



*Accounts Payable
User Manual*

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Chapter 1: General Information

Introduction

What Is Accounts Payable?

Accounts Payable is a means by which you can monitor the disbursement of money from your company. Simply put, Accounts Payable records and pays a company's bills or liabilities.

When a liability or debt is incurred, the vendor to whom the money is owed issues an "invoice". Besides the total amount of money owed, the invoice usually contains information about any discount the vendor may offer as an incentive to pay the invoice in a timely fashion, and when the total amount of the invoice is due (the terms of the invoice); the products or services purchased; and the amount of freight or tax attributed to the purchase.

The debt or liability is recorded into Accounts Payable when you enter the invoice. Normally, when you post an invoice the system credits, or increases, the balance in a liability account. Examples of liability accounts are Interest Payable, Income Tax Payable, Mortgages Payable, and Accounts Payable. The corresponding debit amount usually increases the balance in some type of expense, inventory, or work in process account. If General Ledger is part of your system, Accounts Payable Postings also update the General Ledger balances, providing you with up-to-date financial information.

The following "T charts" show the effect of the posting of a \$180.00 invoice for a telephone bill.

DR	Telephone	Expense	CR	DR	Accounts	Payable	CR
180.00							180.00

Sometime after the invoice has been received and entered but before the due date of the invoice, you should pay the vendor for the purchase. Using Accounts Payable, you can pay the vendor by one of two different methods. The first method is called a manual or "hand" check. A hand check is either typed or hand written, sent to the vendor, and then recorded into the Accounts Payable application through a data entry process. The second method of payment is an automatic or "machine" check. A machine check is created, printed, and posted through the Check Processing function in the Account Payable application. Checks are created for invoices that have been entered into the system and for which payment will be due prior to the next check processing cycle.

The check processing cycle is normally performed multiple times during an accounting period and produces numerous checks each time. When posted, both invoice payment methods debit (decrease) the liability account Accounts Payable and credit (decrease) the balance in the Cash account on which the

check was drawn. Below is a “T chart” example of a machine check or hand check payment for the same \$180.00 telephone bill.

DR	Cash	CR	DR	Accounts Payable	CR
		180.00	180.00		

Hand checks can also be used for payments of purchases which you have NOT previously recorded in Accounts Payable through entry of an invoice. This type of payment is called a “direct disbursement” or “direct expense.” With a direct disbursement, the only record of the purchase or expense is the check itself and no liability is incurred. Consequently, entry of a direct disbursement debits (increases) the balance of the expense account instead of decreasing the liability. As with all checks, the offsetting credit amount decreases the balance in the Cash account. Direct disbursements are entered into the system using the Hand Checks entry function.

The following “T charts” show an example of a direct payment for \$50.00 of maintenance supplies purchased with a hand check.

DR	Supplies	CR	DR	Cash	CR
50.00					50.00

Adjustments can be entered to make changes to invoices that you have already posted. You can adjust the amount of an invoice or change the expense account to which the invoice was posted. The following “T charts” show a typical example of an adjustment to change the amount of an invoice. The invoice was originally entered for \$220.00 but actually should have been \$200.00.

DR	Expense	CR	DR	Accounts Payable	CR
		20.00	20.00		

For additional information and examples regarding postings to General Ledger form Accounts Payable, refer to Appendix A of this manual.

The Accounts Payable Cycle

Accounts Payable is normally operated on a monthly accounting cycle. During the month you enter and post invoices as they are received, enter and post adjustments as necessary, and enter and post hand checks as they are issued. Then perhaps weekly, bi-weekly, or even daily, depending on the volume of invoices you receive, you use the checks processing cycle to create, print, and post machine check payments to your vendors. At the end of the month, print the monthly reports and balance the Accounts Payable subsidiary ledger to your General Ledger. Finally, run the Close Month process to close Accounts Payable for the current month and prepare for the next month's processing.

Reports can be printed and inquiries used to supply information at any time during the month.

Purpose

This manual provides instructions for using the Live Operations phase of the Accounts Payable application. Use this manual as a guide for performing day-to-day and monthly procedures.

The features described in this manual are included in the standard APPX Accounts Payable application. Any modification to the software or documentation is the responsibility of the software consultant who makes the modification.

Contents

In addition to an overview explaining the functions of the application, this manual includes:

- Sample screen displays
- Data field characteristics
- Instructions and explanations for valid entries
- Pertinent examples
- Default sort sequences
- Selection criteria for all outputs
- Sample reports, lists, and inquiries

Other Manuals

The *APPX User Manual* provides general information about starting up your system, making entries, printing, and using other features common to all APPX applications. It also includes overviews of the operational and accounting concepts that characterize the design of all APPX accounting software. Since the information contained in the *APPX User Manual* is not repeated in this or other APPX manuals, you should read it carefully prior to working with the system.

The *Accounts Payable System Administration* manual describes the Initial Setup phase and the Recovery Processing phase of the Accounts Payable application. The *APPX User Manual*, the *Accounts Payable System Administration* manual and this manual complete the set of user manuals which are available for the APPX Accounts Payable application.

For questions about the computer hardware used at your installation, please refer to the manuals provided by the hardware manufacturer.

Phases

APPX Accounts Payable operates in three distinct phases:

- Initial Setup
- Live Operations
- Recovery Processing

Initial Setup

During Initial Setup, master files and system-maintained files can be set up and transaction history can be entered. Information entered during the Initial Setup phase provides the basis for Live Operations.

Live Operations

Live Operations is used to perform daily transaction processing, file maintenance, report generation and monthly processing functions.

In Live Operations, invoices, hand checks and adjustments can be entered. Machine checks can be created and printed. Recurring Payments can also be generated. After printing journals for the necessary audit trail, transactions can be posted. Many different types of reports can be printed, and information can be viewed using a variety of inquiries. File maintenance can be performed on system master files.

Recovery Processing

There is a certain day-to-day risk of losing data due to sudden power surges or outages and other system problems. Recovery Processing is used to manually restore information to system-maintained files which are normally not accessible during Live Operations.

Accounting Audit Trails

During Live Operations, the Transaction Processing, Checks Processing, File Maintenance, and Reports and Inquiry menus provide functions used during day-to-day operation of the system.

To process transactions, a three-step procedure is followed: (1) transaction entry; (2) journal printing; and (3) transaction posting, where records are integrated with permanent master files.

Transaction Entry

Entry of data occurs in groups, or batches, called “Control Groups”, which you should review prior to posting them to your master files. These groups are identified by user ID and “control number”, which allows each operator to process transactions separately from other operators. The system performs validation checks on all transactions entered. Accounts Payable may also receive customer refund information from Accounts Receivable, employee costs from Payroll, purchasing data from Purchase Orders and compensation figures from Commission Accounting.

Journal Printing

After transaction entry, each control group must be printed on a journal before it can be posted. The journals should be reviewed or edited by the operator, or someone else in the department who can verify the entered data. Save the journals; they are an important part of your audit trail.

During journal printing, the system performs validation checks, such as verifying in-balance amounts and checking referenced master files, on the data to ensure that the entered data can be posted correctly. Errors and warnings may be printed on the journal and summarized at the end of the journal. A control group that prints with errors will not be allowed to post until the errors are corrected and the journal is reprinted without errors. Journal printing also produces a “journal summary” which details the total dollar amount to be posted to each General Ledger account.

This process ensures that data is verified twice prior to being posted to permanent master files, and gives added assurance that erroneously entered data will not be posted.

Transaction Posting

Once transactions have been entered and the journal has been printed without error, the control group is ready to be posted to your master files. This process usually involves adding records to one or more system-maintained detail files, and summarizing the detail for historical records. Each transaction is deleted after it has been posted.

In Accounts Payable, the detail files are Month-to-Date Postings, Outstanding Checks, Transactions, and Unpaid Invoices; the historical records are the Vendor History, Processed Invoices, and Transaction History files.

Modification Logs

In all APPX applications, optional Modification Logs may be enabled to provide an additional degree of audit control over who makes changes to master files, and when such changes are made. When a modification log name is supplied to a file maintenance function, a record of all additions, deletions, and changes to that file is supplied to a print file. When additions to a file are made, all new field contents are shown; when deletions are done, the key value and all field contents are recorded; when changes are made, old field contents and new field contents are shown. In all cases, the user ID of the individual who performed the maintenance is printed, along with the date and time of the change.

Examples of master files in Accounts Payable are Vendors, Terms, Vendor Types, Descriptions, and Recurring Payments. Modification Logs are not enabled for transaction files such as Invoices, Adjustments, or Cash Disbursements.

Major Functions

APPX Accounts Payable is designed to manage the liabilities of your company. Accounts Payable programs control the maintenance of vendor, invoice and hand check data, as well as the processing of debit or credit memos, payables adjustments and checks. This data is used to generate sophisticated transactional analyses, and payables reports and inquiries.

Major functions include:

- Transaction Processing
- Checks Processing
- File Maintenance
- Reports and Inquiry
- Monthly Processing

The features described in this manual are included in the APPX turnkey Accounts Payable application. Any modification to the software or documentation is the responsibility of the software consultant who makes the modification.

Application Features

Accounts Payable provides the accounting information required for analysis and control of your company's disbursements. Invoices, Adjustments, and Checks which are entered through an on-line user workstation, and detail or summary transactions generated from other applications, provide the input to Accounts Payable. All transactions entering the system are controlled and process against individual accounts. Account validation, and other validation such as vendor number and item code, occurs at entry time and does not allow invalid or out-of-balance data to post to master files. Accounts Payable can transfer information to the General Ledger and/or Inventory Control applications.

Accounts Payable can support either twelve or thirteen financial periods per fiscal year. The fiscal year may be synchronized with or independent of the calendar year. Other applications may coincide with the Accounts Payable accounting period, or may be ahead of or behind that used by Accounts Payable. Transaction entry functions allow the user to specify the month and year to which a transaction is posted.

The Close Month function within Accounts Payable deletes historical data older than the number of months of history you decide to keep and prepares the files for the next accounting month.

Vendor Type

Vendors can be categorized using Vendor Types. Many of the Accounts Payable reports and updating functions can be sorted and selected by using this Vendor Type. For example, vendors who are company employees that receive reimbursement for travel expenses could be given a Vendor Type of "EMP". Then, sometime during the month, expense checks could be printed during a check run for only vendors with type "EMP".

Transaction Control

On the Accounts Payable Parameters file, there are two entries which allow you to define the level of transaction control detail that is appropriate for your business. These fields are labeled "Ask for Operator ID?" and "Use Transaction Control?".

Every transaction file is keyed by Operator ID and a sequential Control Number that is a part of your audit trail. If you enter 'N' (No) for "Ask for Operator ID?", " the system will automatically assign the Operator ID and Control Number for each group of transactions, but the control number can be changed. The system will not allow any operator to edit another operator's transactions. No control or hash totals are kept, and no data is posted to the Transaction Control file.

If you enter 'Y' (Yes) to "Ask for Operator ID?" and 'N' (No) for "Use Transaction Control?", " the system will assign the Operator ID and Control Number for each group of transactions, but the Control Number can be changed. Additionally, any operator is allowed to edit another operator's transactions. No control or hash totals are kept, and no data is posted to the Transaction Control file.

If you enter 'Y' (Yes) to "Ask for Operator ID?" and 'Y' (Yes) to "Use Transaction Control?," the system will assign the Operator ID and Control number to each group of transactions, but the Control Number can be changed. In addition, control and hash totals can be entered and are balanced against the sum of the transactions. Each control group can have a unique description. An "Operator Exclusive?" option allows any operator to restrict access to his or her transactions. One record is written to the Transaction Control file for each group of transactions posted, detailing the Operator ID, Control Number, Description, Number of Transactions and Last Transaction Posted, Total Amount Posted, Number of Errors, and Number of Warnings. This information can be printed on reports and viewed through an inquiry.

Check Processing

Each check processing cycle begins with a Cash Requirements report. For this report you enter the check date for the current cycle, the date of the next check cycle and the maximum check amount to be printed. The Cash Requirements report lists all unpaid invoices by vendor and extends only those that are due before the next check cycle or those that must be paid in the current check run to earn available discounts. Invoices with due dates or discount dates after the next check processing cycle date are listed, but excluded from the cash required extension.

If the proposed disbursements require changes before the checks are actually created, use the Edit Pay Status function to change the disbursements. Disbursements may be edited by vendor or by invoice. Pay status options include Normal (take discount if paid within the discount period), Take Discount (even if payment does not fall within the discount period), and Hold or Dispute the invoice.

After the checks are created, the Preview Checks List shows each check that will be printed. Once checks are created, if some records are incorrect you can use the 'Checks Approval/Revision' function to delete or renumber ranges of check records prior to printing the checks. The entire check cycle can be cleared and restarted using the 'Clear All Checks and Restart' function and then rerunning Checks Creation. After checks are printed, the 'Checks Approval/Revision' function allows you to approve, delete, renumber, or void and cancel one or more checks. This can be done on multiple ranges of checks any number of times during a processing cycle. The 'Clear All Checks and Restart' function can also be used to restart the cycle after checks are printed, or any other time before the checks are posted.

The Checks Journal provides a detailed audit trail of the checks printed during this cycle and is required before posting.

The Checks Register report lists the checks that were printed by check number and shows the vendor receiving the check as well as the check amount and date. The final step in the check processing cycle is to post the checks, which updates your master files.

Canceled checks are entered from your bank statements and then listed on a Check Reconciliation report. If Accounts Receivable is part of your system, the Checks Reconciliation report lists your cash

1 General Information

deposits in addition to canceled and outstanding checks. This report is extremely useful when reconciling your bank accounts.

Cash Flow

For Cash Flow forecasting purposes, Accounts Payable provides a Cash Requirements Projection report. This report projects payment amounts, based on either the invoice due date or the discount due date, for time intervals you designate. Besides total dollar amounts required, the total number of invoices is provided for each time period, as well as the total number of vendors to which the invoices are owed.

Historical Data

Accounts Payable allows you to determine the number of months of history to keep for several types of data. Vendor History shows the total purchases, disbursements, and discounts for each vendor by month. You may choose to keep Vendor History in either calendar or fiscal year format. Processed Invoices history retains information such as date, apply to, amount, and amount paid for each invoice processed. This information is used to prevent duplicate payments for a single invoice. Transaction History saves invoice, payment and adjustment information for each vendor. Transaction Control history records Operator ID, Journal Code, Number of Transactions, Total Amount Posted, and other information about each transaction control group posted.

The advantage of saving data for an extended period of time is that it allows you on-line access to more information. The disadvantage of saving historical data is that it requires more disk space and may possibly have a negative impact on system performance.

1099 Information

Payments reportable to the Internal Revenue Service on form 1099-MISC (non-employee compensation) are tracked by Accounts Payable for all vendors with a non-blank Tax Identifying number. This information can be printed on standard 1099-MISC forms, and can also be transferred to magnetic media for filing with the IRS if required. A detailed 1099 Audit Report is also provided.

Freight Options

The freight charges attributed to a purchase can be entered in four different ways in Accounts Payable. First, freight can be entered on the Invoice screen during invoice entry and then be optionally prorated over the line items of the invoice. The proration is optional on each line item but at least one line item must accept the freight amount.

Secondly, the freight amount can be entered as a separate line item on the invoice and will be posted to the expense account entered on that line item.

The third freight option, Estimated Freight, requires Inventory Control as part of your accounting system. In this case, each inventory item that is purchased can be given an estimated freight percentage.

Before inventory cost records are updated, the percentage is applied to each invoice line item containing the inventory item or product. The added cost is posted to the estimated freight account identified on the inventory item's Product Class record. Inventory costs will also reflect the estimated freight amount.

Additionally, a separate freight invoice can be entered.

Application Interfaces

The combination of Accounts Payable and other APPX accounting applications, such as Accounts Receivable, General Ledger, Purchase Orders, and Commission Accounting, provides a fully integrated system for effective management and control of your business. There are many separate applications that can be installed, in whatever configuration best suits your requirements. Components of each application contribute to the overall effectiveness of the system. The particular combination which is most effective for your installation, as well as the specific way in which the applications interact, will be determined by the specialized needs of your company.

Information contained in the master files of one application may be accessed, modified, updated, or even entered from another application. This eliminates the need for duplication in entering and storing information, thereby saving valuable computer storage space and increasing accuracy.

Accounts Payable may be installed as a stand-alone application, or as part of a system that includes General Ledger, Budget Analysis, General Subsidiary, Accounts Receivable, Inventory Control, Purchase Orders, Order Entry, Commission Accounting, Fixed Assets, and Sales Analysis. In a multi-application system, data can be exchanged between applications.

Depending on system configuration, Accounts Payable receives postings from the following applications:

Accounts Receivable

- Customer Refunds

Commission Accounting

- Commission Transfers

Purchase Orders

- Prepayments
- Invoices

1 General Information

Although Accounts Payable receives customer refund information from Accounts Receivable and commission data from Commission Accounting, its presence is not required for operation of those applications. Operation of Purchase Orders, on the other hand, does require Accounts Payable. Information from Accounts Payable is sent to General Ledger and Inventory Control. However, neither of these applications are necessary for the functioning of Accounts Payable. If General Ledger is not installed, account verification will not be performed within Accounts Payable.

Accounts Payable

This is the primary Accounts Payable application menu. It allows you to access specific Accounts Payable submenus.

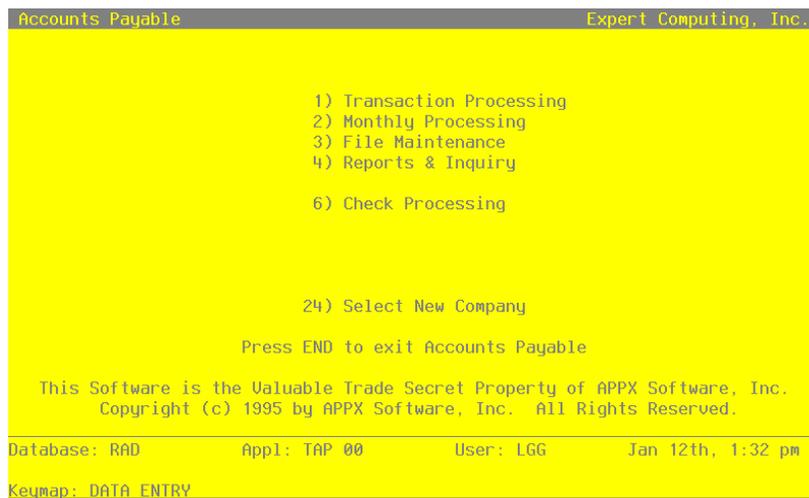


Figure 1. The Accounts Payable Application Main Menu

Chapter 2: Transaction Processing

2 *Transaction Processing*

This menu contains the transaction data entry, journal, and post functions. Recurring payments generation and canceled checks entry are also included on this menu.

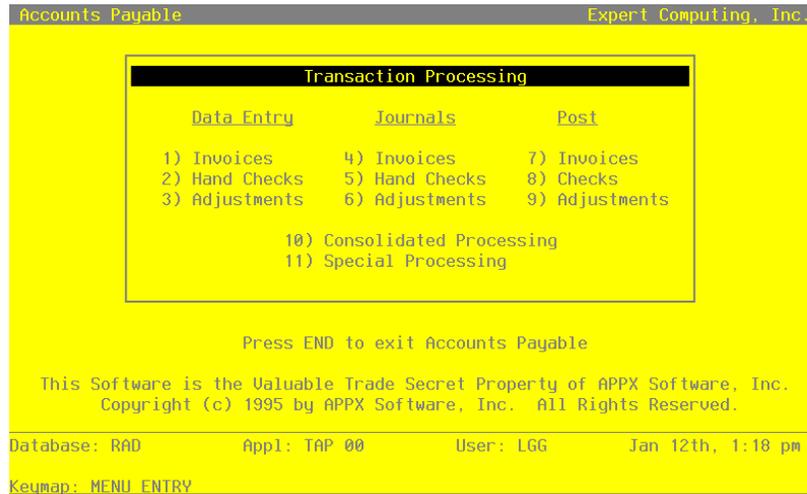


Figure 2. The Accounts Payable Transaction Processing Menu

Option 1 - Invoices Entry

Use this function to enter and edit vendor invoices. If the Purchase Orders and Inventory applications are part of your system, invoices entry in Accounts Payable can only be used for non-inventoried purchases. Invoices entered through Invoices Rapid Entry may also be modified using this function. The following processing steps accomplish this job.

Step 1

This function identifies the application that created the invoice control group.

Step 2

Each group of invoices includes a control group record and a series of one or more invoices, each with any number of line items.

The normal process of posting invoices includes: 1) entering the invoices; 2) printing the Invoices Journal; and 3) posting the invoices. If the journal shows any errors, the errors must be corrected and the journal reprinted. If the journal has been printed and some of the data is modified, the journal must be reprinted before the data can be posted.

On the following pages, the five screens displayed by this function are shown.

The screen below presents information about Invoices Control Groups.

When you enter invoices, you see only one of the two possible screens for Invoice Control Groups. Which screen you see depends on how you answered two questions on your Parameters file. These are the “Ask Operator ID?” question, and the “Use Transaction Control?” question.

If you answered ‘Y’ to both questions, you see the screen below and can enter control and hash totals for your invoices. In addition, a record is written to the Transaction Control file for each control group posted.

If you answered ‘Y’ to “Ask Operator ID?”, and ‘N’ to “Use Transaction Control?”, the screen displays only the Operator ID and the Control Number.

If you answered ‘N’ to both questions, you are not allowed to edit the Operator ID.

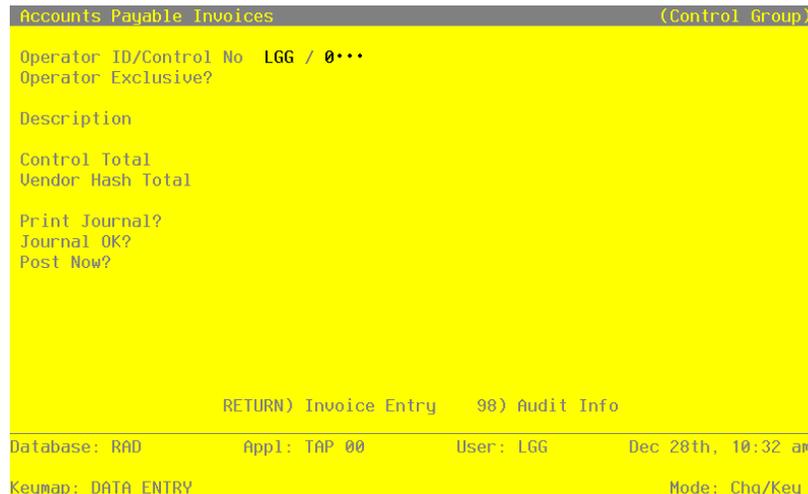


Figure 3. The Accounts Payable Invoice Control Groups Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is a part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Indicate whether or not you are reserving exclusive rights to this group of invoices.

Y: Yes, access is restricted to the original operator.

N: No, access is not restricted.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this group of invoices. This description will appear on the Transaction Control report and inquiry.

Control Total

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

This entry is balanced against the running total kept by the system as entries are made. For invoices, enter the adding machine total of all invoice amounts to be entered. The system will display the running total of amounts entered in the "Current" field, and the balance remaining will be shown in the "Remaining" field. This entry is optional.

Vendor Hash Total

Enter a positive number with up to 12 digits.

Enter the sum of all vendor numbers to be entered in this control group. The system will keep a running total of vendor numbers and balance it against this entry. This entry is optional.

Print Journal?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

The system displays indicates whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Journal OK?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

The system displays 'Y' or 'N' to indicate whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Post Now?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

'Y' is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter 'N'.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E This Control Group Has Already Been Used For Invoice Posting
- E This Control Group Must Be Edited In Its Original Application
- E This Operator's Data May Not Be Edited - Posting Was Started
- E You May Not Change Data Entered By the Original Operator

Press ENTER to continue to the next screen.

Select Next Record to go to the next Invoices Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices Control Groups file.

This screen may optionally be used to display information about Invoices Control Groups. You will only see this screen if you entered 'N' to "use Transaction Control?" in your Parameters file.



Figure 4. The Accounts Payable Invoice Operator ID Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only number and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is a part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

The entered data is validated. During validation, including access to other field, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E This Control Group Must Be Edited In Its Original Application
- E This Operator's Data May Not Be Edited - Posting Was Started

Press ENTER to continue to the next screen.

Select Next Record to go to the next Invoices Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoice Control Groups file.

The screen shown below presents information about Invoices.

This file contains information that applies to the entire invoice, such as vendor, invoice amount, invoice date, and due date.

Accounts Payable Invoices		(Invoice)	
Transaction No	1	Description	Williams*to*Toronto*****
Trans Type	1	AP Invoice	
Vendor	00000060	Travel Planners	
PO Number	*****	Pay Status	N Normal
Invoice Number	11985-0*	Invoice Amt	681.20*****
Apply To	11985-0*	Prepayment	*****
Discount Basis	681.20*****	Discount	*****
Discount %	*****	Freight	*****
		Retention	*****
		Other	*****
		Tax	*****
		Subtotal	681.20
		Warehouse	**
Liability Acct	2010001001**	Accounts Payable, Sales	
Retention Acct	*****	Accounts Payable, Sales	
Control Totals:	8755.06	Current:	8755.06
Hash Totals:	190	Remaining:	.00
			0
RETURN) Invoice Detail		98) Audit Info	
Database: R&D	Appl: T&P 00	User: LGG	Dec 28th, 10:33 am
Keypad: DATA ENTRY		Mode: Chg	

Figure 5. The Accounts Payable Invoices Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Transaction No

The system displays a positive number with up to 4 digits.

A sequential transaction number is supplied for each detail record. This number is printed on the journal and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail. The transaction number is printed on many reports and inquiries throughout Accounts Payable.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this invoice. This description prints on the stub of machine checks as well as on various reports throughout Accounts Payable.

Transaction Type

Enter a positive number with 1 digit. In ADD mode, this field will automatically be saved from one record to the next.

The system defaults the transaction type of accounts payable invoice but you may override the display. Valid choices are:

- 1: AP Invoice
- 2: Debit/Credit Memo

Vendor

Enter an upper case alphanumeric field, up to 8 characters in length. Only number are acceptable. You can use Scan to search for an appropriate entry.

Supply the number of the vendor responsible for this invoice. The system displays the vendor name so that you can verify your entry. If you enter a miscellaneous vendor number in standard Invoices Entry, additional name and address fields appear on the screen after you have completed the invoice information.

PO No

Enter an upper case alphanumeric field, up to 8 characters in length. You can use Scan to search for an appropriate entry.

If applicable, furnish the purchase order number. If you have the purchase Orders application and this is a valid PO number, you must enter the invoice through the Purchase Orders application.

If this invoice includes a prepayment, identify the PO number entered on the Hand Check Posted for the prepayment. This is necessary to ensure that the prepayment is tracked properly.

Pay Status

Enter an upper case alphanumeric field, 1 character in length. Valid entries are N, T, H and D. The initial default value is 'N'. This field is required.

The vendor's pay status is defaulted from the Vendors file. You may change this field if you wish to handle this invoice differently. Valid codes and Standard descriptions are:

N: Normal - Use the payment terms as defined in the terms file.

T: Take Discount - Take the discount regardless of the payment terms.

H: Hold - Place payment on 'Hold' until released by changing to 'N' or 'T'.

D: Disputed - Same as 'Hold' status but payment is in dispute.

Invoice Number

Enter an upper case alphanumeric field, up to 8 characters in length. This field is required.

Supply the number of the invoice, debit memo, or credit memo.

Invoice Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Supply the amount of the invoice. The Invoice Amount is calculated as follows:

Amount = Subtotal - Prepayment + Freight + Tax + Other

For a credit memo, enter a negative amount.

Invoice Date

Enter a date (YMD). This field is required.

Supply the date of the invoice. This date is used to determine the due date of the invoice.

Apply To

Enter an upper case alphanumeric field, up to 8 characters in length. This field is required.

This field identifies the invoice to which this transaction applies. The system displays the invoice number in this field but you may override the display. In most cases, the invoice number and the Apply To are the same. If this is a debit memo or credit memo, however, the Apply To may refer to the invoice number of the original invoice that is being adjusted.

Prepayment

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If applicable, enter the amount that was prepaid on this invoice. If a prepayment amount is entered, a purchase order number must also be entered. This amount is credited to the prepaid account identified in the Parameters file.

See Appendix A for further information about prepayments.

Invoice Due Date

Enter a date (YMD). This field is required.

The due date, based on the invoice date and terms for this vendor, is displayed. You may change this field.

Discount Basis

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The amount used to calculate the invoice discount is supplied. Normally, this amount will be equal to the invoice subtotal. If, however, the invoice has a line item not applicable to the discount, for example, a freight charge, change this amount to reflect the total of the line items to which the discount does apply.

Discount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The discount amount is calculated and displayed based on the Discount % and Discount Basis fields. You may, however, change this amount. The Discount Amount is defined as:

$$\text{Discount Amount} = \text{Discount Basis} \times (\text{Discount \%} / 100)$$

Discount Due

Enter a date (YMD).

The date of the last day of the discount period is calculated and displayed, based on the invoice date and terms for this vendor. You may change this field.

Discount %

Enter a positive number with up to 2 digits to the left of the decimal and 3 digits to the right of the decimal.

The discount percentage is provided according to the terms set up for this vendor. However, you may change this value.

Freight

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Enter any freight charges associated with the invoice. Any amount entered in this field is prorated over all the line items whose "Prorate?" field is set to 'Y'.

Retention

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The retention amount is calculated and displayed based on the Retention % from the Vendor master file and the Invoice Amount field from this entry. You may change this amount. The retention amount will be credited to the account entered in the 'Retention Account' field.

Other

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If there are any miscellaneous charges that you want to be distributed over the line items, enter the amount in this field. Any amount entered here is prorated over all the line items whose "Prorate?" field is set to 'Y'.

Tax

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Supply the amount of any tax applicable to the invoice. Any amount entered in this field is prorated over all the line items whose "Prorate?" field is set to 'Y'.

Warehouse

Enter a positive number with up to 2 digits. You can use Scan to search for an appropriate entry.

Furnish the number of the warehouse to which the purchases were delivered. This number appears as the default when entering line items.

Subtotal

The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The total of all the line items to be entered is calculated and displayed. The invoice subtotal is defined as:

Subtotal = Invoice Amount + Prepayment - Freight - Tax - Other

Post Month

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are ,01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and EY. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Identify the month to which these transactions are to be posted. The current month defined in the Parameters file is supplied. If you want to post to a prior or future month, you may change it. If your system is based on 12 accounting periods, enter the calendar month; if you are using 13-period accounting, enter the fiscal period. Your options are:

1 - 13: Calendar month, or fiscal period if you are using 13-period accounting

EY: End-of-Year

Post Year

Enter a positive number with up to 2 digits. In ADD mode, this field will automatically be saved from one record to the next.

Enter the year to which these transactions are to be posted. If you are using 12-month accounting, this is the calendar year; if you are using 13-period accounting, this is the fiscal year. The year defined in the Parameters file is supplied; if you want to post to a prior or future period, you may change it.

Liability Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

The liability account for this vendor is provided from the Vendors file. You may change this account number. If the General Ledger application is part of your system, the account number must be on file in Chart of Accounts file. The system displays the account description so that you may verify your entry.

Retention Account

Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

The Retention Account from the Parameters file is provided. You may change the account number. If the General Ledger application is part of your system, the new account number must be on file in the Chart of Accounts file. The system displays the description of this account so that you may verify your entry.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Cannot Post to the 13th Month in a 12 Month Fiscal Year
- E Discount Date Must Be Entered When Discount Amount Is Entered
- E Invalid Application Type
- E Invalid Transaction Type; Non-PO Invoices Must Be Entered In AP
- E Invalid Transaction Type; PO Invoices Must Be Entered In PO
- E PO Number Must be Entered with a Prepayment Amount
- E Purchase Invoices Must Be Entered In Purchase Order Application
- E Purchase Order Detail File Does Not Exist
- E Purchase Order Header File Does Not Exist
- E Purchase Order Not on File
- E Vendor Number Does Not Match Vendor Number of Original PO
- M Use Option 17 to Invoice a Complete Purchase Order
- W Discount Basis is Not Equal to Invoice Subtotal
- W Invoice Date Comes After Discount Date
- W Post Month is Previous to Parameters Calendar Month
- W Post Year of Zero Will Post as the Year 2000
- W Processed Invoice Already on File (Vendor Invoice)
- W Processed Invoice Not on File (Apply To)

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select Previous Image to go back to the Invoices Control Groups screen. Select Next Record to go to the next Invoices record. Select End to go to the next Invoices Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices file.

The screen below presents additional information about Invoices. It only appears if the entered vendor number represents a miscellaneous vendor.

```
Accounts Payable Invoices (Invoice)
Transaction No 1      Description Williams to Toronto
Trans Type    1      AP Invoice
Vendor        00000010  Miscellaneous Supplier
PO Number
Pay Status    N Normal

Invoice Numb  [Miscellaneous Vendor Name and Address]  Date 08/18/89
Apply To
Discount Bas Name .....
Discount %   Address .....
              " .....
              City/St/Zip .....
              Country .....
              e
Liability Acct 2010001001  Accounts Payable, Sales  Yr 08 / 89
Retention Acct

Control Totals: 8755.06      Current: 8755.06      Remaining: .00
Hash Totals:    190          190                    0

Database: RnD      RETURN) Invoice Detail 98) Audit Info
Appl: TAP 00      User: LGG      Dec 28th, 10:35 am
Keypad: DATA ENTRY      Mode: Chg
```

Figure 6. The Accounts Payable Invoice Miscellaneous Vendor Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Name

Enter an alphanumeric field, up to 30 characters in length.

Enter the miscellaneous vendor’s name. This name is stored for printing on checks, reports, and inquiries.

Address - Line 1

Enter an alphanumeric field, up to 30 characters in length.

This line is commonly used for the shipping address of the vendor.

Address - Line 2

Enter an alphanumeric field, up to 30 characters in length.

This line is commonly used for the vendor’s mailing address.

City

Enter an alphanumeric field, up to 20 characters in length.

Provide the city in the miscellaneous vendor's address. If you want a comma(',') to print after the city name, be sure to enter it here.

State

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable.

Furnish the two-letter abbreviation for the state in the miscellaneous vendor's address.

Zip

Enter an upper case alphanumeric field, up to 10 characters in length.

Enter the miscellaneous vendor's zip code.

Country

Enter an alphanumeric field, up to 20 characters in length.

