendor. The report can be printed at any time, and is used to get a listing of vendors, their invoices, the due dates and amount needed to pay those invoices.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <3> for **REPORTS AND LISTINGS**, and press <ENTER>.

STEP 2: From the **REPORTS & LISTINGS MENU**, select <17> for **VENDOR OPEN INVOICE LISTING**, and press <ENTER>.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR	Enter up to 7 numeric characters. Enter the starting Vendor number, and press <ENTER>. The starting Vendor Number defaults to the first vendor if just the <ENTER> key is pressed. The use of the <ESC> key returns the Reports and Listings Menu to the screen.
ENTER ENDING VENDOR	Enter up to 7 numeric characters. Enter the ending Vendor number and press <ENTER>, or just press <ENTER> for the last vendor in the system. Press <ESC> to reenter starting vendor.
STARTING INVOICE DATE:	Enter MMDDYY, and press <ENTER>. The date you wish the invoices to start listing at. Press <ENTER> to start at the first invoice date in the system. Press <ESC> to reenter ending vendor number.
ENDING INVOICE DATE:	Enter MMDDYY, and press <ENTER>. The date you wish the invoices to stop listing at. Press <ENTER> to stop at the last invoice date in the system. Press <ESC> to reenter starting invoice number.

PRINT DETAIL OR SUMMARY FORMAT (D/S):	Enter <D> and press <ENTER> for detail format, or just press <ENTER>. Enter <S> and press <ENTER> to print in summary format. Press <ESC> to reenter ending invoice date.
INCLUDE CLOSED TRANSACTIONS (Y/N):	Enter <Y> and press <ENTER> for closed transactions to print. Enter <N> and press <ENTER>, or just press <ENTER> to not include them. Press <ESC> to reenter format.
IS EVERYTHING ENTERED CORRECTLY ? (Y/N)	Enter <Y> and press <ENTER> for the report to print. Enter <N> and press <ENTER>, to exit. Press <ESC> to reenter closed format.

Vendor Open Invoice Report				
Date:01/22/01				
Starting Vendor: 23 (First System)				
Ending Vendor: 23 (First System)				
Starting Invoice Date: First Date on File				
Ending Invoice Date: Ending Date on File				
Vendor Number	Vendor Name	Invoice Amount	Discount Amount	Net Amount
23	First Systems	25.00	6.25	18.75
Report Totals:		25.00	6.25	18.75

3.18 LOCATION MASTER FILE REPORT

This program prints listing of locations and the number of invoices y-t-d, purchases y-t-d, and the total current balance.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <3> for **REPORTS AND LISTINGS**, and press <ENTER>.

STEP 2: From the **REPORTS & LISTINGS MENU**, select <18> for **LOCATION MASTER FILE REPORT**, and press <ENTER>. Printing begins immediately.

LOCATION MASTER FILE REPORT

ID	NAME	ADDRESS LINE 1	CITY	ST	ZIP CODE	INVOICES Y-T-D	PURCHASES Y-T-D	CURRENT BALANCE
SC	PROCOM	8980-A ROUTE 109	COLUMBIA	MD	21045	35	49,116.26	31,666.33CR
SM	SMITHFIELD					22	150,000.00	2,088.76CR
T O T A L S :						55	199,116.26	33,755.09CR

CHAPTER 4: CHECK WRITING PROCEDURES

4.0 INTRODUCTION

This chapter presents procedures carried out BEFORE check writing, and actual check printing. There are six options in the sub-menu:

ACCOUNTS PAYABLE

1. Payment Deferral And Selection
2. Partial Payment
3. Manual Check Distribution
4. Pre-Check Writing Report
5. Deferred Payment Report
6. Check Writing

- M. Return to Main Menu
E. Exit to Monitor

Check Writing Procedures should be performed in the order displayed in the above menu. You must first select or defer invoices for payment (4.1), and enter any partial payments desired. It is very important that a Pre-Check Writing Report (4.4) be printed so you can verify the invoices selected for payment. If any manual checks have been distributed, this information should be entered into the system (4.4) and updated before printing checks.

4.1 PAYMENT DEFERRAL AND SELECTION

This program permits the selection and deferral of invoices BEFORE making a check run. It allows you to set payment priorities, and can limit the invoices included in a check run. To "defer" means to put off until later payment on certain invoices. "Select" options allow for the "selection" of certain invoices for payment.

You may wish to print an Aged Trial Balance (3.1), or a Cash Requirements Report (3.2) before selecting, or deferring invoices for payment. These documents can be useful in setting your payment priorities. If you need document number, or Vendor number references, either one of the above documents can provide this information.

If you "defer" certain invoices, you are "selecting" all others for payment. The same holds true for the selection process. If you "select" certain invoices for payment, you are "deferring" all others. Keep this in mind when setting your payment deferral and selection priorities.

It is important to remember that only the first deferral entry defers the rest of the invoices, and only the eighth selection entry selects the rest of the invoices. There are many selection and deferral options. For example: You may "defer" by Vendor number 15, and thus select all other Vendors. BUT, you can then choose to select a particular document from Vendor 15 without effecting the integrity of your Check run. The following Steps describe how to select and defer invoices before you make a check run.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <4> **CHECK WRITING PROCEDURES**, and press <ENTER>.

STEP 2: From the **REPORTS & LISTINGS MENU**, select <1> **PAYMENT DEFERRAL AND SELECTION**, and press <ENTER>.

Displayed on the screen is the Payment Menu. Note that each procedure returns to this menu upon completion of that particular procedure. You are prompted to choose the option(s) that affect the payment of invoices.

1. Defer Invoices by Vendor
2. Defer Invoices by Invoice/Document Number
3. Defer All Invoices by Due Date
4. Defer All Open Invoices

5. Select Invoices for Payment by Vendor
6. Select Invoices for Payment by Invoice/Document Number
7. Select All Invoices by Due Date
8. Select All Open Invoices

9. Clear All Open Invoices of Selected or Deferred

- M. Return to Check Writing Menu.

Return to the Check Writing Procedures Menu by entering <M> and pressing <ENTER>. Use of the <ESC> key returns the selection Menu to the screen throughout these procedures.

4.1.1 DEFER INVOICES BY VENDOR

The following Steps describe how to defer invoices by vendor.

STEP 1: Select <1> for **DEFER INVOICES BY VENDOR**, and press <ENTER>. This selection allows the exclusion of certain Vendors from a check run. Remember: if you exclude certain Vendors from the check run, you are "selecting" all others for inclusion.

STEP 2: When a valid Vendor number is entered the program displays the Vendor name, and asks "Are You Sure (Y/N)?". If you enter <N>(NO), and press <ENTER> the program returns to the payment deferral and selection menu. If you enter <Y>(YES), and press <ENTER> the Vendor Deferral operation is activated.

The screen displays the message "Processing Occurring... Do Not Interrupt". When the program has completed the Vendor Deferral operation it prompts from another Vendor number. Use of the <ESC> key returns the Payment Deferral and Selection Menu to the screen.

4.1.2 DEFER INVOICES BY INVOICE/DOCUMENT NUMBER

The following steps describe how to defer invoices by document number.

STEP 1: SELECT <2> for **DEFER INVOICES BY INVOICE/DOCUMENT NUMBER**, and press <ENTER>. This option permits the exclusion of certain documents from the check run. Remember: if you defer certain invoices for payment, you are "selecting" all others for payment.

STEP 2: The program displays the following record (which is empty at this point), and prompts for a Vendor number.

```
Vendor Number.....:
Invoice Number.....:
Document Number.....:
Invoice Description..:
Invoice Date.....:
Invoice Due Date.....:
Invoice Amount.....:
Discount Amount.....:
Discount Date.....:
Purchase Order Number:
```

Press <ESC> to End

STEP 3: When the Vendor number is entered, the Vendor name is displayed on the screen. The program now prompts for a document number, or an invoice number. Enter one and press <ENTER>. Document numbers are available from the Aged Trial Balance.

When the data is entered, the contents of that record are displayed. The prompt "Is this the Correct Record?" appears in the lower part of the screen. If you enter <N>(NO), and press <ENTER> the program returns to STEP 2 and prompts for a Vendor number. If you enter <Y>(YES), the program defers this invoice. You may also press <F1> this will either allow the discount to be taken, or disallow it when this invoice does get paid.

The screen displays the message: "Processing Occurring...Do Not Interrupt". When processing is complete, the program returns the prompt for a Vendor number. Press the <ESC> key to return to the Payment Deferral and Selection menu.

4.1.3 DEFER ALL INVOICES BY DUE DATE

The following Steps describe how to defer all invoices by due date.

STEP 1: Select <3> for **DEFER ALL INVOICES BY DUE DATE**, and press <ENTER>. This option allows you to exclude certain invoices for payment by DUE DATE. Remember: if you defer certain invoices, you are "selecting" all others for payment.

STEP 2: The program prompts: "Defer Invoices with Due Dates on or before this date: (Invoices with Due Dates prior to this date will be deferred). Enter in the due date and press <ENTER>, or press <ENTER> for today's date. Be sure to follow the MMDDYY format.

NOTE: Remember that the program formats for punctuation, it is not necessary to enter the slash marks when entering the date. The due date defaults to the system date (the date entered when the system was accessed).

STEP 3: When the due date is entered, the program prompts: "Are You Sure?(Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the Payment Deferral and Selection Menu. If you enter <Y>(YES), and press <ENTER> the program defers all invoices due on or before the entered date.

The program displays the message: "Processing Occurring...Do Not Interrupt" on the screen. When processing is complete, the Payment Deferral and Selection Menu is returned to the screen.

4.1.4 DEFER ALL OPEN INVOICES

The following instructions describe how to defer all open invoices.

STEP 1: Select <4> for **DEFER ALL OPEN INVOICES**, and press <ENTER>. This option will exclude from the check run all invoices on which no payment has yet been made.

The program first prompts: "Are You Sure?(Y/N)" If you enter <N> (NO), and press <ENTER> the program returns to the Payment Deferral and Selection Menu. If you enter <Y> (YES), and press <ENTER> the program defers all open invoices.

The screen displays the message "Processing Occurring ... Do Not Interrupt." When processing is completed, the program returns the Payment Deferral and Selection Menu to the screen.

4.1.5 SELECT INVOICES FOR PAYMENT BY VENDOR

The following Steps describe how to select invoices for payment by Vendor.

STEP 1: Select <5> for **SELECT INVOICES FOR PAYMENT BY VENDOR** and press <ENTER>. This option allows you to select only certain Vendors for payment in a limited check run. Remember: if you select only certain Vendors for payment, all others are "deferred."

STEP 2: When the Vendor number is entered the program displays the Vendor name and prompts you to enter how you wish to select invoices. Enter <1> for all open invoices for the vendor, and press <ENTER>. Enter <2> to select a specific invoice, and press <ENTER>. The system prompts: Are Selections Correct? (Y/N): If you enter <Y>, and you press <ENTER> the system displays a list of open invoices to select. If you enter <N>, and press <ENTER> the system returns to the selection criteria.

If select a specific invoice was chosen, then you may select invoices one by one, by entering the line# and pressing <ENTER>, or select a group of invoices by entering <C> and pressing <ENTER>. The system will ask you for a beginning and ending document number. Enter each and press <ENTER>.

When selection is complete the program prompts for entry of another Vendor number, and STEP 2 is repeated. Use of the <ESC> key returns the Payment Deferral and Selection Menu to the screen.

4.1.6 SELECT INVOICES FOR PAYMENT BY INVOICE/DOCUMENT NUMBER

The following Steps describe how to select invoices for payment by document number.

STEP 1: Select <6> for **SELECT INVOICES FOR PAYMENT BY INVOICE/DOCUMENT NUMBER**, and press <ENTER>. This option permits the selection of only certain invoices for payment. Remember: if you select only certain invoices for payment, all others are "deferred".

STEP 2: The program first prompts for entry of the Vendor number and Invoice, or Document number.

STEP 3: When the document is located, the following information is displayed on the screen:

```
Vendor Number.....:
Invoice Number.....:
Document Number.....:
Invoice Description..:
Invoice Date.....:
Invoice Due Date.....:
Invoice Amount.....:
Discount Amount.....:
Discount Date.....:
Purchase Order Number:

Press <ESC> to End
```

STEP 4: When the Vendor number is entered, the Vendor name is displayed on the screen. The program now prompts for a document number, or an invoice number. Enter one and press <ENTER>. Document numbers are available from the Aged Trial Balance.

When the data is entered, the contents of that record are displayed. The prompt "Is this the Correct Record?" appears in the lower part of the screen. If you enter <N>(NO), and press <ENTER> the program returns to STEP 2 and prompts for a Vendor number. If you enter <Y>(YES), the program selects this invoice. You may also press <F1> this will either allow the discount to be taken, or disallow it when this invoice does get paid.

The screen displays the message: "Processing Occurring...Do Not Interrupt". When processing is complete, the program returns the prompt for a Vendor number. Press the <ESC> key to return to the Payment Deferral and Selection menu.

The program prompts: "Is this the Correct Record?(Y/N)" If you enter <N>(NO), and press <ENTER> the program returns to STEP 2 and prompts for a Vendor number. If you enter <Y>(YES), and press <ENTER> that document is selected for payment.

4.1.7 SELECT ALL INVOICES BY DUE DATE

The following Steps describe how to select all invoices for payment by due date.

STEP 1: Select <7> for **SELECT ALL INVOICES BY DUE DATE**, and press <ENTER>. This option allows the selection for payment of all invoices due on, or before a selected due date.

STEP 2: The program prompts: "Select Invoices with Due Dates on, or before this date: (Invoices with Due Dates Prior to this date will be selected)". Enter the due date, and press <ENTER>.

NOTE: The due date defaults to the system date (the date entered when the system was accessed). The program formats for punctuation, it is not necessary to enter the slash marks when entering the punctuation.

STEP 3: The program prompts: "Are you Sure? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the Payment Deferral and Selection Menu. If you enter <Y>(YES), and press <ENTER> all affected invoices are selected for payment.

The program displays the message: "Processing Occurring...Do Not Interrupt". When processing is complete, the Payment Deferral and Selection Menu returns to the screen.

4.1.8 SELECT ALL OPEN INVOICES

The following Steps describe how to select all open invoices for payment.

STEP 1: Select <8> for **SELECT ALL OPEN INVOICES**, and press <ENTER>. This option selects for payment all invoices for which no payment has yet been made.

STEP 2: The program prompts: "Are you Sure? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the Payment Deferral and Selection Menu. If you enter <Y>(YES), and press <ENTER> all open invoices are selected for payment.

The screen displays the message: "Processing Occurring...Do Not Interrupt". When processing is complete, the program returns the Payment Deferral and Selection Menu to the screen.

4.1.9 CLEAR ALL OPEN INVOICES OF SELECTED OR DEFERRED

The following Steps describe how to set all open invoices to neither selected nor deferred.

STEP 1: Select <9> for **CLEAR ALL OPEN INVOICES OF SELECTED OR DEFERRED**, and press <ENTER>. This option clears all previous selections from memory, and serves as a "reset" program for entry of new selections.

STEP 2: The program prompts: "Are you Sure? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the Payment Deferral and Selection Menu. If you enter <Y>(YES), and press <ENTER> all open invoices are cleared of any "select", or "defer" markings.

The screen displays the message "Processing Occurring...Do Not Interrupt". When the program has completed setting all invoices to neither "select", or "defer", the Payment Deferral and Selection Menu to the screen.

4.2 PARTIAL PAYMENT MAINTENANCE PROGRAM

This program permits the addition of new partial payments records, or existing partial payments records can be changed, or deleted. For various reasons you may not wish to pay an invoice all at once. This program permits the entry of such a partial payment for inclusion in a check run.

The partial payment procedure does not initiate a separate check run, but is included in the regular automatic check run. Vendor(s), or Document Number(s) selected for partial payment are included in the pre-check writing report, and the balance of the partial payment is deferred (and is included in the deferred payment report).

The following instruction describe how to access the selection menu to add new partial payment records, or to change, or delete existing partial payment records.

STEP 1: From the **ACCOUNTS PAYABLE SYSTEM MAIN MENU**, select <4> for **CHECK WRITING PROCEDURES**, and press <ENTER>.

STEP 2: From the **CHECK WRITING PROCEDURES MENU**, select <2> for **PARTIAL PAYMENT**, and press <ENTER>.

The program prompts for one of the following selections:

1. Vendor Distributed Partial Payment
2. Partial Payment of Single Invoices
3. Clear All Partial Payments for All Vendors

NOTE: You may return to the Check Writing Procedures Menu by pressing <ESC>.

4.2.1 VENDOR DISTRIBUTED PARTIAL PAYMENT

The following Steps describe how to access the menu option Vendor Distributed Partial Payment.

STEP 1: Select <1> for **VENDOR DISTRIBUTED PARTIAL PAYMENT**, and press <ENTER>. This option permits partial payment on selected Vendor accounts, changing the partial payment arrangements of selected Vendor accounts, or deleting an existing partial payment arrangement for a selected Vendor.

STEP 2: When option 1 is selected, the program prompts: "Enter Correct Check Date". This defaults to the system date by pressing <ENTER>. (The system date is the date entered when the AP system was initially accessed).

STEP 3: When the check date has been entered, the program prompts: "Are you Sure?(Y/N)" If you enter <N>(NO), and press <ENTER> the program prompts for entry, of the Check date. If you enter <Y>(YES), and press <ENTER> the program prompts for selection:

PARMAIN - Partial Payments	
1.	Add a New Partial Payment
2.	Change an Existing Partial Payment
3.	Delete an Existing Partial Payment
Select:	PRESS <ESC> TO EXIT

NOTE: You may return to the Selection of Payment Menu by pressing <ESC>.

STEP 4: Enter your selection (1, 2, or 3), press <ENTER> and proceed to the appropriate instruction which follow.

4.2.1.1 ADD A NEW PARTIAL PAYMENT

The following Steps describe how to add a new partial payment.

STEP 1: Select <1> for **ADD A NEW PARTIAL PAYMENT**, and press <ENTER>. The program prompts for entry of a Vendor number. You may return to the Add, Change and Delete selection menu by pressing the <ESC> key.

When the Vendor number is entered, the program displays the following record:

```
Current Balance.....:
Deferred Invoice Total...:
Deferred Valid Discounts..:
Selected Invoice Total...:
Selected Valid Discounts..:
Partial Payment Total.....:

Enter New Partial Payment Amount:

                          Press <ESC> to Exit.
```

Notice that the record reflects "defer" and "select" choices made previously through Check Writing Procedures sub-menu selection 1 - PAYMENT DEFERRAL AND SELECTION (Section 4.1).

NOTE: If a selected Vendor has a debit, or \$0.00 balance, the program will not allow entry of a partial payment.

STEP 2: The program prompts: "Enter New Partial Payment Amount:". Enter in the amount of your new partial payment and press <ENTER>.

If partial payment record has already been entered, the program displays the message: "This Vendor already has a Partial Payments - Do you wish to Override (Y/N)?".

Enter <N>(NO), and press <ENTER> if you wish to retain the original partial payment. Enter <Y>(YES), and press <ENTER> if you wish to cancel the previously entered partial payment and replace it with the current entry.

STEP 3: Following entry the program prompts: "Are you Sure?(Y/N)". If you enter <N>(NO), and press <ENTER> the program prompts for entry of another partial payment amount. If you enter <Y>(YES), and press <ENTER> the partial payment is entered in the record.

STEP 4: The program flashes the message "Processing Occurring...Do Not Interrupt". When processing is complete, the program displays the message "Completed Successfully - Press <ENTER> to Continue". When the <ENTER> key is pressed, the program prompts for entry of another Vendor number. When all partial payment records have been entered, press the <ESC> key to return to the Add, Change and Delete Menu.

STEP 5: If you enter more than the selected invoice total, the screen displays the message "Amount entered exceeds selected Invoice Total! Do you wish to Override Deferrals (Y/N)?". If you enter <Y>(YES), and press <ENTER> the partial payment is entered DESPITE a previously selected deferral.

NOTE: No payment is allowed to Vendors with a debit, or zero balance.

STEP 6: When the <ENTER> key is pressed the program prompts for entry of a Vendor number. If you wish to continue, repeat STEPS 1-5 until all partial payments have been added to the record.

STEP 7: To return to the "Add, Change and Delete" Menu, press the <ESC> key.