Designate the miscellaneous vendor's country.

Press ENTER to continue to the next screen.

Select Previous Image to go back to the Invoices Control Group screen. Select Next Record to go to the next Invoices record. Select End to go to the next Invoices Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices file.

The screen shown below presents information about Invoices Line Items.

This file identifies and describes the invoice line items.

2 Transaction Processing

Accounts Payable Invoices		(Invoice)	
Transaction No	1	Description	Williams to Toronto
Trans Type	1	AP Invoice	
Vendor	00000010	Miscellaneous Supplier	
PO Number		Pay Status	N Normal
Accounts Payable Lineitems		(Detail)	
1***	Quantity 1.00*****	Price 681.000***	Amount 681.00*****
	Item Code *****	Desc Williams to Toronto*****	
	Offset Acct 4110000001MA	Travel & Entertainment, Sales	
	Sub Type/Code GL WILLIAMS*****	PO Ln *****	Whse ** Prorate Y

2	Quantity 1.00	Price .200	Amount .20
	Item Code	Desc	
	Offset Acct 1010001000	Cash, Corporate	
	Sub Type/Code	PO Ln	Whse Prorate Y

Subtotal: 681.20		Current: 681.20	Remaining: .00

RETURN) Next Transaction 98) Audit Info			
Database: R&D	Appl: TAP 00	User: LGG	Dec 28th, 10:36 am
Use Option 17 to Create Prod/Vend Records, Option 18 for Prod/			
Keypad: DATA ENTRY		Mode: Chg	

Figure 7. The Accounts Payable Invoice Line Items Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Line Item No

Enter a positive number with up to 4 digits.

The system automatically numbers line items in sequence beginning with ‘1’. You may change this number.

Quantity

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Enter the number of units being purchased. If units don’t apply here, enter ‘1’. For a credit memo, enter a negative quantity.

Price

Enter a positive number with up to 6 digits to the left of the decimal and 3 digits to the right of the decimal.

Enter the price per purchasing unit. If price per unit doesn’t apply here, enter the line item amount.

Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The system calculates and displays the line item amount based on the quantity and price, assuming that the two items are entered. This number is rounded to 2 decimal positions. Since the Amount, Quantity and Price are interrelated, if you change the Quantity or Price, the amount is recomputed. If you change the Amount field, the Price recomputed.

Item Code

Enter an alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

Identify the Item associated with this line item. If you have the Inventory Control application, this code must be a valid item in the Products file. This field is not required.

If the item purchased is not inventoried in your Inventory Control application, leave this entry blank and enter the item code or item description in the 'Description' field.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe the product. If an Item Code was entered for a valid inventory item, the item description from the Products file is displayed. You may override the display.

If your system does not include Inventory Control, you should provide a description of the purchase.

Offset Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Supply the offset account to which this line item is to be posted. For invoices and debit memos, this account is debited; for credit memos, it is credited.

If Inventory Control is part of your system and a valid item code was entered, the inventory account from the Products Class record is defaulted. Otherwise, the offset account entered in the Vendors file for this vendor is defaulted. In either case, you may override the display.

If the General Ledger application is part of your system, the account number must be on file in the Chart of accounts file. the system displays the description of this account so you may verify your entry.

Subsidiary Type

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable.

The system displays the subsidiary type for the account, as defined in General Ledger. This reflects the subsidiary to which this line item will post.

If General Ledger is not part of your system, you may enter any value in this field. The transactions posted to various subsidiary types and codes can be printed on the Subsidiary Codes GL Distributions report on the Monthly Processing menu.

Subsidiary Code

Enter an upper case alphanumeric field, up to 16 characters in length.

Supply a subsidiary code if this line item is to be posted to a subsidiary costing application. If the sub type is 'GL', it is assumed the transaction will flow through to General Subsidiary. You cannot enter a subsidiary code if the subsidiary code if the subsidiary type is blank; conversely, if the subsidiary type is not blank you must enter a subsidiary code.

The transactions posted with the various subsidiary types and codes can be viewed on the Subsidiary Code GL Distributions report on the Monthly Processing menu.

PO Line No

Enter a positive number with up to 5 digits.

Supply the purchase order line number for this line item. This field only applies if you are using the Purchase Orders application.

Whse (Warehouse)

Enter a positive number with up to 2 digits. You can use Scan to search for an appropriate entry.

Designate the number of the warehouse to which the purchases on this line item were delivered. The warehouse entered on the previous invoice screen is defaulted but may be changed.

Prorate?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

Indicate whether or not freight, tax, and other amounts should be prorated to this line item. If this field is set to 'N', no amount is prorated to the line item nor is the line item amount included in determining the amount of proration for other line items. For example, if you wish to enter freight as a line item but do not want any tax, or other amounts prorated to the freight, set this field to 'N'. If an amount is entered in any of the freight, tax, or other fields on the invoices screen, at least one line item must accept the proration amount. If no freight, tax or other amounts are entered, this field is ignored.

If you are using the Discounts Lost method, discount amounts are also prorated according to the above guidelines.

See Appendix A for a more detailed discussion of prorating.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E All product Invoices Must Be Entered In Purchase Order Control
- E Amount Must Have The Same Numeric Sign As Quantity
- E Cannot Have Sub Code With Blank Sub Type
- E Cannot Have Sub Type With Blank Sub Code
- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Invalid Application Type
- E Inventory Parameter Record Not on File
- E Offset Account Must Be Entered
- E Product Class Not on File
- E Product/Vendor Not on File - Use Option 17 to Create a Record
- E Product/Warehouse Not on File - Use Option 18 to Create a Record
- E Products File Does Not Exist
- E Products by Vendor File Does Not Exist
- E Products by Warehouse File Does Not Exist
- E Purchase Order Line Number Not on File
- E Quantity Times Price Exceeds Maximum Amount
- E Subsidiary Code Not on Subsidiary Codes by Account File
- E Subsidiary Codes by Account File Does Not Exist
- M Use Option 17 to Create Prod/Vendor Records, Option 18 for Prod/Warehouse

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Previous Image to go back to the Invoice screen. Select Next Record to go to the next Invoices Line Items record. Select End to go to the next Invoices record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices Line Items file.

Option 2 - Hand Checks Entry

Use this function to enter and modify hand checks. This function also allows access to check records entered through 'Void Checks' entry.

Each group of hand checks includes a control group record and a series of one or more checks, each with any number of line items.

The normal process of posting hand checks includes: 1) entering the hand checks; 2) printing the Hand Checks Journal; and 3) posting the hand checks. If the journal has been printed and some of the data is modified, the journal must be reprinted before the data can be posted.

On the following pages, the five screens displayed by this function are shown.

The screen shown below presents information about Disbursements Control Groups.

When you enter checks, you see only one of the two possible screens for Hand Check or Void Check Control Groups. Which screen you see depends on how you answered two questions on your Parameters file. These are the "Ask Operator ID?" question, and the "Use Transaction Control?" question.

If you answered 'Y' to both questions, you see the screen below and can enter control and hash totals for your checks. In addition, a record is written to the Transaction control file for each control group posted.

If you answered 'Y' to "Ask Operator ID?" and 'N' to "Use Transaction Control?", the screen displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you are not allowed to edit the Operator ID.

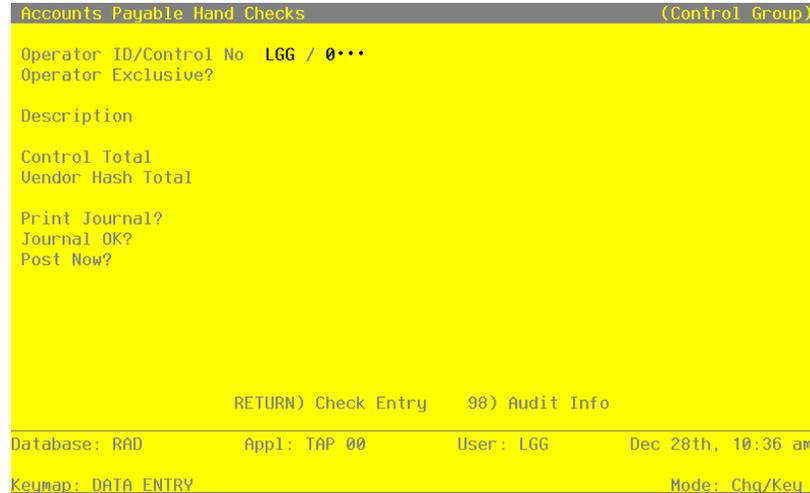


Figure 8. The Accounts Payable Hand Check Control Groups Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is a part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.
Indicate whether or not you are reserving exclusive rights to this group of invoices.
Y: Yes, access is restricted to the original operator.
N: No, access is not restricted.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.
Describe this group of checks. This description will appear on the Transaction Control report and inquiry.

Control Total

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.
This entry is balanced against the running total kept by the system as entries are made. Enter the adding machine total of all check amounts to be entered. The system will display the running total of amounts entered in the "Current" field, and the balance remaining is shown in the "Remaining" field.

Vendor Hash Total

Enter a positive number with up to 12 digits.
Enter the sum of all vendor numbers to be entered in this control group. The system will keep a running total of vendor numbers as they are entered and balance it against this entry.

Print Journal?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.
'Y' is displayed to indicate that this group is ready for journal printing. If you want to delay journal printing for any reason, enter 'N'.

Journal OK?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.
The system displays 'Y' or 'N' to indicate whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Post Now?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

'Y' is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter 'N'.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E This Control Group Has Already Been Used For Checks Posting
- E This Control Group May Not Be Edited - Posting Was Started
- E You May Not Change Data Entered By the Original Operator
- E You May Not Edit Machine Generated Checks

Press ENTER to continue to the next screen.

Select Next Record to go to the next Disbursements Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Disbursements Control Groups file.

This screen may optionally be used to display information about Hand Check Control Groups. You will only see this screen if you entered 'N' to "use Transaction Control?" in your Parameters file.

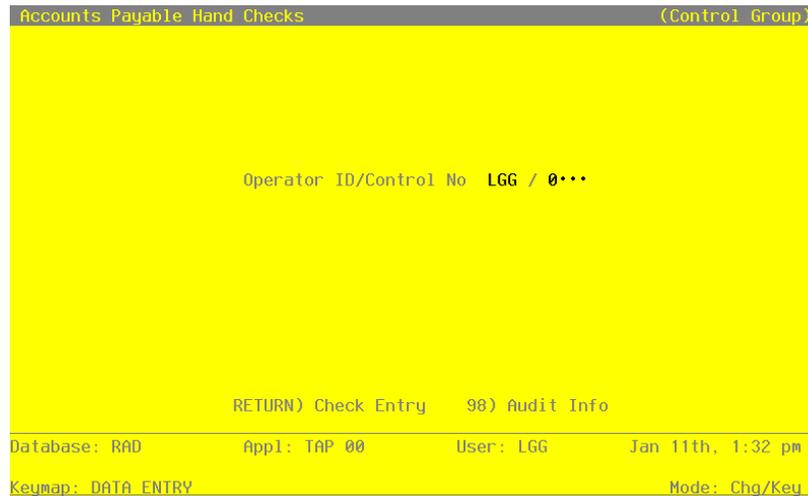


Figure 9. The Accounts Payable Hand Check Operator ID Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is a part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E This operator's Data May Not Be Edited - Posting Was Started

Press ENTER to continue to the next screen.

Select Next Record to go to the next Disbursements Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Disbursements Control Groups file.

The screen shown below presents information about Hand Checks.

Based on the 'Apply Type' and 'Apply To' entries, the system defaults entries from the corresponding unpaid invoices record. The entries that may be defaulted include 'Dr Liability', 'Discount', 'Cr Retention', 'PO No', 'Description', and 'Liability Account.'

This file contains information that applies to the entire cash disbursement, such as vendor, date, check number, and amount.

Accounts Payable Hand Checks		(Check)		
Transaction No	1	Vendor	0000010 Miscellaneous Supplier	
Check Date	08/18/89	Check No	505*****	
Description	cables for seminar*****		Check Amount	125.65*****
Cash Account	101001001**	Cash, Sales Outlets	Check Status	4 Hand
Post Mo/Yr	08 89			
Control Totals: 2481.98		Current: 2481.98	Remaining: .00	
Hash Totals: 140		140	0	
RETURN) Check Detail 98) Audit Info				
Database: R&D	Appl: T&P 00	User: LGG	Dec 28th, 10:37 am	
Keypad: DATA ENTRY		Mode: Chg		

Figure 10. The Accounts Payable Hand Checks Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Transaction No

The system displays a positive number with up to 4 digits.

A sequential transaction number is supplied for each detail record. This number is printed on the journal and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail. The transaction number is printed on many reports and inquiries throughout Accounts Payable.

Vendor

Enter an upper case alphanumeric field, up to 8 characters in length. Only number are acceptable. You can use Scan to search for an appropriate entry.

Provide a valid vendor number from the Vendors file. The system displays the vendor name so that you can verify your entry.

If you enter a miscellaneous vendor number, the system displays an additional name field on the next screen where you should enter the miscellaneous vendor's name. The miscellaneous vendor name will appear on the check journal as well as various reports and inquiries.

Check Date

Enter a date (YMD). This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Supply the date of the check.

Check No

Enter a positive number with up to 8 digits. By using Scan you may use this as an 'access key' for selecting records.

Furnish the check number.

If you are entering a Void Check, the system uses the system uses the 'Check No' to supply the values for 'Vendor No', 'Check Amount', and 'Description'.

Check Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Enter the amount of the check. For normal hand checks the amount is positive; for void checks enter a negative amount.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe this particular hand or void check. For Void Checks, the system displays the vendor's name. You may change this default.

Check Status

Enter a positive number with 1 digit.

Identify the current status of the check. The system defaults to '4' during hand check entry and '8' during void check entry. Valid choices are"

4: Hand check

8: Void check

Cash Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Designate the cash account which the check was written against. The cash account defined in the Parameters file is defaulted but may be changed. This account is credited by the amount of the check. The check amount for a 'Void' check is normally negative and thus a debit to the Cash Account.

If the General Ledger application is part of your system, the account number must be on file in the Chart of Accounts file. The system displays the account description so you may verify your entry.

Post Month

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and EY. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Identify the month to which these transaction are to be posted. The current month defined in the Parameters file is supplied. If you want to post to a prior or future month, you may change it. If your system is based on 12 accounting periods, enter the calendar month; if you are using 13-period accounting EY: End-of-Year

Post Year

Enter a positive number with up to 2 digits. In ADD mode, this field will automatically be saved from one record to the next.

Enter the year to which these transactions are to be posted. If you are using 12-month accounting, this is the calendar year; if you are using 13-period accounting, this is the fiscal year. The year defined in the Parameters file is supplied; if you want to post to a prior or future period, you may change it.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Cannot Post to the 13th Month in a 12 Month Fiscal Year
- E Check No must be Entered
- E Invalid Application Type
- E Status Must Be Either 4 (Hand) or 8 (Void)
- W Check Amount Has Not Been Entered
- W Hand Check Number Already on File in Outstanding Checks File
- W Machine Check Number Already on File in Outstanding Checks File
- W Post Month Is Previous to Parameters Calendar Month
- W Post Year of Zero Will Post as the Year 2000

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

2 Transaction Processing

Select Previous Image to go back to the Disbursements Control Groups screen. Select Next Record to go to the next Disbursements record. Select End to go to the next Disbursements Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Disbursements file.

The screen below allows you to enter the miscellaneous vendor's name. This screen appears only if you enter a miscellaneous vendor number on the check record.

```
Accounts Payable Hand Checks (Check)
Transaction No 1      Vendor 00000010 Miscellaneous Supplier
Check Date 08/18/89  Check No 505      Check Amount 125.65
Description cables for seminar      Check Status 4      Hand
Cash Account 1010001001      Cash, Sales Outlets
Post Mo/Yr 08 89
Miscellaneous Vendor Name Data*Connectors,*Inc.*.....

Control Totals: 2481.98      Current: 2481.98      Remaining: .00
Hash Totals: 140      140      0

RETURN) Check Detail 98) Audit Info
Database: R0D      Appl: TAP 00      User: LGG      Dec 28th, 10:38 am
Keypad: DATA ENTRY      Mode: Chg
```

Figure 11. The Accounts Payable Miscellaneous Vendor Name Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Miscellaneous Vendor Name

Enter an alphanumeric field, up to 30 characters in length.

If you enter a miscellaneous vendor number, the system displays an additional name field after you complete the Hand Check or void Check information. Enter the miscellaneous vendor name which prints on the checks journal as well as various reports and inquiries.

Press ENTER to continue to the next screen.

Select Previous Image to go back to the Disbursements Control Groups screen. Select Next Record to go to the next Disbursements record. Select End to go to the next Disbursements Control Groups record.

At this screen, the use of the MODE keys ADD, DEL, CHG, or INQ - pertain to those records in the Disbursements file.

The screen shown below presents information about Hand Check Line Items.

This file contains cash disbursements line item information.

Accounts Payable Hand Checks				(Check)
Transaction No	1	Vendor	0000010	Miscellaneous Supplier
Check Date	08/18/89	Check No	505	Check Amount 125.65
Description	cables for seminar			Check Status 4 Hand
Cash Account	1010001001	Cash, Sales Outlets		
Post Mo/Yr	08 89			
Miscellaneous Vendor Name	Data Connectors, Inc.			
Accounts Payable Lineitems				(Detail)
1***	Apply Type	3	Apply To Invoice	Apply To 4412-99*
	Dr Liability	*****		Discount *****
	Cr Retention	*****		PO No *****
	Description	cables for product seminar****		
	Liability Account	*****		
	Retention Account	*****		
	Direct Amount	125.65*****	Sub Type/Code	*****
	Direct Account	4100000001WH	Promotion/Advertising, Wholesl	
Check Amount:		125.65	Current:	125.65
			Remaining:	.00
RETURN) Next Transaction 98) Audit Info				
Database: R0D		Appl: TAP 00	User: LGG	Dec 28th, 10:38 am
Keypad: DATA ENTRY				Mode: Chg

Figure 12. The Accounts Payable Hand Check Line Items Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Check Line No

Enter a positive number with up to 4 digits.

The system automatically numbers line items in sequence beginning with '1'. For machine checks, this number indicates the order in which the invoices will appear on the check stub. You may change this number.

Apply Type

Enter an upper case alphanumeric field, 1 character in length. Only numbers are acceptable. The initial default value is '3'. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Identify the manner in which this payment is to be applied. The system displays the description so you may verify your entry. Valid codes are:

- 2: Prepayment - The disbursement is a prepayment.
- 3: Apply To Invoice - The disbursement applies to an outstanding invoice.
- 4: Apply To Retention - The disbursement applies to an outstanding retention invoice.

Apply To

Enter an upper case alphanumeric field, up to 8 characters in length. By using Scan you may use this as an 'access key' for selecting records.

Supply the number of the invoice that is being paid by this check. If the disbursement is a prepayment (Apply Type 2), leave this field blank and enter the Apply To in the PO Number field. This PO number must also be identified on the invoice to which the prepayment applies, in order to track the prepayment properly. The Apply To should be used for both payments of existing liabilities and direct payments. If possible, this field is supplied for a void check entry.

Direct payments entered with an Apply To create a record of the disbursement and the purchase in various Accounts Payable history files. Thus, supplying an Apply To allows easier tracking and voiding of hand checks.

Dr Liability

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If the hand check is written for an invoice which has been or will be entered through Invoice entry, enter the amount to be debited to the liability account. Otherwise, leave this field blank and enter a Direct Amount instead. This amount should be negative for void checks.

Discount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Designate the amount of discount earned or lost. The discount method is set up in your Parameters file.

If you are using the Discount earned ('E') method, enter the amount to be credited to the discounts earned income account, if any.

If you are using the Discount Lost ('L') method, enter the amount to be debited to the discounts lost expense account, if any.

Cr Retention

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If applicable, enter the amount to be credited to the retention account.

PO No

Enter an upper case alphanumeric field, up to 8 characters in length.

Provide the purchase order number which applies to the invoice being paid. If the disbursement is a prepayment, this PO number must also be identified on the invoice to which the prepayment applies in order to track the prepayment properly.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe this payment. For payments of invoices previously entered into Accounts Payable, the system supplies the invoice description; you may change it. This description appears on all General Ledger posting detail and related reports.

Liability Account

Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry. In ADD mode, this field will automatically be saved from one record to the next.

For normal hand checks the liability account for the vendor from the unpaid invoices record is displayed. For void checks, the original liability account is displayed if available. You may change this default. If the General Ledger application is part of your system, this number must be on file in the Chart of Accounts file. The system displays the corresponding account description so you may verify your entry.

If you have entered a direct amount, erase the Liability Account field and supply a direct account below.

Retention Account

Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

Supply the number of the Retention Liability account to be credited by the Cr Retention amount. The Retention account entered in the Parameters file is defaulted but may be changed. If the General Ledger application is part of your system, this number must be on file in the Chart of accounts file. The system displays the corresponding account description so you may verify your entry.

Direct Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If this transaction is to be directly expensed (no liability is to be recorded) indicate the amount of cash to be applied as a direct disbursement or hand check. This field should only be used if there is no Dr Liability entry. The amount should be negative for a void check.

Subsidiary Type

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable.

If you are entering a direct disbursement, the system displays the subsidiary type for the account, as defined in General Ledger. This reflects the subsidiary to which this line item will be posted.

If General Ledger is not part of your system, you may enter any value in this field. The transactions posted to various subsidiary types and codes can be printed on the Subsidiary Codes GL Distributions report on the Monthly Processing menu.

Subsidiary Code

Enter an upper case alphanumeric field up to 16 characters in length. You can use Scan to search for an appropriate entry.

For a direct disbursement only, supply a subsidiary code if this line item is to be posted to a subsidiary costing application. If the sub type is 'GL', it is assumed the transaction will flow through to General Subsidiary. You cannot enter a subsidiary code if the subsidiary type is blank; conversely, if the subsidiary type is not blank you must enter a subsidiary code.

The transactions posted with the various subsidiary types and codes can be viewed on the Subsidiary Code GL Distributions report on the Monthly Processing menu.

Direct Account

Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to Search for an appropriate entry.

Supply the number of the offset (expense) account that is to be debited by the Direct Amount field. If the General Ledger application is part of the system, the account number must be on file in the Chart of Accounts file. The system displays the corresponding description so that you can verify your entry.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E 'Apply To' must be blank for ON ACCOUNT Disbursements
- E A GL Account Must Be Entered
- E Cannot Have Sub Code With Blank Sub Type
- E Cannot Have Sub Type With Blank Sub Code
- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E GL Account Has Not Been Entered for Direct Amount
- E GL Account Has Not Been Entered for Liability Amount
- E Invalid Application Type
- E Liability and Direct Amounts Cannot Both Be Entered
- E Only One GL Account May Be Entered
- E PO Number is Required for Prepayment Apply Type
- E Subsidiary Code Not on Subsidiary Codes by Account File
- E Subsidiary Code Valid Only With Direct Cash Disbursements
- E Subsidiary Codes by Account File Does Not Exist
- W A Payment Has Already Been Made For This Invoice
- W Current Disbursement Already Exists for this Invoice/Vendor
- W No Liability or Direct Amount Has Been Entered
- W Processed Invoice Not on File
- W Use PO Number for 'Apply To' if Apply Type is 'Prepayment'
- M Liability Account Set to Prepaid Account for Prepayments

Press Enter to display system-supplied information and then press ENTER again to save the information on this screen.

Select Previous Image to go back to the Disbursements screen. Select Next Record to go to the next Disbursements Line Items record. Select End to go to the next Disbursements record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Disbursements Line Items file.

Option 3 - Adjustments Entry

Use this function to enter and edit Accounts Payable Adjustments. Adjustments are entered to modify a previously posted invoice.

Each group of adjustments includes a control group record and a series of one or more adjustments.

The normal process of posting adjustments includes: 1) entering the adjustments; 2) printing the Adjustments Journal; and 3) posting the adjustments. If the journal shows any errors, the errors must be corrected and the journal reprinted. If the journal has been printed and some of the data is modified, the journal must be reprinted before the data can be posted.

2 Transaction Processing

The screen shown below presents information about Adjustments Control Groups.

When you enter adjustments, you see only one of the two possible screens for Adjustments Control Groups. Which screen you see depends on how you answered two questions on your Parameters file. These are the “Ask Operator ID?” question, and the “Use Transaction Control?” question.

If you answered ‘Y’ to both questions, you see the screen below and can enter control and hash totals for your adjustments. In addition, a record is written to the Transaction Control file for each control group posted.

If you answered ‘Y’ to “Ask Operator ID?”, and ‘N’ to “Use Transaction Control?”, you see the second screen, which displays only the operator ID and the Control Number.

If you answered ‘N’ to both questions, you see the second screen, but you are not allowed to edit the Operator ID.

```
Accounts Payable Adjustments (Control Group)
Operator ID/Control No LGG / 0000
Operator Exclusive?
Description
Control Total
Vendor Hash Total
Print Journal?
Journal OK?
Post Now?
RETURN) Adjustment Detail 98) Audit Info
Database: R0D Appl: TAP 00 User: LGG Dec 28th, 10:39 am
Keomap: DATA ENTRY Mode: Chq/Keu
```

Figure 13. The Accounts Payable Adjustments Control Groups Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of adjustments. This number is printed on the journal, tracked on the Transaction control file, and if General Ledger is part of your system it is posted to General Ledger for detailed accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Indicate whether or not you are reserving exclusive rights to this group of adjustments.

Y: Yes, access is restricted to the original operator.

N: No, access is not restricted.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this group of adjustments. This description will appear on the Transaction Control report and inquiry.

Control Total

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

This entry is balanced against the running total kept by the system as adjustment entries are made. Enter the adding machine total of all adjustment amounts to be entered. The system displays the running total of amounts entered in the "Current" field, and the balance remaining is shown in the "Remaining" field.

Hash Total

Enter a positive number with up to 12 digits.

Enter the sum of all vendor numbers to be entered in this control group. The system will keep a running total of vendor numbers and balance it against this entry.

Print Journal?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

'Y' is displayed to indicate that this group is ready for journal printing. If you want to delay journal printing for any reason, enter 'N'.

Journal OK?

The system displays 'Y' (Yes) or 'N' (No). The initial default is 'N'.

The system displays 'Y' or 'N' to indicate whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Post Now?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

'Y' is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter 'N'.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E This control Group Has Already Been Used For Adjustments Posting
- E This Operator's Data May Not Be Edited - Posting Was Started
- E You May Not Change Data Entered By the Original Operator

Press ENTER to continue to the next screen.

Select Next Record to go to the next Adjustments Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Adjustments Control Groups file.

This screen may optionally be used to display information about Adjustments Control Groups. You will only see this screen if you entered 'N' to "use Transaction Control?" in your Parameters file.

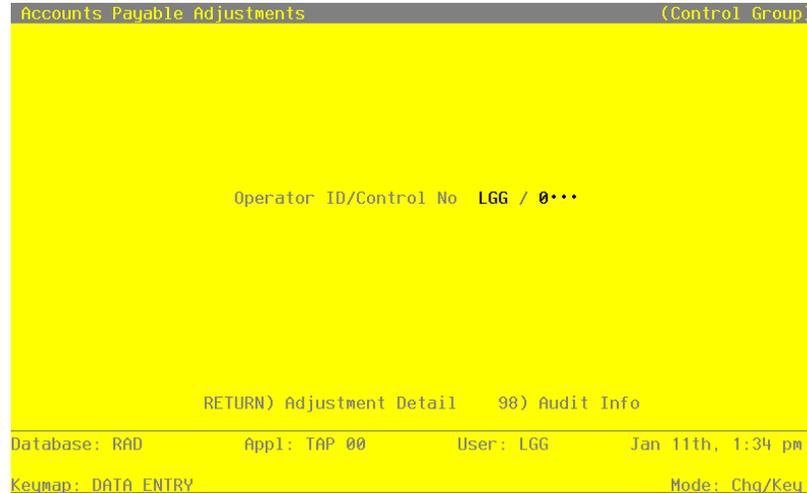


Figure 14. The Accounts Payable Adjustments Operator ID Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of adjustments. This number is printed on the journal, tracked on the Transaction control file, and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

2 Transaction Processing

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E This Operator's Data May Not Be Edited - Posting Was Started

Press ENTER to continue to the next screen.

Select Next Record to go to the next Adjustments Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Adjustments Control Groups file.

The screen shown below presents information about Adjustments.

This file contains adjustments to an invoice balance. The GL distribution is always to the liability account in the amount of the adjustment, with an offsetting distribution to the account entered.

Accounts Payable Adjustments		(Detail)	
1	Vendor	00000020	Pool and Associates
	Apply To	9852-6**	Invoice Type 1 Invoice
	Amount	300.00*****	Adjust Date 08/20/89 Post Mo/Vr 08 89
	Offset Account	4100000001WH	Promotion/Advertising, Wholesl
	Liab Account	2010001001**	Promotion/Advertising, Wholesl
	Description	correct invoice amount*****	PO ***** Wh **
	Item Code	*****	Sub Type/Code ** *****

2	Vendor	00000040	Albert Materials, Inc.
	Apply To	8090	Invoice Type 2 Retention Invoice
	Amount	222.31-	Adjust Date 08/20/89 Post Mo/Vr 08 89
	Offset Account	2030001001	Retention Payable, Sales
	Liab Account	2010001001	Retention Payable, Sales
	Description	Write off retention	PO Wh
	Item Code		Sub Type/Code

Control Totals:		.00	Current: 77.69 Remaining: .00
Hash Totals:		0	200 0

RETURN) Next Transaction 98) Audit Info			
Database: RAD		Appl: TAP 00	User: LGG Dec 28th, 10:40 am
Keypad: DATA ENTRY		Mode: Chg	

Figure 15. The Accounts Payable Adjustments Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Transaction No

The system displays a positive number with up to 4 digits.

A sequential transaction number is supplied for each detail record. This number is printed on the journal and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail. the transaction number is printed on many reports and inquiries throughout Accounts Payable.

Vendor

Enter an upper case alphanumeric field, up to 8 characters in length. Only number are acceptable. You can use Scan to search for an appropriate entry.

Provide a valid vendor number form the Vendors file. The system displays the vendor name so that you can verify your entry. If you enter a miscellaneous vendor number, the system doesn't display additional name and address fields. Since you are applying the adjustment to a posted invoice, the system uses the miscellaneous vendor information entered for that invoice.

Apply To

Enter an upper case alphanumeric field, up to 8 characters in length.

Supply the number of the invoice (or the Apply To if it is different than the invoice number) affected by this adjustment.

Invoice Type

Enter an upper case alphanumeric field, 1 character in length. Only numbers are acceptable. Valid entries are 1 and 2. The initial default value is '1'. This field is required.

Identify the type of invoice using one of the following codes:

- 1: Invoice
- 2: Retention Invoice

Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Enter the amount of the adjustment. This entry can be either negative or positive. A positive amount increases the liability, and a negative amount decreases the liability.

Adjust Date

Enter a date (YMD). This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Today's date is provided automatically. You may change this date.

Post Month

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and EY. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Identify the month to which these transactions are to be posted. The current month defined in the Parameters file is supplied. If you want to post to a prior or future month, you may change it. If your system is based on 12 accounting periods, enter the calendar month; if you are using 13-period accounting, enter the fiscal period. Your options are:

1 - 13: Calendar month, or fiscal period if you are using 13-period accounting

EY: End-of-Year

Post Year

Enter a positive number with up to 2 digits. In ADD mode, this field will automatically be saved from one record to the next.

Enter the year to which these transactions are to be posted. If you are using 12-month accounting, this is the calendar year; if you are using 13-period accounting, this is the fiscal year. The year defined in the Parameters file is supplied; if you want to post to a prior or future period, you may change it.

Offset Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Supply the offset account to which you want this adjustment posted. If the General Ledger application is part of the system, this account must be on file in the Chart of Accounts file. This system displays the description of this account so you may verify your entry.

If the amount entered is positive, the offset account is debited. If the adjustment amount is negative, the offset account is credited. See Appendix A for examples of the impact of adjustment postings on General Ledger accounts.

Liability Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required.

You can use Scan to search for an appropriate entry.

The system automatically displays the liability account for the vendor you identified in the Vendor field. you may change this account. If the General Ledger application is part of your system, the account number must be on file in the Chart of Accounts file. The system displays the description of this account so you may verify your entry.

If the adjustment amount is positive, the liability account is credited. If the amount is negative, this account is debited. See Appendix A for examples of the impact adjustment postings on General Ledger accounts.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe this adjustment. This description will be printed on various reports throughout Accounts Payable.

PO No

Enter an upper case alphanumeric field, up to 8 characters in length.

Designate the number of the purchase order for the adjustment. This field is for your information only; it has no affect on prepayments.

Wh Number

Enter a positive number with up to 2 digits. You can use Scan to search for an appropriate entry.

If this adjustment is to affect inventory, supply the number of the warehouse where the affected item was delivered.

If this adjustment is to affect inventory, supply the number of the warehouse where the affected item was delivered.

Item Code

Enter an alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

If this adjustment is to affect inventory, enter the code of the item whose cost are to be adjusted. If the Inventory Control application is part of your system, this code must be a valid item in the Products file.

Subsidiary Type

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable.

The System displays the subsidiary type for the account as defined General Ledger. This reflects the subsidiary to which this adjustment post.

If General Ledger is not part of your system, you may enter any value in this field. The transactions posted to various subsidiary types and codes can be printed on the Subsidiary Codes GL Distributions report on the Monthly Processing menu.

Subsidiary Code

Enter an upper case alphanumeric field, up to 16 characters in length.

Supply a subsidiary code if this adjustment is to be posted to a subsidiary costing application. If the sub type is 'GL', it is assumed the transaction will flow through to General Subsidiary. You cannot enter a subsidiary code if the subsidiary type is blank; conversely, if the subsidiary type is not blank you must enter a subsidiary code.

The transactions posted with the various subsidiary types and codes can be viewed on the Subsidiary Code GL Distributions report on the Monthly Processing menu.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Cannot Have Sub Code With Blank Sub Type
- E Cannot Have Sub Type With Blank Sub Code
- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Cannot Post to the 13th Month in a 12 Month Fiscal Year
- E Invalid Application Type
- E Inventory Product/Warehouse Record Not on File
- E Subsidiary Code Not on Subsidiary Codes by Account File
- E Subsidiary Codes by Account File Does Not Exist
- W Adjustment Amount Has Not Been Entered
- W Post Month Is Previous to Parameters Calendar Month
- W Post Year of Zero Will post as the Year 2000
- W Processed Invoice Not On File

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Previous Image to go back to the Adjustments Control Groups screen. Select Next Record to go to the next Adjustments record. Select End to go to the next Adjustments Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Adjustments file.

Option 4 - Invoices Journal

This function prints a journal of transactions entered through both standard and rapid invoices entry. The following processing steps accomplish this job.

Step 1

This function identifies the application that created the invoice control group.

Step 2

In preparation for performing a sort/selection process on the Invoices information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all transaction file journals.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the Accounts Payable Invoices Journal, this step formats the Invoices and Invoices Line Items information. The following data items are shown: Trx No, Vendor, Name, Pay Status, Invoice Date, Discount and Invoice Due Date, Description, PO No, post Month/Year, Transaction Type, Warehouse No, Retention and Liability Account, Invoice No, Apply To, Invoice Amt, Prepayment, Retention, Subtotal, Discount, Freight, Tax, Other, Line No, Offset Account, Item, Warehouse No, Price, Quantity, Prorate?, Amount Prorated to Line Item, Amount, Subsidiary Type and Code, Prorata and Line Items Total. As appropriate, group headings appear whenever a change occurs in Control No. or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control No. When totals are specified, the following amounts are accumulated: Invoice, Prepaid, Retention, Subtotal, Discount, Freight, Tax, and Other. Grand totals print at the end showing Journal Errors and Warnings.

2 Transaction Processing

A sample output is shown below.

APFX Demonstration Company												LGG Page: 1	
Accounts Payable Invoices Journal													
Trx	Vendor			Pay Status	Inv Date	Dsc	Date Due	Date Description		PO No	Mo/Yr		
Liab Account	Invoice	Apply To	Inv Amt	Prepayment	Retention	Trx Type	Discount	Wh Retention Account	Freight	Tax	Other		
Control Group SRR / 0011 RECURRING PAYMENTS													
Post Month/Year 08 / 89													
0001	00000020	Pool and Associates		Normal	08/10/89			08/31/89 Advertising Retainer			08 89		
	2010001001	Accounts Payable, Sales			AP Invoice								
	89081000	89081000	500.00	.00	.00	500.00	.00	500.00	.00	.00	.00		
<u>Line</u>	<u>Account</u>				<u>Item Code</u>	<u>Wh</u>	<u>Price</u>	<u>Quantity</u>	<u>Prorate?</u>	<u>Prorata</u>	<u>Amount</u>		
0001	4100000001WH	Promotion/Advertising, Wholesl					500.000	1.00	Y	.00	500.00		
		Monthly retainer											
- Line Item Totals ->										.00	500.00		
0002	00000070	Insurances Unlimited		Normal	08/10/89			08/31/89 Monthly Policy Payment			08 89		
	2010001001	Accounts Payable, Sales			AP Invoice								
	89081000	89081000	254.80	.00	.00	254.80	.00	254.80	.00	.00	.00		
<u>Line</u>	<u>Account</u>				<u>Item Code</u>	<u>Wh</u>	<u>Price</u>	<u>Quantity</u>	<u>Prorate?</u>	<u>Prorata</u>	<u>Amount</u>		
0001	4130000000	Insurance Expense					254.800	1.00	Y	.00	254.80		
		Monthly payment											
- Line Item Totals ->										.00	254.80		
Post Mo/Yr 08 89													
Totals ->			754.80	.00	.00	754.80	.00	.00	.00	.00	.00		
Control Group Totals ->			754.80	.00	.00	754.80	.00	.00	.00	.00	.00		
Control Group: SRR / 0011 RECURRING PAYMENTS								Entered	Calculated	Difference			
Exclusive? N								754.80	754.80				
Post Now? Y								Hash Totals:	90	90			
		<u>Inv Amt</u>	<u>Prepayment</u>	<u>Retention</u>	<u>Subtotal</u>	<u>Discount</u>	<u>Freight</u>	<u>Tax</u>	<u>Other</u>				
Grand Totals ->			754.80	.00	.00	754.80	.00	.00	.00	.00			
Number of Errors in This Journal: 0				Number of Warnings: 0									

Step 6

In order to print the Accounts Payable Journal Summary, this step formats the summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date, Debits and Credits.

A sample output is shown below.

11/30/94 09:47		APEX Demonstration Company					LGG Page: 1	
Accounts Payable Journal Summary								
Yr Mo	Account	Account Name	Jrnl ID	Trx Date	Debits	Credits		
89 08	2010001001	Accounts Payable, Sales	APIV SRR	08/10/89		754.80-		
89 08	4100000001WH	Promotion/Advertising, Wholesl	APIV SRR	08/10/89	500.00			
89 08	4130000000	Insurance Expense	APIV SRR	08/10/89	254.80			
- Grand Totals ->					754.80	754.80-		

Option 5 - Hand Checks Journal

This job prints a journal of checks entered through Hand Checks Entry and Void Checks entry. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Disbursements information, this step provides sequencing of data records by Post Now?, Operator ID, Control No, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control No, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all transaction file journals.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the report requested, this step formats the Disbursements and Disbursements Line Items information. The following data items are shown: Trx No, Vendor, Name, Check Amount,

2 Transaction Processing

Check No, Check Date, Post Month/Year, Hand Check Status, Cash Account, Description, Check Line No, Apply To, Apply Type, PO No, Dr Liability, Discount Amount, Cr Retention, Direct Amount, Account, Subsidiary Type and Code, Retention Account, Liability Total, CR Discount Total, CR Retention Total, Direct Total and Line Items Total. As appropriate, group headings appear whenever a change occurs in Control No or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control No. When totals are specified, the following items are accumulated: Active Check Totals, Liability Total, CR Discount Total, CR Retention Total, Direct Total, Line Items Total, Check Total, Control Total, Current Control Remaining, Vendor Hash Total, Current Hash and Hash Remaining. Grand totals print at the end, showing Journal Errors and Journal Warnings.

Trx Vendor	Check Amt	Check No	Chk Date	Mo/Yr	Status	Cash Account
Control Group SRR / 0011 Aug. void checks						
Post Month/Year 08 / 89						
0001 00000010 Rainbow Signs, Inc.	168.90-	00000303	08/13/89	08 89	Void	1010001001 Cash, Sales Outlets
Rainbow Signs-cancel payment						
<u>Item</u>	<u>Apply To</u>	<u>Apl Type</u>	<u>PO No</u>	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u> <u>Dir Amt</u> <u>Account</u>
0001 675-SS	Apply To Inv			168.90-	.00	4090000001WH Repairs and Maintnc, Wholesale
	sign-cancel payment					
- Line Item Totals ->				168.90-	.00	.00 .00 168.90-
0002 00000030 Mountain Air Conditioning						
Mountain AC-void lost check						
	9154.31-	00005105	06/01/89	08 89	Void	1010001001 Cash, Sales Outlets
<u>Item</u>	<u>Apply To</u>	<u>Apl Type</u>	<u>PO No</u>	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u> <u>Dir Amt</u> <u>Account</u>
0001 102	Apply To Inv	97979798		8000.00-	.00	2010001001 Accounts Payable, Sales
	Mountain Air Conditioning					2030001001 Retention Payable, Sales
0002 109	Apply To Inv			634.68-	19.63-	2010001001 Accounts Payable, Sales
	Mountain Air Conditioning					2030001001 Retention Payable, Sales
0003 88071000	Apply To Inv			485.00-	15.00-	2010001001 Accounts Payable, Sales
	Mountain Air Conditioning					2030001001 Retention Payable, Sales
- Line Item Totals ->				9119.68-	34.63-	.00 .00 9154.31-
- Post Mo/Yr 08 89 Totals ->	9288.58-			34.63-	.00	.00 9323.21- Active Check Total: 0. Check Total: 9323.21-
- Control Group Totals ->	9288.58-			34.63-	.00	.00 9323.21- Active Check Total: 0. Check Total: 9323.21-
Control Group: SRR / 0011 Aug. void checks	Control Totals:			Entered	Calculated	Difference
Exclusive? N				9323.31-	9323.21-	.10-
Post Now? N	Hash Totals:			40	40	
Error - The Entered and Calculated Control Totals are Not Equal						
Warning - This Control Group Contains Errors and Cannot Be Posted						
	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u>	<u>Dir Amt</u>	<u>Items Tot</u>	<u>Active Check Total:</u>
- Grand Totals ->	9288.58-	34.63-	.00	.00	9323.21-	0. Check Total: 9323.21-
Number of Errors in This Journal: 1 Number of Warnings: 1						

Step 5

In order to print the Accounts Payable Journal Summary, this step formats the Summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date, Debits and Credits.

A sample output is shown below.

Yr Mo	Account	Account Name	Jrnl ID	Trx Date	Debits	Credits
89 08	1010001001	Cash, Sales Outlets	APCD SRR	08/13/89	9323.21	
89 08	2010001001	Accounts Payable, Sales	APCD SRR	08/13/89		9119.68-
89 08	4070000000WH	Discounts Lost, Wholesale	APCD SRR	08/13/89		34.63-
89 08	4090000001WH	Repairs and Maintnc, Wholesale	APCD SRR	08/13/89		168.90-
- Grand Totals ->					9323.21	9323.21-

Option 6 - Adjustments Journal

This function prints a journal of transactions entered through Adjustments Entry. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Adjustments information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all transaction file journals.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

2 Transaction Processing

Step 4

In order to print the Accounts Payable Adjustments Journal, this step formats the Adjustments information. The following data items are shown: Transaction No, Vendor, Name, PO No, Apply To, Adjust Date, Description, Amount, Offset Account, Post Month/Year, Invoice Type, Invoice Type Description, Liability Account, Item Code, Warehouse Number, Subsidiary Type and Subsidiary Code. As appropriate, group headings appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Adjustment Total, Control Total, Current Total, Control Total Remaining, Hash Total, Current Hash Total and Hash Total Remaining. Grand totals print at the end, showing Journal Errors and Journal Warnings.

A sample output is shown below.

Trx		Vendor	Offset Account	PO No	Apply To	Adj Date	Description	Adj Amount
			Liability Account		Mo/Yr	Invoice Type	Wh Sub Type/Code	
APEX Demonstration Company								
11/30/94 10:58								LGG Page: 1
Accounts Payable Adjustments Journal								
Control Group SRR / 0002 Aug. adjustments								
Post Month/Year 08 / 89								
0001	00000020	Pool and Associates			9852-6	08/20/89	correct invoice amount	300.00
		4100000001WH Promotion/Advertising, Wholesl			08 89	1 Invoice		
		2010001001 Accounts Payable, Sales				0		
0002	00000040	Albert Materials, Inc.			8090	08/20/89	Write off retention	222.31-
		2030001001 Retention Payable, Sales			08 89	2 Retention Invoice		
		2010001001 Accounts Payable, Sales				0		
0003	00000060	Travel Planners			11596-1	08/20/89	correct vendor	985.60-
		2010001001 Accounts Payable, Sales			08 89	1 Invoice		
		2010001001 Accounts Payable, Sales				0		
0004	00000080	Sam Jones			11596-1	08/20/89	correct vendor	985.60
		2010001001 Accounts Payable, Sales			08 89	1 Invoice		
		2010001001 Accounts Payable, Sales				0		
- Post Month/Year 08 89 Total ->								77.69
- Control Group Total ->								77.69
Control Group: SRR / 0002 Aug. adjustments				Control Totals:		Entered	Calculated	Difference
Exclusive? N				Hash Totals:			77.69	
Post Now? N							200	
- Grand Total ->								77.69
Number of Errors in This Journal: 0		Number of Warnings: 0						

Step 5

In order to print the Accounts Payable Journal Summary, this step formats the Summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date, Debits and Credits.

A sample output is shown below.

11/30/94 10:59		APEX Demonstration Company				LGG Page: 1	
Accounts Payable Journal Summary							
Yr Mo	Account	Account Name	Jrnl ID	Trx Date	Debits	Credits	
89 08	2010001001	Accounts Payable, Sales	APAJ SRR	08/20/89		77.69-	
89 08	2030001001	Retention Payable, Sales	APAJ SRR	08/20/89		222.31-	
89 08	4100000001WH	Promotion/Advertising, Wholesl	APAJ SRR	08/20/89	300.00		
- Grand Totals ->					300.00	300.00-	

Option 7 - Invoices Post

Use this function to post Invoices groups that have had their journals print without error and which have been selected to "Post Now" within the control group header record. The following processing steps accomplish this job.

Step 1

This function identifies the application that created the invoice control group.

Step 2

In preparation for performing a sort/selection process on the Invoices Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK? and Post Now?, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all posting functions.

Step 4

This step prevents CANCEL from canceling the current job.

2 Transaction Processing

Step 5

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 6

This step processes the information for Invoices Control Groups, Invoices and Invoices Line Items. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Invoices Control Groups, Invoices, Invoices Line Items and Transaction Control files will occur. Generalized routines are performed to do Prorata Set Up in Accounts Payable, do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger, Convert Calendar To Fiscal In General Ledger, Compute Prorata Line Amount in Accounts Payable and Calculate Estimated Freight in Accounts Payable.

Step 7

This step processes the information for Invoices Control Groups, Invoices and Invoices Line Items. Under certain conditions, records in the Transaction Control and Miscellaneous Vendor Name/Address files will be added. Updates to certain fields in the Parameters, Invoices Control Groups, Miscellaneous Vendor Name/Address and Transaction Control files will occur. Generalized routines are performed to do Prorata Set Up in Accounts Payable, Post AP Transactions in Accounts Payable, Compute Prorata Line Amount in Accounts Payable, Calculate Estimated Freight in Accounts Payable, Post Inventory Costs in Inventory Control, do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger and Convert Calendar to Fiscal in General Ledger. Records in the Invoices Line Items, Invoices and invoices Control Groups files will then be deleted.

Step 8

This function displays a warning to the operator if any errors were encountered during posting or processing.

Option 8 - Checks Post

Use this function to post Hand Check, Void Check, and Machine Check groups that have had their journal printed without error. Hand Checks and Void Checks must also have been selected to "Post Now" in the control group record. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Disbursements Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK? and Post Now?, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all posting functions.

Step 3

This step prevents CANCEL from canceling the current job.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

This step processes the information for Disbursements Control Groups, Disbursements and Disbursements Line Items. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Disbursements Control Groups, Disbursements, Disbursements Line Items and Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger and Convert Calendar to Fiscal in General Ledger.

Step 6

This step processes the information for Disbursements Control Groups, Disbursements and Disbursements Line Items. Under certain conditions, records in the Transaction Control and Outstanding Checks files will be added. Updates to certain fields in the Parameters, Disbursements Control Groups, Vendors and Transaction Control files will occur. Generalized routines are performed to Post AP Transactions in Accounts Payable. Records in the Disbursements Line Items, Disbursements and Disbursements Control Groups files will then be deleted.

Step 7

This function displays a warning to the operator if any errors were encountered during posting or processing.

Option 9 - Adjustments Post

This job posts those Adjustment groups that have had their journal print without error and which have been selected to "Post Now" in the control group record. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Adjustments Control Groups

information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK? and Post Now?, with the option to enter user-specified comparisons at run time.

2 Transaction Processing

Step 2

This disposition type is used for all posting functions.

Step 3

This step prevents CANCEL from canceling the current job.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Adjustments Control Groups, Transaction Control and Adjustments files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger and Convert Calendar To Fiscal in General Ledger.

Step 6

This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Parameters, Adjustments Control Groups and Transaction Control files will occur. Generalized routines are performed to Post AP Transactions in Accounts Payable and Post Inventory Costs in Inventory Control. Records in the Adjustments and Adjustments Control Groups files will then be deleted.

Step 7

This function displays a warning to the operator if any errors were encountered during posting or processing.

Option 10 - Consolidated Processing

The following menu appears when you select the Consolidated Processing option from the Transaction Processing menu and allows you to select from four different options.

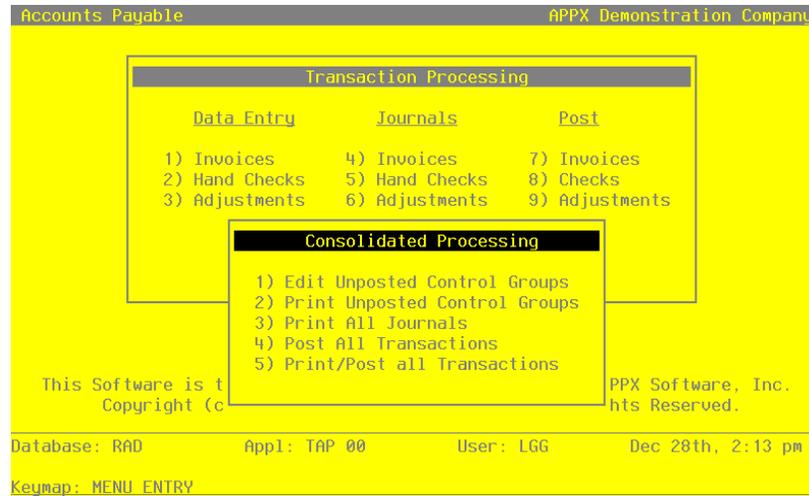


Figure 16. The Accounts Payable Consolidated Processing Menu

Edit Unposted Control Groups

You can use this function to edit the “Print Journal?” and “Post Now?” questions on all control group records of outstanding transactions.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Control Groups.

Accounts Payable Unposted Control Groups					
Op	ID/Control File	Description	Print Jrnl?	Post Now?	Jrnl OK?
LGG	/ 12	INUC Commissions Transfer	Y	Y	N
LGG	/ 13	INUC Commissions Transfer	Y	Y	N
LGG	/ 19	INUC Cash	Y	Y	N
LGG	/ 21	INUC Net 30	Y	Y	N
LGG	/ 23	INUC Cash	Y	Y	N
MRC	/ 25	INUC Test Invoice	Y	Y	N
PHB	/ 17	INUC test	Y	Y	N
SRR	/ 2	ADJ Aug. adjustments	Y	N	Y
SRR	/ 9	CHCK Aug. checks thru 8/20	Y	N	Y
SRR	/ 9	INUC aug. invoices thru 8/20	Y	N	N
SRR	/ 11	CHCK Aug. void checks	Y	N	N
SRR	/ 11	INUC RECURRING PAYMENTS	Y	Y	Y
THG	/ 12	CHCK this is atest	Y	Y	N
THG	/ 14	INUC August 1994 (delete)	Y	Y	N

Database: R&D Appl: T&P 00 User: LGG Dec 28th, 10:48 am
 Keypad: DATA ENTRY Mode: Cho

Figure 17. The Accounts Payable Unposted Control Groups Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

The system displays an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable.

The operator ID of the operator who entered the control group is displayed.

Control No

The system displays a positive number with up to 4 digits.

Supply the control number of the record you want to edit.

File

The system displays an upper case alphanumeric field, up to 4 characters in length.

The originating file is identified. The valid values and their meanings are:

ADJ - Adjustments

INVC - Invoices

CHCK - Hand/Void/Machine Checks

Description

The system displays an alphanumeric field, up to 30 characters in length.
The description of this group is displayed.

Print Journal?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.
Enter 'N' if you want to delay printing the journal for any reason.

Post Now?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.
Enter 'N' if you want to delay posting for any reason.

Journal OK?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.
The system displays 'Y' if the journal has been printed and has no errors; otherwise, an 'N' is displayed.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Control Group Can Only Be Edited by the Original Operator

Press ENTER to save the information on this screen.

Select Next Record to go to the next Control Groups record.

At this screen, the use of the MODE keys - CHG or INQ pertain to those records in the Control Groups file.

Print Unposted Control Groups

This function lists any unposted control groups in the Invoices, Adjustments, and Checks files. The number of transactions will also be included. The following processing steps accomplish this job.

Step 1

This disposition type is used for all standard Accounts Payable reports.

2 Transaction Processing

Step 2

In order to print the Accounts Payable Unposted Transactions - Invoices, this step formats the Invoices Control Groups information. The following data items are shown: Operator ID, Control Number, Description, Line Number, Operator Exclusive?, Print Journal?, Journal OK?, Post Now?, Post Started?, Control Total and Vendor Hash Total.

A sample output is shown below.

11/30/94 09:55		APEX Demonstration Company							LGG Page: 1	
Unposted Transactions - Invoices										
Op/Cntrl	Description	No Trx	Op Ex	Prnt Jour	Jour OK	Post Now	Post Strt	Cntrl Total	Hash Total	
LGG / 0012	Commissions Transfer	0	N	Y	N	Y	N			
LGG / 0013	Commissions Transfer	0	N	Y	N	Y	N			
LGG / 0019	Cash	0	N	Y	N	Y	N			
LGG / 0021	Net 30	1	N	Y	N	Y	N			
LGG / 0023	Cash	2	N	Y	N	Y	N			
MRC / 0025	Test Invoice	1	N	Y	N	Y	N			
PHB / 0017	test	0	N	Y	N	Y	N			
SRR / 0009	aug. invoices thru 8/20	5	N	Y	Y	N	N	8755.06	190	
SRR / 0011	RECURRING PAYMENTS	2	N	Y	Y	Y	N	754.80	90	
TMG / 0014	August 1994	1	N	Y	N	Y	N			

Step 3

In order to print the Accounts Payable Unposted Transactions - Checks, this step formats the Disbursements Control Groups information. the following data items are shown: Operator ID, Control Number, Description, Auto Hand Flag, Line Number, Operator Exclusive?, Print Journal?, Journal OK?, Post Now?, Post Started?, Control Total and Vendor Hash Total.

A sample output is shown below.

APEX Demonstration Company										
11/30/94 09:55										LGG Page: 1
Unposted Transactions - Checks										
Op/Cntrl	Description	Hand/Auto	No Trx	Op Ex	Prnt Jour	Jour OK	Post Now	Post Strt	Cntrl Total	Hash Total
SRR / 0009	Aug. checks thru 8/20	H	3	N	Y	Y	N	N	2481.98	140
SRR / 0011	Aug. void checks	H	2	N	Y	N	N	N	9323.31-	40
TMG / 0012	this is atest	A	11	N	Y	N	Y	N		

Step 4

In order to print the Accounts Payable Unposted Transactions - Adjustments, this step formats the Adjustments Control Groups information. The following data items are shown: Operator ID, Control Number, Description, Line Number, Operator Exclusive?, Print Journal?, Journal OK?, Post Now?, Post Started?, Control Total and Hash Total.

A sample output is shown below.

APEX Demonstration Company										
11/30/94 09:56										LGG Page: 1
Unposted Transactions - Adjustments										
Op/Cntrl	Description		No Trx	Op Ex	Prnt Jour	Jour OK	Post Now	Post Strt	Cntrl Total	Hash Total
SRR / 0002	Aug. adjustments		4	N	Y	Y	N	N		

Print All Journals

This job prints the Invoices, Hand Checks, Checks, and Adjustments journals. The following processing steps accomplish this job.

Step 1

This disposition type is used for all transaction file journals.

Step 2

This function identifies the application that created the invoice control group.

Step 3

In preparation for performing a sort/selection process on the Invoices information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year and Post Month, with no option to change the sequence at run time. selection of data records is provided by Operator ID, Control Number, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the Accounts Payable Invoices Journal, this step formats the Invoices and Invoices Line Items information. The following data items are shown: Trx No, Vendor, Name, Pay Status, Invoice Date, Discount and Invoice Due Date, Description, PO No, Post Month/Year, Transaction Type, Warehouse No, Retention and Liability Account, Invoice No, Apply To, Invoice Amt, Prepayment, Retention, Subtotal, Discount, Freight, Tax, Other, Line No, Offset Account, Item, Warehouse No, Price, Quantity, Prorate?, Amount Prorated to Line Item, Amount, Subsidiary type and Code, Prorata and Line Items Total. As appropriate, group headings appear whenever a change occurs in Control No or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control No. When totals are specified, the following amounts are accumulated: Invoice, Prepaid, Retention, Subtotal, Discount, Freight, Tax, and Other. Grand totals print at the end showing Journal Errors and Warnings.

APFX Demonstration Company													
11/30/94 16:29										SRR Page: 1			
Accounts Payable Invoices Journal													
Trx Mo/Yr	Vendor	Pay Status			Inv Date	Dsc Date	Due Date	Description	PO No				
Liab Account	Invoice	Apply To	Inv Amt	Prepayment	Retention	Trx Type	Subtotal	Discount	Wh Retention	Account	Freight	Tax	Other
Invoice	Apply To	Inv Amt	Prepayment	Retention	Trx Type	Subtotal	Discount	Wh Retention	Account	Freight	Tax	Other	
Control Group SRR / 0009 aug. invoices thru 8/20													
Post Month/Year 08 / 89													
0001	00000060	Travel Planners			Normal	08/18/89			09/17/89	Williams to Toronto		08 89	
	2010001001	Accounts Payable, Sales				AP Invoice							
	11985-0	11985-0	681.20	.00	.00	681.20	.00	681.20	.00	.00	.00	.00	
<u>Line</u>	<u>Account</u>					<u>Item Code</u>	<u>Wh</u>	<u>Price</u>	<u>Quantity</u>	<u>Prorate?</u>	<u>Prorata</u>	<u>Amount</u>	
0001	4110000001MA	Travel & Entertainment, Sales				GL WILLIAMS		681.000	1.00	Y	.00	681.00	
		Williams to Toronto											
0002	1010001000	Cash, Corporate						0.200	1.00	Y	.00	.20	
- Line Item Totals ->											.00	681.20	
0002	00000060	Travel Planners			Normal	08/19/89			09/18/89	Peters to Baltimore		08 89	
	2010001001	Accounts Payable, Sales				AP Invoice							
	11994-1	11994-1	870.50	.00	.00	870.50	.00	870.50	.00	.00	.00	.00	
<u>Line</u>	<u>Account</u>					<u>Item Code</u>	<u>Wh</u>	<u>Price</u>	<u>Quantity</u>	<u>Prorate?</u>	<u>Prorata</u>	<u>Amount</u>	
0001	4110000001MA	Travel & Entertainment, Sales				GL PETERS		870.500	1.00	Y	.00	870.50	
		Peters to Baltimore											
- Line Item Totals ->											.00	870.50	

2 Transaction Processing

Step 6

In preparation for performing a sort/selection process on the Disbursements information, this step provides sequencing of data records by Post Now?, Operator ID, Control No, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control No, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 7

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 8

In order to print the report requested, this step formats the Disbursements and Disbursements Line Items information. The following data items are shown: Trx No, Vendor, Name, Check Amount, Check No, Check Date, Post Month/Year, Hand Check Status, Cash Account, Description, Check Line No, Apply To Apply Type, PO No, Dr Liability, Discount Amount, Cr Retention, Direct Amount, Account, Subsidiary Type and Code, Retention Account, Liability Total, CR Discount Total, CR Retention Total, Direct Total and Line Items Total. As appropriate, group headings appear whenever a change occurs in Control No or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control No. When totals are specified, the following items are accumulated: Active Check Totals, Liability Total, CR Discount Total, CR Retention Total, Direct Total, Line Items Total, Check Total, Control Total, Current Control, Control Remaining, Vendor Hash Total, Current Hash and Hash Remaining. Grand totals print at the end, showing Journal Errors and Journal Warnings.

APX Demonstration Company										LGG Page: 1		
11/30/94 09:59												
Hand Checks Journal												
Trx Vendor	Check Amt	Check No	Chk Date	Mo/Yr	Status	Cash	Account					
Control Group SRR / 0011 Aug. void checks												
Post Month/Year 08 / 89												
0001 00000010 Rainbow Signs, Inc. 168.90- 00000303 08/13/89 08 89 Void 1010001001 Cash, Sales Outlets												
Rainbow Signs-cancel payment												
<u>Item</u>	<u>Apply To</u>	<u>Apl Type</u>	<u>PO No</u>	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u>	<u>Dir Amt</u>	<u>Account</u>				
0001	675-SS	Apply To Inv		168.90-	.00			4090000001WH	Repairs and Maintnc,	Wholesale		
		sign-cancel payment										
- Line Item Totals ->				168.90-	.00	.00	.00	168.90-				
0002 00000030 Mountain Air Conditioning 9154.31- 00005105 06/01/89 08 89 Void 1010001001 Cash, Sales Outlets												
Mountain AC-void lost check												
<u>Item</u>	<u>Apply To</u>	<u>Apl Type</u>	<u>PO No</u>	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u>	<u>Dir Amt</u>	<u>Account</u>				
0001	102	Apply To Inv	97979798	8000.00-	.00			2010001001	Accounts Payable,	Sales		
		Mountain Air Conditioning						2030001001	Retention Payable,	Sales		
0002	109	Apply To Inv		634.68-	19.63-			2010001001	Accounts Payable,	Sales		
		Mountain Air Conditioning						2030001001	Retention Payable,	Sales		
0003	88071000	Apply To Inv		485.00-	15.00-			2010001001	Accounts Payable,	Sales		
		Mountain Air Conditioning						2030001001	Retention Payable,	Sales		
- Line Item Totals ->				9119.68-	34.63-	.00	.00	9154.31-				
- Post Mo/Yr 08 89 Totals ->				9288.58-	34.63-	.00	.00	9323.21-	Active Check Total:	0.	Check Total:	9323.21-
- Control Group Totals ->				9288.58-	34.63-	.00	.00	9323.21-	Active Check Total:	0.	Check Total:	9323.21-
Control Group: SRR / 0011 Aug. void checks								Entered	Calculated	Difference		
Exclusive? N								Control Totals:	9323.31-	9323.21-	.10-	
Post Now? N								Hash Totals:	40	40		
Error - The Entered and Calculated Control Totals are Not Equal												
Warning - This Control Group Contains Errors and Cannot Be Posted												
=====												
				<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u>	<u>Dir Amt</u>	<u>Items Tot</u>	Active Check Total:	0.		
- Grand Totals ->				9288.58-	34.63-	.00	.00	9323.21-	Check Total:	9323.21-		
Number of Errors in This Journal: 1 Number of Warnings: 1												
=====												

2 Transaction Processing

Step 9

In preparation for performing a sort/selection process on the Disbursements information, this step provides sequencing of data records by Post Now?, Operator ID, Control No, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control No, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 10

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 11

In order to print the report requested, this step formats the Disbursements and Disbursements Line Items information. The following data items are shown: Trx No, Vendor, Name, check Amount, Check No, Check Date, Post Month/Year, Hand Check Status, Cash Account, Description, Check Line No, Apply To, Apply Type, PO No, Dr. Liability, Discount Amount, Cr Retention, Direct Amount, Account, Subsidiary Type and Code, Retention Account, Liability Total, CR Discount Total, CR Retention Total, Direct Total and Line Items Total. As appropriate, group headings appear whenever a change occurs in Control No or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control No. When totals are specified, the following items are accumulated: Active Check Totals, Liability total, CR Discount Total, CR Retention Total, Direct Total, Line Items Total Check Total, Control Total, Current Control, Control Remaining, Vendor Hash Total, Current Hash and Hash Remaining. Grand totals print at the end, showing Journal Errors and Journal Warnings.

11/30/94 09:53		APFX Demonstration Company						LGG Page: 1	
Checks Journal									
Trx Vendor	Check Amt	Check No	Chk Date	Mo/Yr	Status	Cash	Account		
Control Group SRR / 0008 Aug. 1st check run									
Post Month/Year 08 / 89									
0001	00000040	Albert Materials, Inc.	11110.46	00005500	08/16/89	08 89	Check	1010001001	Cash, Sales Outlets
<u>Item</u>	<u>Apply To</u>	<u>Apl Type</u>	<u>PO No</u>	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u>	<u>Dir Amt</u>	<u>Account</u>	
0001	1006	Apply To Inv		2597.00	53.00	79.50		2010001001	Accounts Payable, Sales
	materials							2030001001	Retention Payable, Sales
0001	308	Apply To Inv		4128.15	77.53	126.17		2010001001	Accounts Payable, Sales
	stock							2030001001	Retention Payable, Sales
0001	311	Apply To Inv		2491.70	50.00	76.25		2010001001	Accounts Payable, Sales
	stock							2030001001	Retention Payable, Sales
0001	96215	Apply To Inv		2058.00	0.00	63.00		2010001001	Accounts Payable, Sales
	materials							2030001001	Retention Payable, Sales
	- Line Item Totals ->			11274.85	180.53	344.92	0.00	11110.46	
0002	00000050	Hardware Services, Inc.	2028.31	00005501	08/16/89	08 89	Check	1010001001	Cash, Sales Outlets
<u>Item</u>	<u>Apply To</u>	<u>Apl Type</u>	<u>PO No</u>	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u>	<u>Dir Amt</u>	<u>Account</u>	
0001	05981	Apply To Inv		432.81	0.00			2010001001	Accounts Payable, Sales
	belt repair								
0002	98700	Apply To Inv		626.87	62.63			2010001001	Accounts Payable, Sales
	Drive repair								
0003	NEW963-1	Apply To Inv		2200.00	56.00			2010001001	Accounts Payable, Sales
	new hardware installation								
0004	NEW963-9	Apply To Inv		1500.00	150.00			2010001001	Accounts Payable, Sales
	new hardware installation								
	- Line Item Totals ->			1759.68	268.63	0.00	0.00	2028.31	
0003	00000070	Insurances Unlimited	254.80	00005502	08/16/89	08 89	Check	1010001001	Cash, Sales Outlets
<u>Item</u>	<u>Apply To</u>	<u>Apl Type</u>	<u>PO No</u>	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u>	<u>Dir Amt</u>	<u>Account</u>	
0001	89071000	Apply To Inv		254.80	0.00			2010001001	Accounts Payable, Sales
	Monthly Policy Payment								
	- Line Item Totals ->			254.80	0.00	0.00	0.00	254.80	

2 Transaction Processing

Step 12

In preparation for performing a sort/selection process on the Adjustments information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 13

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 14

In order to print the Accounts Payable Adjustments Journal, this step formats the Adjustments information. The following data items are shown: Transaction No, Vendor, Name, PO No, Apply To, Adjust Date, Description, Amount, Offset Account, Post Month/Year, Invoice Type, Invoice Type Description, Liability Account, Item Code, Warehouse Number, Subsidiary Type and Subsidiary Code. As appropriate, group headings appear whenever a change occurs in Control Number or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Adjustment Total, Control Total, Current Total, Control Total Remaining, Hash Total, Current Hash Total and Hash Total Remaining. Grand totals print at the end, showing Journal Errors and Journal Warnings.

A sample output is shown below.