4.2.1.2 CHANGE AN EXISTING PARTIAL PAYMENT

The following Steps describe how to change an existing partial payment.

STEP 1: Select <2> for **CHANGE AN EXISTING PARTIAL PAYMENT**, and press <ENTER>. The program prompts for entry of a Vendor number. You may return to the ADD, CHANGE, DELETE selection menu by pressing the <ESC> key.

When the Vendor number is entered, the contents of the Vendor's partial payment record is displayed on the screen:

```
Current Balance.....:
Deferred Invoice Total....:
Deferred Valid Discounts..:
Selected Invoice Total....:
Selected Valid Discounts..:
Partial Payment Total.....:

Enter New Partial Payment Amount:

Press <ESC> to Exit.
```

Notice that the record reflects "defer" and "select" choices made previously through Check Writing Procedure Sub-Menu selection 1 - PAYMENT DEFERRAL AND SELECTION.

STEP 2: The program prompts: "Enter New Partial Payment Amount:" Enter the new amount and press <ENTER>.

STEP 3: The program prompts: "Are you Sure? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 2 and prompts for entry, of the partial payment amount. If you enter <Y>(YES), and press <ENTER> the new partial payment amount is entered in the record.

The message "Processing Occurring...Do Not Interrupt" is flashed on the screen. When processing is complete, the program displays the message "Completed Successfully - Press <ENTER> to Continue".

STEP 4: When the <ENTER> key is pressed the program prompts for entry, of a Vendor number. If you wish to continue, repeat STEPS 1 - 3 until all changes of Vendor partial payment records have been made.

STEP 5: To return to the Add, Change and Delete Menu press the <ESC> key.

4.2.1.3 DELETE AN EXISTING PARTIAL PAYMENT

The following Steps describe how to delete an existing partial payment.

STEP 1: Select <3> for **DELETE AN EXISTING PARTIAL PAYMENT**, and press <ENTER>. The program prompts for entry of a Vendor number. Return to the Add, Change or Delete selection menu by pressing the <ESC> key.

When the Vendor number is entered, the contents of the Vendor's partial payment record is displayed on the screen.

```
Current Balance.....:
Deferred Invoice Total....:
Deferred Valid Discounts..:
Selected Invoice Total....:
Selected Valid Discounts..:
Partial Payment Total.....:

Delete All Partial Payments to this Vendor (Y/N):

Press <ESC> to Exit.
```

Notice that the record reflects "defer" and "select" choices made previously through the Check Writing Procedures Sub-menu selection 1 - PAYMENT DEFERRAL AND SELECTION.

STEP 2: The program prompts: "Delete All Partial Payments to this Vendor (Y/N)?". If you enter <N>(NO), and press <ENTER> the program will prompt for entry of another Vendor number. If you enter <Y>(YES), and press <ENTER> the program deletes all partial payments to this Vendor in the record.

The program flashes the message: "Processing Occurring...Do Not Interrupt". When processing is complete, the program displays the message: "Completed Successfully - Press <ENTER> to Continue".

STEP 3: When the <ENTER> key has been pressed, the program prompts for entry of another Vendor number. Repeat STEPS 1 and 2 until all desired Vendor partial payments have been deleted from the record. Then press the <ESC> key to return to the Add, Change, and Delete Menu.

4.2.2 PARTIAL PAYMENT OF SINGLE INVOICES

This program permits the setting of partial payments amount by a particular invoice document. The New Payables Register contains the relevant document numbers if this information is not known.

The following instructions describe how to display the add, change, or delete menu for the partial payment of single invoices by document number.

When option <2> **PARTIAL PAYMENT OF SINGLE INVOICES** is selected from the Selection of Payment Menu, the program displays the following selections:

```
PARMAIN - Partial Payments

1. Add a New Partial Payment
2. Change an Existing Partial Payment
3. Delete an Existing Partial Payment

Select:
```

NOTE: You may return to the Check Writing Procedures Menu by pressing <ESC>.

Make your selection (1, 2, or 3), press <ENTER>, and proceed to the appropriate instructions, which follow.

NOTE: The program prompts for entry of the expected check run date. Enter before continuing. The program defaults to the system date entered previously (the date entered when the Accounts Payable Package was initially accessed).

4.2.2.1 ADD A NEW PARTIAL PAYMENT

The following Steps describe how to add a new partial payment of a single invoice by document number.

STEP 1: Select <1> for **ADD A NEW PARTIAL PAYMENT**, and press <ENTER>. The program prompts for entry of:

```
PARMAIN - Partial Payments

*ADD

Vendor Number....:
Invoice Number....:
Document Number...:

Press <ESC> to Exit
```

NOTE: You may return to the ADD, CHANGE, DELETE selection by pressing the <ESC> key.

STEP 2: When the Vendor number and Document number, or invoice number you wish to make partial payment on are entered, the program displays the contents of that invoice:

```

PARMAIN - Partial Payments

*ADD
Vendor Number .....:
Invoice Number.....:
Document Number.....:
    Invoice Description:
    Invoice Date.....:
    Open Amount.....:
    Discount Amount...:
    Cutoff Date.....:
    Purchase Order....:
    Partial Payment....:
  
```

The program prompts: "Enter New Partial Payment Amount:" Remember to allow for TWO (2) decimal places when entering any dollar amount. Do not enter the decimal. The program inserts the decimal when the amount is entered.

STEP 3: When the new amount is entered, the program prompts: "Are you Sure (Y/N)?". If you enter <N>(NO), and press <ENTER> the program returns to STEP 2, and prompts for entry of a new partial payment amount. If you enter <Y>(YES), and press <ENTER> the program changes that partial payment amount, and prompts for entry of another Vendor and Document number/Invoice number. Follow STEPS 1 - 3 to continue adding partial payment amounts.

STEP 4: When all desired partial payment amounts have been changed, press the <ESC> key to return to the Add, Change, and Delete Selection Menu.

4.2.2.2 CHANGE AN EXISTING PARTIAL PAYMENT

The following Steps describe how to change a new partial payment of a single invoice by document number.

STEP 1: Select <2> for **CHANGE AN EXISTING PARTIAL PAYMENT**, and press <ENTER>. The program prompts for entry of:

```

PARMAIN - Partial Payments

*CHANGE

Vendor Number.....:
Invoice Number....:
Document Number...:
                                Press <ESC> to Exit
  
```

NOTE: You may return to the ADD, CHANGE, DELETE selection by pressing the <ESC> key.

STEP 2: When the Vendor number and Document number, or invoice number you wish to change a partial payment on are entered, the program displays the contents of that invoice:

```

PARMAIN - Partial Payments

*CHANGE
Vendor Number .....:
Invoice Number.....:
Document Number.....:
    Invoice Description:
    Invoice Date.....:
    Open Amount.....:
    Discount Amount...:
    Cutoff Date.....:
    Purchase Order....:
    Partial Payment....:
Enter New Partial Payment Amount:
  
```

The program prompts: "Enter New Partial Payment Amount:" Remember to allow for TWO (2) decimal places when entering any dollar amount. Do not enter the decimal. The program inserts the decimal when the amount is entered.

STEP 3: When the new amount is entered, the program prompts: "Are you sure (Y/N)?". If you enter <N>(NO), and press <ENTER> the program returns to STEP 2, and prompts for entry of a new partial payment amount. If you enter <Y>(YES), and press <ENTER> the program changes that partial payment amount, and prompts for entry of another Vendor and Document number/Invoice number. Follow STEPS 1 - 3 to continue changing partial payment amounts.

STEP 4: When all desired partial payment amounts have been changed, press the <ESC> key to return to the Add, Change, and Delete Selection Menu.

4.2.2.3 DELETE AN EXISTING PARTIAL PAYMENT

The following Steps describe how to delete an existing partial payment of a single invoice by document number.

STEP 1: Select <3> for **DELETE AN EXISTING PARTIAL PAYMENT**, and press <ENTER>. The program prompts for entry of:

```
PARMAIN - Partial Payments
*DELETE
Vendor Number.....:
Invoice Number.....:
Document Number...:
                               Press <ESC> to Exit
```

NOTE: You may return to the ADD, CHANGE, DELETE selection by pressing the <ESC> key.

When the Vendor number and Document number/Invoice number have been entered, the contents of that invoice document are displayed on the screen:

```
PARMAIN - Partial Payments
*DELETE
Vendor Number .....:
Invoice Number.....:
Document Number.....:
    Invoice Description:
    Invoice Date.....:
    Open Amount.....:
    Discount Amount...:
    Cutoff Date.....:
    Purchase Order....:
    Partial Payment...:
Are you sure you want to Delete this Partial Payment(Y/N)?
```

The program prompts: "Are you sure you want to Delete this Partial Payment (Y/N)?".

STEP 2: If you enter <N>(NO), and press <ENTER> the program prompts for entry of another Vendor and Document number/Invoice number. If you enter <Y>(YES), and press <ENTER> the program deletes this partial payment from the record. The program displays the message: "This Partial Payment has been Deleted - Press <ENTER> to Continue".

STEP 3: When the <ENTER> key is pressed, the Vendor number and Document number/Invoice number prompt returns to the screen. Follow steps 1 and 2 to continue deleting partial payments from particular Vendor documents.

STEP 4: When all desired partial payments from particular Vendor documents have been deleted, press the <ESC> key to return to the Add, Change, and Delete Selection Menu.

4.2.3 CLEAR ALL PARTIAL PAYMENTS FOR ALL VENDORS

This program allows you to "reset" the files for entry of new partial payment amounts.

The following Steps describe how to clear all partial payments for all vendors:

STEP 1: Select <3> for **CLEAR ALL PARTIAL PAYMENTS FOR ALL VENDORS**, from the **Partial Payment Selection Menu**, and press <ENTER>. The program prompts: "Are you sure you want to Clear All Partial Payments (Y/N)?:". If you enter <N>(NO), and press <ENTER> the program returns to the **PARTIAL PAYMENT MENU**. If you enter <Y>(YES), and press <ENTER> all partial payments for ALL Vendors are cleared from the files.

The program flashes the message: "Processing Occurring...Do Not Interrupt". When all partial payments are cleared, it displays the message: "All Partial Payments Cleared Successfully - Press <ENTER> to Continue".

STEP 2: When the <ENTER> key is pressed, the Partial Payments Menu is displayed on the screen.

4.3 MANUAL CHECK DISTRIBUTION

This program allows you to select and specify invoices in the system that has been paid by a hand written check. It will mark these invoices as paid, and they will NOT be included in an open check run. Any changes in a Vendor's status affected by a Manual Check Distribution are included in this update process.

It is important to distinguish between a manual check written for an existing invoice in the system, and a handwritten (manual) check written for an invoice that has not been entered into the system.

If an invoice has been paid by a handwritten (manual) check, and check information has not been entered into the system, then check data can be entered into the system using the regular posting procedure. However, you must indicate that this is a prepaid invoice on the lines provided when entering check information. This action will cause a prepaid check register to print when the new payables register is printed and the update is run. Prepaid invoices are not included in the Aged Trial Balance.

The procedure presented in this section (Manual Check Distribution) is used to record the manual payment of an existing invoice. Be sure you distinguish between a manual check that has been written for payables data (invoice) already entered into the system, and a manual (prepaid) check that has been written for payables data (invoice) not entered into the system.

The following Steps describe how to select and specify invoices in the system that have been paid by a hand written check.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <4> for **CHECK WRITING PROCEDURES**, and press <ENTER>.

STEP 2: From the **CHECK WRITING PROCEDURES MENU**, select <3> for **MANUAL CHECK DISTRIBUTION**, and press <ENTER>.

The program prompts for the following selections:

MANMAIN - Manual Check Distribution

1. Manual Check Entry
2. Print Manual Check Edit List
3. Print Manual Check Register and Update

Press <ESC> to Exit

STEP 3: Make your selection and follow the appropriate instructions, which follow.

4.3.1 MANUAL CHECK ENTRY

The following Steps describe how to access the menu for adding a new manual check record, or Changing, or deleting an existing manual check record.

STEP 1: Select <1> for **MANUAL CHECK ENTRY**, and press <ENTER>. The program prompts for the following entries:

```
MANMAIN - Manual Check Distribution
1. Check Number...:
2. Check Date....:
3. Check Amount...:
4. Vendor Number..:
                                Press <ESC> to Exit.
```

NOTE: You may return to the Manual Check Distribution Menu by pressing <ESC>.

STEP 2: Follow the appropriate instructions, which follow.

4.3.1.1 ADD A NEW MANUAL CHECK RECORD

Use this procedure only if the handwritten check has been used to pay an existing invoice. If the handwritten check has been used to pay an invoice not entered through the new payables procedure (2.1), then you must create the invoice by posting the payable through the usual posting procedure (2.1), and indicate that the invoice has been prepaid by a handwritten check on lines 10 and 11 of this record. The following Steps describe how to add a new manual check record.

STEP 1: The program prompts for entry of the following information:

```
MANMAIN - Manual Check Distribution
1. Check Number...:
2. Check Date....:
3. Check Amount...:
4. Vendor Number..:
                                Press <ESC> to Exit.
```

Note that you can pay part of several invoices with any ONE handwritten (manual) check.

STEP 2: After entering the check number and pressing <ENTER> the question " Check Number xxxxx is not on file. Do you want to add it? Enter <Y> and press <ENTER> to continue on, or enter <N> and press <ENTER> to reenter check number.

STEP 3: If you are trying to change an existing manual check When the check number has been entered, the system prompts: "Is this the Correct Check ? (Y/N): If you enter <N>(NO), and press <ENTER> you will be given the message "No more checks on file for the requested check number. Do you want to add another ?(Y/N). Enter <N> and press <ENTER> to return to the check number field, or if you enter <Y> and press <ENTER> a new check with that number will be started. If, however you answered <Y> and pressed <ENTER> in answer to the question "Is this the Correct Check" you can now change data in the new record by entering that line's corresponding number and following with new data. The program prompts: "Enter Line #, (D)delete or <ENTER> to Begin Check Selection:". Enter the line number if you need to change any of the information displayed. Enter <D> and press <ENTER> to delete this check number. Then answer the question Do you want to Delete this Check ? (Y/N).

NOTE: If check amount is more than the total distributed amount, the program automatically creates a credit invoice. This "credit" invoice appears on the register following the check run and update procedure.

STEP 4: When all desired entries have been made, press the <ENTER> key to return to the Manual Check Distribution Menu.

4.3.2 PRINT MANUAL CHECK EDIT LIST

This program prints the edit list of all handwritten checks. The following Steps describe how to print an edit list of all handwritten checks.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <4> for **CHECK WRITING PROCEDURES**, and press <ENTER>.

STEP 2: From the **CHECK WRITING PROCEDURES MENU**, select <3> for **MANUAL CHECK DISTRIBUTION**, and press <ENTER>.

STEP 3: From the **MANUAL CHECK DISTRIBUTION MENU**, select <2> for **PRINT MANUAL CHECK EDIT LIST**, and press <ENTER>.

The print function is activated immediately. The screen displays the message: "Printing Occurring...Please Wait".

STEP 4: When printing is complete the program returns to the Manual Check Distribution menu.

MANUAL CHECK EDIT LIST									
ACCOUNTS PAYABLE VERSION 2000									
CHECK NUMBER	CHECK AMOUNT	CHECK DATE	DOCUMENT NUMBER	INVOICE NUMBER	INVOICE AMOUNT	VALID DISCOUNT	NET AMOUNT	AMOUNT PAID	
100 AMERICAN FIRST AID	128976 2,500.00	07/14/99	846	7894	4,455.00		2,500.00		
							2,500.00	2,500.00	
TOTAL CHECKS: 1					2,500.00	0.00	2,500.00	2,500.00	
					TOTAL MANUAL CHECKS WRITTEN	2,500.00			
					TOTAL DISCOUNTS TAKEN	0.00			
					NET REDUCTION TO PAYABLE	2,500.00			

4.3.3 PRINT MANUAL CHECK REGISTER AND UPDATE

This program prints the register of all handwritten checks, and updates the files with this information.

The following Steps describe how to print a register of all handwritten checks, and update the files.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <4> for **CHECK WRITING PROCEDURES**, and press <ENTER>.

STEP 2: From the **CHECK WRITING PROCEDURE MENU**, select <3> for **MANUAL CHECK DISTRIBUTION**, and press <ENTER>.

STEP 3: From the **MANUAL CHECK DISTRIBUTION MENU**, select <3> for **PRINT MANUAL CHECK REGISTER AND UPDATE**.

If you have not already entered a posting date the message "Today's Posting Date Is xx/xx/xx Is this the Correct Date ?. Enter <N> and press <ENTER> to enter a new posting date, or enter <Y> and press <ENTER> to keep the displayed date. After entering the posting date the print function is activated immediately. The screen displays the message: "Printing Occurring...Please Wait". The question "Did the Register Print Ok? (Y/N)" displays on the screen. Enter <Y>, and press <ENTER> if the register printed okay and you want to update. Enter <N>, and press <ENTER>, and the screen returns to Manual Check Distribution menu the checks having not been updated.

When printing is complete the program returns to the Manual Check Distribution menu.

MANUAL CHECK REGISTER									
ACCOUNTS PAYABLE VERSION 2000									
07/14/99									
CHECK NUMBER	CHECK AMOUNT	CHECK DATE	DOCUMENT NUMBER	INVOICE NUMBER	INVOICE AMOUNT	VALID DISCOUNT	NET AMOUNT	AMOUNT PAID	
100 AMERICAN FIRST AID									
128976	2,500.00	07/14/99	846	7894	4,455.00		2,500.00		
							2,500.00	2,500.00	
TOTAL CHECKS: 1					2,500.00	0.00	2,500.00	2,500.00	
					TOTAL MANUAL CHECKS WRITTEN	2,500.00			
					TOTAL DISCOUNTS TAKEN	0.00			
					NET REDUCTION TO PAYABLE	2,500.00			

4.4 PRE-CHECK WRITING REPORT

The Pre-Check Writing Report is used to obtain information on invoices selected for payment and of partially paid invoices.

This program prints a list of:

1. all invoices which have been selected for payment, and
2. that portion of those partially paid invoices that have been selected.

The report is sequenced by Vendor Name, OR Number.

The following Steps describe how to print a report of these invoices.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <4> for **CHECK WRITING PROCEDURES**, and press <ENTER>.

STEP 2: From the **CHECK WRITING PROCEDURES MENU**, select option <4> for **PRE-CHECK WRITING REPORT**, and press <ENTER>.

The program prompts for the following selections:

"Enter Anticipated Date of Checks:"
 "Vendor Sequence (0 = Name, 1 = Number):"

The anticipated date of the checks will default to the system date (usually today's date).
 Vendor sequence will default to 1 for number.

NOTE: Use of the <ESC> key will return the Check Writing Procedures Menu to the screen.

STEP 3: Enter each line, pressing <ENTER> when complete. If you are using the system default option, simply press <ENTER>. When these selections have been made, the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 2, and prompts for entry of Anticipated Date of Checks and Vendor Sequence. If you enter <Y>(YES), and press <ENTER> the program will print out the report.

While printing the screen displays the message: "Printing Occurring...Please Wait". When processing is completed, the CHECK WRITING PROCEDURES Menu returns to the screen.

PRE-CHECK WRITING REPORT											
ACCOUNTS PAYABLE VERSION 2000											
FOR PAYMENT ON 07/14/99											
DOCMT	PURCHASE	INVOICE	INVOICE	INVOICE	INVOICE	OPEN	DISCOUNT	DAYS	DISCOUNT	DISCOUNT	AMOUNT TO
NUMBER	ORDER	NUMBER	DESCRIPTION	DATE	DUE DATE	AMOUNT	VALID	AGED	CUTOFF	LOST	BE PAID
100	AMERICAN FIRST AID										
873		456		03/10/99	04/10/99	410.99		124			125.00 *
901		6432		06/29/99	07/29/99	286.00		15		2.86	286.00
891		5489		07/14/99	12/11/99	375.00		0		37.50	375.00
			INVOICES	3		1071.99				40.36	786.00
PRE-CHECK WRITING AS OF 07/14/99 FOR PAYMENT ON 07/14/99											
			INVOICES	3						TOTAL TO BE PAID	786.00
			DISCOUNTS LOST	40.36						DISCOUNTS VALID	0.00

4.5 DEFERRED PAYMENT REPORT

The Deferred Payment Report is used to obtain information on invoices deferred from payment, and of partially paid, deferred invoices.