APEX Demonstration Company							SRR Page: 1
11/30/94 16:31		Accounts Payable Adjustments Journal					
Trx	Vendor	PO No	Apply To	Adj Date	Description	Adj Amount	
	Offset Account		Mo/Yr	Invoice	Type		
	Liability Account		Item	Wh	Sub Type/Code		
Control Group SRR / 0002 Aug. adjustments							
Post Month/Year 08 / 89							
0001	00000020	Pool and Associates	9852-6	08/20/89	correct invoice amount	300.00	
	4100000001WH	Promotion/Advertising, Wholesl	08 89	1	Invoice		
	2010001001	Accounts Payable, Sales			0		
0002	00000040	Albert Materials, Inc.	8090	08/20/89	Write off retention	222.31-	
	2030001001	Retention Payable, Sales	08 89	2	Retention Invoice		
	2010001001	Accounts Payable, Sales			0		
0003	00000060	Travel Planners	11596-1	08/20/89	correct vendor	985.60-	
	2010001001	Accounts Payable, Sales	08 89	1	Invoice		
	2010001001	Accounts Payable, Sales			0		
0004	00000080	Sam Jones	11596-1	08/20/89	correct vendor	985.60	
	2010001001	Accounts Payable, Sales	08 89	1	Invoice		
	2010001001	Accounts Payable, Sales			0		
- Post Month/Year 08 89 Total ->						77.69	
						=====	
- Control Group Total ->						77.69	
Control Group: SRR / 0002 Aug. adjustments							
Exclusive?	N	Control Totals:		Entered	Calculated	Difference	
Post Now?	N	Hash Totals:			77.69		
					200		
						=====	
						Adj Amount	
- Grand Total ->						77.69	
Number of Errors in This Journal: 0							
Number of Warnings: 0							
=====							

2 Transaction Processing

Step 15

In order to print the Accounts Payable Journal Summary, this step formats the summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date, Debits and Credits.

A sample output is shown below.

Yr Mo	Account	Account Name	Jrnl ID	Trx Date	Debits	Credits
89 08	1010001001	Cash, Sales Outlets	APCD SRR	08/13/89	9323.21	
89 08	2010001001	Accounts Payable, Sales	APCD SRR	08/13/89		9119.68-
89 08	4070000000WH	Discounts Lost, Wholesale	APCD SRR	08/13/89		34.63-
89 08	4090000001WH	Repairs and Maintnc, Wholesale	APCD SRR	08/13/89		168.90-
- Grand Totals ->					9323.21	9323.21-

Post All Transactions

This job post invoices, checks, and adjustments. The following processing steps accomplish this job.

Step 1

This disposition type is used for all posting functions.

Step 2

This function identifies the application that created the invoice control group.

Step 3

In preparation for performing a sort/selection process on the Invoices Control groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK? and Post Now?, with the option to enter user-specified comparisons at run time.

Step 4

This step prevents CANCEL from canceling the current job.

Step 5

Accounting to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 6

This step process the information for Invoices Control Groups, Invoices and Invoices Line Items. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Invoices Control Groups, Invoices, Invoices Line Items and Transaction Control files will occur. Generalized routines are performed to do Prorata Set Up in Account Payable, do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger, Convert Calendar To Fiscal in General Ledger, Compute Prorata Line Amount in Accounts Payable and Calculate Estimated Freight in Accounts Payable.

Step 7

This step processes the information for Invoices Control Groups, Invoices and Invoices Line Items. Under certain conditions, records in the Transaction Control and Miscellaneous Vendor Name/Address files will be added. Updates to certain fields in the Parameters, Invoices Control Groups, Miscellaneous Vendor Name/Address and Transaction Control files will occur. Generalized routines are performed to do Prorata Set Up in Accounts Payable, Post AP Transactions in Accounts Payable, Compute Prorata Line Amount in Accounts Payable, Calculate Estimated Freight in Account Payable, Post Inventory Costs in Inventory Control, do Month to Date Postings in accounts Payable, Post GL Transactions in General Ledger and Convert Calendar To Fiscal in General Ledger. Records in the Invoices Line Items, Invoices and Invoices Control Groups files will then be deleted.

Step 8

In preparation for performing a sort/selection process on the Disbursements Control Groups information, this step provides sequencing of Data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK? and Post Now?, with the option to enter user-specified comparisons at run time.

Step 9

This step prevents CANCEL from canceling the current job.

Step 10

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 11

This step processes the information for disbursements Control Groups, Disbursements and Disbursements Line Items. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Disbursements Control Groups, Disbursements, Disbursements Line Items and Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger and Convert Calendar To Fiscal in General Ledger.

2 Transaction Processing

Step 12

This step processes the information for Disbursements Control Groups, Disbursements and Disbursements Line Items. Under certain conditions, records in the Transaction Control and Outstanding Checks files will be added. Updates to certain fields in the Parameters, Disbursements Control groups, Vendors and Transaction Control files will occur. Generalized routines are performed to Post AP Transactions in Accounts Payable. Records in the Disbursements line Items, Disbursements and Disbursements Control Groups files will then be deleted.

Step 13

In preparation for performing a sort/selection process on the Adjustments Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK? and Post Now?, with the option to enter user-specified comparisons at run time.

Step 14

This step prevents Cancel from canceling the current job.

Step 15

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 16

This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Adjustments Control Groups, Transaction Control and Adjustments files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger and Convert Calendar To Fiscal in General Ledger.

Step 17

This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Parameters, Adjustments Control Groups and Transaction Control files will occur. Generalized routines are performed to Post AP Transactions in Accounts Payable and Post Inventory Costs in Inventory Control. Records in the Adjustments and Adjustments Control Groups files will then be deleted.

Step 18

This function displays a warning to the operator if any errors were encountered during posting or processing.

Print/Post All Transactions

This job prints the Invoices, Adjustments, and Checks journals and then posts the transactions. The following processing steps accomplish this job.

Step 1

This disposition type is used for all transaction file journals.

Step 2

This function identifies the application that created the invoice control group.

Step 3

In preparation for performing a sort/selection process on the Invoices information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the Accounts Payable Invoices Journal, this step formats the Invoices and Invoices Line Items information. The following data items are shown: Trx No, Vendor, Name, Pay Status, Invoice Date Discount and Invoice Due Date, Description, PO No, Post Month/Year, Transaction Type, Warehouse No, Retention and Liability Account, Invoice, No, Apply To, Invoice Amt, Prepayment Retention, Subtotal, Discount, Freight, Tax Other, Line No, Offset Account, Item, Warehouse No, Price, Quantity, Prorate?, Amount Prorated to Line Item, Amount, Subsidiary Type and Code, Prorata and Line Items Total. As appropriate, group headings appear whenever a change occurs in Post Month or Control No. When totals are specified, the following amounts are accumulated: Invoice, Prepaid, Retention, Subtotal, Discount, Freight, Tax, and Other. Grand totals print at the end Showing Journal Errors and Warnings.

Step 6

In preparation for performing a sort/selection process on the Disbursements information, this step provides sequencing of data records by Post Now?, Operator ID, Control No, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control No, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 7

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 8

In order to print the report requested, this step formats the Disbursements and Disbursements line Items information. The following data items are shown: Trx No, Vendor, Name, Check Amount, Check No, Check Date, Post Month/Year, Hand Check Status, Cash Account, Description, Check Line No, Apply To, Apply Type, PO No, Dr Liability, Discount Amount, Cr Retention, Direct Amount, Account, Subsidiary Type and Code, Retention Account, Liability Total, CR Discount Total, CR Retention Total, Direct Total and Line Items Total. As appropriate, group headings appear whenever a change occurs in Control No or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control No. When totals are specified, the following items are accumulated: Active Check Totals, Liability Total, CR Discount Total, CR Retention Total, Direct Total, Line Items Total, Check Total, Control Total, Current Control, Control Remaining, Vendor Hash Total, Current Hash and Hash Remaining. Grand totals print at the end, showing Journal Errors and Journal Warnings.

Step 9

In preparation for performing a sort/selection process on the Disbursements information, this step provides sequencing of data records by Post Now?, Operator ID, Control No, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control No, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 10

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 11

In order to print the report requested, this step formats the Disbursements and Disbursements Line Items information. The following data items are shown: Trx No, Vendor, Name, Check Amount, Check No, Check Date, Post Month/Year, Hand Check Status, Cash Account, Description, Check Line No, Apply To, Apply type, PO No, Dr. Liability, Discount Amount, Cr Retention, Direct Amount, Account, Subsidiary Type and Code, Retention Account, Liability appropriate, group headings appear whenever a change occurs in Control No or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control No. When totals are specified, the following items are accumulated: Active Check Totals, Liability Total, CR Discount Total, CR Retention Total, Direct Total, Line Items Total, Check Total, Control Total, Current Control, Control Remaining, Vendor Hash Total, Current Hash and Hash Remaining. Grand totals print a the end, showing Journal Errors and Journal Warnings.

Step 12

In preparation for performing a sort/selection process on the Adjustments information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 13

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 14

In order to print the Accounts Payable Adjustments Journal, this step formats the Adjustments information. The following data items are shown: Transaction No, Vendor, Name, PO No, Apply To, Adjust Date, Description, Amount, Offset Account, Post Month/Year, Invoice Type, Invoice Type Description, Liability Account, Item Code, Warehouse Number, Subsidiary Type and Subsidiary Code. As appropriate, group headings appear whenever a change occurs in Control Number or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Adjustment Total, Control total, Current Total, Control total Remaining, Hash Total, Current Hash Total and Hash Total Remaining. Grand totals print at the end, showing Journal Errors and Journal Warnings.

2 Transaction Processing

A sample output is shown below.

APEX Demonstration Company							LGG Page: 1	
11/30/94 10:58								
Accounts Payable Adjustments Journal								
Trx	Vendor	Offset Account	PO No	Apply To	Adj Date	Description	Adj Amount	
		Liability Account		Mo/Yr	Invoice Type	Wh Sub Type/Code		
Control Group SRR / 0002 Aug. adjustments								
Post Month/Year 08 / 89								
0001	00000020	Pool and Associates		9852-6	08/20/89	correct invoice amount	300.00	
		4100000001WH Promotion/Advertising, Wholesl		08 89	1 Invoice			
		2010001001 Accounts Payable, Sales				0		
0002	00000040	Albert Materials, Inc.		8090	08/20/89	Write off retention	222.31-	
		2030001001 Retention Payable, Sales		08 89	2 Retention Invoice			
		2010001001 Accounts Payable, Sales				0		
0003	00000060	Travel Planners		11596-1	08/20/89	correct vendor	985.60-	
		2010001001 Accounts Payable, Sales		08 89	1 Invoice			
		2010001001 Accounts Payable, Sales				0		
0004	00000080	Sam Jones		11596-1	08/20/89	correct vendor	985.60	
		2010001001 Accounts Payable, Sales		08 89	1 Invoice			
		2010001001 Accounts Payable, Sales				0		
- Post Month/Year 08 89 Total ->							77.69	
							=====	
- Control Group Total ->							77.69	
Control Group: SRR / 0002 Aug. adjustments								
Exclusive?	N	Control Totals:				Entered	Calculated	Difference
Post Now?	N	Hash Totals:					77.69	
							200	
							=====	
							Adj Amount	
- Grand Total ->							77.69	
Number of Errors in This Journal: 0								
Number of Warnings: 0								
							=====	

Step 15

In order to print the Accounts Payable Journal Summary, this step formats the Summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date, Debits and Credits.

A sample output is shown below.

11/30/94 10:59		APEX Demonstration Company				LGG Page: 1	
Accounts Payable Journal Summary							
Yr Mo	Account	Account Name	Jrnl ID	Trx Date	Debits	Credits	
89 08	2010001001	Accounts Payable, Sales	APAJ SRR	08/20/89		77.69-	
89 08	2030001001	Retention Payable, Sales	APAJ SRR	08/20/89		222.31-	
89 08	4100000001WH	Promotion/Advertising, Wholesl	APAJ SRR	08/20/89	300.00		
- Grand Totals ->					300.00	300.00-	

Step 16

This function identifies the application that created the invoice control group.

Step 17

In preparation for performing a sort/selection process on the Invoices Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK? and Post Now?, with the option to enter user-specified comparisons at run time.

Step 18

This step prevents CANCEL from canceling the current job.

Step 19

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 20

This step processes the information for Invoices Control Groups, Invoices and Invoices Line Items. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Invoices Control Groups, Invoices, Invoices Line Items and Transaction Control files will occur. Generalized routines are performed to do Prorata Set Up in Accounts Payable, do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger, Convert Calendar To Fiscal in General Ledger, Compute Prorata Line Amount in Accounts Payable and Calculate Estimated Freight in Accounts Payable.

Step 21

This step processes the information for Invoices Control Groups, Invoices and Invoices Line Items. Under certain conditions, records in the Transaction Control and Miscellaneous Vendor Name/Address files will be added. Updates to certain fields in the parameters, Invoices Control Groups, Miscellaneous Vendor Name/Address and Transaction Control files will occur. Generalized routines are performed to do Prorata Set Up in Accounts Payable, Post AP Transactions in Accounts Payable, Compute Prorata Line Amount in Accounts Payable, Calculate Estimated Freight in Accounts Payable, Post Inventory Costs in Inventory Control, do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger and Convert Calendar To Fiscal In General Ledger. Records in the Invoices Line Items, Invoices and Invoices Control Groups files will then be deleted.

Step 22

In preparation for performing a sort/selection process on the Disbursements Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK? and Post Now?, with the option to enter user-specified comparisons at run time.

Step 23

This step prevents CANCEL from canceling the current job.

Step 24

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 25

This step processes the information for Disbursements Control Groups, Disbursements and Disbursements Line Items. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Disbursements Control Groups, Disbursements, Disbursements Line Items and Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger and Convert Calendar To Fiscal in General Ledger.

Step 26

This step processes the information for Disbursements Control Groups, Disbursements and Disbursements Line Items. Under certain conditions, records in the Transaction Control and Outstanding Checks files will be added. Updates to certain fields in the Parameters, Disbursements Control Groups, Vendors and Transaction Control files will occur. Generalized routines are performed to Post AP Transactions in Accounts Payable. Records in The Disbursements Line Items, Disbursements and Disbursements Control Groups files will then be deleted.

Step 27

In preparation for performing a sort/selection process on the Adjustments Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time.

Selection of data records is provided by Operator ID, Control Number, Journal OK?, and Post Now?, with the option to enter user-specified comparisons at run time.

Step 28

This step prevents CANCEL from canceling the current job.

Step 29

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 30

This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Adjustments Control Groups, Transaction Control and Adjustments files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Payable, Post GL Transaction sin General Ledger and Convert Calendar To Fiscal in General Ledger.

Step 31

This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Parameters, Adjustments Control Groups and Transaction Control files will occur. Generalized routines are performed to Post AP Transactions in Accounts Payable and Post Inventory Costs in Inventory Control. Records in the Adjustments and Adjustments Control Groups files will then be deleted.

Step 32

This function displays a warning to the operator if any errors were encountered during posting or processing.

Option 11 - Special Processing

The following menu appears when you select the Special Processing option from the Transaction Processing menu and allows you to select from four different options.

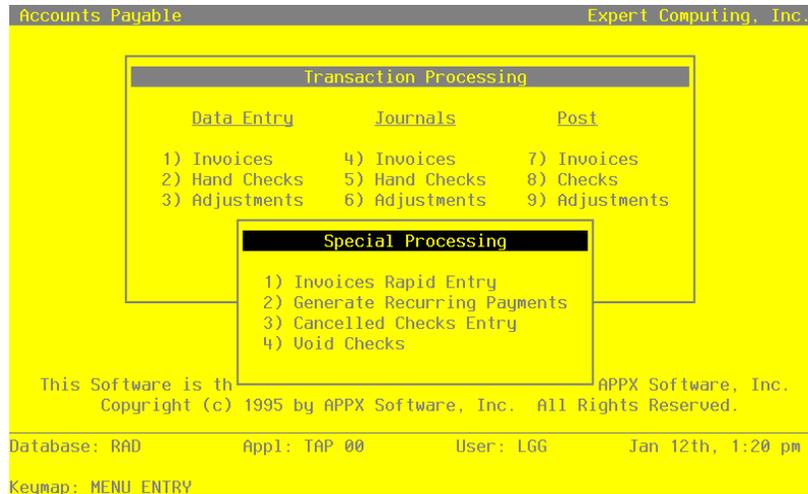


Figure 18. The Accounts Payable Special Processing Menu

Invoices Rapid Entry

You can use this function to enter an edit vendor invoices with a minimal amount of data entry. Invoices entered using rapid entry can also be edited through standard invoice entry. The following processing steps accomplish this job.

Step 1

This function identifies the application that created the invoice control group.

Step 2

Unlike the standard Invoices Entry, most data is defaulted in rapid entry and you are required to enter only key items. Thus, invoices can be entered more quickly. Rapid Entry, however, does not permit entry of miscellaneous vendor name and address information, sub type and sub code data, or purchases of inventory items.

Each group of invoices includes a control group record and a series of one or more invoices, each with any number of line items.

Journalize and post these invoices in the same way as invoices entered through normal entry.

On the following pages, the four screens displayed by this function are shown.

The screen shown below presents information about Invoices Control Groups.

When you enter invoices, you see only one of the two possible screens for Invoice Control Groups. Which screen you see depends on how you answered two questions on your Parameters file. These are the “Ask Operator ID?” question, and the “Use Transaction Control?” question.

If you answered ‘Y’ to both questions, you see the screen below and can enter control and hash totals for your invoices. In addition, a record is written to the Transaction Control file for each control group posted.

If you answered ‘Y’ to “Ask Operator ID?”, and ‘N’ to “Use Transaction Control?”, you see the second screen, which displays only the Operator ID and the Control Number.

If you answered ‘N’ to both questions, you see the second screen but you are not allowed to edit the Operator ID.

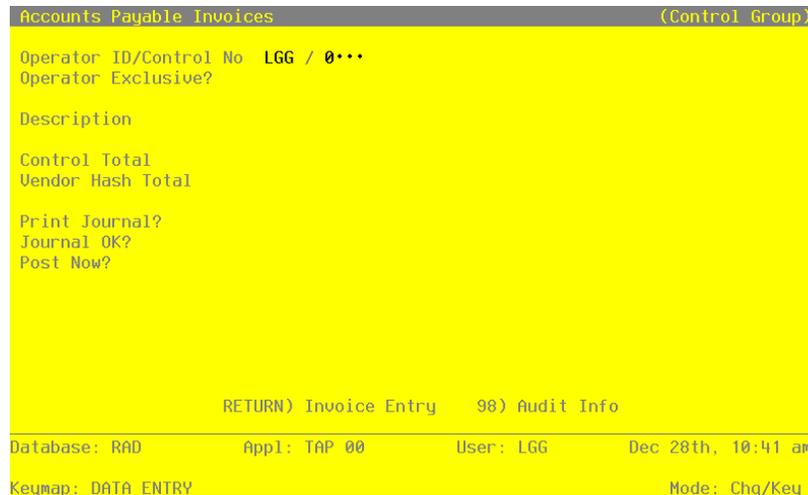


Figure 19. The Accounts Payable Invoice Control Groups Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER’ the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is a part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Indicate whether or not you are reserving exclusive rights to this group of invoices.

Y: Yes, access is restricted to the original operator.

N: No, access is not restricted.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this group of invoices. This description will appear on the Transaction Control report and inquiry.

Control Total

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

This entry is balanced against the running total kept by the system as entries are made. For invoices, enter the adding machine total of all invoice amounts to be entered. The system will display the running total of amounts entered in the "Current" field, and the balance remaining will be shown in the "Remaining" field. This entry is optional.

Vendor Hash Total

Enter a positive number with up to 12 digits.

Enter the sum of all vendor numbers to be entered in this control group. The system will keep a running total of vendor numbers and balance it against this entry. This entry is optional.

Print Journal?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

'Y' is displayed to indicate that this group is ready for journal printing. If you want to delay journal printing for any reason, enter 'N'.

Journal OK?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

The system displays indicates whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Post Now?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

'Y' is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter 'N'.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and messages (M) that may result are shown below:

- E This Control Group Has Already Been Used For Invoice Posting
- E This Operator's Data May Not Be Edited - Posting Was Started
- E You May Not Change Data Entered By the Original Operator

Press ENTER to continue to the next screen.

Select Next Record to go to the next Invoices Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices Control Groups file.

This screen may optionally be used to display information about Invoices Control Groups. You will only see this screen if you entered 'N' to "Use Transaction Control?" in your Parameters file.

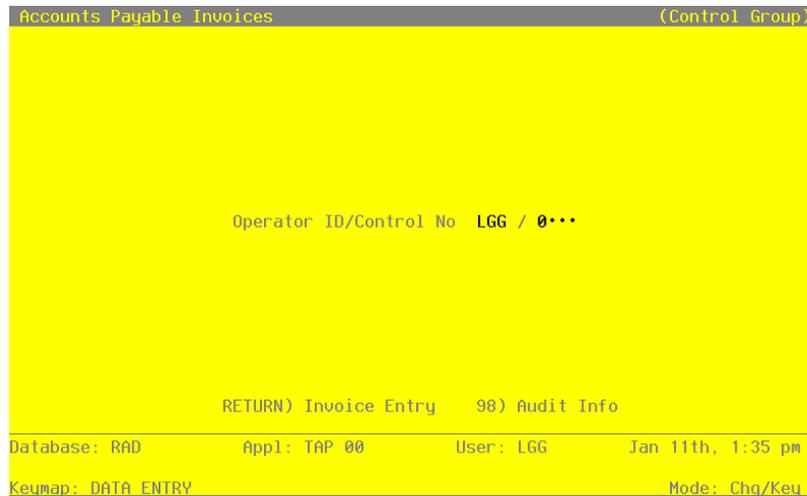


Figure 20. The Accounts Payable Invoice Operator ID Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only number and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is a part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may

result are shown below:

E This Operator's Data May Not Be Edited - Posting Was Started

Press ENTER to continue to the next screen.

Select Next Record to go to the next Invoices Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices Control Groups file.

The screen below presents information about Invoices.

This file contains information that applies to the entire invoice, such as vendor, invoice amount, invoice date, and due date.

Accounts Payable Invoices		(Invoice)	
Transaction No	1	Transaction Type	1 AP Invoice
Vendor	00000010	Miscellaneous Supplier	P0 No
Invoice	11985-0	Description	Williams to Toronto
Invoice Amount	681.20	Invoice Date	08/18/89 Prepayment
Freight	Tax Other
Control Totals: 8755.06		Current: 8755.06	Remaining: .00
Hash Totals: 190		140	50
RETURN) Invoice Detail		98) Audit Info	
Database: R&D	Appl: T&P 00	User: LGG	Dec 28th, 10:43 am
Keypad: DATA ENTRY		Mode: Chg	

Figure 21. The Accounts Payable Invoices Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Transaction No

The system displays a positive number with up to 4 digits.

A sequential transaction number is supplied for each detail record. This number is printed on the journal and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail. The transaction number is printed on many reports and inquiries throughout Accounts Payable.

Transaction Type

Enter a positive number with 1 digit. In ADD mode, this field will automatically be saved from one record to the next.

The system defaults the transaction type of accounts payable invoice but you may override the display. Valid choices are:

- 1: AP Invoice
- 2: Debit/Credit Memo

Vendor

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. You can use Scan to search for an appropriate entry.

Supply the number of the vendor responsible for this invoice. The system displays the vendor name so that you can verify your entry. If you enter a miscellaneous vendor number in standard Invoices Entry, additional name and address fields appear on the screen after you have completed the invoice information.

PO No

Enter an upper case alphanumeric field, up to 8 characters in length. You can use Scan to search for an appropriate entry.

If applicable, furnish the purchase order number. If you have the Purchase Orders application and this is a valid PO number, you must enter the invoice through the Purchase Orders application.

If this invoice includes a prepayment, identify the PO number entered on the Hand Check posted for the prepayment. This is necessary to ensure that the prepayment is tracked properly.

Invoice Number

Enter an upper case alphanumeric field, up to 8 characters in length. This field is required. Supply the number of the invoice, debit memo, or credit memo.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.
Describe this invoice. This description prints on the stub of machine checks as well as on various reports throughout Accounts Payable.

Invoice Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Supply the amount of the invoice. The Invoice Amount is calculated as follows:
Amount = Subtotal - Prepayment + Freight + Tax + Other
For a credit memo, enter a negative amount.

Invoice Date

Enter a date (YMD). This field is required.
Supply the date of the invoice. This date is used to determine the due date of the invoice.

Prepayment

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
If applicable, enter the amount that was prepaid on this invoice. If a prepayment amount is entered, a purchase order number must also be entered. This amount is credited to the pre-paid account identified in the Parameters file.
See Appendix A for further information about prepayments.

Freight

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Enter any freight charges associated with the invoice. Any amount entered in this field is prorated over all the line items whose "Prorate?" field is set to 'Y'.

Tax

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Supply the amount of any tax applicable to the invoice. Any amount entered in this field is prorated over all the line items whose "Prorate?" field is set to 'Y'.

Other

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If there are any miscellaneous charges that you want to be distributed over the line items, enter the amount in this field. Any amount entered here is prorated over all the line items whose "Prorate?" field is set to 'Y'.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Invalid Transaction Type; PO Invoices Must Be Entered In PO
- W Miscellaneous Vendor — Use Standard Entry to Enter Address
- W Processed Invoice Already on File (Vendor Invoice)

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select Previous Image to go back to the Invoices Control Groups screen. Select Next Record to go to the next Invoices record. Select End to go to the next Invoices Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices file.

The screen shown below presents information about Invoices Line Items.

This file identifies and describes the invoice line items.

Accounts Payable Invoices		(Detail)			
Transaction No	1	Transaction Type	1 AP Invoice		
Vendor	00000020	Pool and Associates	P0 No		
Invoice	89001000	Description	Advertising Retainer		
Line	Description	Prorate?	Quantity	Price	Offset Acct
1	Monthly Retainer	Y	1.00	500.00	410000001WH
Subtotal: 500.00		Current: 500.00		Remaining: .00	
Database: RAD		Appl: TAP 00		User: LGG	
Keypad: DATA ENTRY		Mode: Chg		Dec 28th, 10:44 am	

Figure 22. The Accounts Payable Invoice Line Items Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Line Item No

Enter a positive number with up to 4 digits.

The system automatically numbers line items in sequence beginning with ‘1’. You may change this number.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe the product. If an Item Code was entered for a valid inventory item, the item description from the Products file is displayed. You may override the display.

If your system does not include Inventory Control, you should provide a description of the purchase.

Prorate?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.

Indicate whether or not freight, tax, and other amounts should be prorated to this line item. If this field is set to 'N', no amount is prorated to the line item nor is the line item amount included in determining the amount of proration for other line items. For example, if you wish to enter freight as a line item but do not want any tax, or other amounts prorated to the freight, set this field to 'N'. If an amount is entered in any of the freight, tax or other fields on the invoices screen, at least one line item must accept the proration amount. If no freight, tax, or other amounts are entered, this field is ignored.

If you are using the Discounts Lost method, discount amounts are also prorated according to the above guidelines.

See Appendix A for a more detailed discussion of prorating.

Quantity

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Enter the number of units being purchased. If units don't apply here, enter '1.' For a credit memo, enter a negative quantity.

Price

Enter a positive number with up to 6 digits to the left of the decimal and 3 digits to the right of the decimal.

Enter the price per purchasing unit. If price per unit doesn't apply here, enter the line item amount.

Offset Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Supply the offset account to which this line item is to be posted. For invoices and debit memos, this account is debited; for credit memos, it is credited.

If Inventory Control is part of your system and a valid item code was entered, the inventory account from the Products Class record is defaulted. Otherwise, the offset account entered in the Vendors file for this vendor is defaulted. In either case, you may override the display.

If the General Ledger application is part of your system, the account number must be on file in the Chart of Accounts file. The system displays the description of this account so you may verify your entry.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Account Requires Sub Code; Use Normal Invoices Entry
- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Invalid Application Type
- E Quantity Times Price Exceeds Maximum Amount

Press ENTER to save the information on this screen.

Select Previous Image to go back to the Invoices screen. Select Next Record to go to the next Invoices Line Items record. Select End to go to the next Invoices record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices Line Items file.

Generate Recurring Payments

Use this function to create the recurring payment invoices defined in the Recurring Payments file. After generation, the invoices may be modified using the Invoices Entry function, and must be journalized and posted as with any other invoice. The following processing steps accomplish this job.

Step 1

This function is used to enter the Recurring Payments generation month/year to generate invoices.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to specify the month for generating Recurring Payment invoices.

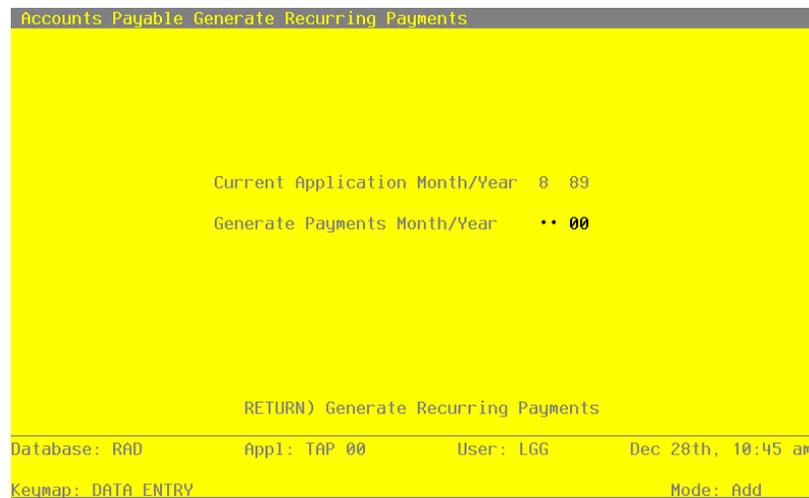


Figure 23. The Accounts Payable Generate Recurring Payments Screen

Data items for the preceding screen are described below:

Generate Payments Month

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, and 13. This field is required.

Specify the month for which you want to generate recurring payments. If your system is based on 12 accounting periods, this is the calendar month; if you are using 13-period accounting, enter the fiscal period. This month is used as the post month for all the generated invoices. You options are:

1 - 13: Calendar month, or fiscal period if you are using 13-period accounting.

Generate Payments Year

Enter a positive number with up to 2 digits.

Specify the year for which you want to generate recurring payments. If you are using 12-month accounting, enter the calendar year; if you are using 13-period accounting, enter the fiscal year. This year is used as the post year for all the generated invoices.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Cannot Generate Recurring Payments for End of Year
- E Cannot Post to the 13th Month in a 12 Month Fiscal Year
- W Recurring Payments Already Generated During Current Month
- W Year Has Not Been Entered. A Blank Year is Processed as 00.

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Recurring Payments information, this step provides sequencing of data records by Vendor, Day To Invoice and Payment, with no option to change the sequence at run time.

Step 3

This disposition type is used for all standard processing functions within Accounts Payable.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

This step processes the information for Recurring Payments and Recurring Entries Line Items. Under certain conditions, records in the Invoices Control Groups, Vendors, Invoices and Invoices Line Items files will be added. Updates to certain fields in the Parameters, Recurring Payments and Invoices files will occur. Generalized routines are performed to Figure Specific Dates in Accounts Payable.

Cancelled Checks Entry

You can use this function to enter data from your bank statement to identify canceled checks. Checks erroneously canceled using this function can be changed back to a non-canceled status by using the Outstanding Check file maintenance function.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Outstanding Checks.

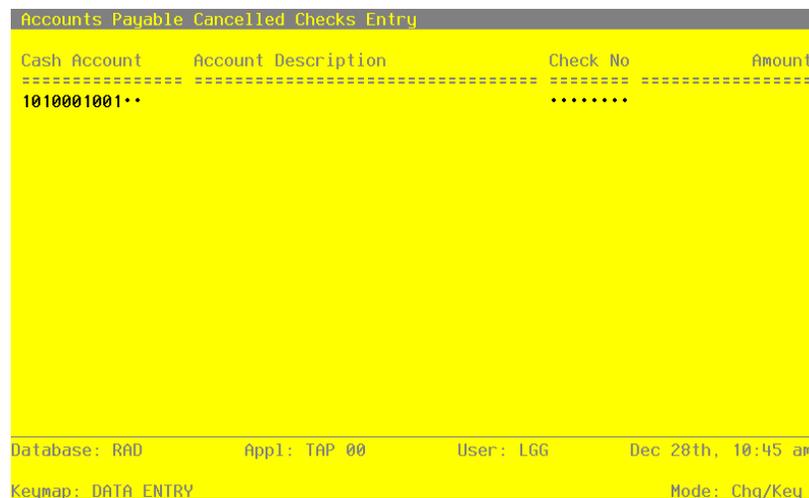


Figure 24. The Accounts Payable Cancelled Checks Entry Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Cash Account

The system displays an upper case alphanumeric field, up to 12 characters in length.

Supply the number of the cash account from which the check was paid. The cash account defined in the Parameters file is supplied, but you may change this default. If General Ledger is part of your system, this account must be on file in the General Ledger Chart of Accounts file. The system displays the account description so that you may verify your entry.

Check No

The system displays a positive number with up to 9 digits.

Furnish the check number.

If while using the Canceled Checks Entry function you inadvertently cancel the wrong check, you can change the 'Canceled' status of the check via the Outstanding Checks File Maintenance function.

Check Amount

The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Supply the amount of the check.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Record Not on File

W This Check Has Already Been Canceled

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Next Record to go to the next Outstanding Checks record.

At this screen, the use of the MODE keys - CHG, or INQ - pertain to those records in the Outstanding Checks file.

Void Checks

Use this function to enter checks that have been posted and now need to be voided. The Void Checks function attempts to reverse the original cash disbursement. Journalize and post these checks using the Hand Checks journal and post functions.

The system attempts to supply all relevant information to reverse out (Void) the original cash disbursement (Check). The amount of information the system is able to default depends on the amount of time that has elapsed since the original check was posted and the amount of transaction history kept by your system. If a check is posted and voided during the same accounting period (no Close Month has been run since the check was posted), you need only to enter the check number and the system supplies all the information for the void check and the line items. If the accounting period in which the check was posted has been closed, the amount of information supplied varies depending upon the number of month of historical data being kept for Transactions and Outstanding Checks. In this case you may have to supply information for the void check and you must enter line item information.

Each group of void checks includes a control group record and a series of one or more checks, each with any number of line items.

On the following pages, the five screens displayed by this function are shown.

The screen shown below presents information about Disbursements Control Groups.

When you enter checks, you see only one of the two possible screens for Hand Check or Void Check Control Groups. Which screen you see depends on how you answered two questions on your Parameters file. These are the "Ask Operator ID?" question, and the "Use Transaction Control?" question.