This program prints out a report showing:

1. All invoices which have been deferred from payment.
2. All partially paid invoices that have been deferred.

It is sequenced by Vendor Name, OR Number.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <4> for **CHECK WRITING PROCEDURES**, and press <ENTER>.

STEP 2: From the **CHECK WRITING PROCEDURES MENU**, select <5> for **DEFERRED PAYMENT REPORT**, and press <ENTER>.

The program prompts for the following selection:

"Enter anticipated Date of Payment:"
 "Vendor Sequence (0 = Name, 1 = Number):"

The anticipated date of payment defaults to the system date (usually today's date).
 The Vendor
 Sequence defaults to 1 for number.

NOTE: Use of the <ESC> key returns the Check Writing Procedures Menu to the screen.

STEP 3: Enter each selection, pressing <ENTER> when complete. If you are using the system default option, simply press <ENTER>. When the above selections have been made the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 2, and prompts for entry of Anticipated Date of Payment, and Vendor Sequence. If you enter <Y>(YES), and press <ENTER> the print function is activated.

During printout the screen displays the message: "Printing Occurring...Please Wait". When processing is completed, the program returns to the Check Writing Procedures Menu.

DEFERRED PAYMENT											
ACCOUNTS PAYABLE VERSION 2000											
FOR PAYMENT ON 07/16/99											
DOCMT	PURCHASE	INVOICE	INVOICE	INVOICE	OPEN	DISCOUNT	DAYS	DISCOUNT	DISCOUNT	AMOUNT TO	PARTIAL
NUMBER	ORDER	NUMBER	DESCRIPTION	DATE	AMOUNT	VALID	AGED	CUTOFF	LOST	DEFERRED	PAYMENT

23 A & H INDUSTRIES											
880		67543		06/01/99	25.00		45	06/21/99		25.00	
870		764338		06/02/99	175.00		44	06/02/99		175.00	
906		8762		07/14/99	275.00	68.75	2	08/10/99		206.25	
			INVOICES	3	475.00	68.75				406.25	

100 AMERICAN FIRST AID											
873		456		03/10/99	410.99		126	05/09/99		410.99	PARTIAL
			INVOICES	1	410.99					410.99	

DEFERRED PAYMENT AS OF 07/16/99 FOR PAYMENT ON 7/16/99											
			INVOICES	4				TOTAL TO BE PAID	817.24		
			DISCOUNTS LOST	0.00				DISCOUNTS VALID	68.75		

4.6 CHECK WRITING

This program prints checks. It also prints the CHECK REGISTER, and updates the files. The program marks all paid invoices as paid. The program also transfers these paid invoices to the history file UNLESS the Check Reconciliation option is being used (see Chapter 5). In this case, check records remain in the file until reconciled.

The checks are printed on continuous forms specific to the Accounts Payable system. See your dealer to secure appropriate checks.

The information is automatically formatted by the program. No format instructions are necessary.

The following Steps describe how to access the Check Writing program:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select option <4> for **CHECK WRITING PROCEDURES**, and press <ENTER>.
- STEP 2:** From the **CHECK WRITING MENU**, select option <6> for **CHECK WRITING**, and press <ENTER>.

The program prompts: "Please Remove Standard Paper And Load Check Forms...Press <ENTER> to Continue".

- NOTE:** If you press the <ESC> key the Check Writing Procedures Menu returns to the screen.

- STEP 3:** After the correct check forms are properly installed in your printer, press <ENTER>. The program asks "Print an Alignment Pattern ? (Y/N)". Enter <N> and press <ENTER> and the checks begin to print, or enter <Y> and press <ENTER> to print an alignment. After printing the program prompts: "Is Check Alignment OK (Y/N)?". Proper paper alignment is necessary for a successful run. If you enter <N>(NO), and press <ENTER> to this query, the program will print out another TEST alignment. If you enter <Y>(YES), and press <ENTER> the program prompts:

"Enter Starting Check Number:"
 "Enter Check Run Date:"
 "Is this a Restart (Y/N)?:"

Note the following guidelines that affect the nature of your check run.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING CHECK NUMBER:	Enter MMDDYY and press <ENTER>, or just press <ENTER>. The Starting Check Number defaults to the number following the LAST check number of the previous check run. This information is stored in the System File (See Section 1.5).
ENTER CHECK RUN DATE:	Enter MMDDYY and press <ENTER>, or just press <ENTER>. The Check Run Date defaults to the system date (usually today's date) if just the <ENTER> key is pressed.
IS THIS A RESTART:	<p>Enter <Y>, or <N>, and press <ENTER>. If, for any reason, the check run has been interrupted, you can "restart" where you left off by entering <Y>(YES) here. If you enter <Y>(YES), and press <ENTER> the program prompts: "Enter Vendor Number to Start At. Enter the Vendor number where the restart is to begin at and press <ENTER>. Press <HOME> to display a list to select from. Enter Vendor Number to End At: Enter vendor number where the printing is to stop at and press <ENTER>. Printing of checks will begin with the first Vendor and stop at the ending vendor.</p> <p>Enter <N>(NO), and press <ENTER> if you do not wish to restart this program, and instead print all the checks.</p> <p>NOTE: Use of the <ESC> key returns the Check Writing Procedures Menu to the screen.</p>

STEP 4: Enter the selections called for, pressing <ENTER> after each entry.

STEP 5: The program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 3. If you enter <Y>(YES), and press <ENTER> the check is run initiated.

STEP 6: During the printout, the program displays the message "Printing Occurring...Please Wait". When the run is completed, the program prompts: "Are All Checks Satisfactory?(Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 3, and prompts for entry of Starting Check Number.

NOTE: Checks can be re-run completely by following STEPS 3 and 4 or, if only part of the check run has been satisfactory, you may restart the check run beginning with a particular Vendor number. Enter <Y>(YES), and press <ENTER> in STEP 3 when asked: "Is this a Restart (Y/N)?". Enter the Vendor number of the last successfully printed check when prompted, and complete the Check runs accordingly.

When all check have been printed satisfactorily, the program prompts: "Please Remove Checks And Mount Standard Paper on Printer. When You Are Ready, Press <ENTER> to Continue".

STEP 7: When this operation is completed successfully, press <ENTER>. The program now updates the files and prints the Checks Register. The message "Printing Occurring...Please Wait" is displayed on the screen.

The program prompts "Did the Register Print OK (Y/N)?. If you enter <Y>, and press <ENTER> the register updates, then returns to the Check Writing menu. If you enter <N>, and press <ENTER> the register itself will reprint.

CHAPTER 5: CHECK RECONCILIATION

5.0 INTRODUCTION

This chapter presents those programs, which permit the entry of Check Reconciliation, printing of a Check Reconciliation Edit List, and the display, or printing of Update Reports. Also, reconciliation of miscellaneous payables are entered through the MISCELLANEOUS RECONCILIATION procedure presented in this menu.

There are ten programs in the sub-menu:

```

                A C C O U N T S   P A Y A B L E

                * Check Reconciliations *

                1. Enter Check Reconciliations
                2. Check Reconciliation Edit List
                3. Check Reconciliation Register & Update
                4. Print Outstanding Check Report

                **** Miscellaneous Reconciliations ****

                5. Enter Miscellaneous Reconciliations
                6. Miscellaneous Reconciliation Edit List
                7. Miscellaneous Reconciliation Register And Update
                8. Print Outstanding Miscellaneous Transaction Report

                9. Outstanding Checks & Miscellaneous Transaction Inquiry
                10. Print Outstanding Check And Miscellaneous Transactions

                Enter Selection:                E. Exit to Monitor
                                                M. Return to Main Menu

```

Some businesses prefer to avoid the check reconciliation process and remove check records from the file immediately following the check run. The Check reconciliation procedures are considered optional. Your ProCom Dealer Representative will be able to advise you in this matter. If your business is not using the Check Reconciliation procedure, skip this Chapter and move on to Chapter 6.

If you ARE utilizing the Check reconciliation procedure, be advised of its importance. If this procedure is NOT performed, the check records file will overflow, and you run the risk of losing information from that file.

Check Reconciliation should be run on a monthly basis, soon after the monthly bank statement has been received.

5.1 ENTER CHECK RECONCILIATIONS

This program is the Accounts Payable Check Reconciliation maintenance program, and it creates the Accounts Payable Reconciliation Register. It permits the entry, alteration, or deletion of Check Reconciliation records.

The following Steps describe how to access the Check Reconciliation program.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <5> for **CHECK RECONCILIATION**, and press <ENTER>.

STEP 2: From the **CHECK RECONCILIATION MENU**, select option <1> for **ENTER CHECK RECONCILIATIONS**, and press <ENTER>. The program prompts for one of the following selections:

1. Add a New Check Reconciliation Record
2. Delete an Existing Reconciliation Record

NOTE: Return to the Check Reconciliation Menu by pressing <ESC>.

STEP 3: Make your selection and follow the appropriate steps below:

5.1.1 ADD A NEW CHECK RECONCILIATION RECORD

The following Steps describe how to add a new check reconciliation record.

STEP 1: Select <1> for **ADD A NEW CHECK RECONCILIATION RECORD**, and press <ENTER>. The program prompts for the entry of:

1. Check Number....:
2. Check Amount....:

You may also press <HOME> to list checks needing reconciliation. These can be selected by either entering the appropriate line number, and pressing <ENTER>, or by moving the highlight bar up/down and pressing <ENTER>. You may also press the <HOME> key on the listed checks screen to display more info. To actually enter these checks to be reconciled, they must be selected when you exit this screen.

C O M M A N D L I S T

To select a record:
Enter the corresponding line number, the line will be highlighted.
To unselect a record:
Enter the corresponding line number, the line will not be highlighted.
Enter 'S' to select all records for Updating.
Enter 'U' to unselect all records for Updating.
Enter 'N' to display next screen or records.
Enter 'P' to display the previous screen of records.
Press <F1> to select a range of line numbers.
Press <ESC> to unselect all records and exit the selection screen.
Press <ENTER> to confirm selected records for Updating.
Press <ENTER> to Continue.

STEP 2: If you make your selection one by one then, the program prompts: "Is this the Correct Record Y/N?". If you enter <N>(NO), and press <ENTER> the program returns to STEP 1, and prompts for entry of Check Number and Check Amount. If you enter <Y>(YES), and press <ENTER> the check is entered in the record. However, if you make your selection from the listing of checks after pressing the <HOME> key, then after you press <ENTER> on that screen to select those checks you will come directly back to the enter check number screen.

STEP 3: The program will automatically prompt for entry of the next record. When all desired checks have been entered, press the <ESC> key to return to the Add, and Delete Selection Menu.

5.1.2 DELETE AN EXISTING RECONCILIATION RECORD

The following Steps describe how to delete an existing reconciliation record.

STEP 1: Select <3> for **DELETE AND EXISTING RECONCILIATION RECORD**, and press <ENTER>. The program prompts for entry of a Check Number.

STEP 2: When a valid Check number is entered the program displays the contents of that record:

1. Check Number...:
2. Check Amount...:

You may also press <HOME> to list all outstanding checks that have been entered to be reconciled. Enter line number, or highlight to select one, or more to be deleted from being reconciled.

These can be selected by either entering the appropriate line number, and pressing <ENTER>, or by moving the highlight bar up/down and pressing <ENTER>. You may also press the <HOME> key on the listed checks screen to display more info on ways to delete. To actually delete a record from reconciliation it must be selected when you exit the screen.

```

                                C O M M A N D   L I S T
To select a record:
  Enter the corresponding line number, the line will
  be highlighted.
To unselect a record:
  Enter the corresponding line number, the line will not be
  highlighted.
Enter 'S' to select all records for Deleting.
Enter 'U' to unselect all records for Deleting.
Enter 'N' to display next screen or records.
Enter 'P' to display the previous screen of records.
Press <F1> to select a range of line numbers.
Press <ESC> to unselect all records and exit the selection
  screen.
Press <ENTER> to confirm selected records for Deleting.
          Press <ENTER> to Continue.
```

STEP 3: If you make your selection one by one then, the program prompts: "Is this the Correct Record Y/N?". If you enter <N>(NO), and press <ENTER> the program returns to STEP 1, and prompts for entry of Check Number and Check Amount. If you enter <Y>(YES), and press <ENTER> the check is entered in the record. If you enter <Y>(YES), and press <ENTER> the program prompts: "Do you want to Delete this Record ? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 1 and prompts for entry of a Check Number. If you enter <Y>(YES), and press <ENTER> the program flags the record for deletion.

However, if you make your selection from the listing of checks after pressing the <HOME> key, then after you press <ENTER> on that screen to select those checks you will come directly back to the enter check number screen.

STEP 4: Press the <ESC> key to return to the Check Reconciliation Menu.

5.2 CHECK RECONCILIATION EDIT LIST

This program permits the review of check reconciliation record entries before performing the Register and Update procedures.

The following Steps describe how to access the Reconciliation Edit List for printing.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <5> for **CHECK RECONCILIATIONS**, and press <ENTER>.

STEP 2: From the **CHECK RECONCILIATION MENU**, select <2> for **CHECK RECONCILIATION EDIT LIST**, and press <ENTER>. Printing begins immediately.

CHECK NUMBER	CHECK AMOUNT
123	120.07
124	186.25
126	409.35
127	53.35
129	104.38
2409	390.10
2410	226.70
2411	660.60
2412	446.34
=====	
TOTAL CHECKS: 9	2,597.34

5.3 PRINT CHECK RECONCILIATION REGISTER AND UPDATE

This program prints the Check Reconciliation Register and Update. It shows those checks, which are reconciled in the files. When update is complete, reconciled invoices are transferred to the history file, records flagged for deletion are removed, and unreconciled checks are noted in the Register.

Remember that check records must be reconciled, OR deleted to be removed from the files. If any posted entries CANNOT be matched with a payment record in the Checking update file, this register will actually be an unreconciled check register. If you wish this report to be accurate, you may have to return to the previous procedures (5.1.2 or 5.1.2) to add, or delete a check reconciliation record.

The following Steps describe how to print the Check Reconciliation Register and Update

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <5> for **CHECK RECONCILIATIONS**, and press <ENTER>.

STEP 2: From the **CHECK RECONCILIATIONS MENU**, select option <3> for **CHECK RECONCILIATION REGISTER & UPDATE**, and press <ENTER>.

STEP 3: The screen displays the message: "Print the Check Reconciliation Register ? (Y/N)?". If you enter <N>, and press <ENTER> the screen returns to the Check Reconciliation Menu. Enter <Y> and press <ENTER> the register begins printing. When complete, the program prompts "Did the Register Print OK? (Y/N)". If you enter <Y>, and press <ENTER> the register updates then returns to the Check Reconciliation Menu, or by entering <N>, and pressing <ENTER> the screen return to the Check Reconciliation Menu.

CHECK RECONCILIATION REGISTER				
ACCOUNTS PAYABLE VERSION 2000				
CHECK NUMBER	CHECK AMOUNT	CHECK DATE	VENDOR NUMBER	VENDOR NAME
123	120.07	01/09/99	1000	TRIPLE A MOTORS
124	186.25	01/13/99	1750	WATTS WINDOW CLEANING
126	409.35	01/24/99	9999	VISTA MORTGAGE
127	53.35	02/06/99	1000	TRIPLE A MOTORS
129	104.38	02/10/99	1750	WATTS WINDOW CLEANING
2409	390.10	02/19/99	1800	WESTERN UNION TELEGRAPH
2410	226.70	02/19/99	1853	CLARENCE O. THEIS, JR.
2411	660.60	02/19/99	1901	REICO
2412	446.34	02/19/99	9999	AAA ADVERTISING
=====				
TOTAL CHECKS: 9	2,597.34			

5.4 PRINT OUTSTANDING CHECK REPORT

This program prints the Outstanding Check Report. It is also accessed from the REPORTS AND LISTING Menu. The Report shows a listing of all outstanding checks (all checks not reconciled).

Printing this report before entering check reconciliation records shows ALL outstanding unreconciled checks. Printing this report after entering check reconciliation records show just unreconciled outstanding checks.

The following Steps describe how to print the Outstanding Check Report.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <5> for **CHECK RECONCILIATIONS**, and press <ENTER>.

STEP 2: From the **CHECK RECONCILIATION MENU**, select <4> for **PRINT OUTSTANDING CHECK REPORT**, and press <ENTER>.

STEP 3: The program prompts for the following selections:

"Report Start Date:"
"Report End Date:"

Note the following precautions and guidelines that affect the nature of your report:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
REPORT START DATE:	Enter MMDDYY, and press <ENTER>, or just press <ENTER> begin at the first date in your system. Press <ESC> to Exit.
REPORT END DATE:	Enter MMDDYY, and press <ENTER>, or just press <ENTER> to end at the last date in your system. Press <ESC> to reenter start date.

STEP 4: Enter these selections and press <ENTER>.

When these entries are made, the program prompts: "Are these Dates OK ? (Y/N)

If you enter <N>(NO), and press <ENTER> the program returns to the Report End Date field. If you enter <Y>(YES), and press <ENTER> the program automatically sorts the file and prints the report. The screen displays the message: "Printing Occurring...Please Wait". When processing is complete, the Check Reconciliations Menu is displayed on the screen.

5.5 ENTER MISCELLANEOUS RECONCILIATIONS

This section presents instructions for adding, and deleting miscellaneous reconciliations.

If you are utilizing the reconciliation procedures, payables that have been posted through the miscellaneous posting procedure (Section 2.6) must be reconciled.

Follow these Steps to display the Add, Delete selection menu:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <5> for **CHECK RECONCILIATIONS**, and press <ENTER>.

STEP 2: From the **CHECK AND MISCELLANEOUS RECONCILIATIONS MENU**, select <5> for **ENTER MISCELLANEOUS RECONCILIATIONS**, and press <ENTER>.

The Add, Delete selection menu is displayed on the screen:

```
MISRECON - Post Miscellaneous Reconciliations

1. Add a New Record
2. Delete a Previously Posted Record

Select:

Press <ESC> to Return to Menu
```

Make your selection (enter 1, or 2), press <ENTER>, and follow the appropriate instructions below:

5.5.1 ADD A NEW RECORD

This section presents instruction for adding new miscellaneous reconciliation records.

Follow these Steps to add a new record:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <5> for **CHECK RECONCILIATIONS**, and press <ENTER>.

STEP 2: From the **CHECK RECONCILIATION MENU**, select <5> for **ENTER MISCELLANEOUS RECONCILIATIONS**, and press <ENTER>.

STEP 3: From the **ADD, DELETE MENU**, select <1> for **ADD A NEW RECORD**, and press <ENTER>.

STEP 4: The program displays the following record for data entry:

```
MISRECON - Post Miscellaneous Reconciliations                                ADD

1. Transaction Number.....:
2. Transaction Amount.....:
3. Transaction Date.....:
4. Transaction Type.....:
5. Transaction Description.....:

Press <ESC> to return to menu.
Press <HOME> for a Miscellaneous List.
```

Enter the transaction number, and press <ENTER>, or press <HOME> to list Miscellaneous Reconciliations available to be reconciled. To select from this list, enter the line number and press <ENTER> to highlight it, then press <ENTER> and exit the screen to have it selected to be reconciled.

You may also press the <HOME> key on the listed checks screen to display more info.

<p><u>C O M M A N D L I S T</u></p> <p>To select a record: Enter the corresponding line number, the line will be highlighted.</p> <p>To unselect a record: Enter the corresponding line number, the line will not be highlighted.</p> <p>Enter 'S' to select all records for Updating. Enter 'U' to unselect all records for Updating. Enter 'N' to display next screen or records. Enter 'P' to display the previous screen of records. Press <F1> to select a range of line numbers. Press <ESC> to unselect all records and exit the selection screen. Press <ENTER> to confirm selected records for Updating. Press <ENTER> to Continue.</p>

Follow these guidelines when making your entries on by one:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
1. TRANSACTION NUMBER:	Enter up to five (5) numeric characters. Enter the transaction number of the miscellaneous posting reconciled, and press <ENTER>.

STEP 5: When this entry has been made, the program prompts: "Is this the Correct Record ? (Y/N). Enter <N>(NO), and press <ENTER> if you wish to re-enter the information just entered. The program returns to the prompt for a transaction number. Enter <Y> and press <ENTER> to add the record.

5.5.2 DELETE A PREVIOUSLY POSTED RECORD

This section presents instructions for deleting miscellaneous reconciliations records that have been posted through the procedure described in Section 5.5.1. Deletions can be made at any time prior to printing the register and updating the files.

Follow these Steps to delete miscellaneous reconciliation records:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <5> for **CHECK RECONCILIATIONS**, and press <ENTER>.
- STEP 2:** From the **CHECK RECONCILIATIONS MENU**, select <5> for **ENTER MISCELLANEOUS RECONCILIATIONS**, and press <ENTER>.
- STEP 3:** From the **ADD, DELETE MENU**, select <3> for **DELETE A PREVIOUSLY POSTED RECORD**, and press <ENTER>.
- STEP 4:** Enter the Transaction Number, and press <ENTER>, or press <HOME> for a list of postings entered for reconciliation. To select a record to be deleted from the list enter line number and press <ENTER> to highlight it, or move the highlight bar up/down and press <ENTER> to remove from list. When you exit out of this screen is when the record is actually removed from the reconciliation list. You can also press the <HOME> key to display more ways of making your selections.

<p><u>C O M M A N D L I S T</u></p> <p>To select a record: Enter the corresponding line number, the line will be highlighted.</p> <p>To unselect a record: Enter the corresponding line number, the line will not be highlighted.</p> <p>Enter 'S' to select all records for Deleting. Enter 'U' to unselect all records for Deleting. Enter 'N' to display next screen or records. Enter 'P' to display the previous screen of records. Press <F1> to select a range of line numbers. Press <ESC> to unselect all records and exit the selection screen. Press <ENTER> to confirm selected records for Deleting. Press <ENTER> to Continue.</p>

STEP 5: When the Transaction Number is manually entered, the program displays the contents of that record, and prompts: "Are you sure you want to Delete this Record (Y/N)?". Enter <N>(NO), and press <ENTER> if this is not the record you wish to delete. The program returns to the prompt for a Transaction Number.

Enter <Y>(YES), and press <ENTER> if this is the record you wish to delete. Press the <ENTER> key to return to the Add, Delete selection menu.

5.6 MISCELLANEOUS RECONCILIATION EDIT LIST

This section presents instructions for printing the miscellaneous reconciliation edit list.

This document should be printed, (or displayed) and entries checked for accuracy before printing the register and updating the files. Any changes can be made by following the procedure described in 5.5.1 or 5.5.2.

Follow these Steps to print, or display the edit list.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <5> for **CHECK AND MISCELLANEOUS RECONCILIATION**, and press <ENTER>.

STEP 2: From the **CHECK RECONCILIATIONS MENU**, select <6> for **MISCELLANEOUS RECONCILIATION EDIT LIST**, and press <ENTER>.

The printing begins immediately, the screen displays the message: "Printing Occurring...Please Wait.". When printing is complete, the program returns to the Check Reconciliation menu.

MISCELLANEOUS RECONCILIATION EDIT LIST				
ACCOUNTS PAYABLE VERSION 2000				
TRANS	AMOUNT	DATE	TYPE	DESCRIPTION
07/28/99				
=====	=====	=====	=====	=====
00001	250.00	05/26/99	1 DEPOSIT	
00001	15,000.00	06/09/99	1 DEPOSIT	
00016	750.00	07/05/99	2 WITHDRAWAL	TRAVEL EXPENSES
=====	=====	=====	=====	=====
3	16,000.00			

5.7 MISCELLANEOUS RECONCILIATION REGISTER AND UPDATE

This section presents instructions for printing the Miscellaneous Reconciliation Register and Updating the files.

Make sure that all desired reconciliations have been entered, and any changes made (after reviewing the edit list - Section 5.6) before running this program.

Records cannot be changed after the update procedure is executed.

Follow these Steps to print the register and update the files:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <5> for **CHECK RECONCILIATIONS**, and press <ENTER>.

STEP 2: From the **CHECK RECONCILIATION MENU**, select <7> for **RECONCILIATION REGISTER & UPDATE**, and press <ENTER>.

STEP 3: The program prompts: "Did the Register Print OK? (Y/N)". If you enter <Y>, and press <ENTER> the register updates then returns, or enter <N>, and press <ENTER>, the program will bring you back to the Check Reconciliations Menu.

NOTE: If there were records that were not reconciled it will display "There were ___ Records Not Reconciled because a match could not be found. Run the Edit List and check it against the outstanding transaction Report. Press <ENTER> to Return to the Reconciliation Posting Menu."

MISCELLANEOUS RECONCILIATION REGISTER				
ACCOUNTS PAYABLE VERSION 2000				
07/28/99				
TRANS	AMOUNT	DATE	TYPE	DESCRIPTION
00001	250.00	05/26/99	1 DEPOSIT	
00001	15,000.00	06/09/99	1 DEPOSIT	
00016	750.00	07/05/99	2 WITHDRAWAL	TRAVEL EXPENSES
3	16,000.00			

5.8 PRINT OUTSTANDING MISCELLANEOUS TRANSACTION REPORT

This section presents instructions for printing the outstanding miscellaneous transaction report. This report prints a listing of all miscellaneous transactions in the file that have not been reconciled through the procedure described in Section 5.5.1.

Follow these Steps to print this document:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <5> for **CHECK RECONCILIATIONS**, and press <ENTER>.
- STEP 2:** From the **CHECK AND MISCELLANEOUS RECONCILIATION MENU**, select <8> for **PRINT OUTSTANDING MISCELLANEOUS TRANSACTION REPORT**, and press <ENTER>.
- STEP 3:** The program displays the message: "Printing Occurring...Please Wait". When printing is complete, the program returns to the Check Reconciliations menu.

OUTSTANDING MISC TRANSACTION REPORT				
ACCOUNTS PAYABLE VERSION 2000				
07/28/99				
TRANS	AMOUNT	DATE	TYPE	DESCRIPTION
00001	500.00	04/22/99	1 DEPOSIT	
00001	30,000.00	02/04/99	1 DEPOSIT	
00001	500.00	05/19/99	1 DEPOSIT	
00001	100.00	12/14/99	1 DEPOSIT	
00010	19,472.55	07/08/99	1 DEPOSIT	
00012	100.00	07/08/99	1 DEPOSIT	
00015	45.00-	07/08/99	3 MISC. CHR	PETTY CASH
00014	350.00	07/12/99	1 DEPOSIT	
TOTAL TRANSACTIONS: 8 50,977.55				

5.9 OUTSTANDING CHECKS & MISCELLANEOUS TRANSACTIONS INQUIRY

This section presents instructions for displaying all outstanding checks and miscellaneous transactions for a specified Vendor account. The program displays all transactions that have not been reconciled through the procedures described in this chapter (Section 5.1 and Section 5.5).

Follow these Steps to display outstanding checks and miscellaneous transactions.

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <5> for **CHECK RECONCILIATIONS**, and press <ENTER>.
- STEP 2:** From the **CHECK RECONCILIATION MENU**, select <9> for **OUTSTANDING CHECKS AND MISCELLANEOUS TRANSACTIONS INQUIRY**, and press <ENTER>.
- STEP 3:** The program prompts:

STATEINQ - Display Statement Transactions
 Enter Cut-Off Date:
 No detail dated before Cut-Off Date will be shown if the Cut-Off Date is entered. Press <ENTER> if no Cut-Off Date is required (to see all Detail).

Enter the cutoff date, and press <ENTER> if you wish to limit the display

Detail to records dated after the specified date, or just press <ENTER> to display all.

If you have entered a date then the program prompts: "Is Everything OK? (Y/N): Enter <Y> (YES), and press <ENTER> if this is the correct date. Enter <N> (NO), and press <ENTER> if this is not the correct date the it will return to the date prompt.

STEP 4: When entry is made, the program prompts: "Display Checks for Vendor Number". Enter the Vendor number identifying the Vendor for whom you wish to display Outstanding transactions, and press <ENTER>, or just press <ENTER> to display all vendors.

STEP 5: When entry is made, the program displays that Vendor's balance, and prompts: "Correct? (Y/N):". Enter <N>(NO), and press <ENTER> if this is not the correct account. The program returns to the prompt for the Vendor number. Enter <Y>(YES), and press <ENTER> if this is the correct account.

If no specific vendor was selected, all outstanding checks are displayed.

STEP 6: When <Y>(YES) is entered, and <ENTER> is pressed, the program displays the outstanding records for that Vendor. Press the <ENTER> key to display more. Press <ENTER> to select the next account for display, or press <ESC> to exit. Press <ESC> if you wish to return to the Check Reconciliations Menu.

5.10 PRINT OUTSTANDING CHECKS AND MISCELLANEOUS TRANSACTIONS

This section presents instructions for printing all outstanding checks and miscellaneous transactions for a specific time range. The program prints all transactions that have not been reconciled through the procedures described in this chapter (Section 5.1 and Section 5.5).

Follow these Steps to print outstanding checks and miscellaneous transactions:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <5> for **CHECK AND MISCELLANEOUS RECONCILIATION**, and press <ENTER>.

STEP 2: From the **CHECK RECONCILIATION MENU**, select <10> for **PRINT OUTSTANDING CHECKS AND MISCELLANEOUS TRANSACTIONS**, and press <ENTER>.

STEP 3: The program prompts: "Report Start Date:". Enter the date on which you wish to begin the listing, and press <ENTER>. Follow the MMDDYY format when entering dates. Do not enter any separating punctuation when entering dates. The program formats the date upon entry. If you just press <ENTER> the start date will be the beginning of the file.

STEP 4: When the report start date is entered, the program prompts: "Report End Date:". Enter the date on which you wish to end the listing, and press <ENTER>. Follow the MMDDYY format when entering dates. Do not enter any separating punctuation. The program formats the date upon entry. If you just press <ENTER> the report will stop at the last date in the file.

STEP 5: When selection has been made, the program prompts: "Are the Dates OK (Y/N):". Enter <N>(NO), and press <ENTER> if you wish to re-enter the dates. The program prompts for re-entry of the Report End Date. Press the <ESC> key if you wish to re-enter the Report End Date. Enter <Y>(YES), and press <ENTER> if you wish to continue. The print function is activated immediately. While printing, the program displays the message: "Printing Occurring...Please Wait". When printing is complete, the program returns to the Check Reconciliations Menu.

CHECKBOOK STATEMENT						
ACCOUNTS PAYABLES VERSION 2000						
07/28/99						
		FROM: 01/01/98		TO: 08/01/98		
BALANCE AS OF 01/01/98 - 129,603.10-						
CHECK OR TRANS. #	TRANS. DATE	TRANS. TYPE	VENDOR NUMBER	VENDOR NAME	TRANS. AMOUNT	BALANCE
18955	07/09/98	CHECK	100	AMERICAN FIRST AID	50.00	129,653.10-
====					=====	=====
1					50.00-	129,653.10-

CHAPTER 6: CHECK VOIDING

6.0 INTRODUCTION

This chapter covers those procedures involved with check voiding. Options include edit listings and register of new check voiding records, and updating of voided checks. There are three selections in the sub-menu:

```

A C C O U N T S   P A Y A B L E

      Check Voiding

      1. Check Voiding Entry
      2. Check Voiding Edit List
      3. Check Voiding Register And Update

      E. Exit to Monitor
      M. Return to Main Menu

      Enter Selection:

```

6.1 CHECK VOIDING ENTRY

This program permits the addition, of Check Voiding records.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <6> for **CHECK VOIDING**, and press <ENTER>.

STEP 2: From the **CHECK VOIDING MENU**, select option <1> for **CHECK VOIDING ENTRY**, and press <ENTER>.

The program displays this record and prompts for a check number:

1. Check Number.....
2. Check Amount
3. Check Date
4. Vendor Number
5. Vendor Name

NOTE: Use of the <ESC> key returns the Check Voiding Menu to the screen. When a valid check number is entered, the program displays the contents of that record.

STEP 3: The program prompts: "Is this the Correct Record? (Y/N). If you enter <N>(NO), and press <ENTER> the program prompts for entry of another check number. If you enter <Y>(YES), and press <ENTER> the program prompts: "Do you want to Void this Check? (Y/N) ".

If you enter <N>(NO), and press <ENTER> the program returns to STEP 2, and prompts for a check number. If you enter <Y>(YES), and press <ENTER> the program returns to the check voiding entry screen and voids the check.

NOTE: TO UNVOID A VOIDED CHECK - Once a register is updated a check cannot be unvoided. If you wish to re-instate a check that you have entered to be voided simply re-select that Check Number (Follow STEPS 1 and 2 above). The program prompts: "Is this the Correct Record? (Y/N)". If you enter <Y>(YES), and press <ENTER> the program prompts: "This Check was voided do you wish to Reinstate it? (Y/N). If you enter <Y>(YES), and press <ENTER> the check is re-instated.

6.2 CHECK VOIDING EDIT LIST

This program prints, or displays the CHECK VOIDING EDIT LIST. It permits the review of the Check Voiding entries BEFORE running the Register and Update program.

The following Steps describe how to print the Check Voiding Edit List:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <6> for **CHECK VOIDING**, and Press <ENTER>.

STEP 2: From the **CHECK VOIDING MENU**, select option <2> for **CHECK VOIDING EDIT LIST**, and press <ENTER>.

STEP 3: The screen displays the message: "Printing Occurring...Please Wait".

When printing is completed, the Check Voiding menu is returned to the screen.

CHECK VOIDING EDIT LIST					
ACCOUNTS PAYABLES VERSION 2000					
CHECK NUMBER	CHECK AMOUNT	CHECK DATE	VENDOR NUMBER	VENDOR NAME	
000100	20.00	06/22/99	100	AMERICAN FIRST AID	
1	20.00				

6.3 PRINT CHECK VOIDING REGISTER AND UPDATE

This program is the final phase of the Check Voiding procedure. It prints out an updated Check Voiding Register, and flags voided checks in the HISTORY file for deletion. The Vendor, Open Invoice, General Ledger Reference, and Check Record Files are ALL updated by this program.

The following Steps describe how to print the Check Voiding Register and Update:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <6> for **CHECK VOIDING** and press <ENTER>.

STEP 2: From the **CHECK VOIDING MENU**, select <3> for **CHECK VOIDING REGISTER AND UPDATE**, and press <ENTER>.

STEP 3: The print function is activated immediately. While printing, the screen displays the message "Printing Occurring...Please Wait". When completed the program prompts: "Did the Register Print OK? (Y/N)".

If you enter <N> (NO), and press <ENTER> the screen returns to the CHECK VOIDING menu. If you enter <Y> (YES), and press <ENTER> then the screen displays today's posting date and asks you if this is the date you wish used as the posting date. Press <ENTER> to use today's date as the posting date, or if you want to change the posting date to be different, enter <N>, press <ENTER> and enter date you want used. After updating, the screen returns to the voiding menu.

NOTE: The update process is automatic, and no special interaction is required. Once the update is complete, the invoices that were paid by the open check is reinstated as open.

CHAPTER 7: MONTH END PROCEDURES

7.0 INTRODUCTION

This chapter covers several "house-keeping" procedures recommended for monthly review (transferring data, purges etc.). Cross-referenced printouts are also included.

A C C O U N T S P A Y A B L E

Month End Procedures

1. Print Vendor Status Report
2. Print Accounts Payable G/L Distribution Report
3. Transfer General Ledger Data
4. Purge A/P General Ledger Distribution File By Date
5. Purge Deleted And Paid Invoices From Open Invoice File
6. Reapply Credits Entry

- E. Exit to Monitor
- M. Return to Main Menu

Enter Selection:

Depending upon your business needs, certain procedures are recommended for daily, or weekly operation. These include the entry of new data into the system, the printing of various listings and the execution of other processing procedures that are important for maximizing system capabilities in your business setting. Just because certain procedures are selected from a "Month End" menu does not mean they may not be run more often to keep your accounts up to date and your system running smoothly.

While the Aged Trial Balance report need only be printed periodically (selected from the Reports and Listings menu), a current balance "log sheet" should be maintained at the terminal. This manual record is recommended as a check for the system generated Trial Balance printed weekly, (or monthly).

Whenever new payables have been entered, and checks written, a new balance should be recorded in the log to reflect the current status of the payables account. This calculation is made by adding charges to and subtracting payments from the previous ("yesterday's") balance.

The current balance log sheet should contain the following information:

```
DATE
YESTERDAY'S (OR PREVIOUS) ACCOUNTS PAYABLE BALANCE
+ (PLUS) NEW PAYABLES
+ (PLUS) VOIDED CHECKS
- (MINUS) CHECKS WRITTEN
= (EQUALS) NEW ACCOUNTS PAYABLE BALANCE
```

Whenever the Aged Trial Balance is printed, the total figure should be checked against this manual record, and any discrepancies clarified.

If your system handles a great deal of information on a daily basis, you may need to transfer data to companion systems and purge rapid growth files more often than a more moderate user. These procedures are selectable from the Month End Procedures menu and can be executed as necessary.

While it is recommended that the Cash Requirement Report and General Ledger Report be printed for periodic review, certain reports and listings can also be included in your routine processing. It is up to you to determine what procedures are required to meet your business needs. Removal of paid and/or deleted invoices should be done after check reconciliation (or when checks are printed if you are not utilizing the check reconciliation procedure). It is important that this procedure be executed as needed, and not only at month end.

When transferring Accounts Payable data to the General Ledger, remember that any new General Ledger account numbers that have been added through Accounts Payable must also be added to the General Ledger Chart of Accounts (in the General Ledger System) and an extract of the Chart of Accounts be done for the transfer to be successful.

The General Ledger Distribution Report should be printed before transferring accounts payable information to the General Ledger System, and/or before purging any records. Be sure to note the dates (periods) included in the Report, as this information is needed for a successful transfer of data. Printing this report also avoids confusion as to what has been transferred and/or purged.

Some procedures recommended for monthly execution are not included on the Month End Procedures menu. These procedures include:

- Print an Aged Trial Balance (select from Reports and Listings menu)
- Print a Cash Requirements Report (select from Reports and Listings menu)
- Post Check Reconciliation

Remember that these procedures should be executed at some point during each month. It is not necessary on any one specific date.

7.1 PRINT THE VENDOR STATUS REPORT

This report is usually printed as part of the month end procedure. It provides information regarding monies owed to specific Vendors, and year-to-date purchases. The report is used to analyze outgoing cash, and can be printed at any time.

The following Steps describe how to print the Vendor Status Report:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <7> for **MONTH END PROCEDURES**, and press <ENTER>.

STEP 2: From the **MONTH END PROCEDURES MENU**, select <1> for **THE VENDOR STATUS REPORT**, and press <ENTER>.

NOTE: The Vendor Status Report is ALSO accessed from the **REPORTS AND LISTINGS MENU**.

STEP 3: The program prompts for these selections:

```
"Enter Starting Vendor Number.....:"
"Enter Ending Vendor Number.....:"
"Print Vendor Addresses?.....:"
"Vendor Sequence (0 = Name,1 = Number).....:"
```

Note the following precautions and guidelines that affect the nature of your printout:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR NUMBER:	Enter up to five (5) numeric characters. Enter the starting vendor number for the report, and press <ENTER>. The starting Vendor number defaults to ALL Vendors if just the <ENTER> key is pressed.
ENTER ENDING VENDOR NUMBER:	Enter up to five (5) numeric characters, and press <ENTER>. The ending Vendor number defaults to the Starting Vendor number if a specific vendor is selected.
PRINT VENDOR ADDRESS?:	Enter <Y>, or <N>, and press <ENTER>. The Print Vendor Address option defaults to <N>(NO), for "do not print the Vendor Address" if just the <ENTER> key is pressed.
VENDOR SEQUENCE:	Enter <0>, or <1>, and press <ENTER>. The Vendor sequence defaults to "1" for number if just the <ENTER> key is pressed.

NOTE: Use of the <ESC> key returns the cursor to the previous selection EXCEPT when entering the Starting Vendor Number, when use of the <ESC> key returns the MONTH END PROCEDURES Menu to the screen.

STEP 3: Press <ENTER> after entering each line. If you are using the system default option, simply press <ENTER> for each entry line. When these selections are complete, the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to the selections of STEP 2. If you enter <Y>(YES), and press <ENTER> the print function is activated.