If you answered 'Y' to both questions, you see the screen below and can enter control and hash totals for your checks. In addition, a record is written to the Transaction control file for each control groups posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "Use Transaction Control?", you see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you see the second screen but you are not allowed to edit the operator ID.

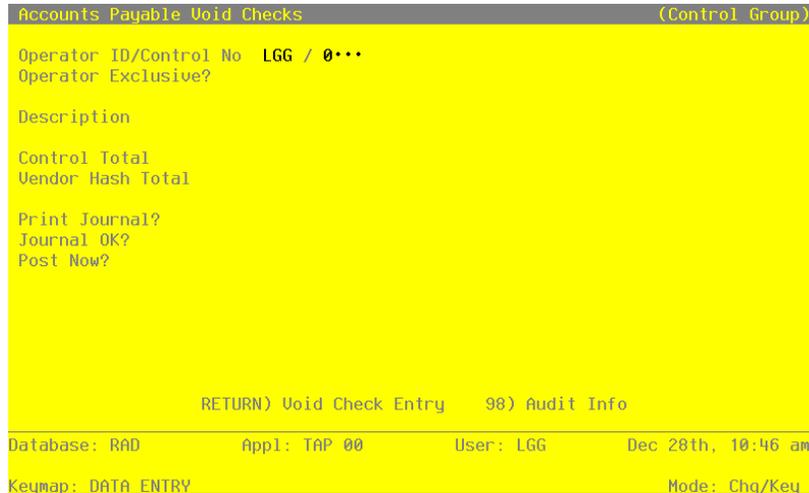


Figure 25. The Accounts Payable Void Check Control Groups Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is a part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.
Indicate whether or not you are reserving exclusive rights to this group of invoices.
Y: Yes, access is restricted to the original operator.
N: No, access is not restricted.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.
Describe this group of checks. This description will appear on the Transaction Control report and inquiry.

Control Total

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.
This entry is balanced against the running total kept by the system as entries are made. Enter the adding machine total of all check amounts to be entered. The system will display the running total of amounts entered in the 'Current' field, and the balance remaining is shown in the "Remaining " field.

Vendor Hash Total

Enter a positive number with up to 12 digits.
Enter the sum of all vendor numbers to be entered in this control group. The system will keep a running total of vendor numbers as they are entered and balance it against this entry.

Print Journal?

Enter 'Y' (Yes) or 'N' (No). The default value is 'Y'. This field is required.
'Y' is displayed to indicated that this group is ready for journal printing. If you want to delay journal printing for any reason, enter 'N'.

Journal OK?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.
The system displays 'Y' or 'N' to indicate whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Post Now?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

'Y' is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter 'N'.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E This Control Group Has Already Been Used For Checks Posting
- E This Control Group May Not Be Edited - Posting Was Started
- E You May Not Change Data Entered By the Original Operator
- E You May Not Edit Machine Generated Checks

Press ENTER to continue to the next screen.

Select Next Record to go to the next Disbursements Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Disbursements Control Groups file.

This screen may optionally be used to display information about Disbursement Control Groups. You will only see this screen if you entered 'N' to "use Transaction Control?" in your Parameters file.

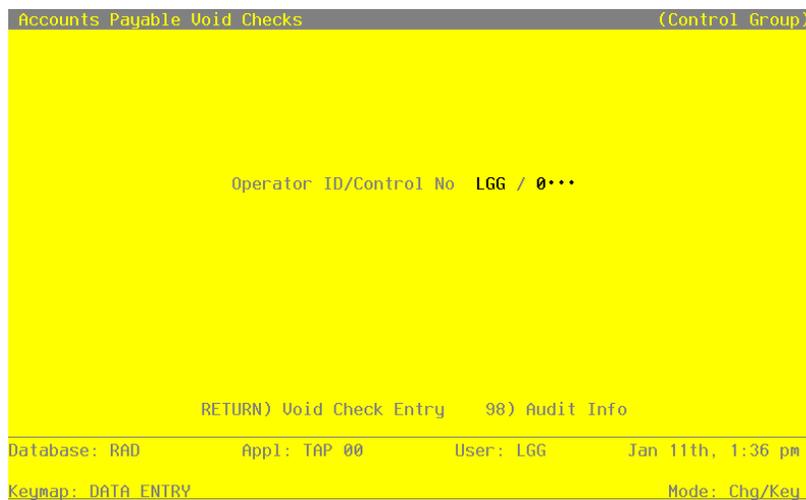


Figure 26. The Accounts Payable Void Check Operator ID Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is a part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Option Not Allowed

E This Operator's Data May Not Be Edited - Posting Was Started

Press ENTER to continue to the next screen.

Select Next Record to go to the next Disbursements Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Disbursements Control Group file.

The screen shown below presents information about Disbursements.

Enter the number of the check you are voiding and press RETURN. The system then displays as much information as possible about the void check.

2 Transaction Processing

This file contains information that applies to the entire cash disbursement, such as vendor, date, check number, and amount.

```
Accounts Payable Void Checks (Checks)
Transaction No 1 Vendor 00000010 Miscellaneous Supplier
Check Date 08/13/89 Check No 303**** Check Amount 168.90****
Description Rainbow*Signs-cancel*payment**
Cash Account 1010001001** Cash, Sales Outlets
Post Mo/Yr 08 89

Control Totals: 9323.31- Current: 9323.21- Remaining: .10-
Hash Totals: 40 40 0
RETURN) Check Detail 98) Audit Info
Database: RnD Appl: TAP 00 User: LGG Dec 28th, 10:47 am
Keypad: DATA ENTRY Mode: Chg
```

Figure 27. The Accounts Payable Void Checks Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Transaction No

The system displays a positive number with up to 4 digits.

A sequential transaction number is supplied for each detail record. This number is printed on the journal and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail. The transaction number is printed on many reports and inquiries throughout Accounts Payable.

Vendor

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. You can use Scan to search for an appropriate entry.

Provide a valid vendor number from the Vendors file. The system displays the vendor name so that you can verify your entry.

If you enter a miscellaneous vendor number, the system displays an additional name field on the next screen where you should enter the miscellaneous vendor's name. The miscellaneous vendor name will appear on the check journal as well as various reports and inquiries.

Check Date

Enter a date (YMD). This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Supply the date of the check.

Check No

Enter a positive number with up to 8 digits. By using Scan you may use this as an 'access key' for selecting records.

Furnish the check number.

If you are entering a void Check, the system uses the 'Check No' to supply the values for 'Vendor No', 'Check Amount', and 'Description'.

Check Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Enter the amount of the check. For normal hand checks the amount is positive; for void checks enter a negative amount.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe this particular hand or void check. For Void Checks, the system displays the vendor's name. You may change this default.

Cash Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Designate the cash account which the check was written against. The cash account defined in the Parameters file is defaulted but may be changed. This account is credited by the amount of the check. The check amount for a 'Void' check is normally negative and thus a debit to the Cash Account.

If the General Ledger application is part of your system, the account number must be on file in the Chart of Accounts file. The system displays the account description so you may verify your entry.

Post Month

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, and EY. This field is required. In ADD, mode this field will automatically be saved from one record to the next.

Identify the month to which these transaction are to be posted. The current month defined in the Parameters file is supplied. If you want to post to a prior or future month, you may change it. If your system is based on 12 accounting periods, enter the calendar month; if you are using 13-period accounting, enter the fiscal period. Your options are:

1-13: Calendar month, or fiscal period if you are using 13-period accounting

EY: End-of-Year

Post Year

Enter a positive number with up to 2 digits. In ADD mode, this field will automatically be saved from one record to the next.

Enter the year to which these transactions are to be posted. If you are using 12-month accounting, this is the calendar year; if you are using 13-period accounting, this is the fiscal year. The year defined in the Parameters file is supplied; if you want to post to a prior or future period, you may change it.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Cannot Post to the 13th Month in a 12 Month Fiscal Year
- E Check No Must Be Entered
- E Invalid Application Type
- E Option Not Allowed
- W Check Amount Has Not Been Entered
- W Check Number Not on File in Outstanding Checks File
- W Outstanding check Not on File
- W Post Month Is Previous to Parameters Calendar Month
- W Post Year of Zero Will Post as the Year 2000

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select Previous Image to go back to the Disbursements Control Groups screen. Select Next Record to go to the next Disbursements record. Select End to go to the next Disbursements Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Disbursements file.

The screen below presents additional information about Disbursements.

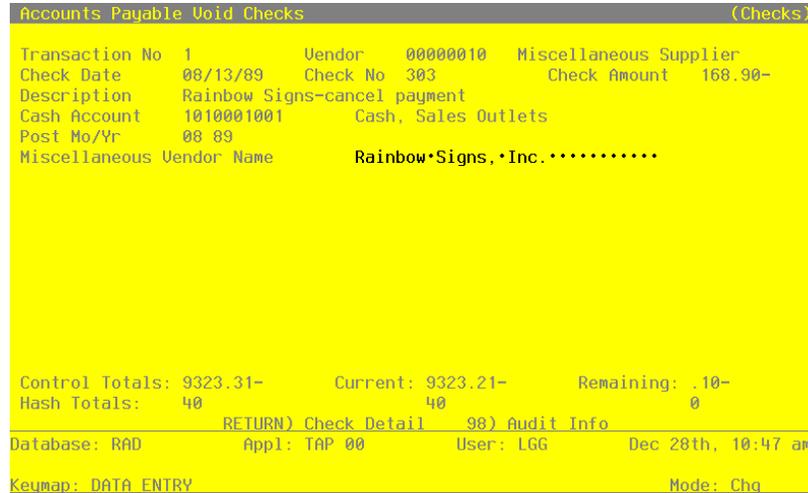


Figure 28. The Accounts Payable Miscellaneous Vendor Name Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Miscellaneous Vendor Name

Enter an alphanumeric field, up to 30 characters in length.

If you enter a miscellaneous vendor number, the system displays an additional name filed after you complete the Hand Check or void Check information. Enter the miscellaneous vendor name which prints on the checks journal as well as various reports and inquiries.

Press ENTER to continue to the next screen.

Select Previous Image to go back to the Disbursements Control Groups screen. Select Next Record to go to the next disbursements record. Select End to go to the next Disbursements Control Groups record.

2 Transaction Processing

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Disbursements file.

The screen shown below presents information about Disbursements Line Items.

If enough information was available for the Void Checks function to create the check line items, you will be in change mode and may review each line item that was generated. Otherwise, you will be in add mode and must enter the check line items.

This file contains cash disbursements line item information.

```
Accounts Payable Void Checks (Checks)
Transaction No 1      Vendor 00000010 Miscellaneous Supplier
Check Date 08/13/89  Check No 303      Check Amount 168.90-
Description Rainbow Signs-cancel payment
Cash Account 1010001001 Cash, Sales Outlets
Post Mo/Yr 08 89
Miscellaneous Vendor Name Rainbow Signs, Inc.
Accounts Payable Void Checks (Detail)
1*** Apply Type 3 Apply To Invoice Apply To 675-SS**
Dr Liability 168.90-**** Discount *****
Cr Retention ***** PO No *****
Description sign-cancel payment*****
Liability Account 4090000001WH Repairs and Maintnc, Wholesale
Retention Account *****
Direct Amount ***** Sub Type/Code ** *****
Direct Account *****
Check Amount: 168.90- Current: 168.90- Remaining: .00
RETURN) Next Detail Entry 99) Audit Info
Database: R0D Appl: TAP 00 User: LGG Dec 28th, 10:48 am
Keypad: DATA ENTRY Mode: Chg
```

Figure 29. The Accounts Payable Void Check Line Items Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Check Line No

Enter a positive number with up to 4 digits.

The system automatically number line items in sequence beginning with '1'. For machine checks, this number indicates the order in which the invoices will appear on the check stub. You may change this number.

Apply Type

Enter an upper case alphanumeric field, q character in length. Only numbers are acceptable. The initial default value is '3'. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Identify the manner in which this payment is to be applied. The system displays the description so you may verify your entry. Valid codes are:

- 2: Prepayment - The disbursement is prepayment.
- 3: Apply To Invoice - The disbursement applies to an outstanding invoice.
- 4: Apply To Retention - The disbursement applies to an outstanding retention invoice.

Apply To

Enter an upper case alphanumeric field, up to 8 characters in length. By using Scan you may use this as an 'access key' for selecting records.

Supply the number of the invoice that is being paid by this check. If the disbursement is prepayment (Apply Type 2), leave this field blank and enter the Apply To in the PO Number field. This PO number must also be identified on the invoice to which the prepayment applies, in order to track the prepayment properly. The Apply To should be used for both payments of existing liabilities and direct payments. If possible, this field is supplied for a void check entry.

Direct payments entered with an Apply To create a record of the disbursement and the purchase in various Accounts Payable history files. Thus, supplying an Apply To allows easier tracking and voiding of hand checks.

Dr Liability

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If the hand check is written for an invoice which has been or will be entered through Invoice entry, enter the amount to be debited to the liability account. Otherwise, leave this field blank and enter a Direct Amount instead. This amount should be negative for void checks.

Discount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Designate the amount of discount earned or lost. The discount method is set up in your Parameters file.

If you are using the Discounts Earned ('E') method, enter the amount to be credited to the discounts earned income account, if any.

If you are using the Discounts Lost ('L') method, enter the amount to be debited to the discounts lost expense account, if any.

Cr Retention

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If applicable, enter the amount to be credited to the retention account.

PO No

Enter an upper case alphanumeric field, up to 8 characters in length.

Provide the purchase order number which applies to the invoice being paid. If the disbursement is a prepayment, this PO number must also be identified on the invoice to which the prepayment applies in order to track the prepayment properly.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe this payment. For payments of invoices previously entered into Accounts Payable, the system supplies the invoice description; you may change it. This description appears on all General Ledger posting detail and related reports.

Liability Account

Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry. In ADD mode, this field will automatically be saved from one record to the next.

For normal hand checks the liability account for the vendor from the unpaid invoices record is displayed. For void checks, the original liability account is displayed if available. You may change this default. If the General Ledger application is part of your system, this number must be on file in the Chart of Accounts file. The system displays the corresponding account description so you may verify your entry.

If you have entered a direct amount, erase the Liability Account field and supply a direct account below.

Retention Account

Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

Supply the number of the Retention Liability account to be credited by the Cr Retention amount. The Retention account entered in the Parameters file is defaulted but may be

changed. If the General Ledger application is part of your system, this number must be on file in the Chart of Accounts file. The system displays the corresponding account description so you may verify your entry.

Direct Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If this transaction is to be directly expensed (no liability is to be recorded) indicated the amount of cash to be applied as a direct disbursement or hand check. This field should only be used if there is no Dr. Liability entry. The amount should be negative for a void check.

Subsidiary Type

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable.

If you are entering a direct disbursement, the system displays the subsidiary type for the account, as defined in General Ledger. This reflects the subsidiary to which this line item will be posted.

If General Ledger is not part of your system, you may enter any value in this field. The transactions posted to various subsidiary types and codes can be printed on the Subsidiary Codes GL Distributions report on the Monthly Processing menu.

Subsidiary Code

Enter an upper alphanumeric field, up to 16 characters in length.

For a direct disbursement only, supply a subsidiary code if this line item is to be posted to a subsidiary costing application. If the sub type is 'GL', it is assumed the transaction will flow through to General Subsidiary. You cannot enter a subsidiary code if the subsidiary type is blank; conversely, if the subsidiary type is not blank you must enter a subsidiary code.

The transactions posted with the various subsidiary types and codes can be viewed on the Subsidiary Code GL Distributions report on the Monthly Processing menu.

Direct Account

Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

Supply the number of the offset (expense) account that is to be debited by the Direct Amount field. If the General Ledger application is part of the system, the account number must be on file in the Chart of Accounts file. The system displays the corresponding description so that you can verify your entry.

2 Transaction Processing

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E 'Apply To' must be blank for ON ACCOUNT Disbursements
- E A GL Account Must Be Entered
- E Cannot Have Sub Code With Blank Sub Type
- E Cannot Have Sub Type With Blank Sub Code
- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E GL Account Has Not Been entered for Direct Amount
- E GL Account Has Not Been Entered for Liability Amount
- E Invalid Application Type
- E Liability and Direct Amounts Cannot Both Be Entered
- E Only One GL Account May Be Entered
- E Subsidiary Code Not on Subsidiary Codes by Account File
- E Subsidiary Code Valid Only With Direct Cash Disbursements
- E Subsidiary Codes by Account File Does Not Exist
- W A Payment has Already Been Made For This Invoice
- W Current Disbursement Already Exists for this Invoice/Vendor
- W Line Items Created Do Not Equal the Check Amount. Please Review
- W No Liability or Direct Amount Has Been Entered
- W Processed Invoice Not on File
- W Use PO Number for 'Apply To' if Apply Type is 'Prepayment'
- M Liability Account Set to Prepaid Account for Prepayments
- M One or More Line Item Records have been Created. Please Review.

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Previous Image to go back to the Disbursements screen. Select Next Record to go to the next Disbursements Line Items record. Select End to go to the next Disbursements record.

At this screen, the use of the MODE keys - AD, DEL, CHG, or INQ - pertain to those records in the Disbursements Line Items file.

Chapter 3: Monthly Processing

3 Monthly Processing

This menu contains all monthly and yearly reports to be printed prior to closing, as well as the GL Distributions Inquiry, Monthly Status Inquiry and Close Month functions.

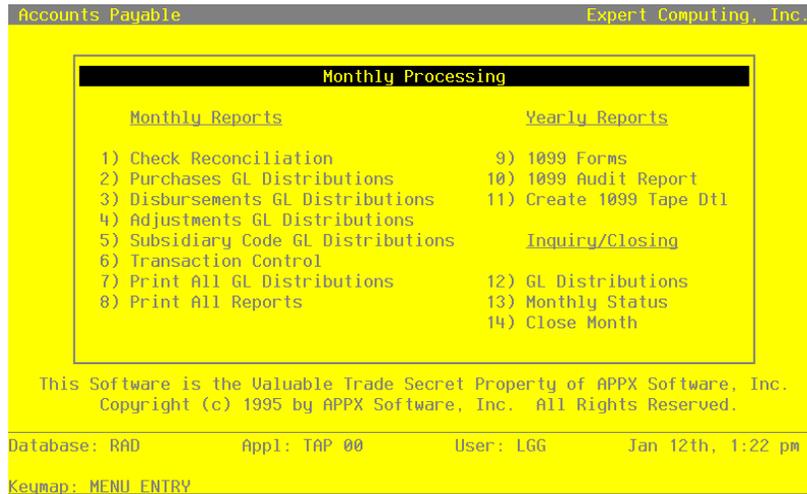


Figure 30. The Accounts Payable Monthly Processing Menu

Option 1 - Check Reconciliation Report

Use this function to print a listing of outstanding and canceled checks sorted by GL cash account number. If Accounts Receivable is part of your accounting system, this report also includes cash deposits made to each account. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Outstanding Checks information, this step provides you with a default sequencing of data records by Cash Account, Check/Deposit and Check No, with the option to change modifiable parameters at run time. Selection of data records is provided by Cash Account, Check/Deposit, Check No and Vendor, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all standard Accounts Payable reports.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Check Reconciliation Report, this step formats the Outstanding Checks information. The following data items are shown: Check No, Vendor, Vendor Name, Check Date, Canceled Amount, Outstanding Amount, Void Check Amount and Deposit Amount. As appropriate, group headings appear whenever a change occurs in Cash Account or Check/Deposit.

A sample output is shown below.

		Expert Computing, Inc.					LGG Page: 1
		Ageing Report					
		Aged as of 11/08/94		Using Due Date			
Vendor	Balance	11/08/94 0 & Under	10/09/94 1 To 30	09/09/94 31 To 60	08/10/94 61 To 90	Over 90	
Account 1061001000 Prepaids & Deposits							
00000010	Miscellaneous Supplier	.00	0.	0.	0.	0.	.00
00000020	Pool and Associates	1500.00-	0.	0.	0.	0.	1500.00-
- Account Totals ->		<u>1500.00-</u>	<u>0.</u>	<u>0.</u>	<u>0.</u>	<u>0.</u>	<u>1500.00-</u>
		.0 %	.0 %	.0 %	.0 %		100.0 %
Account 2010001001 Accounts Payable, Sales							
00000040	Albert Materials, Inc.	124.00-	0.	0.	0.	0.	124.00-
00000070	Insurances Unlimited	.00	0.	0.	0.	0.	.00
00000080	Sam Jones	2216.90	0.	0.	0.	1000.00	1216.90
00000010	Miscellaneous Supplier	75.00	0.	0.	0.	0.	75.00
00000030	Mountain Air Conditionin	.00	0.	0.	0.	0.	.00
00000090	George Peters	1198.50	0.	0.	0.	0.	1198.50
00000020	Pool and Associates	2410.00	0.	0.	0.	0.	2410.00
00000060	Travel Planners	4528.80	0.	0.	0.	0.	4528.80
00000100	Kris Williams	1156.33	0.	0.	0.	0.	1156.33
00000050	Hardware Services, Inc.	625.88	0.	0.	0.	0.	625.88
- Account Totals ->		<u>12087.41</u>	<u>0.</u>	<u>0.</u>	<u>0.</u>	<u>1000.00</u>	<u>11087.41</u>
		.0 %	.0 %	.0 %	8.3 %		91.7 %
Account 2030001001 Retention Payable, Sales							
00000040	Albert Materials, Inc.	1892.07	1892.07	0.	0.	0.	0.
- Account Totals ->		<u>1892.07</u>	<u>1892.07</u>	<u>0.</u>	<u>0.</u>	<u>0.</u>	<u>0.</u>
		100.0 %	.0 %	.0 %	.0 %		.0 %
- Grand Totals ->		<u>12479.48</u>	<u>1892.07</u>	<u>0.</u>	<u>0.</u>	<u>1000.00</u>	<u>9587.41</u>
		15.2 %	.0 %	.0 %	8.0 %		76.8 %

Option 2 - Purchases GL Distributions Report

This function prints two reports, one detailed and one summary, of the General Ledger distributions resulting from the current month's invoice postings. The following processing steps accomplish this job.

Step 1

This function is used to select the "summary only" option option for the Purchase GL Distributions Report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose to print the detail and summary reports or the summary report only.

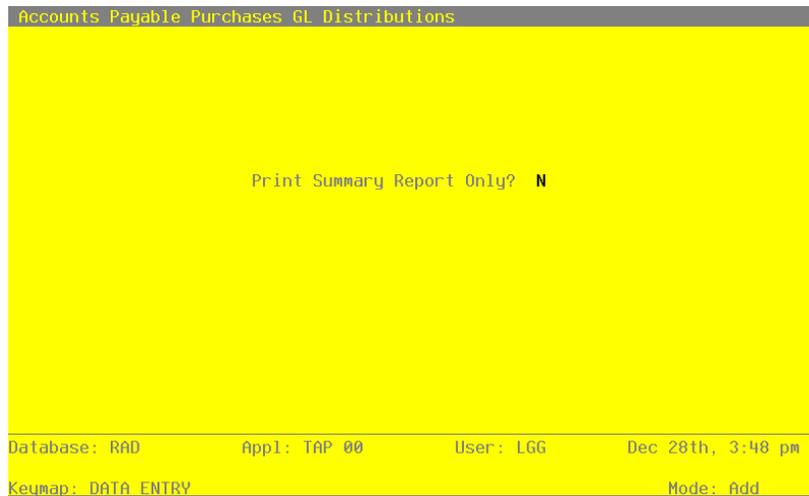


Figure 31. The Accounts Payable Purchases GL Distributions Screen

Data items for the preceding screen are described below:

Print Summary?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter 'Y' to print only the summary report. Enter 'N' to include the detail.

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account, Operator ID and Transaction No, giving additional sort order choice by Account component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account, and Account Component, with option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all standard Accounts Payable reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the report requested, this step formats the MTD Postings information. The following data items are shown: Operator ID, Control Number, Transaction No, Vendor No, Vendor name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description, Debit Amount and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account, or Account Component. If requested, totals appear whenever a change occurs in Account, Account Component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, Net Change Amount Total, Amount, and Amount Total. Grand totals print at the end.

3 Monthly Processing

A sample output is shown below.

11/08/94 10:10		Expert Computing, Inc.			LGG Page: 1				
Purchases GL Distributions									
Op	Ctrl	Trx	Vendor	Inv/Chk	Trx Date	Description	Debits	Credits	Net
Change									
Post Month/Year 08 89									
Account 1030002000WH Accts Rec, Canadian Corp/Whls									
MRC	15	0001	00000080	Sam Jones	12345678	INV 08/12/94 This is a test	1000.00	.00	
- Current Month Totals ->							1000.00	.00	1000.00
- Beginning GL Balance ->									117433.40
- Account Total ->									118433.40
Account 2010001001 Accounts Payable, Sales									
MRC	15	0001	00000080	Sam Jones	12345678	INV 08/12/94 Invoice Description	.00	1000.00-	
SRR	7	0001	00000020	Fool and Associates	9852-6	INV 08/02/89 brochure	.00	2410.00-	
SRR	8	0001	00000100	Kris Williams	ER1009	INV 08/12/89 Aug. expenses thru 8/1	.00	1156.33-	
SRR	7	0002	00000030	Mountain Air Conditionin	10256	INV 07/30/89 misc. materials	.00	291.60-	
SRR	8	0002	00000090	George Peters	ER1012	INV 08/12/89 Aug. expenses thru 8/1	.00	1098.50-	
SRR	7	0003	00000050	Hardware Services, Inc.	03056	INV 08/05/89 equipment repair	.00	625.88-	
SRR	8	0003	00000080	Sam Jones	ER1005	INV 08/12/89 Aug. expenses thru 8/1	.00	1216.90-	
SRR	7	0004	00000050	Hardware Services, Inc.	05981	INV 08/07/89 belt repair	.00	432.81-	
SRR	8	0004	00000010	Evergreen Landscaping	L9980	INV 08/14/89 Office landscaping	.00	620.00-	
SRR	7	0005	00000030	Mountain Air Conditionin	2215AC	INV 07/30/89 AC repair	.00	604.79-	
SRR	8	0005	00000010	Northwest Interiors	221	INV 08/14/90 New lobby plants	.00	305.00-	
SRR	7	0006	00000060	Travel Planners	11596-1	INV 08/01/89 Jones to DC	.00	985.60-	
SRR	8	0006	00000060	Travel Planners	11102-1	INV 08/14/89 Williams to Sacramento	.00	386.10-	
SRR	7	0007	00000060	Travel Planners	11562-0	INV 08/04/89 Williams to San Diego	.00	487.00-	
SRR	8	0007	00000040	Albert Materials, Inc.	96215	INV 08/14/89 Materials	.00	2058.00-	
SRR	7	0008	00000060	Travel Planners	11598-1	INV 08/05/89 Jones to Columbus	.00	742.50-	
SRR	8	0008	00000010	Neighborhood Directory	P09844	INV 08/14/89 Yellow page ad	.00	250.00-	
SRR	7	0009	00000060	Travel Planners	11600-0	INV 08/09/89 Peters to Memphis	.00	802.00-	
SRR	7	0010	00000060	Travel Planners	11651-1	INV 08/09/89 VP to New York	.00	1125.60-	
SRR	7	0011	00000040	Albert Materials, Inc.	1006	INV 08/06/89 materials	.00	2597.00-	
- Current Month Totals ->							.00	19195.61-	19195.61-
- Beginning GL Balance ->									133548.69-
- Account Total ->									152744.30-
Account 4010000000MA Cost of Goods Sold, Corp./Mfg.									
SRR	8	0007	00000040	Albert Materials, Inc.	96215	INV 08/14/89 materials	2058.00	.00	
SRR	7	0011	00000040	Albert Materials, Inc.	1006	INV 08/06/89 materials	2597.00	.00	
- Current Month Totals ->							4655.00	.00	4655.00
- Beginning GL Balance ->									38709.39
- Account Total ->									43364.39
Account 4090000000MA Repairs and Maintenance, Mfg.									
SRR	7	0003	00000050	Hardware Services, Inc.	03056	INV 08/05/89 equipment repair	625.88	.00	
SRR	7	0004	00000050	Hardware Services, Inc.	05981	INV 08/07/89 belt repair	432.81	.00	
- Current Month Totals ->							1058.69	.00	1058.69
- Beginning GL Balance ->									42903.89
- Account Total ->									43962.58

Step 6

In order to print the report requested, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Post Month or Account. If requested, totals appear whenever a change occurs in Account or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end.

A sample output is shown below.

Account	Account Name	Debits	Credits	Net Change
Purchases GL Distributions				
Post Month/Year 08 89				
1030002000WH	Accts Rec, Canadian Corp/Whls	1000.00	.00	1000.00
2010001001	Accounts Payable, Sales	.00	19195.61-	19195.61-
4010000000MA	Cost of Goods Sold, Corp./Mfg.	4655.00	.00	4655.00
4090000000MA	Repairs and Maintenance, Mfg.	1058.69	.00	1058.69
4090000001WH	Repairs and Maintnc, Wholesale	1821.39	.00	1821.39
4100000001WH	Promotion/Advertising, Wholesl	2660.00	.00	2660.00
4110000000	Travel and Entertainment	1125.60	.00	1125.60
4110000001MA	Travel & Entertainment, Sales	6874.93	.00	6874.93
	- Post Month/Year 08 89 Totals ->	19195.61	19195.61-	.00
	- Grand Totals ->	19195.61	19195.61-	.00

Option 3 - Disbursements GL Distributions Report

This job prints two reports, one detailed and one summary, of the General Ledger distributions resulting from the current month's check postings. The following processing steps accomplish this job.

Step 1

This function is used to select the "summary only" option for the Disbursements GL Distributions Report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose to print the detail and summary reports or the summary report only.

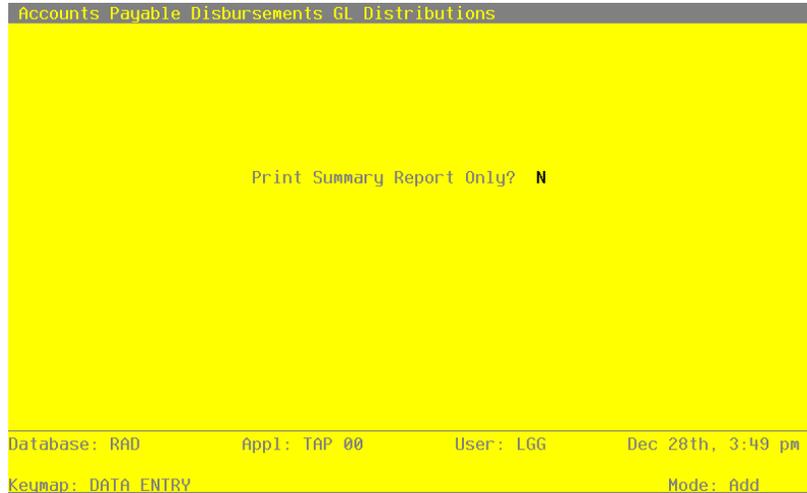


Figure 32. The Accounts Payable Disbursements GL Distributions Screen

Data items for the preceding screen are described below:

Print Summary?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter 'Y' to print only the summary report. Enter 'N' to include the detail.

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account, Operator ID and Transaction No, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of date records is provided by Post Year, Post Month, Account, and Account Component, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all standard Accounts Payable reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the report requested, this step formats the MTD Postings information. The following data items are shown: Operator ID, Control Number, Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description, Debit Amount and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account, or Account Component. If requested, totals appear whenever a change occurs in Account, Account Component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, Net Change Amount Total, Amount, and Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:12 Expert Computing, Inc. LGG Page: 1

Disbursements GL Distributions

Op	Ctrl	Trx	Vendor	Trx	Chk	Trx	Date	Description	Debits	Credits	Net Change
Post Month/Year 08 89											
Account 1010001001 Cash, Sales Outlets											
SRR	7	0001	00000010	Miscellaneous Supplier	303		FMT 08/13/89	sign	.00	168.90-	
SRR	8	0001	00000040	Albert Materials, Inc.	5500		FMT 08/16/89	Albert Materials, Inc.	.00	11110.46-	
SRR	7	0002	00000020	Pool and Associates	306		FMT 08/10/89	deposit on mailer prod	.00	1500.00-	
SRR	8	0002	00000050	Hardware Services, Inc.	5501		FMT 08/16/89	Hardware Services, Inc	.00	2028.31-	
SRR	7	0003	00000010	Miscellaneous Supplier	311		FMT 08/07/89	expenses for interview	.00	1215.60-	
SRR	8	0003	00000070	Insurances Unlimited	5502		FMT 08/16/89	Insurances Unlimited	.00	254.80-	
SRR	7	0004	00000040	Albert Materials, Inc.	312		FMT 08/11/89	packing materials	.00	427.55-	
SRR	8	0004	00000080	Sam Jones	5503		FMT 08/16/89	Sam Jones	.00	4253.38-	
SRR	8	0005	00000010	Miscellaneous Supplier	5504		FMT 08/16/89	binders	.00	5641.22-	
SRR	8	0006	00000010	Miscellaneous Supplier	5505		FMT 08/16/89	convention room	.00	2212.25-	
SRR	8	0007	00000030	Mountain Air Conditionin	5506		FMT 08/16/89	Mountain Air Condition	.00	1457.00-	
SRR	8	0008	00000090	George Peters	5507		FMT 08/16/89	George Peters	.00	4034.16-	
SRR	8	0009	00000020	Pool and Associates	5508		FMT 08/16/89	Pool and Associates	.00	4514.91-	
SRR	8	0010	00000060	Travel Planners	5509		FMT 08/16/89	Travel Planners	.00	10134.33-	
SRR	8	0011	00000100	Kris Williams	5510		FMT 08/16/89	Kris Williams	.00	4350.68-	
- Current Month Totals ->									.00	53303.55-	53303.55-
- Beginning GL Balance ->											2148193.22
- Account Total ->											2094889.67
Account 1061001000 Prepaids & Deposits											
SRR	7	0002	00000020	Pool and Associates	306		FMT 08/10/89	mailer production	1500.00	.00	
- Current Month Totals ->									1500.00	.00	1500.00
- Beginning GL Balance ->											5640.00
- Account Total ->											7140.00

3 Monthly Processing

Step 6

In order to print the report requested, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Post Month or Account. If requested, totals appear whenever a change occurs in Account or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:12		Expert Computing, Inc.		LGG Page: 1
Disbursements GL Distributions				
Account	Account Name	Debits	Credits	Net Change
Post Month/Year 08 89				
1010001001	Cash, Sales Outlets	.00	53303.55-	53303.55-
1061001000	Prepays & Deposits	1500.00	.00	1500.00
2010001001	Accounts Payable, Sales	51344.14	1500.00-	49844.14
2030001001	Retention Payable, Sales	.00	344.92-	344.92-
4010000001WH	Cost of Goods Sold, Sales/Whls	427.55	.00	427.55
4070000000WH	Discounts Lost, Wholesale	492.28	.00	492.28
4090000001WH	Repairs and Maintnc, Wholesale	168.90	.00	168.90
4110000000	Travel and Entertainment	1215.60	.00	1215.60
	- Post Month/Year 08 89 Totals ->	55148.47	55148.47-	.00
	- Grand Totals ->	55148.47	55148.47-	.00

Option 4 - Adjustments GL Distributions Report

This job prints two reports, one detailed and one summary, of the General Ledger distributions resulting from the current month's adjustment postings. The following processing steps accomplish this job.

Step 1

This function is used select the "summary only" option for the Adjustments GL Distributions Report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose to print the detail and summary reports or the summary report only.

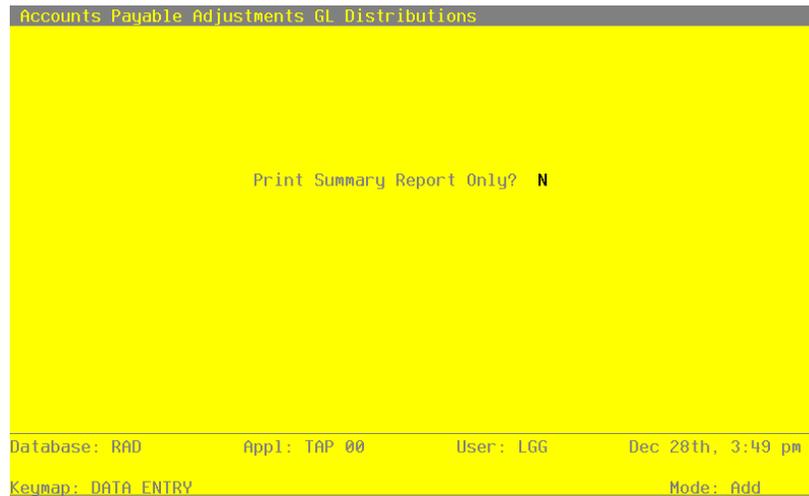


Figure 33. The Accounts Payable Adjustments GL Distributions Screen

Date items for the preceding screen are described below:

Print Summary?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter 'Y' to print only the summary report. Enter 'N' to include the detail.

Press ENTER to save the information on this screen.

3 Monthly Processing

Step 2

In preparation for performing a sort/selection process on the MTD Postings Information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account, Operator ID and Transaction No, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account, and Account Component, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all standard Accounts Payable reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the report requested, this step formats the MTD Postings information. The following data items are shown: Operator ID, Control Number, Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description Debit Amount and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account, or Account Component. If requested, totals appear whenever a change occurs in Account, Account Component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, Net Change Amount Total, Amount, and Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:13		Expert Computing, Inc.				LGG Page: 1			
Adjustments GL Distributions									
Op	Ctrl	Trx	Vendor	Inv/Chk	Trx Date	Description	Debits	Credits	Net Change
Post Month/Year 08 89									
Account 2010001001 Accounts Payable, Sales									
SRR	1	0001	00000090	George Peters	ER1012	ADJ 08/15/89 correct invoice amount	.00	100.00-	
SRR	1	0002	00000040	Albert Materials, Inc.	34576	ADJ 08/15/89 write off retention	36.00	.00	
SRR	1	0003	00000040	Albert Materials, Inc.	84700	ADJ 08/15/89 write off retention	88.00	.00	
- Current Month Totals ->							124.00	100.00-	24.00
- Beginning GL Balance ->									133548.69-
- Account Total ->									133524.69-
Account 2030001001 Retention Payable, Sales									
SRR	1	0002	00000040	Albert Materials, Inc.	34576	ADJ 08/15/89 write off retention	.00	36.00-	
SRR	1	0003	00000040	Albert Materials, Inc.	84700	ADJ 08/15/89 write off retention	.00	88.00-	
- Current Month Totals ->							.00	124.00-	124.00-
- Beginning GL Balance ->									1458.00-
- Account Total ->									1582.00-
Account 4110000001MA Travel & Entertainment, Sales									
SRR	1	0001	00000090	George Peters	ER1012	ADJ 08/15/89 correct invoice amount	100.00	.00	
- Current Month Totals ->							100.00	.00	100.00
- Beginning GL Balance ->									24530.41
- Account Total ->									24630.41
- Post Month/Year 08 89 Totals ->							224.00	224.00-	.00
- Grand Totals ->							224.00	224.00-	.00

3 Monthly Processing

Step 6

In order to print the report requested, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Post Month or Account. If requested, totals appear whenever a change occurs in Account or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end.

A sample output is shown below.

Expert Computing, Inc.				
11/08/94 10:14				LGG Page: 1
Adjustments GL Distributions				
Account	Account Name	Debits	Credits	Net Change
Post Month/Year 08 89				
2010001001	Accounts Payable, Sales	124.00	100.00-	24.00
2030001001	Retention Payable, Sales	.00	124.00-	124.00-
4110000001MA	Travel & Entertainment, Sales	100.00	.00	100.00
	- Post Month/Year 08 89 Totals ->	224.00	224.00-	.00
		=====	=====	=====
	- Grand Totals ->	224.00	224.00-	.00
		=====	=====	=====

Option 5 - Subsidiary Code GL Distributions

Use this function to print the General Ledger distributions that were posted to General Subsidiary. The following processing steps accomplish this job.

Step 1

This function is used to select the "summary only" option for the Subsidiary Code GL Distributions Report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose to print the detail and summary reports or the summary report only.

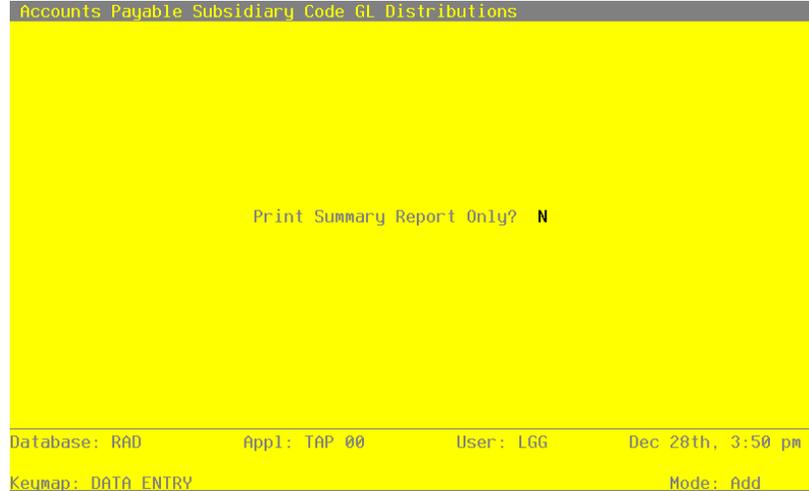


Figure 34. The Accounts Payable Subsidiary Code Report Screen

Data items for the preceding screen are described below:

Print Summary?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter 'Y' to print only the summary report. Enter 'N' to include the detail.

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Subsidiary Type, Subsidiary Code and Account, with the option to change modifiable parameters at run time. Selection of data records is provided by Subsidiary Type, Subsidiary Code, and Account Component, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all standard Accounts Payable reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

3 Monthly Processing

Step 5

In order to print the Accounts Payable Detail Subsidiary Distributions, this step formats the MTD Postings information. The following data items are shown: Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description and Amount. As appropriate, group headings appear whenever a change occurs in Subsidiary Type or Subsidiary Code. If requested, totals appear whenever a change occurs in Subsidiary Code or Subsidiary Type. When totals are specified, the following items are accumulated: Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:14		Expert Computing, Inc.					LGG Page: 1
Accounts Payable Detail Subsidiary Distributions							
Trx	Vendor	Invcl/Chk	Trx	Date	Description	Amount	
Sub Type GL							
Sub Code GENERAL							
0003	00000050	Hardware Services, Inc.	03056	INV	08/05/89	equipment repair	625.88
0004	00000050	Hardware Services, Inc.	05981	INV	08/07/89	belt repair	432.81
0010	00000060	Travel Planners	11651-1	INV	08/09/89	VP to NY	1125.60
0003	00000010	Miscellaneous Supplier	311	PMT	08/07/89		1215.60
						- Sub Code Totals ->	3399.89
Sub Code JONES							
0006	00000060	Travel Planners	11596-1	INV	08/01/89	Jones to DC	985.60
0008	00000060	Travel Planners	11598-1	INV	08/05/89	Jones to Columbus	742.50
0003	00000080	Sam Jones	ER1005	INV	08/12/89	Aug. expenses thru 8/10	1216.90
						- Sub Code Totals ->	2945.00
Sub Code PETERS							
0009	00000060	Travel Planners	11600-0	INV	08/09/89	Peters to Memphis	802.00
0002	00000090	George Peters	ER1012	INV	08/12/89	Aug. expenses thru 8/10	1098.50
0001	00000090	George Peters	ER1012	ADJ	08/15/89	correct invoice amount	100.00
						- Sub Code Totals ->	2000.50
Sub Code WILLIAMS							
0007	00000060	Travel Planners	11562-0	INV	08/04/89	Williams to San Diego	487.00
0001	00000100	Kris Williams	ER1009	INV	08/12/89	Aug. expenses thru 8/10	1156.33
0006	00000060	Travel Planners	11102-1	INV	08/14/89	Williams to Sacramento	386.10
						- Sub Code Totals ->	2029.43
						- Sub Type GL Totals ->	10374.82
						- Grand Totals ->	10374.82

Step 6

In order to print the Accounts Payable Summary Subsidiary Distributions, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Subsidiary Type or Subsidiary Code. If requested, totals appear whenever a change occurs in Subsidiary Code or Subsidiary Type. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total and Net Change Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:15		Expert Computing, Inc.		LGG Page: 1
Accounts Payable Summary Subsidiary Distributions				
Sub Code	Debits	Credits	Net Change	
Sub Type GL				
GENERAL	3399.89	.00	3399.89	
JONES	2945.00	.00	2945.00	
PETERS	2000.50	.00	2000.50	
WILLIAMS	2029.43	.00	2029.43	
- Sub Type GL Totals ->	10374.82	.00	10374.82	
- Grand Totals ->	10374.82	.00	10374.82	

Option 6 - Transaction Control Report

This function prints a report of the Transaction Control information. The following processing steps accomplish this job.

Step 1

This function checks to see whether the end user has chosen to use the Transaction Control option, before executing any function that requires the file.

Step 2

In preparation for performing a sort/selection process on the Transaction Control information, this step provides you with a default sequencing of data records by Application, File Posted, Operator ID and Control, with the option to change modifiable parameters at run time. Selection of data records is provided by Application, File Posted, Operator ID, Control No and Journal Code, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all Standard Accounts Payable reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the Accounts Payable Transaction Control Report, this step formats the Transaction Control information. The following data items are shown: Application, File Posted, Operator ID, Control No, Amount Posted, Last Trx Posted, Date/Time, Journal Code, Description, Operator Exclusive?, Control Total, Hash Total, Number of Trx, Number of Errors and Number of Warnings.

A sample output is shown below.

11/08/94 10:16		Expert Computing, Inc.				LGG Page: 1			
Accounts Payable Transaction Control Report									
Appl/File Date/Time	Jrnl	Control Group Description	Op	Exc?	Amt Posted Ctrl Total	Hash Total	Last Tx Trx	Errors	Warnings
TAP ADJUSTMENTS 06/14/90 09:13	APAJ	SRR / 0001 Aug adjustments thru 8/15	N		24.00- .00	0	3 3	0	0
TAP DISBURSEMENTS 03/28/90 11:00	APCD	SRR / 0001 June checks	N		11364.37 .00	0	5 5	0	0
TAP DISBURSEMENTS 03/28/90 16:00	APCD	SRR / 0002 June check run	N		41528.47 .00	0	8 8	0	0
TAP DISBURSEMENTS 04/02/90 09:50	APCD	SRR / 0004 July check run	N		39048.69 .00	0	13 13	0	0
TAP DISBURSEMENTS 06/13/90 16:30	APCD	SRR / 0007 Aug. checks thru 8/15	N		3312.05 3312.05	0	4 4	0	0
TAP DISBURSEMENTS 08/09/94 16:49	APCD	SRR / 0008 Aug. 1st check run	N		49991.50 .00	0	11 11	0	0
TAP INVOICES 08/09/94 16:43	APIV	MRC / 0015 Invoice entry	N		1000.00 1000.00	0	1 1	0	0
TAP INVOICES 03/28/90 10:17	APIV	SRR / 0001 June invoices	N		29379.06 .00	0	13 13	0	0
TAP INVOICES 03/28/90 16:16	APIV	SRR / 0002 RECURRING PAYMENTS	N		754.80 754.80	90	2 2	0	0
TAP INVOICES 03/30/90 14:26	APIV	SRR / 0003 July invoices through 7/15/89	N		15779.75 15779.75	410	7 7	0	0
TAP INVOICES 03/30/90 14:27	APIV	SRR / 0004 July invoices through EOM	N		18094.72 .00	0	11 11	0	0
TAP INVOICES 03/30/90 14:27	APIV	SRR / 0006 RECURRING PAYMENTS	N		1011.70 1011.70	120	3 3	0	0
TAP INVOICES 06/13/90 15:41	APIV	SRR / 0007 Aug. invoices thru 8/10	N		11302.52 .00	520	11 11	0	0
TAP INVOICES 06/13/90 15:41	APIV	SRR / 0008 Aug. invoices 8/10-8/15	N		7132.83 7132.83	400	8 8	0	0

Option 7 - Print All GL Distributions

This job prints the Purchase, Disbursements, Adjustments, and Subsidiary Code GL Distributions reports. The following processing steps accomplish this job.

Step 1

This disposition type is used for all standard Accounts Payable reports.

Step 2

In preparation for performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account, Operator ID and Transaction No, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account, and Account Component, with the option to enter user-specified comparisons at run time.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the report requested, this step formats the MTD Postings information. The following data items are shown: Operator ID, Control Number, Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction date, Description, Debit Amount and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account, or Account Component. If requested, totals appear whenever a change occurs in Account, Account component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, Net Change Amount Total, Amount, and Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:16		Expert Computing, Inc.			LGG Page: 1				
Purchases GL Distributions									
Op	Ctrl	Trx	Vendor	Inv/Chk	Trx Date	Description	Debits	Credits	Net Change
Post Month/Year 08 89									
Account 2010001001 Accounts Payable, Sales									
MRC	15	0001	00000080	Sam Jones	12345678	INV 08/12/94 Invoice Description	.00	1000.00-	
SRR	7	0001	00000020	Pool and Associates	9852-6	INV 08/02/89 brochure	.00	2410.00-	
SRR	8	0001	00000100	Kris Williams	ER1009	INV 08/12/89 Aug. expenses thru 8/1	.00	1156.33-	
SRR	7	0002	00000030	Mountain Air Conditionin	10256	INV 07/30/89 misc. materials	.00	291.60-	
SRR	8	0002	00000090	George Peters	ER1012	INV 08/12/89 Aug. expenses thru 8/1	.00	1098.50-	
SRR	7	0003	00000050	Hardware Services, Inc.	03056	INV 08/05/89 equipment repair	.00	625.88-	
SRR	8	0003	00000080	Sam Jones	ER1005	INV 08/12/89 Aug. expenses thru 8/1	.00	1216.90-	
SRR	7	0004	00000050	Hardware Services, Inc.	05981	INV 08/07/89 belt repair	.00	432.81-	
SRR	8	0004	00000010	Evergreen Landscaping	L9980	INV 08/14/89 Office landscaping	.00	620.00-	
SRR	7	0005	00000030	Mountain Air Conditionin	2215AC	INV 07/30/89 AC repair	.00	604.79-	
SRR	8	0005	00000010	Northwest Interiors	221	INV 08/14/90 New lobby plants	.00	305.00-	
SRR	7	0006	00000060	Travel Planners	11596-1	INV 08/01/89 Jones to DC	.00	985.60-	
SRR	8	0006	00000060	Travel Planners	11102-1	INV 08/14/89 Williams to Sacramento	.00	386.10-	
SRR	7	0007	00000060	Travel Planners	11562-0	INV 08/04/89 Williams to San Diego	.00	487.00-	
SRR	8	0007	00000040	Albert Materials, Inc.	96215	INV 08/14/89 Materials	.00	2058.00-	
SRR	7	0008	00000060	Travel Planners	11598-1	INV 08/05/89 Jones to Columbus	.00	742.50-	
SRR	8	0008	00000010	Neighborhood Directory	P09844	INV 08/14/89 Yellow page ad	.00	250.00-	
SRR	7	0009	00000060	Travel Planners	11600-0	INV 08/09/89 Peters to Memphis	.00	802.00-	
SRR	7	0010	00000060	Travel Planners	11651-1	INV 08/09/89 VP to New York	.00	1125.60-	
SRR	7	0011	00000040	Albert Materials, Inc.	1006	INV 08/06/89 materials	.00	2597.00-	
- Current Month Totals ->							.00	19195.61-	19195.61-
- Beginning GL Balance ->									133548.69-
- Account Total ->									152744.30-
Account 4010000000MA Cost of Goods Sold, Corp./Mfg.									
SRR	8	0007	00000040	Albert Materials, Inc.	96215	INV 08/14/89 materials	2058.00	.00	
SRR	7	0011	00000040	Albert Materials, Inc.	1006	INV 08/06/89 materials	2597.00	.00	
- Current Month Totals ->							4655.00	.00	4655.00
- Beginning GL Balance ->									38709.39
- Account Total ->									43364.39
Account 4090000000MA Repairs and Maintenance, Mfg.									
SRR	7	0003	00000050	Hardware Services, Inc.	03056	INV 08/05/89 equipment repair	625.88	.00	
SRR	7	0004	00000050	Hardware Services, Inc.	05981	INV 08/07/89 belt repair	432.81	.00	
- Current Month Totals ->							1058.69	.00	1058.69
- Beginning GL Balance ->									42903.89
Account Total ->				43962.58					
- Account Total ->									19267.68

3 Monthly Processing

Step 5

In order to print the report requested, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Post Month or Account. If requested, totals appear whenever a change occurs in Account or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:17		Expert Computing, Inc.		LGG Page: 1
Purchases GL Distributions				
Account	Account Name	Debits	Credits	Net Change
Post Month/Year 08 89				
1030002000WH	Accts Rec, Canadian Corp/Whls	1000.00	.00	1000.00
2010001001	Accounts Payable, Sales	.00	19195.61-	19195.61-
4010000000MA	Cost of Goods Sold, Corp./Mfg.	4655.00	.00	4655.00
4090000000MA	Repairs and Maintenance, Mfg.	1058.69	.00	1058.69
4090000001WH	Repairs and Maintnc, Wholesale	1821.39	.00	1821.39
4100000001WH	Promotion/Advertising, Wholesl	2660.00	.00	2660.00
4110000000	Travel and Entertainment	1125.60	.00	1125.60
4110000001MA	Travel & Entertainment, Sales	6874.93	.00	6874.93
	- Post Month/Year 08 89 Totals ->	19195.61	19195.61-	.00
	- Grand Totals ->	19195.61	19195.61-	.00

Step 6

In preparation for performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account, Operator ID and Transaction No, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account, and Account Component, with the option to enter user-specified comparisons at run time.

Step 7

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 8

In order to print the report requested, this step formats the MTD Postings information. The following data items are shown: Operator ID, Control Number, Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description, Debit Amount and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account, or Account Component. If requested, totals appear whenever a change occurs in Account, Account component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, Net Change Amount Total, Amount, and Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:18		Expert Computing, Inc.				LGG Page: 1	
Disbursements GL Distributions							
Op	Ctrl	Trx	Vendor	Inv/Chk	Trx Date	Description	Debits Credits Net Change
Post Month/Year 08 89							
Account 1010001001 Cash, Sales Outlets							
SRR	7	0001	00000010	Miscellaneous Supplier	303	FMT 08/13/89 sign	.00 168.90-
SRR	8	0001	00000040	Albert Materials, Inc.	5500	FMT 08/16/89 Albert Materials, Inc.	.00 11110.46-
SRR	7	0002	00000020	Pool and Associates	306	FMT 08/10/89 deposit on mailer prod	.00 1500.00-
SRR	8	0002	00000050	Hardware Services, Inc.	5501	FMT 08/16/89 Hardware Services, Inc	.00 2028.31-
SRR	7	0003	00000010	Miscellaneous Supplier	311	FMT 08/07/89 expenses for interview	.00 1215.60-
SRR	8	0003	00000070	Insurances Unlimited	5502	FMT 08/16/89 Insurances Unlimited	.00 254.80-
SRR	7	0004	00000040	Albert Materials, Inc.	312	FMT 08/11/89 packing materials	.00 427.55-
SRR	8	0004	00000080	Sam Jones	5503	FMT 08/16/89 Sam Jones	.00 4253.38-
SRR	8	0005	00000010	Miscellaneous Supplier	5504	FMT 08/16/89 binders	.00 5641.22-
SRR	8	0006	00000010	Miscellaneous Supplier	5505	FMT 08/16/89 convention room	.00 2212.25-
SRR	8	0007	00000030	Mountain Air Conditionin	5506	FMT 08/16/89 Mountain Air Condition	.00 1457.00-
SRR	8	0008	00000090	George Peters	5507	FMT 08/16/89 George Peters	.00 4034.16-
SRR	8	0009	00000020	Pool and Associates	5508	FMT 08/16/89 Pool and Associates	.00 4514.91-
SRR	8	0010	00000060	Travel Planners	5509	FMT 08/16/89 Travel Planners	.00 10134.33-
SRR	8	0011	00000100	Kris Williams	5510	FMT 08/16/89 Kris Williams	.00 4350.68-
						- Current Month Totals ->	.00 53303.55- 53303.55-
						- Beginning GL Balance ->	2148193.22
						- Account Total ->	2094889.67

3 Monthly Processing

Step 9

In order to print the report requested, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Post Month or Account. If requested, totals appear whenever a change occurs in Account or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end.

A sample output is shown below.

Expert Computing, Inc.				
11/08/94 10:19				LGG Page: 1
Disbursements GL Distributions				
Account	Account Name	Debits	Credits	Net Change
Post Month/Year 08 89				
1010001001	Cash, Sales Outlets	.00	53303.55-	53303.55-
1061001000	Prepays & Deposits	1500.00	.00	1500.00
2010001001	Accounts Payable, Sales	51344.14	1500.00-	49844.14
2030001001	Retention Payable, Sales	.00	344.92-	344.92-
4010000001WH	Cost of Goods Sold, Sales/Whls	427.55	.00	427.55
4070000000WH	Discounts Lost, Wholesale	492.28	.00	492.28
4090000001WH	Repairs and Maintnc, Wholesale	168.90	.00	168.90
4110000000	Travel and Entertainment	1215.60	.00	1215.60
	- Post Month/Year 08 89 Totals ->	=====	=====	=====
		55148.47	55148.47-	.00
	- Grand Totals ->	=====	=====	=====
		55148.47	55148.47-	.00

Step 10

In preparation for performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account, Operator ID and Transaction No, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account, and Account Component, with the option to enter user-specified comparisons at run time.

Step 11

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 12

In order to print the report requested, this step formats the MTD Postings information. The following data items are shown: Operator ID, Control Number, Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description, Debit Amount and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month,

Account, or Account Component. If requested, totals appear whenever a change occurs in Account, Account Component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, Net Change Amount Total, Amount, and Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:19		Expert Computing, Inc.				LGG Page: 1			
Adjustments GL Distributions									
Op	Ctrl	Trx	Vendor	Invc/Chk	Trx Date	Description	Debits	Credits	Net
Change									
Post Month/Year 08 89									
Account 2010001001 Accounts Payable, Sales									
SRR	1	0001	00000090	George Peters	ER1012	ADJ 08/15/89 correct invoice amount	.00	100.00-	
SRR	1	0002	00000040	Albert Materials, Inc.	34576	ADJ 08/15/89 write off retention	36.00	.00	
SRR	1	0003	00000040	Albert Materials, Inc.	84700	ADJ 08/15/89 write off retention	88.00	.00	
- Current Month Totals ->							124.00	100.00-	24.00
- Beginning GL Balance ->									133548.69-
- Account Total ->							=====	=====	133524.69-
Account 2030001001 Retention Payable, Sales									
SRR	1	0002	00000040	Albert Materials, Inc.	34576	ADJ 08/15/89 write off retention	.00	36.00-	
SRR	1	0003	00000040	Albert Materials, Inc.	84700	ADJ 08/15/89 write off retention	.00	88.00-	
- Current Month Totals ->							.00	24.00-	124.00-
- Beginning GL Balance ->									1458.00-
- Account Total ->							=====	=====	1582.00-
Account 4110000001MA Travel & Entertainment, Sales									
SRR	1	0001	00000090	George Peters	ER1012	ADJ 08/15/89 correct invoice amount	100.00	.00	
- Current Month Totals ->							100.00	.00	100.00
- Beginning GL Balance ->									24530.41
- Account Total ->							=====	=====	24630.41
- Post Month/Year 08 89 Totals ->							=====	=====	.00
- Grand Totals ->							=====	=====	.00

Step 13

In order to print the report requested, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Post Month or Account. If requested, totals appear whenever a change occurs in Account or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end.

3 Monthly Processing

A sample output is shown below.

11/08/94 10:19		Expert Computing, Inc.		LGG Page: 1
Adjustments GL Distributions				
Account	Account Name	Debits	Credits	Net Change
Post Month/Year 08 89				
2010001001	Accounts Payable, Sales	124.00	100.00-	24.00
2030001001	Retention Payable, Sales	.00	124.00-	124.00-
4110000001MA	Travel & Entertainment, Sales	100.00	.00	100.00
	- Post Month/Year 08 89 Totals ->	224.00	224.00-	.00
	- Grand Totals ->	224.00	224.00-	.00

Step 14

In preparation or performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Subsidiary Type, Subsidiary Code and Account, with the option to change modifiable parameters at run time. Selection of data records is provided by Subsidiary Type, Subsidiary Code, and Account Component, with the option to enter user-specified comparisons at run time.

Step 15

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 16

In order to print the Accounts Payable Detail Subsidiary Distributions, this step formats the MTD Postings information. The following data items are shown: Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description and Amount. As appropriate, group headings appear whenever a change occurs in Subsidiary Type or Subsidiary Code. If requested, totals appear whenever a change occurs in Subsidiary Code or Subsidiary Type. When totals are specified, the following items are accumulated: Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:20		Expert Computing, Inc.					LGG Page: 1
Accounts Payable Detail Subsidiary Distributions							
Trx	Vendor	Invcl/Chk	Trx	Date	Description	Amount	
Sub Type GL							
Sub Code GENERAL							
0003	00000050	Hardware Services, Inc.	03056	INV	08/05/89	equipment repair 625.88	
0004	00000050	Hardware Services, Inc.	05981	INV	08/07/89	belt repair 432.81	
0010	00000060	Travel Planners	11651-1	INV	08/09/89	VP to NY 1125.60	
0003	00000010	Miscellaneous Supplier	311	PMT	08/07/89	1215.60	
- Sub Code Totals ->						3399.89	
Sub Code JONES							
0006	00000060	Travel Planners	11596-1	INV	08/01/89	Jones to DC 985.60	
0008	00000060	Travel Planners	11598-1	INV	08/05/89	Jones to Columbus 742.50	
0003	00000080	Sam Jones	ER1005	INV	08/12/89	Aug. expenses thru 8/10 1216.90	
- Sub Code Totals ->						2945.00	
Sub Code PETERS							
0009	00000060	Travel Planners	11600-0	INV	08/09/89	Peters to Memphis 802.00	
0002	00000090	George Peters	ER1012	INV	08/12/89	Aug. expenses thru 8/10 1098.50	
0001	00000090	George Peters	ER1012	ADJ	08/15/89	correct invoice amount 100.00	
- Sub Code Totals ->						2000.50	
Sub Code WILLIAMS							
0007	00000060	Travel Planners	11562-0	INV	08/04/89	Williams to San Diego 487.00	
0001	00000100	Kris Williams	ER1009	INV	08/12/89	Aug. expenses thru 8/10 1156.33	
0006	00000060	Travel Planners	11102-1	INV	08/14/89	Williams to Sacramento 386.10	
- Sub Code Totals ->						2029.43	
- Sub Type GL Totals ->						10374.82	
- Grand Totals ->						10374.82	

Step 17

In order to print the Accounts Payable Summary Subsidiary Distributions, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Subsidiary Type or Subsidiary Code. If requested, totals appear whenever a change occurs in Subsidiary Code or Subsidiary Type. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total and Net Change Amount Total. Grand totals print at the end.

3 Monthly Processing

A sample output is shown below.

11/08/94 10:20		Expert Computing, Inc.		LGG Page: 1
Accounts Payable Summary Subsidiary Distributions				
Sub Code	Debits	Credits	Net Change	
Sub Type GL				
GENERAL	3399.89	.00	3399.89	
JONES	2945.00	.00	2945.00	
PETERS	2000.50	.00	2000.50	
WILLIAMS	2029.43	.00	2029.43	
- Sub Type GL Totals ->	10374.82	.00	10374.82	
- Grand Totals ->	10374.82	.00	10374.82	

Option 8 - Print All Reports

This job prints the Check reconciliation report, and the Purchases, Disbursements, Adjustments, and Subsidiary Code GL Distributions reports, as well as the Transaction Control Report. The following processing steps accomplish this job.

Step 1

This disposition type is used for all standard Accounts Payable reports.

Step 2

In preparation for performing a sort/selection process on the Outstanding Checks information, this step provides you with a default sequencing of data records by Cash Account, Check/Deposit and Check No, with the option to change modifiable parameters at run time. Selection of data records is provided by Cash Account, Check/Deposit, Check No and Vendor, with the option to enter user-specified comparisons at run time.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Check Reconciliation report, this step formats the Outstanding Checks information. The following data items are shown: Check No, Vendor, Vendor Name, Check Date, Canceled Amount, Outstanding Amount, Void Check Amount and Deposit Amount. As appropriate, group headings appear whenever a change occurs in Cash Account or Check/Deposit.

A sample output is shown below.

11/08/94 10:20		Expert Computing, Inc.				LGG Page: 1	
Check Reconciliation Report							
Check No	Vendor No	Vendor Name	Chk Date	Cancelled	Outstanding	Void Checks	Deposit
Cash Account 1010001000		Cash, Corporate					
Deposits							
00080910		DEPOSIT	08/09/94	0.	0.	0.	14675.00
- Check / Deposit Totals ->				0.	0.	0.	14675.00
- Cash Account Totals ->				0.	0.	0.	14675.00
Cash Account 1010001001		Cash, Sales Outlets					
Deposits							
08906051		DEPOSIT	06/05/89	0.	0.	0.	10587.00
08906122		DEPOSIT	06/12/89	0.	0.	0.	22033.03
08906213		DEPOSIT	06/21/89	0.	0.	0.	26305.61
08906304		DEPOSIT	06/30/89	0.	0.	0.	40133.22
08907156		DEPOSIT	07/15/89	0.	0.	0.	14705.85
08907317		DEPOSIT	07/31/89	0.	0.	0.	42133.49
08908118		DEPOSIT	08/11/89	0.	0.	0.	17772.19
- Check / Deposit Totals ->				0.	0.	0.	173670.39
Checks							
00000303	00000010	Rainbow Signs, Inc.	08/13/89	168.90	0.	0.	0.
00000306	00000020	Pool and Associates	08/10/89	1500.00	0.	0.	0.
00000311	00000010	Edward J. Wallace	08/07/89	0.	1215.60	0.	0.
00000312	00000040	Albert Materials, Inc.	08/11/89	0.	427.55	0.	0.
00000700	00000060	Travel Planners	06/12/89	912.50	0.	0.	0.
00000701	00000010	Western Paper & Supply, Inc.	06/15/89	621.35	0.	0.	0.
00000702	00000010	Westin Hotel	06/20/89	1200.00	0.	0.	0.
00000703	00000020	Pool and Associates	06/22/89	6685.32	0.	0.	0.
00000704	00000010	All World Travel	06/20/89	0.	1945.20	0.	0.
00000996	00000050	Hardware Services, Inc.	04/10/89	555.00	0.	0.	0.
00001101	00000050	Hardware Services, Inc.	04/25/89	4795.00	0.	0.	0.
00001105	00000030	Mountain Air Conditioning	04/25/89	0.	218.90	0.	0.
00001200	00000030	Mountain Air Conditioning	05/10/89	988.15	0.	0.	0.
00001201	00000040	Albert Materials, Inc.	05/10/89	1842.00	0.	0.	0.
00001202	00000050	Hardware Services, Inc.	05/10/89	863.10	0.	0.	0.
00001203	00000070	Insurances Unlimited	05/10/89	306.20	0.	0.	0.
00003699	00000060	Travel Planners	05/17/89	226.35	0.	0.	0.
00003700	00000010	Northwest Office Machines	05/28/89	1968.55	0.	0.	0.
00005100	00000040	Albert Materials, Inc.	06/01/89	6628.78	0.	0.	0.
00005101	00000050	Hardware Services, Inc.	06/01/89	8795.22	0.	0.	0.
00005102	00000070	Insurances Unlimited	06/01/89	6500.00	0.	0.	0.
00005103	00000010	North Seattle Office Supply	06/01/89	222.00	0.	0.	0.
08906051	00000030	DEPOSIT	08/16/89	0.	1457.00	0.	0.
08906051	00000040	DEPOSIT	08/16/89	0.	11110.46	0.	0.
08906051	00000050	DEPOSIT	08/16/89	0.	2028.31	0.	0.
08906051	00000060	DEPOSIT	08/16/89	0.	10134.33	0.	0.
08906051	00000070	DEPOSIT	08/16/89	0.	254.80	0.	0.
08906051	00000080	DEPOSIT	08/16/89	0.	4253.38	0.	0.
08906051	00000090	DEPOSIT	08/16/89	0.	4034.16	0.	0.
08906051	00000100	DEPOSIT	08/16/89	0.	4350.68	0.	0.
- Check / Deposit Totals ->				66823.60	90184.73	1532.87	0.
- Cash Account Totals ->				66823.60	90184.73	1532.87	173670.39
- Grand Totals ->				66823.60	90184.73	1532.87	188345.39

3 Monthly Processing

Step 5

In preparation for performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account, Operator ID and Transaction No, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account, and Account Component, with the option to enter user-specified comparisons at run time.