The program displays the message: "Printing Occurring...Please Wait". When processing is complete, the Month End Procedures Menu is returned to the screen.

VENDOR STATUS REPORT										
ACCOUNTS PAYABLE VERSION 2000										
07/28/99										
STARTING VENDOR NUMBER 100		ENDING VENDOR NUMBER 100								
NUMBER	VENDOR NAME AND ADDRESS	ZIP CODE	PURCHASES YEAR TO-DATE	DISCOUNTS LOST YEAR TO-DATE	CURRENT BALANCE	DISCOUNT PERCENT	CUTOFF	LAST PAYMENT	LAST AMOUNT	G/L ACCOUNT #
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
100	AMERICAN FIRST AID 170 D PENROD CT. WEST CAMP SPRINGWALL MD 21061-1671 TELEPHONE#: 301-766-1989		468,206.32	1,773.08	20.00	1.00%	10 DAYS	07/10/99	1000.00	1200-00
T O T A L S :			468,206.32	1,773.08	20.00					

7.2 PRINT THE ACCOUNTS PAYABLE GENERAL LEDGER DISTRIBUTION REPORT

This program prints a cross-reference report of the General Ledger Distributions and Accounts Payable Invoices. It is sequenced by General Ledger number, and is selectable by EITHER General Ledger number or Transaction Date.

The General Ledger Distribution Report should be printed before transferring accounts payable information to the General Ledger System, and/or before purging any records. Be sure to note the dates (periods) included in the Report, as this information is needed for a successful transfer of data.

The following Steps describe how to print the Accounts Payable General Ledger Distribution Report:

STEP 1: From the **ACCOUNTS PAYABLE MENU**, select <7> for **MONTH END PROCEDURES**, and press <ENTER>.

STEP 2: From the **MONTH END MENU**, select <2> for **PRINT THE ACCOUNTS PAYABLE G/L DISTRIBUTION REPORT**, and press <ENTER>.

NOTE: This program is also accessed from the **REPORTS AND LISTINGS** menu.

STEP 3: The program automatically sorts the files. When the sort function is complete, the program prompts for the following selections:

```
"Starting Transaction Date.....:
"Ending Transaction Date.....:
"Starting General Ledger Number.....:
"Ending General Ledger Number.....:
"Print Records Posted to G/L.....:
```

Note the following precautions and guidelines that affect the nature of your printout:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
STARTING TRANSACTION DATE:	Enter MMDDYY, and press <ENTER>. The Starting Transaction Date defaults to ALL dates if just the <ENTER> key is pressed. Press <ESC> to exit.
ENDING TRANSACTION DATE:	Enter MMDDYY, and press <ENTER>. The Ending Transaction Date defaults to the Starting Transaction Date if a starting date is specified.
STARTING GENERAL LEDGER NUMBER:	Enter six (6) numeric characters, and press <ENTER>. The Starting General Ledger Number defaults to ALL General Ledger numbers if just the <ENTER> key is pressed. Press <ESC> to reenter dates.
ENDING GENERAL LEDGER NUMBER:	The Ending General Ledger Number defaults to the Starting General Ledger Number if a starting General Ledger Number has been specified.
PRINT RECORDS POSTED TO G/L?	Enter <Y> and press <ENTER> if you wish to print records already transferred to the GL. Enter <N> and press <ENTER> to only print data not previously sent to the G/L. Press <ESC> to reenter g/l numbers.

NOTE: Use of the <ESC> key returns the cursor to the previous selection EXCEPT when entering the Starting Transaction Date, when use of the <ESC> key returns the Month End Procedures Menu to the screen.

STEP 4: Press <ENTER> after each entry. If you are using the system default option, simply press <ENTER> after each entry. When these selections have been made, the program prompts: "Is Everything OK? (Y/N) If you enter <N>(NO), and press <ENTER> the selections (STEP 3) are returned to the screen. If you enter <Y>(YES), and press <ENTER> the print function is activated.

While printing the screen displays the message: "Printing Occurring...Please Wait". When printing is complete, the Month End Procedures Menu is returned to the screen.

GENERAL LEDGER DISTRIBUTION REPORT ACCOUNTS PAYABLE VERSION 2000							
07/28/99							
STARTING TRANSACTION DATE 06/01/99				ENDING TRANSACTION DATE 06/30/99			
---GENERAL LEDGER ACCOUNT---	SOURCE	SOURCE	-----INVOICE-----				
NUMBER DESCRIPTION	DESCRIPTION	REFERENCE	DATE	DEBIT AMOUNT	CREDIT AMOUNT	BALANCE	
=====	=====	=====	=====	=====	=====	=====	=====
0103-00 CASH				1,000.00	7,620.00	<6,620.00>	
0160-00 INVENTORY				9,350.00		9,350.00	
0300-00 ACCOUNTS PAYABLE							
	NEW PAYABLES REGISTER				6,450.00		
	NEW PAYABLES REGISTER				8,900.00		
	VD 100 INV				1,000.00		
	A/P CHECK REGISTER			7,620.00			
				7,620.00	16,350.00	<8,730.00>	
0820-00 MEDICAL INSURANCE				500.00			
0830-00 REPAIRS - FORKLIFT				4,000.00		4,000.00	
0894-00 UTILITIES				1,500.00		1,500.00	
				-----	-----	-----	
				23,970.00	23,970.00		

7.3 TRANSFER GENERAL LEDGER DATA

This program transfers information from the Accounts Payable System to the General Ledger System. All invoices that are posted in the Accounts Payable System have General Ledger reference numbers that signify actual General Ledger accounts in the General Ledger System. This program must be run on a routine basis to incorporate Accounts Payable System information in the General Ledger System.

It is very important that if any General Ledger Account Numbers have been added to Accounts Payable, they also must be added to the General Ledger Chart of Accounts before the transfer procedure can be executed. Also, to avoid confusion always print a General Ledger Distribution Report before transferring data. Remember that this report prints according to invoice date, and not the date of entry. Make sure that the start and end dates of the report include all invoices posted during the previous period (usually monthly). The same start and end dates are used to set parameters for the transfer operation.

The following Steps describe how to transfer General Ledger Data to D.O.C.S. (the General Ledger System).

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <7> for **MONTH END PROCEDURES**, and press <ENTER>.

STEP 2: From the **MONTH END PROCEDURE MENU**, select <3> for **TRANSFER GENERAL LEDGER DATA** and press <ENTER>.

STEP 3: The program prompts for the following selections:

```
"Summary Post to General Ledger (Y/N).....:"
"Summarize By "A"ccount or "D"ate.....:"
"Period Start Date to be Transferred.....:"
"Period End Date to be Transferred.....:"
"Skip Previously Transferred Records (Y/N).....:"
```

Note the following guidelines and precautions that affect the nature of the transfer:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
SUMMARY POST TO GENERAL LEDGER:	Enter <Y>, or <N>, and press <ENTER>. If you enter <Y>(YES), the program will summarize by date ALL General Ledger Accounts being transferred. If you enter <N>(NO), the program will summarize by date ONLY the Payables Account, Cash Account, and Discount Account. NOTE: Be aware of the difference between Summary Posting and Detail Posting. If you are Summary Posting, the source reference in G/L is "AP" with the month and day of transfer. Description is "Accounts Payable Summary". If you are detail posting, the source reference is "AP" with the month and day of source register. Description is either Vendor name, or Vendor number and Invoice number depending upon system file information.
SUMMARIZE BY "A"CCOUNT OR "D"ATE:	
PERIOD START DATE:	Enter MMDDYY, and press <ENTER>. The Period Start Date defaults to ALL dates if just the <ENTER> key is pressed.
PERIOD END DATE:	Enter MMDDYY, and press <ENTER>. The Period End Date defaults to the Period Start Date if a start date is specified. NOTE: The period start and end dates refer to the starting and ending invoice dates to be included in the transfer procedures. Use the same dates that you used to print the General Ledger Distribution Report.
SKIP PREVIOUSLY TRANSFERRED RECORDS (Y/N):	If you enter <N>(NO), OR <Y>(YES), and press <ENTER>. By entering a <Y> you are allowing to be transferred data that may have already been transferred to GL. Be careful that this is correct once down in the GL this could cause you to double post information. Then the program prompts: "Are you Sure? (Y/N)". If you enter <N>(NO), the program returns to the selections of STEP 2. If you enter <Y>(YES), processing continues.

STEP 3: Press <ENTER> after entering each selection. If you are using the system default option, simply press <ENTER> for each selection line. When these selections have been made the program prompts: "ARE YOU SURE?:". If you enter <N>(NO), and press <ENTER> the program returns to the selections of STEP 3. If you enter <Y>(YES), and press <ENTER> the transfer operation is activated.

The screen displays the message "Processing Occurring...Do Not Interrupt". When the transfer operation is complete, the program displays the following information to facilitate completion of the transfer process:

```
TRANSFER COMPLETED SUCCESSFULLY

TO CONTINUE INTERFACE PERFORM THE FOLLOWING:

1. LOG ON TO GENERAL LEDGER
2. FROM MENU SELECT:      (2) General Ledger Postings
                        (1) General Journal and Reversal Postings
3. FROM GENERAL LEDGER & REVERSAL POSTING MENU
   SELECT:               (2)Edit List
4. AFTER VERIFYING THAT THE EDIT LIST IS IN BALANCE AND THE G/L ACCOUNT NUMBERS
   ARE CORRECT SELECT:   (3) Register and General Update w/Reversals
   PRESS <ENTER> TO CONTINUE:

      TGL      TRXEDIT
00036      000026
```

We now continue with the transfer procedure:

The screen display illustrated previously is your guide for completing the transfer operation in the General Ledger System.

STEP 4: The two numbers in the lower left of your screen tell you how many records have been transferred (TGL), and how many records currently exist in the General Journal (TRXEDIT).

Follow the instructions provided:

Select <1> for **POSTING AND DAILY UPDATE**, from the General Ledger Main Menu.

Select <2> for **GENERAL JOURNAL EDIT LIST**, from the Posting and Daily Update Menu. Printing is automatically activated and the General Journal Edit List is printed.

After verifying that the Edit List is in Balance with the G/L Account Numbers, select <3> for **REGISTER AND GENERAL LEDGER UPDATE**. The program prompts: "DO YOU WISH TO PRINT A OR B?:". Selection of "A" will be for a printout in 132 character format. Selection of "B" will print in 80 character format.

After processing, the program returns to the System Monitor. Type "MENU" and press <ENTER> to re-access the General Ledger System.

7.4 PURGE A/P GENERAL LEDGER DISTRIBUTION FILE BY DATE

This program removes General Ledger Transaction Records from the temporary file after they have been transferred. This step does not have to be done each month, due to the fact once you purge this data, it is GONE, and you cannot retransfer the data to GENERAL LEDGER if there is a problem. For that reason most people will only do this purge after the close their GL, or they don't do it at all.

The following Steps describe how to purge the A/P General Ledger Distribution file by date:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <7> for **MONTH END PROCEDURES**, and press <ENTER>.

STEP 2: From the **MONTH END PROCEDURES MENU**, select <4> for **PURGE A/P GENERAL LEDGER DISTRIBUTION FILE BY DATE**.

The program prompts for the following: "Do you want Only Records Transferred to General Ledger Removed Now (Y/N)?:"

Enter <Y>(YES), and press <ENTER>, if you want the temporary file cleared only of records that have been transferred. Enter <N>(NO), and press <ENTER> if you wish to clear the posting file of all records between the cutoff dates indicated.

"Enter Purge Starting Date:"

"Enter Purge Ending Date:"

Enter a date that the purge should end on and press <ENTER> in the ending date field.

NOTE: At this point pressing the <ESC> key returns the MONITOR to the screen. Press <ESC> to return to the Month End Procedures menu.

STEP 3: Enter the Dates called for, pressing <ENTER> following each entry. If you wish to indicate all dates, just press the <ENTER> key.

NOTE: When these selections have been made, processing begins immediately. The program displays the message: "Processing Occurring...Do Not Interrupt".

STEP 4: Upon completion, the program returns to the Month End Procedures Menu.

7.5 PURGE DELETED AND PAID INVOICES FROM THE OPEN INVOICE FILE

This program removes from the Accounts Payable Open File all invoices which have been paid. It is important to occasionally reduce the number of paid invoices in the open file to prevent file overflow. The following Steps describe how to remove deleted and paid invoices from the Open Invoice File:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <7> for **MONTH END PROCEDURES**, and press <ENTER>.

STEP 2: From the **MONTH END PROCEDURE MENU**, select option <5> for **PURGE DELETED AND PAID INVOICES FROM THE OPEN INVOICE FILE**, and press <ENTER>.

STEP 3: The program prompts for the following selection:

"Enter Purge Period Start Date:

NOTE: Selection of period start date permits you to **RETAIN** paid invoices for running a previous period **AGED TRIAL BALANCE** for the last month.

STEP 4: Following the date entry, the program prompts: " All paid and reconciled Invoices dated on or before _____ will be purged. Do you want to Continue (Y/N)?:". If you enter <N>(NO), and press <ENTER> the program returns to STEP 3 and prompts a purge date. If you enter <Y>(YES), and press <ENTER> processing is initiated.

While paid and deleted records are being removed from the Open file the program displays the message: "Processing Occurring...Do Not Interrupt".

When processing is complete, the program reports the status of the run. It will tell you how many records were removed OR will report: "No Deleted Records were Encountered". Press <ENTER> and the Month End Procedures Menu is returned to the screen.

7.6 REAPPLY CREDITS ENTRY

The following Steps describe how to reapply credits to specific vendors. This program works just like cash receipts in AR.

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select option <7> for **MONTH END PROCEDURES** and press <ENTER>.
- STEP 2:** From the **MONTH END PROCEDURES MENU**, select option <6> for **REAPPLY CREDITS ENTRY**, and press <ENTER>.
- STEP 3:** There are 3 selections in the sub-menu.

```
APCR - Reapplied Credit Entry

1) Add, Change, Delete Reapplied Credit
2) Print Edit List
3) Print Register and Update Files

(M) Return to Menu
(E) Exit to Monitor

Enter Selection: _____
```

7.6.1 ADD, CHANGE, DELETE REAPPLIED CREDITS

```
Date: 07/01/99          Reapplied Credit Header

Enter Vendor: _____

<CR> New Transaction
<F1> Change Transaction
<F2> List Transactions
<ESC> Exit Reapplied Credit
<HOME> Options
```

This screen will use a highlighted selection line, allowing the <Arrow> Keys to move up and down the screen.

<CR> New Transaction: "Enter Vendor" (CR = carriage Return or 'Enter Key')

The user will be allowed the standard customer alpha search, or they may enter a vendor number. If they press <ENTER> without entering a customer, the screen will "BEEP" and request the vendor number again. When a valid vendor number is entered a new posting record will be generated.

```
Date: 01/01/99          REAPPLIED CREDIT HEADER

Vendor      : 99999          AAAAAAAAAAAAAAAAAA
                        AAAAAAAAAAAAAA
                        AAAAAAAAAAAAAA
Transaction : 999999        AAAAAAAAAAAA, AA 99999-9999
Date        :                               Vendor Balance: 9999,999.99-
```

The vendor's Name, Address and Current A/P Balance will be displayed. The system prompts for a date. Press <ENTER> for today's date, or enter a date.

Press <ENTER> again and the following screen appears.

```

Date: 01/01/98          REAPPLIED CREDIT HEADER
Vendor      : 99999          AAAAAAAAAAAAAAAAAA
                        AAAAAAAAAAAAAA
                        AAAAAAAAAAAAAA
Transaction : 999999        AAAAAAAAAAAAAA, AA 99999-9999
Date        : 99/99/99
                        Vendor Balance: 9999,999.99-
Applied     :      0.00
Balance     :      0.00

Discounts   :      0.00
Total Credits :      0.00

-----
Enter Line #, <F1> to Delete, <ENTER>, or <ESC> to Exit
Press <UP ARROW> to Reenter Vendor
    
```

The field "Applied" will be totaled as credits are selected to be applied. The field "Balance" will be the transaction Amount plus Discounts taken minus Applied Amount.

```

Vendor: 00100 (Vendor Name Display Here)
                        Amount Applied : 999,999.99-
                        Discount : 999,999.99      Balance : 999,999.99
-----
### Inv #   Type Inv Dt   Due Dt   Open Amt   Disc Amt   Applied Inv Bal
001 001324  Inv 11/02/98 12/02/98 1,021.22   2.99      0.00  1,021.22
002 002172  Inv 11/13/98 12/13/98 2,312.10   0.00      0.00  3,333.32
003 002314  Rtn 11/15/98 00/00/00   20.00-    0.00      0.00  3,313.32
004
005
006
007          (Displays up to 15 Lines, 9999's represent field lengths)
008
009
010

(End-Of-Invoices)
-----
Enter Line #, Command, <HOME> or <ESC> when done
<F1> Specific      <F6> Select All Open Credits      <F9> Clear All Selections
<F10> Header Screen
    
```

This screen will list all "open amounts" for the selected vendor. When a credit is applied against an invoice, the amount applied will be stored in the A/P record. Any other credit that has been applied against that invoice will be deducted from the open amount of the invoice before determining whether to list it on this screen.

The "Open Amt" column will be calculated as follows:

```

+ Original Invoice Amount
- Partial Payments have been posted in separate 'Batch'
- All Open Reapplied Credits applied against this invoice
- except the current
=====
Open Amount

Example:   Invoice amount = 1000.00
          Payment to Date = 250.00
          Credit           = 100.00 (not yet updated)
          Credit           = 75.00 (not yet updated)
          Credit           = 300.00 (current credit being entered)
    
```

Open Amt= 1000.00 - 250.00 - 100.00 - 75.00 = 575.00

Current Invoice Line with \$300 Credit applied would show:

```

Open Amt   Disc Amt   Applied   Inv Bal
575.00     0.00      300.00   275.00
    
```

STEP 1: Press <F6> to select all open credits. This amount is entered in the amount applied field on the top right corner of the screen. The balance field will show amounts needing to be applied.

STEP 2: Select the line number of the invoice where the credit is to be applied and press <ENTER>. Enter the amount, or just press <ENTER> for the full amount.

OR

Select <F1>, and press <ENTER> to start selecting a series of invoices beginning at a certain line number.

Date: 01/01/98	Reapplied Credit Header					
Enter Vendor: _____	<table border="1"><tr><td><CR> New Transactions</td></tr><tr><td><F1> Change Transactions</td></tr><tr><td><F2> List Transactions</td></tr><tr><td><ESC> Exit Reapplied Credit</td></tr><tr><td><HOME> Options</td></tr></table>	<CR> New Transactions	<F1> Change Transactions	<F2> List Transactions	<ESC> Exit Reapplied Credit	<HOME> Options
<CR> New Transactions						
<F1> Change Transactions						
<F2> List Transactions						
<ESC> Exit Reapplied Credit						
<HOME> Options						

When finished applying credits press <ESC> to return to the vendor number prompt. You must apply the full amount so that the "Balance" in the upper right corner shows zero.

<F1> Change Transaction "Enter Transaction #": The user must enter a transaction number that is currently on file in the current batch. Press <ENTER> for the list of transactions currently in this batch.

<F2> List Transaction: "Enter Vendors": This will display a list of all transactions currently on file for the current batch. The layout of this screen is shown below. If a vendor number is entered, the list will be only for that vendor. If no vendor is entered, the list will show all transactions.

Select one of the "F" keys to select its corresponding function.

List of Transactions for Vendor: 1650 (BELL ATLANTIC)				
Ln#	Transaction#	Date	Vendor	Name
001)	1	01/01/98	1650	Bell Atlantic
002)	2	01/01/98	1650	Bell Atlantic
003)	3	01/01/98	1650	Bell Atlantic
004)				
005)				
006)				
007)				
(End-Of-List)				
Enter Line#, Command, <HOME>, or <ESC> to Exit: _____				

<ESC> Will return to the Reapplied Credits Menu.

<HOME> Will display the Help Screen.

7.6.2 PRINT EDIT LIST

Select Print Edit List after all reapplied credits have been entered. The edit list shows the following information:

Run Date: 07/28/99		ACCOUNTS PAYABLE VERSION Reapplied Credit Edit List		
##	Name	Date	Transaction	Transaction
22	A & H INDUSTRIES		07/28/99	25
	Invoice#	Date	Applied	
	345	01/01/99	125.00	
	7632	07/28/99	125.00-	
100	AMERICAN FIRST AID		04/21/99	4
	Invoice#	Date	Applied	
	7894	04/01/99	125.00	
	345	04/21/99	125.00-	
100	AMERICAN FIRST AID		06/08/99	10
	Invoice#	Date	Applied	
	7894	04/01/99	100.00	
	0121	06/08/99	100.00-	
100	AMERICAN FIRST AID		06/08/99	13
	Invoice#	Date	Applied	
	0102	06/08/99	3,684.48-	
	8225	06/08/99	3,684.48	

Check all information to make sure its correct then run the following.

7.6.3 PRINT REGISTER & UPDATE FILES

Select Print Register & Update when all the information entered on the Edit List is correct and you wish to update the files. After the Register prints enter <Y> and press <ENTER> to the question " Did the Reapplied Credit Register Print Ok? (Y/N)" to update the files, <N> to change, or reprint any data. The Reapplied Credit Menu then returns to the screen.

Run Date: 07/28/99		ACCOUNTS PAYABLE VERSION Reapplied Credit Register		
##	Name	Date	Transaction	Transaction
23	A & H INDUSTRIES		07/28/99	25
	Invoice#	Date	Applied	
	345	01/01/99	125.00	
	7632	01/28/99	125.00-	
100	AMERICAN FIRST AID		04/21/99	4
	Invoice#	Date	Applied	
	7894	04/01/99	125.00	
	345	04/21/99	125.00-	
100	AMERICAN FIRST AID		06/08/99	10
	Invoice#	Date	Applied	
	7894	04/01/99	100.00	
	0121	06/08/99	100.00-	
100	AMERICAN FIRST AID		06/08/99	13
	Invoice#	Date	Applied	
	0102	06/08/99	3,684.48-	
	8225	06/08/99	3,684.48	

CHAPTER 8: YEAR END PROCEDURES

8.0 INTRODUCTION

While the year end procedures menu offers only one selection, there are several tasks to perform at year-end which will entail the general review of several aspects of the system. Year-end procedures need not be run at the actual end of the year, but when are reasonably sure that all payables have been received for the year, and have been entered into the system. If new payables are received after the year-end procedures have been performed, they should be entered with the previous year's transactions (unless you wish to go back and do a revised financial report).

The following procedures should be performed at year-end before the year-to-date totals are cleared from the system:

Print the Aged Trial Balance Report with all outstanding accounts payable as of the year-end date.

Print the Vendor Status Report

Print the Vendor Analysis Report. This report provides year to date totals before they are cleared from the system.

Perform necessary file maintenance. Access the Vendor Master File and mark defunct Vendor records for deletion. Also perform this function for the General Ledger Chart of Accounts.

A complete History Report should be printed, including everything from the beginning to end of fiscal year. When all desired history reports have been printed, you can purge the history file by invoice date. See Chapter 10 for Instructions to perform History Functions.

Perform any standard month-end procedures not mentioned above. See Chapter 7.

8.1 CLEAR ALL YEAR-TO-DATE TOTALS

This program clears all the year-to-date totals and resets them to zero. It is recommended for annual fiscal renewal of files in the system.

Follow these Steps to clear all year-to-date totals:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <8> for **YEAR END PROCEDURES**, and press <ENTER>.

STEP 2: From the **YEAR-END PROCEDURES MENU**, select <1> for **CLEAR ALL YEAR-TO-DATE TOTALS**, and press <ENTER>.

STEP 3: The program prompts: "This program is used at Fiscal Year End to clear ALL Year-to-Date Totals in the Accounts Payable System. Clear ALL Year-to-Date Totals (Y/N)?" . If you enter <N> (NO), and press <ENTER> the screen returns to the Accounts Payable Main Menu. If you enter <Y> (YES), and press <ENTER> the program prompts for the following selections:

"Enter New Last Used Check Number....:"
"Enter Fiscal Year End.....:"

STEP 4: The current last used check number displays in the lower right of the screen, press <ENTER> to use this number. Press <ENTER> to default the fiscal year end to the systems' date.

STEP 5: When these entries are made, the program prompts: "Is Everything OK? (Y/N):". If you enter <N>(NO), and press <ENTER> the program returns to STEP 3, and prompts for these entries. If you enter <Y>(YES), and press <ENTER> the program begins processing.

STEP 6: Upon completion, the program displays the message: Year End Processing Completed Successfully " and returns to the Monitor. Type "AP", and press <ENTER> to re-access the Accounts Payable system.

CHAPTER 9: MISCELLANEOUS FUNCTIONS

9.0 INTRODUCTION

This chapter presents several programs that do not fall readily into other functional areas. Many of the program described here are important procedures for ADDING information TO the permanent files, or REMOVING information FROM the permanent files. Other program involves the TRANSFER of records, or information between systems. Most of these programs are mentioned elsewhere in the manual. Review each selection in the sub-menu carefully to learn when to run these programs.

```

                A C C O U N T S   P A Y A B L E
                MISCELLANEOUS FUNCTIONS
1.  Vendor Transactions Inquiry
2.  Outstanding Checks & Miscellaneous Transactions Inquiry
3.  Purge Deleted Records From Vendor Master File
4.  Purge Transferred to History Records from A/P Open File
5.  Extract General Ledger Chart of Accounts File
6.  Clear New Payables Edit Posting File
7.  Calculate Total Accounts Payable
8.  Reconcile Vendor Balances
9.  Transfer All A/P Open Entries to History
10. Define Screens & Peripherals
11. DBL Printer Setup
    * * * BALANCE * * *
12. Print 1099 Forms
13. Clear 1099 Form Y-T-D Payments In Vendor Master File
    E. Exit to Monitor
    M. Return to Main Menu
    Enter Selection:
```

9.1 VENDOR TRANSACTIONS INQUIRY

This section presents instructions for displaying Transactions for a specified Vendor. You may limit the display by specifying a cut-off date.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.

STEP 2: From the **MISCELLANEOUS FUNCTIONS MENU**, select <1> for **VENDOR TRANSACTIONS INQUIRY**, and press <ENTER>.

STEP 3: The program prompts:

```

VENINQ - A/P Transaction Inquiry
    Enter Vendor Number.....:
    Enter Start Date.....:
    Enter Ending Date.....:
    Enter Location ID.....:
    Press <ESC> to Exit.
    Press <ENTER> for First Transaction
    Press <UP-ARROW> to Reenter Vendor
```

Enter the vendor number, the starting and ending dates, and the location needed. Follow the MMDDYY format when entering dates. Do not enter any separating punctuation when entering dates. If the <UP-ARROW> key is pressed, the program brings you back to the vendor number prompt.

If the <ENTER> key is pressed for the start date, the program will display from the first transaction. If the <ENTER> key is pressed for the ending date it will display to the ending transaction. While entering the location id you can press <HOME> to display a list to select from, or just press <ENTER> for all locations.

If the <ESC> key is pressed, the screen exits to the Miscellaneous Functions Menu.

STEP 4: The program displays the vendor information and then asks for you to select one of the following:

<F1> Display Open	<F3> Print Open	<F5> Check Number
<F2> Display All	<F4> Print All	<F6> Invoice Number
		<ESC> Next Vendor

If you press <F1> it will display the open transactions then it will give you the option to choose a line number, or press <ENTER> to choose another Vendor Number, or press <ESC> to Exit.

If you press <F2> it will display all the transactions then it will give you the option to choose a line number, press <ENTER> to display more transactions, or press <ESC> to Exit.

If you press <F3> it will ask for a Check Number, enter a specific check number and press <ENTER>, press <F1> for all cash payments to print, or press <ENTER> if you want all checks to print. Entered Correctly? <Y/N>, enter <Y>, and press <ENTER> if everything is correct and you want the listing to print, or <N> to change an entry, or escape to the menu. Then the system will ask "Enter Invoice", enter the invoice number and press <ENTER>, or just press <ENTER> for all, or press <UP-ARROW> to reenter Option correctly. Again the question Entered Correctly ? (Y/N) is asked. Enter <Y> and press <ENTER> to print, or enter <N> and press <ENTER> to escape.

If you press <F4> it will ask for a Check Number, enter either a specific check number, <F1> for cash payments, or press <ENTER> for everything to print. Entered correctly (Y/N) enter <Y>, and press <ENTER> to print, enter <N>, and press <ENTER> to change entry, or escape. Then the system will ask "ENTER INVOICE", enter the invoice number and press <ENTER>, or just press <ENTER> for all, or press <UP-ARROW> to reenter Option correctly. Again the question Entered correctly ? (Y/N) is asked. Enter <Y> and press <ENTER> to print, or enter <N> and press <ENTER> to escape.

If you select (N) it will bring you to the Enter Vendor prompt.

If you press <F5> it will ask for the Check Number of the invoice you want listed, <F1> for Cash Payments to list. Entered Correctly? (Y/N) enter <Y> to proceed and display, or <N> to change, or escape to a menu.

If you press <F6> it will ask for a specific invoice #. Enter it and press <ENTER>. Then answer the question Entered Correctly ? (Y/N) either <Y> and press <ENTER> to display a specific invoice, or enter <N> and press <ENTER> to escape.

9.2 OUTSTANDING CHECKS AND MISCELLANEOUS TRANSACTIONS

This section presents instructions for displaying outstanding checks and miscellaneous transactions for a specified Vendor. Outstanding records have not been reconciled through the procedures described in Chapter 5.

You may limit the scope of your display by indicating a cut-off date.

Follow these Steps to display outstanding checks and miscellaneous transactions:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.
- STEP 2:** From the **MISCELLANEOUS FUNCTIONS MENU**, select <2> for **OUTSTANDING CHECKS AND MISCELLANEOUS TRANSACTIONS INQUIRY**, and press <ENTER>.
- STEP 3:** The program prompts:

```
STATEINQ - Display Statement Transactions
Enter Cut-Off Date:

No detail dated before Cut-Off Date will be shown if the Cut-
Off Date is entered. Press <ENTER> if no Cut-Off Date is required (to see all
DETAIL).
```

Enter the cut-off date, if you wish to limit the display, and press <ENTER>. Remember to follow the MMDDYY format when entering dates. Do not enter any separating punctuation. The program formats the date upon entry. Just press the <ENTER> key if no cut-off date is desired.

- STEP 4:** When the date is entered, the program prompts: "Is Everything OK (Y/N)?". If you enter <Y> (YES), and press <ENTER> the program prompts: "Display Checks for Vendor Number:". Enter the number identifying the Vendor for whom you wish to display outstanding transactions, and press <ENTER>.
- STEP 5:** When the Vendor number is entered, the program displays the Vendor name and current balance, and prompts: "Correct? (Y/N):". Enter <N>(NO), and press <ENTER> if this is not the Vendor for whom you wish to display outstanding transactions. Enter <Y>(YES), and press <ENTER> if this is the correct vendor.
- STEP 6:** When <Y>(YES) is entered, and the <ENTER> key is pressed, the program displays the outstanding transactions on the screen. Press the <ENTER> key if you wish to enter another Vendor number for additional display.

9.3 PURGE DELETED RECORDS FROM VENDOR MASTER FILE

This program permanently removes all Vendor Master Records marked for deletion from the Vendor Master file.

The following Steps describe how to remove deleted records from the Vendor Master File:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select option <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.
- STEP 2:** From **MISCELLANEOUS FUNCTIONS MENU**, select option <3> for **PURGE DELETED RECORDS FROM THE VENDOR MASTER FILE**, and press <ENTER>.

Processing begins **immediately**. The program displays the message: "Processing Occurring...Do Not Interrupt". When complete the Miscellaneous Functions Menu is returned to the screen.

9.4 PURGE TRANSFERRED TO HISTORY RECORDS FROM A/P OPEN

This program permanently removes all Records marked transferred to History from the A/P Open File. The following Steps describe how to remove transferred records from the A/P Open File:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select option <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.
- STEP 2:** From the **MISCELLANEOUS FUNCTIONS MENU**, select option <3> for **PURGE TRANSFERRED TO HISTORY RECORDS FROM THE A/P OPEN FILE**, and press <ENTER>.
- STEP 3:** "Enter Purge Date:" Enter in the date you want the purge to start from. Remember to follow the MMDDYY format. Do Not enter any separating punctuation. The program formats the date upon entry.
- STEP 4:** After the date is entered the program prompts "All Transferred to History Records dated on or before MMDDYY will be purged. Do you want to Continue ? (Y/N): If you enter <N>, and press <ENTER> the program returns to the Purge Date.
- STEP 5:** When <Y> is entered, processing begins immediately. The program displays the message "Processing Occurring...Do Not Interrupt" When processing is complete the program displays the number of records purged from the A/P open file. If no records are found the following message appears "No Transferred to History Records were encountered" Press <ENTER> to continue, then the Miscellaneous Functions Menu is returned to the screen.

9.5 EXTRACT GENERAL LEDGER CHART OF ACCOUNTS FILE

This program extracts the Chart of Accounts from the D.O.C.S (General Ledger) System for use in the Accounts Payable System. It clears the Accounts Payable Internal Chart of Accounts, and REBUILDS it by extracting General Ledger posting accounts from the D.O.C.S. System data. DO NOT RUN THIS PROGRAM IF YOU DO NOT WISH TO CLEAR YOUR CURRENT ACCOUNTS PAYABLE INTERNAL CHART OF ACCOUNTS.

This must be done if new G/L numbers have been built in the G/L.

The following Steps describe how to extract the General Ledger Chart of Accounts from D.O.C.S.:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select option <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.
- STEP 2:** From the **MISCELLANEOUS FUNCTIONS MENU**, select option <5> for **EXTRACT GENERAL LEDGER CHART OF ACCOUNTS FILE**, and press <ENTER>.
- STEP 3:** The program prompts: "This Program Clears and Rebuilds the Internal Chart of Accounts from the DOCS Database Simultaneously for both Accounts Receivable and Accounts Payable. Do Not Run This Program if you do not wish to Clear the Current A/R and A/P Internal chart of Account Files! Begin the Extraction? (Y/N)". If you enter <N>(NO),and press <ENTER> the Miscellaneous Functions Menu returns to the screen. If you enter <Y>(YES),and press <ENTER> processing begins.
- The program displays the message: "Processing Occurring...Do Not Interrupt". When processing is complete the program displays the message: "NEW GENERAL LEDGER RECORDS ADDED TO THE GENERAL LEDGER FILE SUCCESSFULLY", and returns to the MISCELLANEOUS FUNCTIONS MENU.

9.6 CLEAR NEW PAYABLES EDIT POSTING FILE

This program clears records from the Accounts Payable new payables temporary posting file. Care should be taken using this program. ALL new Payables Entries are cleared from the file.

The following Steps describe how to clear the New Payables Temporary Posting File:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select option <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.
- STEP 2:** From the **MISCELLANEOUS FUNCTIONS MENU**, select option <6> for **CLEAR NEW PAYABLES EDIT POSTING FILE**, and press <ENTER>.
- STEP 3:** The program displays the message: "This Program will clear the New Payables Edit File" and prompts: Do You want to Clear this File? (Y/N).
- STEP 4:** If you enter <N>(NO), and press <ENTER> the program returns to the Miscellaneous Functions Menu. If you enter <Y>(YES), and press <ENTER> the program executes the deletion procedure.
- STEP 5:** The program displays the message: "New Payables File Cleared Successfully Press <ENTER> to Return to Miscellaneous Functions Menu."

9.7 CALCULATE TOTAL ACCOUNTS PAYABLE

This program calculates the total outstanding payables and displays the amount on the screen. It is useful as a quick reference, or to reconcile with other payables totals. The program calculates the payable amounts from the Vendor current balances in the Vendor file. The following Steps describe how to calculate the total accounts payable:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select option <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.
- STEP 2:** From the **MISCELLANEOUS FUNCTIONS MENU**, select option <7> for **CALCULATE TOTAL ACCOUNTS PAYABLE**, and press <ENTER>.

The program prompts: "Press <ENTER> to Begin Calculation" "Press <ESC> to Exit".
- NOTE:** Pressing the <ESC> key returns the Menu to the screen.
- STEP 3:** When you press <ENTER>, the program displays the following information:

Total Amount Due.....:
Total Credit Balances.....:
Net Payable.....:
- STEP 4:** The program prompts: Press <ENTER> to Return to Miscellaneous Menu.

9.8 RECONCILE VENDOR BALANCES

This procedure compares the vendor balance figure in each vendor account record, with the vendor balance in the Vendor Transaction File. The program then balances each vendor account to reflect the current balance in the Transaction File.

Perform this reconciliation procedure if a discrepancy should occur between the two balances.

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select option <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.
- STEP 2:** From the **MISCELLANEOUS FUNCTIONS MENU**, select option <7> for **RECONCILE VENDOR BALANCES**, and press <ENTER>.

The program asks "Are you sure you wish to do this (Y/N)?" Enter <N> and press <ENTER> will return you to the Misc. Functions Menu. Enter <Y> and press <ENTER> the message: Reconciling Vendor Balances - Please Wait appears. When the process finishes, you return to the Misc. Functions Menu.

9.9 TRANSFER TO ALL A/P OPEN ENTRIES TO HISTORY

This procedure simply totals all invoices for each Vendor. If the total is \$0.00 these records are transferred to the history file. After the transfer, these invoices will NO LONGER appear on the Aged Trial Balance BUT, they remain in the file until purged.

The following instructions describe how to transfer all A/P open entries for vendors with no balance history:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.

STEP 2: From the **MISCELLANEOUS FUNCTIONS MENU**, select <9> for **TRANSFER TO HISTORY ALL A/P OPEN ENTRIES TO HISTORY**, and press <ENTER>.

Processing begins immediately. The screen displays the message: "Processing Occurring...Do Not Interrupt". When complete, the program displays the message: "COMPLETED SUCCESSFULLY", and returns to the Miscellaneous Functions menu.

9.10 DEFINE SCREENS AND PERIPHERALS

This procedure allows you to choose the printer that your reports will go to in A/P.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.

STEP 2: From the **MISCELLANEOUS FUNCTIONS MENU**, select <10> for **DEFINE SCREENS AND PERIPHERALS**, and press <ENTER>.

STEP 3: The screen prompts "Enter Job # (screen) to Modify. Press <ESC> to exit. Enter Job number that displays in the upper right corner of the terminal you wish to configure. Press <ENTER>. The selections that appear are:

(1) Report Printer ID :
(2) Allow Printers to be Selected? :
(3) Default Location ID :

Select #1 Report Print to change printer that the A/P reports are printed on. Enter, or highlight the printer all of your reports will print on.

Select #2 Allow Printer to be Selected if you want the ability to select the printer at the time of printing.

Select #3 Default Location ID to select which location this terminal will be set to.

9.11 DBL PRINTER SETUP

This procedure allows you to set up the form feeds on the printers that you will be printing to. Also, this program allows you to clear the printer in use flag.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <9> for **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.

STEP 2: From the **MISCELLANEOUS FUNCTIONS MENU**, select <11> for **DBL PRINTER SETUP**, and press <ENTER>.

RMPRINTER - DBL Applications Printer Setup							
Line #	Printer Name	Spooler	In Use	Line #	Printer Name	Spooler	In Use
1.	CONFERENCE	NO					
2.	DEMO-ROOM	NO					
3.	FRONT-OFFICE	NO	YES				
4.	WAREHOUSE	NO					
5.	BACK OFFICE	NO					
6.	MARY'S OFFICE	NO					
7.	FRONT COUNTER	NO					
8.	PARTS DEPT	NO					
9.	RECEIVING	NO					

C=Clear Printer In Use Flag N=Next Page
L=Print Printer Listing P=Previous Page

Enter Line# or <ESC>:

STEP 3: From the displayed list enter the number of the printer that needs to be changed, and press <ENTER>.

RMPRINTER - DBL Applications Printer Setup							
Line #	Printer Name	Spooler	In Use	Line #	Printer Name	Spooler	In Use
1.	CONFERENCE	NO					
2.	DEMO-ROOM	NO					
3.	FRONT-OFFICE	NO	YES				
4.	WAREHOUSE	NO					
5.	BACK OFFICE	NO					
6.	MARY'S OFFICE	NO					
10.	FRONT COUNTER	NO					
11.	PARTS DEPT	NO					
12.	RECEIVING	NO					

Clear Printer In Use Flag

C=Clear Printer In Use Flag N=Next Page
L=Print Printer Listing P=Previous Page

Enter Line# of Printer:
Press <ENTER> to End.