Step 6

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 7

In order to print the report requested, this step formats the MTD Postings information. The following data items are shown: Operator ID, Control Number, Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description, Debit Amount and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account, or Account Component. If requested, totals appear whenever a change occurs in Account, Account Component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, Net Change Account Total, Amount, and Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:21		Expert Computing, Inc.				LGG Page: 1			
Purchases GL Distributions									
Op	Ctrl	Trx	Vendor	Inv/Chk	Trx Date	Description	Debits	Credits	Net Change
Post Month/Year 08 89									
Account 1030002000WH Accts Rec, Canadian Corp/Whls									
MRC	15	0001	00000080	Sam Jones	12345678	INV 08/12/94 This is a test	1000.00	.00	
						- Current Month Totals ->	1000.00	.00	1000.00
						- Beginning GL Balance ->			117433.40
						- Account Total ->			118433.40
Account 2010001001 Accounts Payable, Sales									
MRC	15	0001	00000080	Sam Jones	12345678	INV 08/12/94 Invoice Description	.00	1000.00-	
SRR	7	0001	00000020	Pool and Associates	9852-6	INV 08/02/89 brochure	.00	2410.00-	
SRR	8	0001	00000100	Kris Williams	ER1009	INV 08/12/89 Aug. expenses thru 8/1	.00	1156.33-	
SRR	7	0002	00000030	Mountain Air Conditionin	10256	INV 07/30/89 misc. materials	.00	291.60-	
SRR	8	0002	00000090	George Peters	ER1012	INV 08/12/89 Aug. expenses thru 8/1	.00	1098.50-	
SRR	7	0003	00000050	Hardware Services, Inc.	03056	INV 08/05/89 equipment repair	.00	625.88-	
SRR	8	0003	00000080	Sam Jones	ER1005	INV 08/12/89 Aug. expenses thru 8/1	.00	1216.90-	
SRR	7	0004	00000050	Hardware Services, Inc.	05981	INV 08/07/89 belt repair	.00	432.81-	
SRR	8	0004	00000010	Evergreen Landscaping	L9980	INV 08/14/89 Office landscaping	.00	620.00-	
SRR	7	0005	00000030	Mountain Air Conditionin	2215AC	INV 07/30/89 AC repair	.00	604.79-	
SRR	8	0005	00000010	Northwest Interiors	221	INV 08/14/90 New lobby plants	.00	305.00-	
SRR	7	0006	00000060	Travel Planners	11596-1	INV 08/01/89 Jones to DC	.00	985.60-	
SRR	8	0006	00000060	Travel Planners	11102-1	INV 08/14/89 Williams to Sacramento	.00	386.10-	
SRR	7	0007	00000060	Travel Planners	11562-0	INV 08/04/89 Williams to San Diego	.00	487.00-	
SRR	8	0007	00000040	Albert Materials, Inc.	96215	INV 08/14/89 Materials	.00	2058.00-	
SRR	7	0008	00000060	Travel Planners	11598-1	INV 08/05/89 Jones to Columbus	.00	742.50-	
SRR	8	0008	00000010	Neighborhood Directory	P09844	INV 08/14/89 Yellow page ad	.00	250.00-	
SRR	7	0009	00000060	Travel Planners	11600-0	INV 08/09/89 Peters to Memphis	.00	802.00-	
SRR	7	0010	00000060	Travel Planners	11651-1	INV 08/09/89 VP to New York	.00	1125.60-	
SRR	7	0011	00000040	Albert Materials, Inc.	1006	INV 08/06/89 materials	.00	2597.00-	
						- Current Month Totals ->	.00	19195.61-	19195.69-
						- Beginning GL Balance ->			133548.69-
						- Account Total ->			152744.30-

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Step 8

In order to print the report requested, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Post Month or Account. If requested, totals appear whenever a change occurs in Account or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:21		Expert Computing, Inc.		LGG Page: 1
Purchases GL Distributions				
Account	Account Name	Debits	Credits	Net Change
Post Month/Year 08 89				
1030002000WH	Accts Rec, Canadian Corp/Whls	1000.00	.00	1000.00
2010001001	Accounts Payable, Sales	.00	19195.61-	19195.61-
4010000000MA	Cost of Goods Sold, Corp./Mfg.	4655.00	.00	4655.00
4090000000MA	Repairs and Maintenance, Mfg.	1058.69	.00	1058.69
4090000001WH	Repairs and Maintnc, Wholesale	1821.39	.00	1821.39
4100000001WH	Promotion/Advertising, Wholesl	2660.00	.00	2660.00
4110000000	Travel and Entertainment	1125.60	.00	1125.60
4110000001MA	Travel & Entertainment, Sales	6874.93	.00	6874.93
	- Post Month/Year 08 89 Totals ->	19195.61	19195.61-	.00
	- Grand Totals ->	19195.61	19195.61-	.00

Step 9

In preparation for performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account, Operator ID and Transaction No, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account, and Account Component, with the option to enter user-specified comparisons at run time.

Step 10

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 11

In order to print the report requested, this step formats the MTD Postings information. The following data items are shown: Operator ID, Control Number, Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description, Debit Amount and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account, or Account Component. If requested, totals appear whenever a change occurs in Account,

Account component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, Net Change Amount Total, Amount, and Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:21		Expert Computing, Inc.				LGG Page: 1			
Disbursements GL Distributions									
Op	Ctrl	Trx	Vendor	Inv/Chk	Trx Date	Description	Debits	Credits	Net Change
Post Month/Year 08 89									
Account 1010001001 Cash, Sales Outlets									
SRR	7	0001	00000010	Miscellaneous Supplier	303	FMT 08/13/89 sign	.00	168.90-	
SRR	8	0001	00000040	Albert Materials, Inc.	5500	FMT 08/16/89 Albert Materials, Inc.	.00	11110.46-	
SRR	7	0002	00000020	Pool and Associates	306	FMT 08/10/89 deposit on mailer prod	.00	1500.00-	
SRR	8	0002	00000050	Hardware Services, Inc.	5501	FMT 08/16/89 Hardware Services, Inc	.00	2028.31-	
SRR	7	0003	00000010	Miscellaneous Supplier	311	FMT 08/07/89 expenses for interview	.00	1215.60-	
SRR	8	0003	00000070	Insurances Unlimited	5502	FMT 08/16/89 Insurances Unlimited	.00	254.80-	
SRR	7	0004	00000040	Albert Materials, Inc.	312	FMT 08/11/89 packing materials	.00	427.55-	
SRR	8	0004	00000080	Sam Jones	5503	FMT 08/16/89 Sam Jones	.00	4253.38-	
SRR	8	0005	00000010	Miscellaneous Supplier	5504	FMT 08/16/89 binders	.00	5641.22-	
SRR	8	0006	00000010	Miscellaneous Supplier	5505	FMT 08/16/89 convention room	.00	2212.25-	
SRR	8	0007	00000030	Mountain Air Conditionin	5506	FMT 08/16/89 Mountain Air Condition	.00	1457.00-	
SRR	8	0008	00000090	George Peters	5507	FMT 08/16/89 George Peters	.00	4034.16-	
SRR	8	0009	00000020	Pool and Associates	5508	FMT 08/16/89 Pool and Associates	.00	4514.91-	
SRR	8	0010	00000060	Travel Planners	5509	FMT 08/16/89 Travel Planners	.00	10134.33-	
SRR	8	0011	00000100	Kris Williams	5510	FMT 08/16/89 Kris Williams	.00	4350.68-	
- Current Month Totals ->							.00	53303.55-	53303.55-
- Beginning GL Balance ->									2148193.22
- Account Total ->									2094889.67
Account 1061001000 Prepaids & Deposits									
SRR	7	0002	00000020	Pool and Associates	306	FMT 08/10/89 mailer production	1500.00	.00	
- Current Month Totals ->							1500.00	.00	1500.00
- Beginning GL Balance ->									5640.00
- Account Total ->									7140.00

Step 12

In order to print the report requested, this step formats the MTD Postings information. As appropriate, group heading appear whenever a change occurs in Post Month or Account. If requested, totals appear whenever a change occurs in Account or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end.

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A sample output is shown below.

11/08/94 10:22		Expert Computing, Inc.		LGG Page: 1
Disbursements GL Distributions				
Account	Account Name	Debits	Credits	Net Change
Post Month/Year 08 89				
1010001001	Cash, Sales Outlets	.00	53303.55-	53303.55-
1061001000	Prepays & Deposits	1500.00	.00	1500.00
2010001001	Accounts Payable, Sales	51344.14	1500.00-	49844.14
2030001001	Retention Payable, Sales	.00	344.92-	344.92-
4010000001WH	Cost of Goods Sold, Sales/Whls	427.55	.00	427.55
4070000000WH	Discounts Lost, Wholesale	492.28	.00	492.28
4090000001WH	Repairs and Maintnc, Wholesale	168.90	.00	168.90
4110000000	Travel and Entertainment	1215.60	.00	1215.60
	- Post Month/Year 08 89 Totals ->	55148.47	55148.47-	.00
	- Grand Totals ->	55148.47	55148.47-	.00

Step 13

In preparation for performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account, Operator ID and Transaction No, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account, and Account Component, with the option to enter user-specified comparisons at run time.

Step 14

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 15

In order to print the report requested, this step formats the MTD Postings information. The following data items are shown: Operator ID, Control Number, Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description, Debit Amount and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account, or Account Component. If requested, totals appear whenever a change occurs in Account, Account Component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, Net Change Amount Total, Amount, and Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:22		Expert Computing, Inc.				LGG Page: 1			
Adjustments GL Distributions									
Op	Ctrl	Trx	Vendor	Inv/Chk	Trx Date	Description	Debits	Credits	Net Change
Post Month/Year 08 89									
Account 2010001001 Accounts Payable, Sales									
SRR	1	0001	00000090	George Peters	ER1012	ADJ 08/15/89 correct invoice amount	.00	100.00-	
SRR	1	0002	00000040	Albert Materials, Inc.	34576	ADJ 08/15/89 write off retention	36.00	.00	
SRR	1	0003	00000040	Albert Materials, Inc.	84700	ADJ 08/15/89 write off retention	88.00	.00	
- Current Month Totals ->							124.00	100.00-	24.00
- Beginning GL Balance ->									133548.69-
- Account Total ->									133524.69-
Account 2030001001 Retention Payable, Sales									
SRR	1	0002	00000040	Albert Materials, Inc.	34576	ADJ 08/15/89 write off retention	.00	36.00-	
SRR	1	0003	00000040	Albert Materials, Inc.	84700	ADJ 08/15/89 write off retention	.00	88.00-	
- Current Month Totals ->							.00	124.00-	124.00-
- Beginning GL Balance ->									1458.00-
- Account Total ->									1582.00-
Account 4110000001MA Travel & Entertainment, Sales									
SRR	1	0001	00000090	George Peters	ER1012	ADJ 08/15/89 correct invoice amount	100.00	.00	
- Current Month Totals ->							100.00	.00	100.00
- Beginning GL Balance ->									24530.41
- Account Total ->									24630.41
- Post Month/Year 08 89 Totals ->							224.00	224.00-	.00
- Grand Totals ->							224.00	224.00-	.00

Step 16

In order to print the report requested, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Post Month or Account. If requested, totals appear whenever a change occurs in Account or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end.

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A sample output is shown below.

11/08/94 10:22		Expert Computing, Inc.		LGG Page: 1
Adjustments GL Distributions				
Account	Account Name	Debits	Credits	Net Change
Post Month/Year 08 89				
2010001001	Accounts Payable, Sales	124.00	100.00-	24.00
2030001001	Retention Payable, Sales	.00	124.00-	124.00-
4110000001MA	Travel & Entertainment, Sales	100.00	.00	100.00
	- Post Month/Year 08 89 Totals ->	224.00	224.00-	.00
	- Grand Totals ->	224.00	224.00-	.00

Step 17

In preparation for performing a sort/selection process on the MTD Postings information, this step provides you with a default sequencing of data records by Subsidiary Type, Subsidiary Code and Account, with the option to change modifiable parameters at run time. Selection of data record is provided by Subsidiary Type, Subsidiary Code, and Account Component, with the option to enter user-specified comparisons at run time.

Step 18

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 19

In order to print the Accounts Payable Detail Subsidiary Distributions, this step formats the MTD Postings information. The following data items are shown: Transaction No, Vendor No, Vendor Name, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Description and Amount. As appropriate, group headings appear whenever a change occurs in Subsidiary Type or Subsidiary Code. If requested, totals appear whenever a change occurs in Subsidiary Code or Subsidiary Type. When totals are specified, the following items are accumulated: Amount Total. Grand totals print at the end.

A sample output is shown below.

11/08/94 10:23		Expert Computing, Inc.					LGG Page: 1
Accounts Payable Detail Subsidiary Distributions							
Trx	Vendor	Invcl/Chk	Trx	Date	Description	Amount	
Sub Type GL							
Sub Code GENERAL							
0003	00000050	Hardware Services, Inc.	03056	INV	08/05/89	equipment repair 625.88	
0004	00000050	Hardware Services, Inc.	05981	INV	08/07/89	belt repair 432.81	
0010	00000060	Travel Planners	11651-1	INV	08/09/89	VP to NY 1125.60	
0003	00000010	Miscellaneous Supplier	311	PMT	08/07/89	1215.60	
- Sub Code Totals ->						3399.89	
Sub Code JONES							
0006	00000060	Travel Planners	11596-1	INV	08/01/89	Jones to DC 985.60	
0008	00000060	Travel Planners	11598-1	INV	08/05/89	Jones to Columbus 742.50	
0003	00000080	Sam Jones	ER1005	INV	08/12/89	Aug. expenses thru 8/10 1216.90	
- Sub Code Totals ->						2945.00	
Sub Code PETERS							
0009	00000060	Travel Planners	11600-0	INV	08/09/89	Peters to Memphis 802.00	
0002	00000090	George Peters	ER1012	INV	08/12/89	Aug. expenses thru 8/10 1098.50	
0001	00000090	George Peters	ER1012	ADJ	08/15/89	correct invoice amount 100.00	
- Sub Code Totals ->						2000.50	
Sub Code WILLIAMS							
0007	00000060	Travel Planners	11562-0	INV	08/04/89	Williams to San Diego 487.00	
0001	00000100	Kris Williams	ER1009	INV	08/12/89	Aug. expenses thru 8/10 1156.33	
0006	00000060	Travel Planners	11102-1	INV	08/14/89	Williams to Sacramento 386.10	
- Sub Code Totals ->						2029.43	
- Sub Type GL Totals ->						10374.82	
- Grand Totals ->						10374.82	

Step 20

In order to print the Accounts Payable Summary Subsidiary Distributions, this step formats the MTD Postings information. As appropriate, group headings appear whenever a change occurs in Subsidiary Code or Subsidiary Type. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end.

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A sample output is shown below.

11/08/94 10:23		Expert Computing, Inc.		LGG Page: 1
Accounts Payable Summary Subsidiary Distributions				
Sub Code	Debits	Credits	Net Change	
Sub Type GL				
GENERAL	3399.89	.00	3399.89	
JONES	2945.00	.00	2945.00	
PETERS	2000.50	.00	2000.50	
WILLIAMS	2029.43	.00	2029.43	
- Sub Type GL Totals ->	10374.82	.00	10374.82	
- Grand Totals ->	10374.82	.00	10374.82	

Step 21

This function checks to see whether the end user has chosen to use the Transaction Control option, before executing a function that requires the file.

Step 22

In preparation for performing a sort/selection process on the Transaction Control information, this step provides you with a default sequencing of data records by Application, File Posted, Operator ID and Control No, with the option to change modifiable parameters at run time. Selection of data records is provided by Application, File Posted, Operator ID, Control No and Journal Code, with the option to enter user-specified comparisons at run time.

Step 23

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 24

In order to print the Accounts Payable Transaction Control Report, this step formats the Transaction Control information. The following data items are shown: Application, File Posted, Operator ID, Control No, Amount Posted, Last Trx Posted, Date/Time, Journal Code, Description, Operator Exclusive?, Control Total, Hash Total, Number of Trx, Number of Errors and Number of Warnings.

A sample output is shown below.

11/08/94 10:23		Expert Computing, Inc.					LGG Page: 1		
Accounts Payable Transaction Control Report									
Appl/File Date/Time	Jrnl	Control Group Description	Op	Exc?	Amt Posted Ctrl Total	Hash Total	Last Tx Trx	Errors	Warnings
TAP ADJUSTMENTS 06/14/90 09:13	APAJ	SRR / 0001 Aug adjustments thru 8/15	N		24.00- .00	0	3 3	0	0
TAP DISBURSEMENTS 03/28/90 11:00	APCD	SRR / 0001 June checks	N		11364.37 .00	0	5 5	0	0
TAP DISBURSEMENTS 03/28/90 16:00	APCD	SRR / 0002 June check run	N		41528.47 .00	0	8 8	0	0
TAP DISBURSEMENTS 04/02/90 09:50	APCD	SRR / 0004 July check run	N		39048.69 .00	0	13 13	0	0
TAP DISBURSEMENTS 06/13/90 16:30	APCD	SRR / 0007 Aug. checks thru 8/15	N		3312.05 3312.05	0	4 4	0	0
TAP DISBURSEMENTS 08/09/94 16:49	APCD	SRR / 0008 Aug. 1st check run	N		49991.50 .00	0	11 11	0	0
TAP INVOICES 08/09/94 16:43	APIV	MRC / 0015 Invoice entry	N		1000.00 1000.00	0	1 1	0	0
TAP INVOICES 03/28/90 10:17	APIV	SRR / 0001 June invoices	N		29379.06 .00	0	13 13	0	0
TAP INVOICES 03/28/90 16:16	APIV	SRR / 0002 RECURRING PAYMENTS	N		754.80 754.80	90	2 2	0	0
TAP INVOICES 03/30/90 14:26	APIV	SRR / 0003 July invoices through 7/15/89	N		15779.75 15779.75	410	7 7	0	0
TAP INVOICES 03/30/90 14:27	APIV	SRR / 0004 July invoices through EOM	N		18094.72 .00	0	11 11	0	0
TAP INVOICES 03/30/90 14:27	APIV	SRR / 0006 RECURRING PAYMENTS	N		1011.70 1011.70	120	3 3	0	0
TAP INVOICES 06/13/90 15:41	APIV	SRR / 0007 Aug. invoices thru 8/10	N		11302.52 .00	520	11 11	0	0
TAP INVOICES 06/13/90 15:41	APIV	SRR / 0008 Aug. invoices 8/10-8/15	N		7132.83 7132.83	400	8 8	0	0

Option 9 - 1099 Forms

This job prints the IRS form 1099-MISC. The following processing steps accomplish this job.

Step 1

Use this function to enter the year and Federal ID number for the 1099 forms.

On the following pages, the screen displayed by this function is shown.

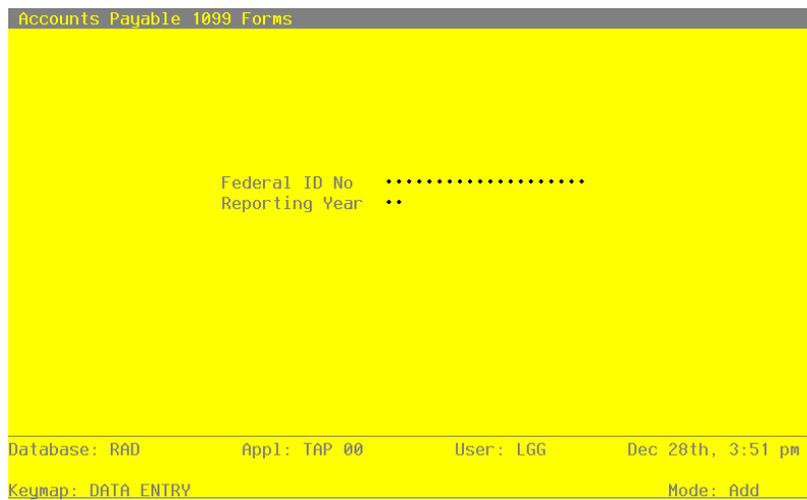


Figure 35. The Accounts Payable 1099 Forms Screen

Data items for the preceding are described below:

Federal ID Number

Enter an alphanumeric field, up to 20 characters in length. This field is required.

Supply the Federal ID Number to use for printing 1099 forms.

Reporting Year

Enter a positive number with up to 2 digits.

Specify the year for which 1099 forms are to be printed.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Must Enter Reporting Year

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Vendors information, this step provides you with a default sequencing of data records by Vendor Alpha and Vendor, giving additional sort order choice by Vendor Type, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor Alpha, Vendor, Vendor Type and Tax Identifying Number, with the option to enter user-specified comparisons at run time.

Step 3

This disposition function is used when printing 1099 forms.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the 1099 Forms Report, this step formats the Vendors information. The following data items are shown: Company Name, Address, Federal ID Number, Tax Identifying Number, Name, Address, Disbursements, City, State and Zip Code.

Option 10 - 1099 Audit Report

This job produces a report of information that appears on the 1099 forms. The following processing steps accomplish this job.

Step 1

Use this function to enter the year to be used in the 1099 Audit report.

On the following pages, the screen displayed by this function is shown.

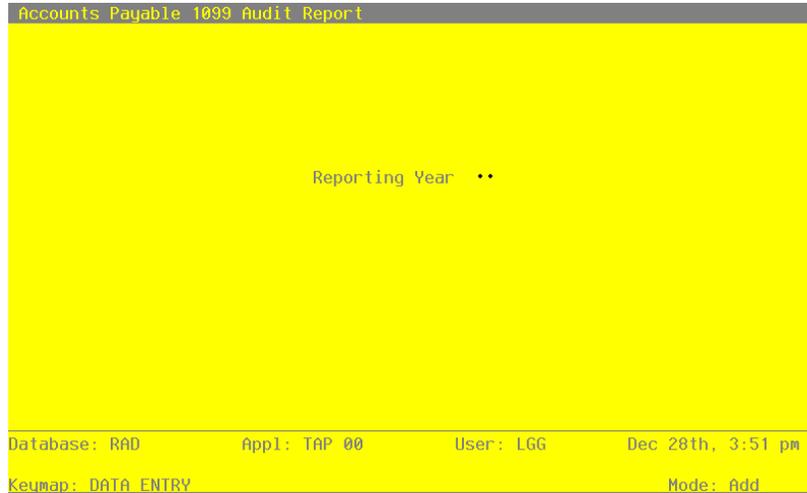


Figure 36. The Accounts Payable 1099 Audit Report Screen

Data items for the preceding screen are described below:

Reporting Year

Enter a positive number with up to 2 digits.

Specify the year for which 1099 forms are to be printed.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Must Enter Reporting Year

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Vendors information, this step provides you with a default sequencing of data records by Vendor Alpha and Vendor, giving additional sort order choice by Vendor Type, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor Alpha, Vendor, Vendor Type and Tax Identifying Number, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all standard Accounts Payable reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the 1099 Audit Report, this step formats the Vendors information. The following data items are shown: Vendor, Tax Identifying Number, Name, Disbursements, Address, City, State and Zip Code.

A sample output is shown below.

11/08/94 10:24	Expert Computing, Inc.	LGG Page: 1
	1099 Audit Report	
	For The Year Ending: 90	
Vendor	Soc Sec No	Name
Disbursements		
00000080	417-98-8556	Sam Jones 4201 Oak Lane Boston MA 42156
.00		
00000090	518-97-9784	George Peters 845 Missouri Blvd. Denver CO 71454
.00		
00000020	448-96325	Pool and Associates 985 E. University Way Suite 115 Seattle WA 98521
.00		
00000100	987-66-2296	Kris Williams 1212 Newport Way Chicago IL 65411
.00		

- Grand Totals ->		.00

Option 11 - GL Distributions Inquiry

This inquiry shows the monthly Accounts Payable postings integrated with General Ledger. The GL Distributions records are maintained in the MTD postings file. When you close the accounting period that is equal to the post month and post year of the distributions record, the record is deleted. The following processing steps accomplish this job.

Step 1

This function cancels the GL Distributions Inquiry if GL does not exist.

Step 2

In order to print the General Ledger Distributions Inquiry, this step formats the Chart of Accounts and MTD Postings information. The following data items are shown: Account Number, Description, Op-

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erator ID, Vendor No, Invoice/Check No, Transaction Type Abbreviation, Transaction Date, Amount and Amount Total.

A sample output is shown below.

```

***** GL Distributions Inquiry *****
Account 2010001001 Accounts Payable, Sales

OpID Vendor  Invc/Chck Trx Date  Description                               Amount
SRR 00000020 9852-6   INV 08/02/89 brochure                               2410.00-
SRR 00000030 10256   INV 07/30/89 misc. materials                       291.60-
SRR 00000050 03056   INV 08/05/89 equipment repair                     625.88-
SRR 00000050 05981   INV 08/07/89 belt repair                           432.81-
SRR 00000030 2215AC   INV 07/30/89 AC repair                             604.79-
SRR 00000060 11596-1  INV 08/01/89 Jones to DC                           985.60-
SRR 00000060 11562-0  INV 08/04/89 Williams to San Diego                 487.00-
SRR 00000060 11598-1  INV 08/05/89 Jones to Columbus                     742.50-
SRR 00000060 11600-0  INV 08/09/89 Peters to Memphis                     802.00-
SRR 00000060 11651-1  INV 08/09/89 VP to New York                       1125.60-
SRR 00000040 1006     INV 08/06/89 materials                             2597.00-
SRR 00000100 ER1009   INV 08/12/89 Aug. expenses thru 8/10                 1156.33-
SRR 00000090 ER1012   INV 08/12/89 Aug. expenses thru 8/10                 1098.50-
SRR 00000080 ER1005   INV 08/12/89 Aug. expenses thru 8/10                 1216.90-
SRR 00000010 L9980    INV 08/14/89 Office landscaping                     620.00-
SRR 00000010 221      INV 08/14/90 New lobby plants                       305.00-
SRR 00000060 11102-1  INV 08/14/89 Williams to Sacramento                 386.10-
SRR 00000040 96215   INV 08/14/89 Materials                             2058.00-
SRR 00000010 P09844   INV 08/14/89 Yellow page ad                                250.00-
SRR 00000090 ER1012   ADJ 08/15/89 correct invoice amount                  100.00-
SRR 00000040 34576   ADJ 08/15/89 write off retention                    36.00
SRR 00000040 84700   ADJ 08/15/89 write off retention                    88.00
MRC 00000080 12345678 INV 08/12/94 Invoice Description                       1000.00-
SRR 00000040 5500     PMT 08/16/89 materials                             2597.00
SRR 00000040 5500     PMT 08/16/89 stock                                4128.15
SRR 00000040 5500     PMT 08/16/89 stock                                2491.70
SRR 00000040 5500     PMT 08/16/89 Materials                             2058.00
SRR 00000050 5501     PMT 08/16/89 belt repair                           432.81
SRR 00000050 5501     PMT 08/16/89 Drive repair                           626.87
SRR 00000050 5501     PMT 08/16/89 new hardware installation              2200.00
SRR 00000050 5501     PMT 08/16/89 New hardware installation              1500.00-
SRR 00000070 5502     PMT 08/16/89 Monthly Policy Payment                 254.80
SRR 00000080 5503     PMT 08/16/89 travel expenses through 7/5           2357.98
SRR 00000080 5503     PMT 08/16/89 July travel expenses                  1895.40
SRR 00000010 5504     PMT 08/16/89 binders                               5641.22
SRR 00000010 5505     PMT 08/16/89 convention room                       2212.25
SRR 00000030 5506     PMT 08/16/89 misc. materials                       291.60
SRR 00000030 5506     PMT 08/16/89 AC repair                             604.79
SRR 00000030 5506     PMT 08/16/89 July maintenance                      517.49
SRR 00000090 5507     PMT 08/16/89 travel expenses through 7/8           1984.56
SRR 00000090 5507     PMT 08/16/89 July travel expenses                  2049.60
SRR 00000020 5508     PMT 08/16/89 catalog layout                        1895.62
SRR 00000020 5508     PMT 08/16/89 Summer promotion                      1248.29
SRR 00000020 5508     PMT 08/16/89 Press release                          871.00
SRR 00000020 5508     PMT 08/16/89 Advertising Retainer                   500.00
SRR 00000060 5509     PMT 08/16/89 Jones to Detroit                       896.52
SRR 00000060 5509     PMT 08/16/89 Williams to Montreal                  1354.89
SRR 00000060 5509     PMT 08/16/89 Williams to Boston                      740.25
SRR 00000060 5509     PMT 08/16/89 Jones to Atlanta                       802.55
SRR 00000060 5509     PMT 08/16/89 tickets                               6340.12
SRR 00000100 5510     PMT 08/16/89 July travel expenses                  2203.63
SRR 00000100 5510     PMT 08/16/89 travel expenses through 7/5           2147.05

- Account Total ->                               30672.53
=====

```

Option 12 - Monthly Status Inquiry

This inquiry displays the current calendar month/year, the status of EOM reports, and whether recurring payments have been generated for the month.

In order to print the Monthly Status Inquiry, this step formats the Parameters information. The following data items are shown: Current Calendar Month, Current Calendar Year, check Reconciliation Required?, Check Reconciliation Printed?, Purchases GL Dist. Required?, Purchases GL Dist. Printed?, Disburs. GL Dist. Required?, Disburs. GL Dist. Printed?, Adjustments GL Dist. Required?, Adjustments GL Dist. Printed? and Recurring Payments Generated?.

A sample output is shown below.

```
***** Monthly Status *****
                Calendar Month/Year  08 89

  EOM Reports                Required  Printed
Check Reconciliation                N        Y
Purchases GL Distributions           N        Y
Disbursements GL Distributions       N        Y
Adjustments GL Distributions         N        Y

      Recurring Payments Generated?  N
```

Option 13 - Close Month

This function performs end-of-month processing for Accounts Payable. It purges monthly detail records and transaction control records as well as deleting obsolete historical data and incrementing the current month. The EOM report print status is checked prior to running the closing process. The following processing steps accomplish this job.

Step 1

This function verifies the EOM report status before proceeding with the Close Month process. In addition, the Recurring Entries are checked, and a warning message is used if recurring payments have not been generated.

Step 2

This disposition type is used for all posting functions.

Step 3

This step prevents CANCEL from canceling the current job.

3 Monthly Processing

Step 4

This step processes the information for MTD Postings. Records in the MTD Postings file will then be deleted.

Step 5

In preparation for performing a sort/selection process on the Transactions information, this step provides sequencing of data records by Vendor, Invoice Type and Apply To, with no option to change the sequence at run time.

Step 6

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 7

This step processes the information for Transactions. Under certain conditions, records in the Transaction History file will be added. Records in the Unpaid Invoices and Transactions files will then be deleted.

Step 8

This step processes the information for Parameters. Updates to certain fields in the Parameters file will occur.

Step 9

This step processes the information for Processed Invoices. Records in the Processed Invoices and Miscellaneous Vendor Name/Address files will then be deleted.

Step 10

This step processes the information for Outstanding Checks. Records in the Outstanding Checks file will then be deleted.

Step 11

This step processes the information for Vendor History and Vendor History by Month. Records in the Vendor History by Month and Vendor History files will then be deleted.

Step 12

This step processes the information for Vendors. Updates to certain fields in the Vendors file will occur.

Step 13

In preparation for performing a sort/selection process on the Transactions History information, this step provides sequencing of data records by Customer, Apply To, and Invoice Due Date, with no option to change the sequence at run time.

Step 14

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 15

This step processes the information for Transactions History. Records in the Transactions History file will then be deleted.

Step 16

This step processes the information for Transaction Control. Records in the Transaction Control file will then be deleted.

Step 17

This function displays a warning to the operator if any errors were encountered during posting or processing.

Chapter 4: File Maintenance

4 File Maintenance

This menu provides you with file maintenance and list functions for master files. Printing of vendor labels and rolohex cards is also included in the "Other Utilities" option on this menu.

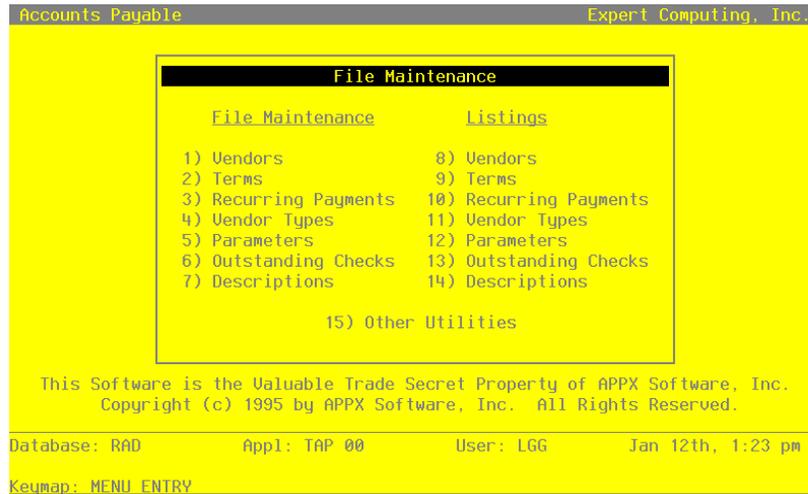


Figure 37. The Accounts Payable File Maintenance Menu

Option 1 - Vendors

You can use this function to perform file maintenance on Vendor records.

This vendor information is defaulted throughout the Accounts Payable application for vendor specific functions. The system also maintains information about the last purchase made from each vendor as well as the last payment made to the vendor.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Vendors.

This file contains name, address, and other data specific to each vendor.

Accounts Payable Vendors		(Part 1 of 2)	
Vendor Number	00000010	Vendor Name	Miscellaneous Supplier.....
Alpha Code	MISC....	Address
		City/St/Zip
		Country	USA.....
Contact Name		
Telephone	(...)		
Facsimile	(...)		
Terms Code	20..	Net EOM	
Vendor Type	10..	Supplier	
Liability Acct	2010001001..	Accounts Payable, Sales	
Offset Acct		
Misc Vendor? Y	Hold Check? N	Correct 1099? N	Check GT Max? N
		In Process? Y	
RETURN) Next Page		98) Audit Info	99) Research
Database: RAD	Appl: TAP 00	User: LGG	Jan 12th, 1:41 pm
Keomap: DATA ENTRY		Mode: Cha	

Figure 38. The Accounts Payable Vendors Screen - Part 1 of 2

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the *Audit Info* option is available at the bottom of this screen. When this option is invoked, the *Audit Information* overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the *Audit Information* overlay is system-supplied and non-modifiable.