Enter Line# or <ESC>:

9.12 PRINT 1099 FORMS

This program prints the 1099 Forms. Follow these steps to print 1099 Forms.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <9> **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.

STEP 2: From the **MISCELLANEOUS FUNCTIONS MENU**, select <12> **Print 1099 Forms**.

STEP 3: Put forms in printer. Enter <X> to adjust alignment.
Enter <E> to end alignment.

STEP 4: Enter amount without decimals to question:
Print forms if Total Purchases are greater than or equal to ____.

STEP 5: Enter <1> or <A> , and press <ENTER> to question "Print One Form or All Forms (1/A)."

STEP 6: Enter vendor number to print form for.

STEP 7: The program asks is "Everything Okay? (Y/N). Enter <N>, and press <ENTER> to return to Total Purchases question or enter <Y>, and press <ENTER> to Print Form. When printing is complete, the program returns to Misc. Functions Menu.

9.13 CLEAR 1099 FORM Y-T-D PAYMENTS IN VENDOR MASTER FILE

This program clears 1099 Purchases YTD from Vendor Master File. Program processes immediately and returns to Misc. Functions Menu when complete.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <9> **MISCELLANEOUS FUNCTIONS**, and press <ENTER>.

STEP 2: From the **MISCELLANEOUS FUNCTIONS MENU**, select <13> **CLEAR 1099 FORM**, and press <ENTER>.

CHAPTER 10: HISTORY AND INQUIRY FUNCTIONS

10.0 INTRODUCTION

This chapter presents program that print various historical documents concerning past Accounts Payable activity. History Reports should be printed at year-end, or at any time you wish to review the contents of the history file. At year end it is highly recommended that the history file be purged, or it will eventually overflow.

If you are currently maintaining a General Ledger card system, the reports that can be generated from the history file replace it and save considerable time and energy.

There are nine selections in the sub-menu:

A C C O U N T S P A Y A B L E

History And Inquiry Functions

1. Vendor History Transaction Inquiry
 2. Print History Report Sequenced By Purchase Order Number
 3. Print History Report Sequenced By Invoice Number
 4. Print History Report Sequenced By Invoice Date
 5. Print History Report Sequenced By Check Number
 6. Print History Report Sequenced By Check Date
 7. Print History Report Sequenced By Vendor & Invoice Date
 8. Print History Report Sequenced By Document Number
 9. Purge History File By Invoice Date
- E. Exit to Monitor
M. Return to Main Menu

Enter Selection:

The sections that follow describe each of the above menu selections and their functions.

10.1 VENDOR HISTORY TRANSACTIONS INQUIRY

This section presents instructions for displaying transaction records in the history file for a specific Vendor. You may limit the scope of the display by specifying a time frame.

Follow these Steps to display Vendor history transactions:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select <10> for **HISTORY & INQUIRY FUNCTIONS**, and press <ENTER>.

STEP 2: From the **HISTORY & INQUIRY FUNCTIONS MENU**, select <1> for **VENDOR HISTORY TRANSACTION INQUIRY**, and press <ENTER>.

STEP 3: The program prompts:

```
"Enter Vendor Number...:  
"Enter Start Date.....:  
"Enter Ending Date.....:  
"Enter Location ID.....:
```

Enter the Vendor Number, press <ENTER>, then enter the start date if you wish to limit the display, press <ENTER>, or just press <ENTER> for the first transaction. Press <ESC> to Exit. Enter an ending date and press <ENTER>, or just press <ENTER> for the last transaction. Press <UP-ARROW> to reenter the first date. Remember to follow the MMDDYY format when entering dates.

Do not enter any separate punctuation. The program formats the date upon entry. Just press the <ENTER> key twice if you wish to display all history records on file for the specified vendor. Enter in the location id for transactions you want and press <ENTER>. Press <HOME> to display a list to select from, or just press <ENTER> for all locations. Press <UP-ARROW> to reenter end date.

STEP 4: The program displays:

Vendor: 08 AAA TRUCKING CORP. PO BOX 8042 ROUTE 334 TRENTON, NJ 08650	Current Balance: Purchase Y-T-D.: Invoice Y-T-D. : Date Range : 00/00/00 - 99/99/99
<F1> Display <F3> Check Number <ESC> Next Vendor <F2> Print <F4> Invoice Number	
Select:	Press <UP ARROW> to Reenter Start Date

STEP 5: If you press <F1> it will display the history for the vendor.

If you press <F2> it will ask for the Check Number and ask if it is entered correctly. If it is entered correctly enter <Y> (YES), and press <ENTER> and it will print the Check and then return to the Enter Vendor Number prompt.

If you press <F3> it will ask for the Check Number and then ask if it is entered correctly. If it is entered correctly enter <Y> (YES), press <ENTER> and it will display the information for the Check Number.

If you press <F4> it will ask for a specific invoice number.

If you press <ESC> it will return to the Enter Vendor Prompt.

10.2 PRINT A HISTORY REPORT SEQUENCED BY PURCHASE ORDER NUMBER

This program prints a detailed history report sequenced by order number. The following Steps describe how to print a history report sequenced by purchase order number:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <10> for **HISTORY & INQUIRY FUNCTIONS**, and press <ENTER>.

STEP 2: From the **HISTORY & INQUIRY FUNCTIONS MENU**, select option <2> for **PRINT A HISTORY REPORT SEQUENCED BY PURCHASE ORDER NUMBER**, and press <ENTER>.

The program prompts for the following entries:

"Enter Starting Purchase Order Number....:"
"Enter Ending Purchase Order Number.....:"

STEP 3 NOTE the following precautions and guidelines that affect the nature of your printout:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING PURCHASE ORDER NUMBER:	Enter the Starting Purchase Order Number, and press <ENTER>, or just press <ENTER> to default to ALL Purchase Orders.
ENTER ENDING PURCHASE ORDER NUMBER:	Enter the Ending Purchase Order Number, and press <ENTER>. If starting po number is set to all then you will not be allowed to make this entry.

NOTE: Use of the <ESC> key returns the History Functions Menu to the Screen.

STEP 4: Press <ENTER> after entering your entry for each entry line. If you are using the system default options, simply press <ENTER> for each entry line. When these entries have been made, the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 2. If you answer <Y>(YES), the program print function is activated.

During printing the program displays the message "Printing Occurring...Please Wait". When printing is complete, the History Functions Menu returns to the Screen.

HISTORY REPORT BY PURCHASE ORDER NUMBER									
ACCOUNTS PAYABLE VERSION 2000									
07/28/99									
PURCHASE ORDER	INVOICE NUMBER	INVOICE DATE	INVOICE DESCRIPTION	INVOICE AMOUNT	DISCOUNT AMOUNT	CHECK NUM	CHECK DATE	VENDOR NAME	CHECK AMOUNT
12456	60888	06/08/98		1,925.00	0.00	15379	06/21/98	AMERICAN AIRLINES	1,925.00
13875	6-23-88	06/23/98		193.00	0.00	15479	07/11/98	AMERICAN AIRLINES	193.00
14956	62488	07/01/98		215.98	0.00	15478	07/11/98	AETNA LIFE & CASUALTY	215.98
17821	6560706	07/01/98		265.00	0.00	15551	07/26/98	AMERICAN DIST. TELEGRAPH	265.00
19321	80188	08/01/98		88.88	0.00	15671	08/16/98	AETNA LIFE & CASUALTY	88.88
20132	IN-61681	08/01/98		266.00	0.00	15770	09/02/98	GIVINS TRUCKING CO., INC.	266.00
21456	12933	08/08/98		40.66	0.00	15615	08/08/98	REICO	40.66

10.3 PRINT A HISTORY REPORT SEQUENCED BY INVOICE NUMBER

This program prints a detailed history report sequenced by Invoice Number.

The following Steps describe how to print a history report sequenced by invoice number.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <10> for **HISTORY & INQUIRY FUNCTIONS**, and press <ENTER>.

STEP 2: From the **HISTORY & INQUIRY FUNCTIONS MENU**, select option <3> for **PRINT A HISTORY REPORT SEQUENCED BY INVOICE NUMBER**, and press <ENTER>.

The program prompts for the following entries:

"Enter Starting Invoice Number....:"

"Enter Ending Invoice Number.....:"

STEP 3: Note the following precautions and guidelines that affect the nature of your printout

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING INVOICE NUMBER:	Enter the Starting Invoice Number, and press <ENTER>, or just press <ENTER> to default to ALL invoices.
ENTER ENDING INVOICE NUMBER:	Enter the Ending Invoice Number, and press <ENTER>. If all has been entered for the starting invoice number, you will not be allowed to make this entry.

NOTE: Use of the <ESC> key returns the History & Inquiry Functions Menu to the screen.

STEP 4: Press <ENTER> after making your entry for each entry line. If you are using the system default options, simply press <ENTER> for each entry line. When these entries have been made the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 2. If you enter <Y>(YES), and press <ENTER> the print function is activated.

While printing, the program displays "Printing Occurring...Please Wait". When printing is complete, the program returns the History Functions Menu to the screen.

HISTORY REPORT BY INVOICE NUMBER									
ACCOUNTS PAYABLE VERSION 2000									
07/28/99									
STARTING INVOICE NUMBER 1					ENDING INVOICE NUMBER 2				
INVOICE NUMBER	INVOICE DATE	INVOICE DESCRIPTION	INVOICE AMOUNT	DISCOUNT AMOUNT	PURCHASE ORDER	CHECK NUM	CHECK DATE	VENDOR NAME	CHECK AMOUNT
100-1	03/25/97		100.00	0.00		18946	04/10/97	AMERICAN FIRST AID	100.00
1005102	07/07/98	POWER EQUIPMENT	555.55	0.00		100	07/09/98	AMERICAN FIRST AID	277.77
1009	10/09/89		238.00	0.00		17949	10/30/89	AMERICAN AIRLINES	238.00
101088	10/10/88		37.94	0.00		15980	10/20/88	REFUNDS	37.94
102	04/13/92		520.00	0.00		18950	12/29/92	A.P.A.	270.00
						11111	11/05/92	A.P.A.	250.00
10250	09/01/97		150.00	0.00		18955	07/09/98	AMERICAN FIRST AID	50.00
10288	09/01/88		198.75	0.00		125	07/09/98	AMERICAN FIRST AID	100.00
						14528	02/04/88	DOUGLAS COVINGTON	198.75
TOTALS:			=====	=====					=====
			1800.24	0.00					1522.46

10.4 PRINT A HISTORY REPORT SEQUENCED BY INVOICE DATE

This program prints a detailed history report sequenced by Invoice Date. It shows a listing of all invoices, which are in history.

The following Steps describe how to print a history report sequenced by invoice date.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <10> for **HISTORY & INQUIRY FUNCTIONS**, and press <ENTER>.

STEP 2: From the **HISTORY & INQUIRY FUNCTIONS**, select option <4> for **PRINT A HISTORY REPORT SEQUENCED BY INVOICE DATE**, and press <ENTER>.

The program prompts for the following entries:

"Enter Starting Invoice Date....:"

"Enter Ending Invoice Date.....:"

STEP 3: Note the following precautions and guidelines that affect the nature of your printout:

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING INVOICE DATE:	Enter the Starting Invoice Date, and press <ENTER>, or just press <ENTER> to default to ALL dates.
ENTER ENDING INVOICE DATE:	Enter the Ending Invoice Date, and press <ENTER>. If all has been entered for the starting invoice date, you will not be allowed to make this entry.

NOTE: Use of the <ESC> key return the History Functions Menu to the screen.

STEP 4: Press <ENTER> after making your entry for each entry line. If you are using the system default options, simply press <ENTER> for each entry line. When these entries have been made, the program prompts: "Is Everything OK? (Y/N) if you enter <N>(NO), and press <ENTER> the program returns to STEP 2. If you enter <Y>(YES), and press <ENTER> the print function is activated.

While printing, the message "Printing Occurring...Please Wait" is displayed on the screen. When printing is complete, the History Functions Menu returns to the screen.

HISTORY REPORT BY INVOICE DATE									
ACCOUNTS PAYABLE VERSION 2000									
STARTING INVOICE DATE 06/01/99		ENDING INVOICE DATE 06/18/99							
INVOICE DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE AMOUNT	DISCOUNT AMOUNT	PURCHASE ORDER	CHECK NUMBER	CHECK DATE	VENDOR NAME	CHECK AMOUNT
06/01/99	67543		25.00	0.00		18965	07/22/99	A & H INDUSTRIES	25.00
06/01/99	67553		25.00	0.00		18965	07/22/99	A & H INDUSTRIES	25.00
06/01/99	67543		25.00	0.00		18965	07/22/99	A & H INDUSTRIES	25.00
06/01/99	67543		25.00	0.00		18965	07/22/99	A & H INDUSTRIES	25.00
06/01/99	67543		25.00	0.00		18965	07/22/99	A & H INDUSTRIES	25.00
			-----						-----
			125.00						125.00
06/02/99	764338		175.00	0.00		18965	07/22/99	A & H INDUSTRIES	175.00
06/08/99	6789		3,684.48	0.00		18960	07/16/99	AMERICAN FIRST AID	3,684.48
06/08/99	12578		100.00	0.00		18960	07/16/99	AMERICAN FIRST AID	100.00
06/08/99	24610		3,503.68	875.92		18960	07/16/99	AMERICAN FIRST AID	2,627.76
			-----						-----
			7,288.16	875.92					6,412.24
TOTALS:			=====	=====					=====
			7,588.16	875.92					6,712.24

10.5 PRINT A HISTORY REPORT SEQUENCED BY CHECK NUMBER

This program prints a detailed list of paid invoices in the history file sequenced by Check number. It is helpful in reconciling specific invoices to specific checks.

The following Steps describe how to print a history report sequenced by invoice date:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <10> for **HISTORY & INQUIRY FUNCTIONS**, and press <ENTER>.

STEP 2: From the **HISTORY & INQUIRY FUNCTIONS MENU**, select option <5> for **PRINT A HISTORY REPORT SEQUENCED BY CHECK NUMBER**, and press <ENTER>.

The program prompts for the following entries:

"Enter Starting Check Number....:"

"Enter Ending Check Number.....:"

STEP 3: Note the following precautions and guidelines that affect the nature of your report.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING CHECK NUMBER:	Enter the Starting Check Number, and press <ENTER>, or just press <ENTER> to default to ALL checks. Press <ESC> to exit.
ENTER ENDING CHECK NUMBER:	Enter the Ending Check Number, and press <ENTER>. If all has been entered for the starting check number, you will not be able to make this entry.

NOTE: Use of the <ESC> key returns the History Functions Menu to the screen.

STEP 4: Press <ENTER> after making your entry for each entry line. If you are using the system default options, simply press <ENTER> for each entry line. When these entries have been made, the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 2. If you enter <Y>(YES), and press <ENTER> the print function is activated.

While printing, the message "Printing Occurring...Please Wait" is displayed on the screen. When printing is complete, the History Functions Menu returns to the screen.

07/28/99										
HISTORY REPORT BY CHECK NUMBER										
ACCOUNTS PAYABLE VERSION 2000										
STARTING CHECK NUMBER 14503			ENDING CHECK NUMBER 14740							
CHECK NUMBER	CHECK DATE	VENDOR NAME	DOCUMENT NUMBER	CHECK AMOUNT	PURCHASE ORDER	INVOICE NUMBER	INVOICE DATE	INVOICE DESCRIPTION	INVOICE AMOUNT	DISCOUNT AMOUNT
14503	02/03/88	CLARENCE O. THEIS,	4782	145.60		5055530	02/03/88	RENOVATION	145.60	0.00
14510	02/04/88	AMERICAN AIRLINES	4665	376.00		207062	01/11/88		376.00	0.00
14528	02/04/88	DOUGLAS COVINGTON	4692	198.75		10288	01/02/88		198.75	0.00
14577	02/19/88	AMERICAN DIST. TEL	4597	251.25		6016664	01/01/88		251.25	0.00
14607	02/24/88	AMERICAN AIRLINES	4736	499.00		207062	01/25/88		499.00	0.00
14635	03/03/88	A & H INDUSTRIES	4695	18.40		25422	01/22/88		18.40	0.00
14635	03/03/88	A & H INDUSTRIES	4664	21.25		234171	01/14/88		21.25	0.00
				39.65					39.65	
14639	03/03/88	AMERICAN AIRLINES	4820	330.00		20888	02/08/88		330.00	0.00
14678	03/07/88	AMERICAN AIRLINES	4914	118.00		22388	02/23/88		118.00	0.00
14733	03/07/88	REICO	4999	210.63		30788	03/07/88	COUNTER TOP MATERI	210.63	0.00
14740	03/11/88	A & H INDUSTRIES	4841	25.90		25579	02/12/88		25.90	0.00
TOTALS:				2,194.78					2,194.78	

10.6 PRINT A HISTORY REPORT SEQUENCED BY CHECK DATE

This program prints a detailed report of all PAID invoices sequenced by check date.

The following Steps describe how to print a history report sequenced by check date:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select option <10> for **HISTORY & INQUIRY FUNCTIONS**, and press <ENTER>.
- STEP 2:** From the **HISTORY FUNCTIONS MENU**, select option <6> for **PRINT A HISTORY REPORT SEQUENCED BY CHECK DATE**, and press <ENTER>.

The program prompts for the following entries:

"Enter Starting Check Date.....:"
 "Enter Ending Check Date.....:"

- STEP 3:** Note the following precautions and guidelines that affect the nature of your report.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING CHECK DATE:	Enter the Starting Check Date, and press <ENTER>, or just press <ENTER> to default to ALL dates. Press <ESC> to exit.
ENTER ENDING CHECK DATE:	Enter the Ending Check Date, and press <ENTER>. If all has been entered for the starting check date then you will not be allowed to make this entry.

NOTE: Use of the <ESC> key returns the History Functions Menu to the screen.

- STEP 4:** Press <ENTER> after making your entry for each entry line. If you are using the system default options, simply press <ENTER> for each entry line. When these entries have been made, the program prompts: "Is Everything OK? (Y/N)". If you enter <Y>(YES), and press <ENTER> the print function is activated.

While printing, the message "Printing Occurring...Please Wait" is displayed on the screen. When printing is complete, the History Functions Menu returns to the screen.

HISTORY REPORT BY CHECK DATE										
ACCOUNTS PAYABLE VERSION 2000										
07/28/99										
STARTING CHECK DATE 06/01/99 ENDING CHECK DATE 06/18/99										
CHECK DATE	CHECK NUMBER	VENDOR NAME	DOCUMENT NUMBER	CHECK AMOUNT	PURCHASE ORDER	INVOICE NUMBER	INVOICE DATE	INVOICE DESCRIPTION	INVOICE AMOUNT	DISCOUNT AMOUNT
06/02/99	18959	AMERICAN FIRST AID	846	45.60		7894	04/01/99	KIM TRACTOR	4,500.00	0.00
06/02/99	18959	AMERICAN FIRST AID	855	3,750.00		9876	05/27/88		5,000.00	1,250.00
				3,795.00					9,500.00	1,250.00
TOTALS:				=====					=====	=====
				3,795.00					9,500.00	1,250.00

10.7 PRINT A HISTORY REPORT SEQUENCED BY VENDOR & INVOICE

This program prints a detailed report of all PAID invoices sequenced by Vendor AND Invoice date.

The following Steps describe how to print a history report sequenced by Vendor Number and Invoice date:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <10> for **HISTORY & INQUIRY FUNCTIONS**, and press <ENTER>.

STEP 2: From the **HISTORY & INQUIRY FUNCTIONS MENU**, select option <7> for **PRINT A HISTORY REPORT SEQUENCED BY VENDOR NUMBER & INVOICE DATE**, and press <ENTER>.

The program prompts for the following entries:

```
"Enter Starting Vendor Number.....:"
"Enter Ending Vendor Number.....:"
"Enter Starting Invoice Date.....:"
"Enter Ending Invoice Date.....:"
```

STEP 3: Note the following precautions and guidelines that affect the nature of your report.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING VENDOR NUMBER:	Enter the Starting Vendor Number, and press <ENTER>, or just press <ENTER> to default to ALL Vendors.
ENTER ENDING VENDOR NUMBER:	Enter the Ending Vendor Number, and press <ENTER>. If all has been entered for the starting vendor number, you will not be allowed to make this entry.
ENTER STARTING INVOICE DATE:	Enter the Starting Invoice Date, and press <ENTER>, or just press <ENTER> to default to ALL dates.
ENTER ENDING INVOICE DATE:	Enter the Ending Invoice Date, and press <ENTER>. If all has been entered for the starting invoice number, then you not be able to make this entry.

NOTE: Use of the <ESC> key returns the previous selection screen EXCEPT when entering Starting Vendor Number, when use of the <ESC> key return the History Functions Menu to the screen.

STEP 4: Press <ENTER> after making your entry for each entry line. If you are using the system default options, simply press <ENTER> for each entry line. When these entries have been made, the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 2. If you enter <Y>(YES), and press <ENTER> the print function is activated.

While printing, the message "Printing Occurring...Please Wait" is displayed on the screen. When printing is complete, the History Functions Menu returns to the screen.

HISTORY REPORT BY VENDOR & INVOICE DATE									
ACCOUNTS PAYABLE VERSION 2000									
07/28/99									
STARTING VENDOR NUMBER 11		ENDING VENDOR NUMBER 11							
INVOICE DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE AMOUNT	DISCOUNT AMOUNT	PURCHASE ORDER	CHECK NUMBER	CHECK DATE	CHECK AMOUNT	DOCUMENT NUMBER
00011 A-1 LAMINATES, INC.									
08/07/98	15445-IN		888.00	0.00		17562	08/08/98	888.00	8086
08/24/98	15551-IN		156.00	0.00		17637	08/24/98	156.00	8149
02/20/98	123		100.00	1.00		200	02/25/99	99.00	835
02/20/98	54787		100.00	1.00		18963	07/22/99	100.00	834
02/20/98	54732		100.00	1.00		18963	02/25/99	100.00	834
02/25/98	123		1.00CR	0.00		18963	07/22/99	1.00CR	838
			1,343.00	3.00			1,342.00		

TOTALS:	=====	=====	=====
	1,343.00	3.00	1,342.00

10.8 PRINT A HISTORY REPORT SEQUENCED BY DOCUMENT NUMBER

This program prints a detailed report of all the history file in sequence by Document Number.

The following Steps describe how to print a history report sequenced by Document Number:

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <10> for **HISTORY & INQUIRY FUNCTIONS**, and press <ENTER>.

STEP 2: From the **HISTORY & INQUIRY FUNCTIONS MENU**, select option <8> for **PRINT A HISTORY REPORT SEQUENCED BY DOCUMENT NUMBER**, and press <ENTER>.

The program prompts for the following entries:

"Enter Starting Document Number.....:"
 "Enter Ending Document Number.....:"

STEP 3: Note the following precautions and guidelines that affect the nature of your report.

THE SCREEN DISPLAYS:	YOU RESPOND / ENTER:
ENTER STARTING DOCUMENT NUMBER:	Enter the Starting Document Number, and press <ENTER>, or just press <ENTER> to default to ALL Documents. Press <ESC> to exit.
ENTER ENDING DOCUMENT NUMBER:	Enter the Ending Document Number, and press <ENTER>. Document Number. If you entered all for the starting document number you will not be allowed to make this entry.

NOTE: Use of the <ESC> key returns the previous selection to the screen EXCEPT when entering Starting Document Number, when use of the <ESC> key returns the History Functions Menu to the screen.

STEP 4: Press <ENTER> after making your entry for each entry line. If you are using the system default options, simply press <ENTER> for each entry line. When these entries have been made, the program prompts: "Is Everything OK?(Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 2. If you enter <Y>(YES), and press <ENTER> the print function is activated.

While printing, the message "Printing Occurring...Please Wait" is displayed on the screen. When printing is complete, the History Functions Menu returns to the screen.

HISTORY REPORT BY DOCUMENT NUMBER										
ACCOUNTS PAYABLE VERSION 2000										
STARTING DOCUMENT NUMBER 44			ENDING DOCUMENT NUMBER 101							
DOC. NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT	PURCHASE ORDER	INVOICE NUMBER	INVOICE DATE	INVOICE DESCRIPTION	INVOICE AMOUNT	DISCOUNT AMOUNT
44	AMERICAN FIRST AID	18956	07/09/00	555.55		1005102	07/07/98	POWER EQUIPMENT	555.55	0.00
45	AMERICAN FIRST AID	100	07/09/98	277.77		1005102	07/07/98	POWER EQUIPMENT	555.55	0.00
	AMERICAN FIRST AID	101	07/15/98	277.78						
86	AMERICAN FIRST AID	18957	07/20/99	500.00		510210	07/01/99		500.00	0.00
87	AMERICAN FIRST AID	18957	07/21/99	250.00		6510241	07/15/99		250.00	0.00
90	AMERICAN FIRST AID	18958	07/21/99	196.00		543210	07/21/98		200.00	4.00
101	A & H INDUSTRIES	6789	01/21/99	125.00		678	08/15/98		125.00	0.00
TOTALS:				=====					=====	=====
				2,182.10					2,186.10	4.00

10.9 PURGE THE HISTORY FILE BY INVOICE DATE

This program removes from the History file all invoices that are no longer useful. It is useful in reducing the size of the History file.

The following Steps describe how to purge the history file by invoice date:

- STEP 1:** From the **ACCOUNTS PAYABLE MAIN MENU**, select option <10> for **HISTORY & INQUIRY FUNCTIONS**, and press <ENTER>.
- STEP 2:** From the **HISTORY & INQUIRY FUNCTIONS MENU**, select option <9> for **PURGE THE HISTORY FILE BY INVOICE DATE**, and press <ENTER>.
- STEP 3:** The program displays the message: "This Program will Remove All History Date with an Invoice Date the Same as or Prior to the Purge Date". The program then prompts: "Enter Purge Date:". Enter the date and press <ENTER>.
- NOTE:** Pressing the <ESC> key returns you to the main menu.
- STEP 4:** When the date is entered and the <ENTER> key is pressed, the program prompts: "Is Everything OK? (Y/N)". If you enter <N>(NO), and press <ENTER> the program returns to STEP 3 and you are prompted to enter another purge date. If you enter <Y>(YES), and press <ENTER> the purge function is activated. During processing the program displays the message: "Processing Occurring...Do Not Interrupt". When processing is complete, the History Functions Menu returns to the screen.

CHAPTER 11: PRINT SPOOLED REPORTS

11.0 INTRODUCTION

This section gives instructions for printing reports that have previously been printed to a spooled printer. If your system is not using spooling then this option will not appear.

STEP 1: From the **ACCOUNTS PAYABLE MAIN MENU**, select option <11> for **PRINT SPOOLED REPORTS**, and press <ENTER>.

STEP 2: From the **YEAR-END PROCEDURES MENU**, select <1> for **CLEAR ALL YEAR-TO-DATE TOTALS**, and press <ENTER>.

Line#	Report Name	Date	Time	# Copies	Printer
01.	VENDOR NAME/ADDRESS LIST	06/21/02	10:58am	4	okidata
02.	VENDOR STATUS REPORT	08/22/02	09:30am	1	main

Enter 'Dxx' to Delete Line# xx
Enter Line# to Select Report to Print
Press <ESC> to Exit Print Spooler

Select:

STEP 3: Enter either the line # and press <ENTER> to get the report to print
Enter <DXX> (D and the line number) to delete the report.
Press <ESC> to exit.

APPENDIX A: GLOSSARY

ACCOUNT NUMBER

A unique number assigned to each account, or item on the chart of accounts.

ACCOUNTS RECEIVABLE

Money owed by customers.

ACCRUAL BASIS

A basis of record-keeping and a method of accounting whereby all income earned and expenses incurred, whether prepaid or unpaid, are identified with specific periods of time; distinguished from "cash basis".

ACCRUALS

The recognition of income and expenses as they occur even though they are not received, or paid for until a later period.

ACCOUNTS PAYABLE AGED TRIAL BALANCE

That balance which classifies the Accounts Payable Balance by the time elapsed since the payables came into existence.

ACCOUNTS PAYABLE CASH REQUIREMENT REPORT

A system printout useful in projecting costs for a given period. Report indicates the amount owed, potential lost discounts, and the cash required to meet business obligations.

ADJUSTING ENTRIES

Modifications, or changes to financial activity accounts. Adjustments usually result from inaccuracies in the original recording of information, or from the allocation of various transactions to the appropriate financial recording accounts.

ASSET ACCOUNT

Something of value that a business owns, (or will own if financial obligations are met). Examples are cash, accounts receivable, delivery trucks, buildings, land.

AUDIT TRAIL

Printed list, or hard copy of all financial activity, or transactions recorded in an accounting system.

AUTHORIZATION CODE

Unique codes which allow access to all, or selected systems program.

BALANCE SHEET

A statement of the financial condition of a business at a certain date showing its assets, liabilities and capital.

BALANCE SHEET ACCOUNTS

Specific asset, liability, or capital (owner's equity) activities in a business for which business transactions are recorded and reported separately.

BUCKETS (SEE REGISTER)

Accumulators or totaling areas in the DOCS system programs. As the income statement and balance sheet reports are printed, these accumulators are used to develop the subtotal amounts needed on the reports. There are three separate sets of groups of these accumulators in the DOCS system: 1) The system set, 2) The sales cross-ratio set, and 3) The cost cross-ratio set.

CAPITAL

The difference between total assets and total liabilities of a business; also referred to as the owner's investment, or equity in his business.

CASH BASIS

A basis of keeping records under which only cash received and cash disbursed is recorded in the records.

CASH DISBURSEMENTS

Money paid out by a business (payment of expenses, for example).

CASH FLOW REPORT

(For a given amount of time). The incoming monies into a business compared to the monies paid out.

CASH RECEIPTS

Money received by a business in the form of cash.

CATEGORY CODE

Code used by the DOCS system programs internally to further describe the account. Indicates what general, or broad financial category in which to place the (posting) account for purposes of certain financial statements such as cash flow, or changes in components.

CHART OF ACCOUNTS

(In accounting). List of financial accounts for which a particular business (or business account) wants, or needs to deep detailed financial activities.

(In DOCS). Same as accounting definition plus additional framework, or non-posting accounts used to format the income statement and balance sheet.

CHECK REGISTER

The document printed at the conclusion of a check run.

CHECK WRITING

The system capability of printing checks for distribution. The system user defines what invoices are paid, and the amount of payment.

CLOSING BALANCE

For each posting account for a given period of time, the net difference between the total debits and the total credits recorded in the account.

CLOSING TRIAL BALANCE

A trial balance of the general ledger after the income, cost and expense accounts have been closed.

COMPRESS

Summarize several financial transactions with certain identical characteristics into one transaction to save space in the general ledger transaction file.

CONDENSE

To combine (accumulate together) more than one general ledger account to print on financial reports as a one line summary total. (detail, or balance of each account is not reported as in schedules).

CONSOLIDATED REPORTS

To combine more than one profit center into a single report.

CONTRA ACCOUNTS

Posting account which in accounting procedure is taken from, or applied against another posting account when reported or listed in financial statements (e.g. depreciation on delivery truck is shown as being taken from, or deducted from, the delivery truck asset value posting account on a balance sheet).

CR

The abbreviation for "credit".

CREDITS

Most basic definition: Transaction postings are made on the right side of a financial activity (posting) account, or "T-account". More specifically: A decrease in the following types of accounts: assets, expenses, or an increase in the following types of accounts: liabilities, capital, or equity sales.

CURRENT ASSETS

Cash and other assets expected to be converted into cash with the operating cycle, usually one year, or less.

CURRENT LIABILITIES

Liabilities representing the short-term debt of a business, expected to all due within a year, or less.

DEBITS

Most basic definition: Transaction postings made on the left side of a financial activity (posting) account, or "T-account". More specifically: An increase in the following types of accounts: assets, expenses, or a decrease in the following types of accounts: liabilities, capital, or equity, sales.

DEFERRED PAYMENT REPORT

A system printout showing all invoices which have been deferred from payment, and all partially paid invoices that have been deferred from payment.

DISCLAIMER

A written, or printed notice on a financial statement indicating that the statement has not formally verified by an accountant according to accounting standards.

DOCS

ProCom's unique name for its general ledger system. Refers more specifically to a special reporting function of the system called daily operating control.

DOUBLE-ENTRY BOOKKEEPING

A system of recording each business transaction by means of a two-way self-balancing entry.

DR

The abbreviation of debit.

EDIT LIST

Printout of financial transactions, or postings, printed in the sequence entered, or keyed. Used before update and printing, or journal, or register to check posting entries.

ESCAPE KEYS

Keys on the terminal keyboard, which allow the operator to exit from a procedure and move freely through the menus.

EXPENSE ACCOUNT

Any business expenditure which related to generating sales, or conducting business operations which a business needs to, or wishes to, record and report separately from any other business expenditure.

EXTRACT GENERAL LEDGER CHART OF ACCOUNTS FROM DOCS

A system program which "extracts" the Chart of Accounts from the DOCS (General Ledger) System for use in the Accounts Payable System. That is usually an installation procedure, and will not be run under normal operating conditions.

FILES

A group of logically related records (e.g. records containing customer information are grouped together as a customer master file).

FILE MAINTENANCE

The process by which data base records are added, changed, or deleted.

FINANCIAL STATEMENTS

Documents usually in consistent standard accounting formats, which show the financial condition and/or the financial activities of a business for a given period of time.

FISCAL YEAR

A twelve month period ending with the last day of any month other than December.

FIXED ASSETS

Assets more, or less permanent in nature whose useful life is more than one year.

FRAMEWORK ACCOUNTS

Accounts in the DOCS system other than posting accounts.

GENERAL JOURNAL

The record used for recording business transactions not recorded in special journals.

GENERAL LEDGER

Book of posting account to which the journal entries are transferred periodically. This book is used as the basis for developing account balances and, ultimately, financial statements for any given accounting period.

GROSS PROFIT

The excess of net sales over the cost of goods sold.

INCOME ACCOUNTS

Specific sales, or revenue activities in a business for which business transactions are recorded and reported separately.

JOB COST DISTRIBUTION

A system option permitting the monitoring of all the material and expenses that are incurred for a particular job, or project.

JOURNAL

Original book of entry for business transactions, in which financial activities are recorded as they occur, chronologically, in the business.

JOURNALIZING

Entering the day to day financial, or business activities, or transactions into the companies accounting books.

LIABILITY

An amount owed by one person, or entity, to another.

LINKING

The process utilized by the system to "find" records during a procedure.

MAIN MENU

The primary selection screen of the system. It provides access to every program and system capability available.

MANUAL CHECK

A check that has been written by hand for an invoice already entered into the system. Do not confuse a Manual Check with a Prepaid Check, which is a check written by hand for an invoice that has not been entered into the system.

MEMO ACCOUNTS

The name used by the DOCS system to designate posting accounts to which units, or volume amounts are recorded instead of dollar amounts.

NET INCOME ACCOUNT

Special framework account to print net income line on financial statements.

NET PROFIT

The excess of income over costs and expenses of a business.

ONE-WRITE

A manual bookkeeping method using carbon copies to minimize recopying of financial data as it is recorded in a business.

OPENING BALANCE TRANSACTIONS

Those balance sheet accounts (assets, liabilities, capital or equity) which have a dollar amount balance after the closure of financial activity for a given accounting, or fiscal year. These accounts are set up with their balances as the opening transactions for the new accounting year, or period.

OPENING ENTRY

An entry, or entries made to record the assets, liabilities and capital of a business when its books are opened.

OPERATING EXPENSES

Expenses incurred in the conduct of a business.

OTB 999

A special opening trial balance source code. At set up time, this code is entered by the operator as the external source code to flag the transaction as being an opening trial balance. The year-end programs automatically create the OTB transactions and code them OTB999.

OUT-OF-BALANCE

Debits and credits not equal.

OUTSTANDING CHECK REPORT

A system printout indicating all outstanding checks that have not been reconciled.

PARTIAL PAYMENT

An Accounts Payable System procedure where you select to make only partial payment on an invoice. The partial payment is included in the check run, and the unpaid portion of the invoice remains in the file.

PERIOD ENDING DATES

End dates of each accounting period within the fiscal year.

POSTING

Recording, or entering the financial activity functions of a business for which the business needs to have a detailed record of business financial events.

POSTING ACCOUNTS

Those financial activity functions of a business for which the business needs to have a detailed record of business financial events.

PREPAID CHECK

A check that has been written by hand in payment for an invoice that has not been entered into the system. Do not confuse a Prepaid Check with a Manual Check, which is a handwritten check for an invoice that has been entered into the system.

PROFIT AND LOSS STATEMENT

A financial statement showing the income and expenses of a business for the period and the profit, (or loss) resulting there from.

PROFIT CENTER

Functional areas of a business which, for control purposes, the business desires to record and report the financial activities separately - e.g. fuel sales and service sales in a fuel oil business might be set up as two separate profit centers, or departments.

PRO-FORMA

Balance sheet containing imaginary accounts, or figures for illustrative purposes. Or, balance sheet that gives retroactive effect to new financing, combination, or other change in the status of a business concern, or concerns.

RECEIPT

- 1). Some item that is received in a business - e.g., cash payment on a customer account.
- 2). Document showing that a business did receive an item - e.g. customer "receipt" for cash paid on account.

REGISTER

(See BUCKETS). A temporary holding area, or accumulator for data.

REPORT CODE

Internal code on the chart of accounts that designates whether the account is on the income statement, or balance sheet.

REVENUE ACCOUNT

Any business income (usually sales) which a business needs to, or wishes to, record and report separately from any other business income.

REVERSAL ENTRIES

General journal entries made on the first day of a new fiscal period to reverse entries for accruals and deferrals made at the close of the preceding fiscal period in order that the income and expense accounts affected may correctly reflect the actual income and expense for the current fiscal period.

SALES AND CROSS-RATIO BUCKETS

Two separate sets of ten accumulators or totaling areas in the DOCS system programs which are used to develop: 1) sales and costs totals for up to ten products, and 2) gross margin or gross profit for those same products.

SALES RECEIPTS

Money received from sales.

SCHEDULE

Detail, or balance of each account is reported on the schedule reports, which are supporting, or supplementary documents for a basic financial report.

SEQUENCE NUMBERS

Control sequence in which accounts appear on financial statements.

SOURCE DESCRIPTION

Description of the financial transaction, in terms which are meaningful to a particular business for audit trail use.

SOURCE REFERENCE CODE

Internal source code: Characters assigned by the DOCS system programs to designate the type of financial transaction and which journal was used to record the transaction.
External source code: Characters assigned by the operator of the DOCS system to designate the source, or originating location of a financial transaction (e.g. GJ1).

SPECIAL JOURNALS

Journals used to record transactions of a particular kind - e.g. sales journal, purchase journal, and cash receipts journal.

STANDARD ENTRIES

Financial transactions which are the same amount for each accounting period - e.g. office rent expense, truck depreciation. In the DOCS system, these types of financial transactions may be set up (keyed) into a special "Standard entries" file, which then is used by the system at the end of each accounting period to update the accounting records with these transactions.

TITLE ACCOUNTS

Non-posting, or framework accounts in the chart of accounts which provide the headings for various sections of the income statement and the balance sheet.

TRANSACTION

Cash amounts posted to a general ledger account.

TREND STATEMENT

A report which prints several income statements for different accounting periods. The format of the report allows comparisons between financial activity accounts to be made easily, so that an accountant or other businessperson can spot a trend in any particular financial activities or group of activities. (DOCS prints any six accounting periods side-by-side plus the year-to-date totals).

TRIAL BALANCE

A list or report of all posting accounts for a business with each account balance (Debit, or Credit) shown as of a certain date, usually a closing date for a given accounting period. The purpose of the trial balance is to determine if the accounting books are in balance (i.e. the debit balances total) for a given accounting period so that the financial statements for a business may be prepared.

VENDOR ANALYSIS REPORT

A system printout, which presents each Vendor in comparison to the total purchases, made from all Vendors Year-To-Date. Reports also summarizes the activity of each Vendor included in the report.

VOUCHER

(Usually) an authorization to pay a particular amount owed.

WORKING CAPITAL

The amount of capital in current use in the operation of a business, measured by the excess of current assets over liabilities.

WORK SHEET

An analysis sheet on which are collected and classified the data used in the preparation of financial statements.