Another option available on the Vendors Screen is the *Research* option, which provides a "drill-down" approach to obtaining information about the currently selected vendor. When invoked, the *Research* option displays system-wide information about the vendor. Press the END key or the RETURN key to clear the overlay from your screen.

Data items for the preceding screen are described below:

Vendor Number

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. By using Scan you may use this field as an 'access key' for selecting records.

This unique number will be used throughout the system to identify the vendor.

Vendor Name

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Furnish the vendor's name. This name will generally appear next to the vendor number field whenever it is displayed on other screens and reports. If this is a miscellaneous vendor, it may be helpful to enter 'Miscellaneous Vendor' for the name. During invoice and hand check entry for miscellaneous vendors, you can specify the actual name.

Alpha Code

Enter an alphanumeric field, up to 8 characters in length. This field is required. By using Scan you may use this as an 'access key' for selecting records.

Determine a code to use when sorting data during report and check processing. You may want to use a portion of the vendor name as a alphabetical sort.

Address - Line 1

Enter an alphanumeric field, up to 30 characters in length.

Give the first line of the vendor's address. You may want to enter the shipping address in this line and the mailing address in the second line (see next field).

Address - Line 2

Enter an alphanumeric field, up to 30 characters in length.

You may want to enter the mailing address on the second line of the vendor's address and the shipping address in the first line.

City

Enter an alphanumeric field, up to 20 characters in length.

Supply the city in the vendor's address. Be sure to enter a comma (',') after the city if you want a comma to print between the city and state on the vendor's check.

State

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable.

Provide the standard 2-letter state abbreviation. This entry should be in the State abbreviation table.

Zip

Enter an upper case alphanumeric field, up to 10 characters in length.
Supply the postal zip code.

Country

Enter an upper case alphanumeric field, up to 20 characters in length.
Furnish the country name where the vendor is located.

Contact Name

Enter an alphanumeric field, up to 20 characters in length.
State the name of the person to be contacted when communicating with this vendor.

Telephone

Enter an upper case alphanumeric field, up to 14 characters in length.
Furnish the vendor's phone number.

Facsimile

Enter an upper case alphanumeric field, up to 14 characters in length.
Supply the Vendor's FAX number.

Terms Code

Enter a positive number with up to 3 digits. You can use Scan to search for an appropriate entry.

Provide the code, from the Terms file, to represent the payment terms for this vendor. The description of the terms is printed next to the code so that you can verify your entry. The terms code will be used to calculate the invoice due date, if applicable, during invoice entry.

Vendor Type

Enter an alphanumeric field, up to 4 characters in length. You can use Scan to search for an appropriate entry.

The vendor type is another method that can be used to categorize vendors. Many reports and updating functions can be sorted and selected using the vendor type.

Liability Acct

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Supply the liability account to use as a default on invoices, adjustments, and checks for this vendor. If the General Ledger application is part of your system, this account number must be in the chart of Accounts file. The system displays the description of this account so you may verify your entry.

Offset Acct

Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

Provide an offset account to use as a default on invoices entry for this vendor. For example, if you always purchase office supplies from this particular vendor, enter the expense account number for office supplies. You may change the default during transaction entry. If no Offset Account is specified, no default is made by the system during transaction entry.

If the General Ledger application is part of your system, the account number must be in the Chart of Accounts file. The system displays the description of this account so you may verify your entry.

Misc Vendor?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Indicate whether or not the vendor is a miscellaneous vendor. Miscellaneous vendor records are normally used for one-time vendors. Note that Vendor History data is not recorded for individual miscellaneous vendors.

To differentiate between miscellaneous vendors, you need to enter a name and address during invoice entry rather than have the system use a fixed name and address from the Vendors file. You can establish more than one miscellaneous vendor.

Hold Check?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Indicate whether or not you want to prevent this vendor's checks from being created.

ate checks for this vendor, regardless of pay status or unpaid invoice setting. If you print a Cash Requirements report, all invoices for this vendor will have a hold status.

N: Do not place this vendor's checks on a hold status. Process as usual.

Correct 1099?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

The system defaults 'N', which assumes that the creation of 1099 forms has or will run smoothly. If it is necessary to create a correction tape for some vendors, enter 'Y' and modify the sort range to create a tape containing only corrections.

Check GT Max?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

The system displays either 'Y' or 'N' to indicate whether a check to be created will exceed the user specified 'maximum check amount'. This field is used in the Cash Requirements Report to indicate this condition for all checks to be created.

In Process?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

The system displays either 'Y' or 'N' to indicate whether checks have been created for this vendor, but are not yet posted. This field is used during the checks processing cycle to prevent the creation of multiple checks for the same invoice.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Blank Not Permitted
- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Invalid Application Type
- E Must Be Blank for Miscellaneous Vendor
- W State Abbreviation Not Found in Descriptions Record

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select Next Record to go to the next Vendors record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Vendors file.

The screen below presents additional information about Vendors.

```

Accounts Payable Vendors (Part 2 of 2)
Vendor Number 00000010 Vendor Name Miscellaneous Supplier
Payment Status N Normal
Tax ID Number .....
Bank Account Number .....

Credit Limit ..50000.00 Retention Percent ...
Balance 75.00 Retention Amount .00

Last Invoice Date: 08/14/90 Last Payment Date: 08/16/89
Last Invoice Number: 221 Last Check Number: 5505
Last Invoice Amount: 305.00 Last Check Amount: 2212.25

----- Comments -----
.....
.....
.....

Database: RRD Appl: TAP 00 User: LGG Dec 28th, 3:37 pm
KeuMap: DATA ENTRY Mode: Chg
    
```

Figure 39. The Accounts Payable Vendors - Part 2 of 2 Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Payment Status

Enter an upper case alphanumeric field, 1 character in length. Valid entries are N, T, H and D. The initial default value is ‘N’.

Define the manner in which you want to pay this particular vendor. This code is defaulted for all invoices for this vendor. The payment status can be overridden during invoice entry or change through the Edit Pay Status function. The valid Pay Status codes and standard descriptions are:

- N: Normal - Use the payment terms as defined in the Terms file.
- T: Take Discount - Take the discount regardless of the payment terms.
- H: Hold - Place all invoices on hold until they are released during Edit Pay Status.
- D: Disputed - Keep the invoice on hold until the disputed problem is resolved. Similar to ‘Hold’ status.

Tax ID Number

Enter an upper case alphanumeric field, up to 11 characters in length.

Give the social security number if this vendor will be the recipient of income reported to the IRS on the 1099-MISC form. Use this field only if you plan on generating a 1099 form for this vendor. If you have an entry in the field, the system automatically calculates reportable income for this vendor during 1099 form printing, and all yearly disbursements for this vendor are included on the 1099-MISC form.

Bank Account Number

Enter an upper case alphanumeric field, up to 20 characters in length.

For vendors expected to receive a 1099 form, an account number identifying the vendor is required. When creating 1099 forms on magnetic media, it is necessary to be able to distinguish various accounts in this way.

This entry may be a checking or savings account number, or any other unique combination of characters. using a vendor's Social Security Number is NOT recommended.

Credit Limit

Enter a positive number with up to 7 digits.

Supply the amount of your credit limit with this particular vendor. If you leave a blank or zero ('0') entry in this field, the system assumes a limit of zero, not an unlimited line of credit. An unlimited amount of credit is represented by 999999999. However, the Credit Limit field does not preclude entry of purchases over the limit. For informational purposes only, the Vendor Credit Limit appears on the Vendor Activity Inquiry and the Vendor Credit Report.

Retention Percent

Enter a positive number with up to 3 digits.

Supply the non-decimal percentage to use for computing the retention amount of invoices from this vendor. For example, if you want to retain 10% of the total invoice amount on all invoices, enter '10'.

Balance

The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

During Initial Setup, enter the outstanding balance owed to the vendor. In Live Operations, this balance is maintained by the system based on the invoices, payments, and adjustments posted to the Vendor's account. For informational purposes only, the Vendor Balance appears on the Vendor Activity Inquiry and the Vendor Credit Report.

Retention Amount

The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Provide the retention balance owed to this vendor. During Live Operations, this field is system maintained and display only.

Last Invoice Date

The system displays a date (YMD).

The date of the most recent invoice processed for this vendor is shown.

Last Payment Date

The system displays a date (YMD).

The check date of the last payment made to this vendor is shown. During Initial Setup, you may enter this date.

Last Invoice Number

The system displays an upper case alphanumeric field, up to 8 characters in length.

The number of the last invoice processed for this vendor is shown. During Initial Setup, you may enter the number of the last invoice received from this vendor.

Last Check Number

The system displays a positive number with up to 9 digits.

The check number of the last check processed for this vendor is displayed. During Initial Setup, you may supply the number of the last check issued to this vendor.

Last Invoice Amount

The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The amount of the last invoice posted for this vendor is displayed. During Initial Setup, you may provide the amount of the invoice you entered in the 'Last Invoice Number' field.

Last Check Amount

The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

This is the amount of the last check processed for this vendor. During Initial Setup, you may provide the amount of the check you entered in the 'Last Check Number' field.

Comments

Enter a text field, up to 237 characters in length. You can use the options to split, join and redisplay text, the End Paragraph option, and the fixed space character to “hold” spaces in this field.

Use this field to store a comment or any other pertinent information relating to this vendor. This text is displayed on several inquiries and reports.

Press ENTER to save the information on this screen.

Select Next Record to go to the next Vendors record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Vendors file.

Option 2 - Terms

You can use this function to perform file maintenance on the Terms file. During invoice entry, the system computes and enters the discount amount, discount due date, and invoice due date for each invoice based on the terms code assigned to the vendor.

By specifying “discount days” and “net days”, you can set limits on when an invoice must be paid in order to receive a discount, and when the net invoice amount is actually due. The due date for discount and net invoice payment is defined by a payment code. The payment code is used to calculate the due dates based on the invoice date, the end of the month, or up to two specific dates during the month.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Vendor Terms.

Use this file to maintain codes, percentages, and number of days to be used when calculating discount and invoice due dates for Vendor invoices.

Accounts Payable Terms									
Terms Code	Description	Disc %	Discount			Net			
			Pmt Code	Within Days	Specific Days	Pmt Code	Within Days	Specific Days	
10	2/10, Net 30	2.000	1	10	0	1	30	0	0
20	Net EOM	.000	1	0	0	2	0	0	0
30	3/15th, Net 25th	3.000	3	0	15	3	0	25	0
40	Cash	.000	0	0	0	1	0	0	0
50	Net 30	.000	1	0	0	1	30	0	0
60	2/10, 25 N/25, 10	2.000	3	0	10	3	0	25	10

RETURN) Next Record 90) Audit Info

Database: R&D Appl: T&P 00 User: LGG Dec 28th, 3:38 pm

Keypad: DATA ENTRY Mode: Chg

Figure 40. The Accounts Payable Terms Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the *Audit Info* option is available at the bottom of this screen. When this option is invoked, the *Audit Information* overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the *Audit Information* overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

Terms Code

Enter a positive number with up to 3 digits. By using Scan you may use this as an ‘access key’ for selecting records.

Supply a code to identify this Terms record.

Description

Enter an alphanumeric field, up to 16 characters in length. This field is required.

Describe this terms code. The description will generally appear next to the terms code field so that you can verify your entry. For example, ‘2/10, net 30’.

Discount %

Enter a positive number with up to 2 digits to the left of the decimal and 3 digits to the right of the decimal.

Give the percent discount for this Terms record. For example, enter 2 and 1/2 percent as '2.5'. If no discount is offered by a vendor, enter 0.

The system uses this percentage to calculate the Discount Amount during Invoice Entry.

Discount - Payment Code

Enter a positive number with 1 digit. The initial default value is '1'. This field is required.

Supply a code that indicates the date from which the payment days are counted for a discount to apply to an invoice. If no discount applies, enter a '1' in this field and a '0' in the 'Within Days - Discount' field. Valid codes are:

1: From the invoice date

2: From the last day of the month

3: From a specific date or dates of the month. For example, the 15th or 25th of the month

The system uses this code to calculate the Discount Due Date during Invoice Entry.

Discount - Within Days

Enter a positive number with up to 3 digits.

Enter the number of days within which invoices must be paid in order to qualify for the discount. If no discount applies, enter a '0' in this field.

The system uses this number of days to calculate the Discount Due Date during Invoice Entry.

Discount - Specific Days

Enter a positive number with up to 2 digits.

Provide the day of the month from which the payment days are to be counted. You may enter up to two dates for discount and two dates for net payment. This field is used if you entered a code of '3' in the Payment Code field.

The system uses this date to calculate the Discount Due Date during Invoice Entry.

Net - Payment Code

Enter a positive number with 1 digit. The initial default value is '1'. This field is required.

Supply a code that indicates the date from which the payment days are counted for full payment of the invoice. If payments are due upon receipt or are cash only, enter a '1' in this field and a '0' in the 'Within Days - Net' field. Valid codes are:

- 1: From the invoice date
 - 2: Form the last day of the month
 - 3: From a specific date or dates of the month. For example, the 15th or 25th of the month
- The system uses this code to calculate the Due Date during Invoice Entry.

Net - Within Days

Enter a positive number with up to 3 digits.

Enter the number of days within which invoices must be paid in order to avoid service charges. If payments are due upon receipt or are net cash only, enter a '0' in this field.

The system uses this number of days to calculate the Due Date during Invoice Entry.

Net - Specific Days

Enter a positive number with up to 2 digits.

Supply the day of the month from which the payment days are to be countered. You may enter up to two dates for net payment. This field is used if you entered a code of '3' in the Payment Code field.

The system uses this date to calculate the Due Date during Invoice Entry.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E If Discount Is Specific Day Then Net Must Be Specific Day Also
- E If Only One Period Is Defined It Must Be the First Period
- E Specific Days Must Be Entered for Payment Code 3

Press ENTER to save the information on this screen.

Select Next Record to go to the next Vendor Terms record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Vendor Terms file.

Option 3 - Recurring Payments

You can use this function to perform file maintenance on Recurring Payment records.

If your company makes regular payments for products or services such as rent, maintenance fees, or monthly retainers, you can automatically generate these payments. When recurring payments are generated, the system creates an invoice entry record for each recurring payment transaction, eliminating the need to manually enter an invoice.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the two screens displayed by this function are shown.

The screen shown below presents information about Recurring Payments.

Use this file to maintain the Recurring Payments to be generated.

```

Accounts Payable Recurring Payments

Payment          1***
Vendor           00000020   Pool and Associates
Description      Advertising Retainer*****
Generation Months JFMANJJASON*
Day to Invoice    10
13 Month Basis? N
Start Month/Year 06 88
Amount          500.00*****
Limit           *****
Liability Account 2010001001**   Accounts Payable, Sales
Terms Code       20*   Net EOM
Retention        .00*****
Paid To Date     4500.00

(ENTER) Recurring Payment Line Items

Database: RAD      Appl: TAP 00      User: LGG      Dec 28th, 3:39 pm
Keypad: DATA ENTRY      Mode: Chg

```

Figure 41. The Accounts Payable Recurring Payments Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the *Audit Info* option is available at the bottom of this screen. When this option is invoked, the *Audit Information* overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the *Audit Information* overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

Payment

Enter a positive number with up to 4 digits. By using Scan you may use this as an 'access key' for selecting records.

The system automatically displays the next available number beginning with '1' to identify the recurring payment. You may enter your own unique number or accept the default.

Vendor

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. You can use Scan to search for an appropriate entry.

Supply a valid vendor number from the Vendors file. The system displays the vendor's name so that you can verify your entry.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this recurring entry.

Generation Months

Enter an alphanumeric field, up to 13 characters in length. Only letters are acceptable. The initial default value is 'JFMAMJJASONDt'.

Each of these letters represents the name of a month. If you want an invoice generated every month do not change the default value. If you are using a 13-month fiscal year, a 't' appears after the last month to identify the thirteenth month.

If you want an invoice generated every month do not change the default value. Delete the characters of all months during which you do not want to generate a recurring payment. For example, if you want to generate a recurring payment every "odd" month, remove the even month characters. The field would appear: J M M J S N.

Day To Invoice

Enter a positive number with up to 2 digits.

Specify the day to be used as the invoice date. Depending on the entry in the 13 Month Basis? field, the Day to Invoice specifies either the day of the period or the day of the month.

If 13 Month Basis? is 'Y', this day pertains to a 28-day accounting period. For example, suppose you entered a '2' in this field, you are currently in the second accounting period of the year. Assuming that your fiscal year begins January 1, the '2' would represent January 30th, since this date is the second day in the accounting period.

If 13 Month Basis? is 'N', this day pertains to a calendar month. For example, suppose you entered a '2' in this field, and you are currently in February. The '2' would represent February 2nd, since this date is the second day in the calendar month.

13 Month Basis?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Indicate how you want the system to base the invoice date. This field works in conjunction with the Day to Invoice field on this screen. If your system is on a 12-month fiscal year (see Parameters file), this field is automatically set to 'N' and cannot be changed. If your system is on a 13-period fiscal year, enter either:

Y: The recurring payment generation is based on a 13-period fiscal year. If set to 'Y', the Day to Invoice field corresponds to a day in the 28-day accounting period.

N: The recurring payment generation is based on a 12-month fiscal year. If set to 'N', the Day to Invoice field corresponds to a day in the calendar month.

Start Month

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and EY. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Specify the calendar month of the first month that you want to generate this recurring entry.

Start Year

Enter a positive number with up to 2 digits. In ADD mode, this field will automatically be saved from one record to the next.

Specify the calendar year of the first time you want to generate this recurring entry.

Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Enter the amount of the payment.

Limit

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

Specify the maximum amount to be generated by this recurring payment. A payment will not be generated once the Paid to Date field reaches this limit. If left blank, this recurring payment is unlimited.

If the generation of a given month's invoice will exceed the limit, a prorated invoice and line items are generated. For example, if the limit is \$10,000, the 'To Date Amount' is \$9,600, and the 'Amount' is \$600, the last invoice generated will be \$400.

Liability Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

The system displays the liability account for the vendor from the Vendors file. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. The system displays the corresponding description so that you can verify your entry.

Terms Code

Enter a positive number with up to 3 digits. You can use Scan to search for an appropriate entry.

The terms code for this vendor is defaulted from the Vendor file. You may change this code. The system displays the terms code description so that you can verify your entry.

Retention

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The retention amount is calculated from the Retention % defined in the Vendors file. You may change this amount.

Paid To Date

The system displays a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

During Live Operations, the system accumulates the total of recurring entries generated for this particular definition. Invoices will be generated for this recurring payment until the 'To Date Amount' reaches the amount in the 'Limit' field.

During Initial Setup, you may enter the amount that has already been paid for this recurring payment.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E 13 Month Basis Must Be "Y" to Generate for 13th Month
- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Invalid Application Type
- E Limit Cannot Be Less Than Amount
- W Misc. Vendor Name and Address must be Added in Invoices Entry
- W Start Year Has Not Been Entered

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select Next Record to go to the next Recurring Payments record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Recurring Payments file.

The screen shown below presents information about Recurring Payment Line Items

This file defines invoice line items to be automatically generated within the invoice transaction file every month when recurring payments are generated.

The screenshot displays a terminal window titled "Accounts Payable Recurring Payments". At the top, it shows "Payment Vendor 1 00000020 Pool and Associates". Below this is a section titled "Recurring Payment Line Items" which contains a table with the following data:

Line	Description	Offset Account	Amount	Subsidiary Type/Code
1	Monthly retainer	410000001WH	500.00	

At the bottom of the screen, there are navigation options: "RETURN) Next Payment" and "90) Audit Info". The footer includes system information: "Database: RAD Appl: TAP 00 User: LGG Dec 28th, 3:40 pm Keumap: DATA ENTRY Mode: Chg".

Figure 42. The Accounts Payable Recurring Payment Line Items Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Line Item Number

Enter a positive number with up to 4 digits.

Supply the line item number. You may enter line items in any sequence. The system automatically starts with ‘1’ and sorts them into numerical order when you complete the screen entry.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe this line item. This description will print on various reports throughout Accounts Payable.

Offset Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Enter the offset (expense) account to debit for this line item. The offset account for the vendor is displayed from the Vendors file, if one was entered. You may either accept this default or enter another offset account. If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. The system displays the corresponding account description so that you may verify your entry.

Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Supply the amount to be debited or credited to the offset account for this recurring payment line item. A credit entry requires a minus sign.

Subsidiary Type

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable.

The system displays the subsidiary type for the account, as defined in General Ledger. This reflects the subsidiary to which this line item will post.

If General Ledger is not part of your system, you may enter any value in this field. The transactions posted to various subsidiary types and codes can be printed on the Subsidiary Codes GL Distributions report on the Monthly Processing menu.

Subsidiary Code

Enter an upper case alphanumeric field, up to 16 characters in length.

Supply a subsidiary code if this line item is to post to a subsidiary costing application. If the sub type is 'GL', it is assumed the transaction will flow through to General Subsidiary. You cannot enter a subsidiary code if the subsidiary type is blank; conversely, if the subsidiary type is not blank you must enter a subsidiary code.

The transactions posted with the various subsidiary types and codes can be viewed on the subsidiary Code GL Distributions report on the Monthly Processing Menu.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Cannot Have Sub Code With Blank Sub Type
- E Cannot Have Sub Type With Blank Sub Code
- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Invalid Application Type
- E Subsidiary Code Not on Subsidiary Codes by Account File
- E Subsidiary Codes by Account File Does Not Exist

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select the Previous Image option to go back to the Recurring Payments screen. Select the Next Record option to go to the next Recurring Entries Line Items record. Select the End option to go the next Recurring Payments record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Recurring Entries Line Items file.

Option 4 - Vendor Types

You can use this function to enter or edit vendor types. The Vendor Type is useful in classifying your vendors. For example, you may want to differentiate between several classifications of vendors based on the volume of business such as “High”, “Med”, and “Low”.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Vendor Types.

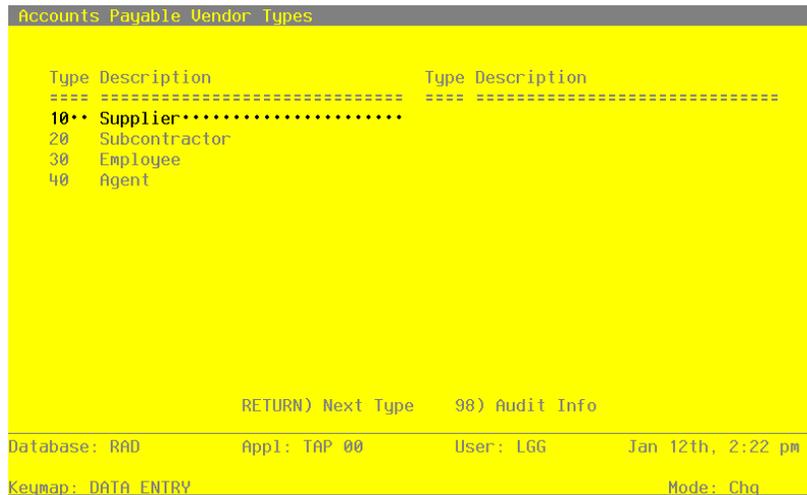


Figure 43. The Accounts Payable Vendor Types Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the *Audit Info* option is available at the bottom of this screen. When this option is invoked, the *Audit Information* overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the *Audit Information* overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

Vendor Type

Enter an alphanumeric field, up to 4 characters in length. This field is required. By using Scan you may use this as an 'access key' for selecting records.

Identify this Vendor type Vendor types may be used to group vendors by classification in order to sort and select records for reports, lists, and printed checks. Examples of a vendor type might be "GEN" for a "general distributor", "SPEC" for a "specialist", or "FOR" for a vendor located in a foreign country. Another example of classifying vendors might be based on the volume of business or the expected level of damaged goods.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this vendor type.

Press ENTER to save the information on this screen.

Select Next Record to go to the next Vendor Types record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Vendor Types file.

Option 5 - Parameters

You can use this function to maintain the Parameters file, specifying the fundamental information defining how the Accounts Payable application operates and interfaces with other applications. This allows you to "customize" your Accounts Payable system.

Only one record is required for the Accounts Payable Parameters file. During Initial Setup, Parameter information must be entered. During Live Operations, however, much of the Parameters information is display only and changes must be made through Recovery Processing.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the two screens displayed by this function are shown.

The screen shown below presents information about Parameters.

Accounts Payable Parameters		(1 of 2)	
Current Fiscal Month / Year	3 90	Current Calendar Month / Year	8 89
Number of Accounting Periods	12	Start Month of Fiscal Year	6
		Calendar History?	N
Months of Vendor History	12*	Months to Keep Cancelled Chks	3*
Months to Hold Processed Invoices	12*	Months of Transaction History	2*
Hold Transactions?	Y	Discount Method	L
Check Control Same As Stock No?	N	Check Stub Rows	14
Recognize Retention At Invoicing?	N	Maximum Check Amount	9999999.99
Post to Other Applications?	GL Y IC Y		
Prepaid Account	1061001000**	Prepays & Deposits	
Retention Account	2030001001**	Retention Payable, Sales	
Discount Account	4070000000WH	Discounts Lost, Wholesale	
Cash Account	1010001001**	Cash, Sales Outlets	
RETURN) Page 2 of 2 90) Audit Info			
Database: R0D		Appl: TAP 00	User: LGG Dec 28th, 3:41 pm
Keypad: DATA ENTRY		Mode: Chg	

Figure 44. The Accounts Payable Parameters Screen - Part 1 of 2

Note that the *Audit Info* option is available at the bottom of this screen. When this option is invoked, the *Audit Information* overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the *Audit Information* overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

Current Fiscal Month

The system displays a positive number with up to 2 digits.

If General Ledger is a part of your system, the fiscal month is supplied for you and you cannot change it. If you are operating Accounts Payable without General Ledger, you should supply the appropriate fiscal month during Initial Setup.

Current Fiscal Year

The system displays a positive number with up to 2 digits.

If General Ledger is a part of your system, the fiscal year is supplied for you and you cannot change it. If you are operating Accounts Payable without General Ledger, you should supply the appropriate fiscal year during Initial Setup.

Current Calendar Month

The system displays a positive number with up to 2 digits.

During Initial Setup, specify the first calendar month of “live operation” of your Accounts payable system. In Live Operations, the system displays the current calendar month. If you are using 13-period accounting this field is blank.

Current Calendar Year

The system displays a positive number with up to 2 digits.

During Initial Setup, you will specify the first calendar year of “live operation” of your Accounts Payable system. In Live Operations, the system displays the current calendar year. If you are using 13-period accounting this field is blank.

Number of Accounting Periods

The system displays a positive number with up to 2 digits.

Indicate the number of months in your fiscal year. An entry of ‘12’ means you operate on a calendar month basis, and ‘Start Fiscal Month’ determines the first month of your fiscal year. An entry of ‘13’ means you operate on a 13-period basis. If General Ledger is part of your system, the number of periods is supplied for you and you cannot change it.

Start Month of Fiscal Year

The system displays a positive number with up to 2 digits.

Identify the first month of your fiscal year. For example, if your fiscal year runs from October 1 through September 30, enter ‘10’ If General Ledger is part of your system, the start month is supplied for you and you cannot change it.

Calendar History?

The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’.

The system will keep Vendor history by either fiscal or calendar period. If you prefer to keep vendor history by fiscal period enter ‘N’.

Months of Vendor History

Enter a positive number with up to 3 digits.

Designate the number of months of vendor history to keep on file. During Close Month processing, historical records older than the number of months entered here are deleted.

Months to Keep Cancelled Checks

Enter a positive number with up to 2 digits.

Enter the number of months you want to keep canceled checks. During close month processing, records older than the number of months specified in this field are deleted. Canceled check records are aged from the check date, not the month in which they are canceled, to determine if they should be deleted.

The 'Paid Invoice by Check Number' inquiry uses the Outstanding Checks file, which includes canceled check history, to supply the paid invoice information.

Months to Hold Processed Invoices

Enter a positive number with up to 3 digits

Designate the number of months to keep posted invoice numbers on file. These invoice numbers are arranged by vendor, and are used by the system to warn of duplicate entries. The names and addresses of miscellaneous vendor invoices are also deleted during Close Month processing when processed invoices are deleted.

Months of Transaction History

Enter a positive number with up to 2 digits.

Supply the number of months of transaction history you wish to keep. Transactions older than the number of months specified here are deleted during Close Month processing.

Hold Transactions?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Indicate 'y' or 'N' to tell the system whether to hold zero-balance invoices beyond the current calendar month rather than deleting them at month-end closing. Since transactions may be entered with a posting date for a future month, the system needs to know how long to keep invoices with a balance of zero on file. Enter either:

Y: Hold zero-balance invoices until the Accounts Payable current month reaches the transaction month.

N: Delete zero-balance invoices during month-end closing, regardless of their transaction dates.

Discount Method

The system displays an upper case alphanumeric field, 1 character in length. Valid entries are E and L. The initial default value is 'E'.

Indicate whether the liabilities are to be initially recorded at the full invoice amount ('E' earned method) or reduced by the allowable discount ('L' lost method). Enter either:

E: If the "earned" discount method is used, the liability account is credited at the invoice amount. Discounts are credited only if the liability is paid within the discount period.

L: If the “lost” discount method is used, the liability is automatically credited at the invoice amount less discount. If the discount isn’t taken, the discount account is debited as a lost discount at the time the full invoice amount is paid.

See Appendix A of this manual for further information about discount methods.

Check Cntrl Same As Stock No?

The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.

Indicate whether the system-assigned check control number is required to be the same as the actual imprinted number on the preprinted check stock. This field determines whether you want the numbers to match during the Check Creation procedure. In either case, when the checks are processed the stock number is assigned as the check number to use in identifying the check throughout Accounts Payable. Correcting problems you may encounter during Checks Processing is often easier if the check control number is not required to be the same as the stock number. Enter either:

Y: Yes, the check control number is the same as the stock number

N: No, the check control number need not be the same

Check Stub Rows

Enter a positive number with up to 2 digits.

Indicate the number of rows available for printing on the check stub. The standard Accounts Payable check stub has 14 rows.

Recognize Retention At Invoicing?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.

Indicate whether or not a retention amount is automatically recognized during invoice posting. Enter either:

Y: during invoice posting, a separate retention invoice record is created for the retention amount specified on the invoice. This amount is credited to the retention account, and the normal liability is reduced accordingly.

N: During invoice posting, retention invoice records are not created for the retention amount. The retention amount is maintain on the invoice record. The separate retention record is created during check posting, if appropriate.

Maximum Check Amount

Enter a positive number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal. The initial default value is 9999999.99.

Designate the maximum amount allowed for any check. If this field is blank, the system assumes an entry of '0' and doesn't allow checks to be created. During checks processing any check with an amount greater than this maximum will not be created. This amount defaults, but can be overridden, during Checks Creation and printing of the Cash Requirements Report.

Post to Other Applications - GL? IC?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Indicate 'Y' or 'N' to tell the system whether or not to allow information to be transferred to either the General Ledger application, the Inventory Control application, or both.

Prepaid Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Provide the general ledger account to which prepayments are posted. Prepayment entries are optionally made during invoice and hand check entry. If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. The system displays the account description so you may verify your entry.

Retention Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Designate the account to be credited for the amount of the liability being retained. If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. The system displays the account description so you may verify your entry.

Discount Account

Enter an upper case alphanumeric field, up to 12 characters in length. this field is required. You can use Scan to search for an appropriate entry.

Supply the account to which discount amounts are posted. These discounts can be either earned or lost. If the discount lost method is used, this account will likely be an expense account and maintain a debit balance. For the discounts earned method, either a revenue account or an expense account may be used. In this case, however, the expense account will have a credit balance. If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. The system displays the account description so you may verify your entry.

Cash Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Supply the cash account number to use as a default during Hand Checks entry, Checks Creation, and Canceled Checks entry. If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. The system displays the account description so you may verify your entry.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E 13 Period Account Must Keep History on a Fiscal Basis
- E Cannot Post to a heading Account
- E Cannot Post to a Summary Account
- E General Ledger is Not On System - Cannot Post to GL
- E Invalid Application Type
- E Inventory Control is Not Part of the System - Cannot Post to IC

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

The screen below presents additional information about Parameters.

Accounts Payable Parameters				(2 of 2)	
EDM Reports	Required?	Printed?	System Control Numbers		
Check Reconciliation Report	N	N	Invoices	27	
Purchases GL Distributions	N	N	Adjustments	4	
Disbursements GL Distributions	N	N	Disbursements	15	
Adjustments GL Distributions	N	Y			
Subsidiary Code GL Distributions	N	Y			
Transaction Control Report	N	N	<u>Check Processing Control</u>		
Ageing Report Periods	..0* .30* .60* .90*		Check Date	08/09/94	
Transaction Register Periods	..0* .30*		Next Check Date	08/17/94	
Ageing Type	2		Check Sequence	A	
Recurring Payments Generated?	Y				
Ask for Operator ID?	Y				
Use Transaction Control?	Y				
Months of Transaction Control	12				
OK Applications	* * * * *				
RETURN) Save Changes 98) Audit Info					
Database: RFD		Appl: TAP 00		User: LGG	
				Dec 28th, 3:42 pm	
Keypad: DATA ENTRY				Mode: Chg	

Figure 45. The Accounts Payable Parameters Screen - Part 2 of 2

Data items for the preceding screen are described below:

Check Reconciliation Required?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter 'Y' if you want printing of the Check Reconciliation Report to be required before end-of-month processing can proceed.

Check Reconciliation Printed?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

This indicates whether or not the Check Reconciliation Report has been printed for the current month.

Invoices Control Number

The system displays a positive number with up to 4 digits.

The system maintains a running control number for the Invoices file.

Purchase GL Dis. Required?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter a 'Y' if you want printing of the Purchases GL Distributions Report to be required before end-of-month processing can proceed.

Purchases GL Distributions Printed?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

This indicates whether or not the Purchases GL Distributions report has been printed for the current month.

Adjustments Control No

The system displays a positive number with up to 4 digits.

The system maintains a running control number for the Adjustments file.

Disburs. GL Distributions Required?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter a 'Y' if you want printing of the Disbursements GL Distributions Report to be required before end-of-month processing can proceed.

Disburs. GL Distributions Printed?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

This indicates whether or not the Disbursements GL Distributions Report has been printed for the current month.

Disbursements Control No

The system displays a positive number with up to 4 digits.

The system maintains a running control number for the Disbursements file.

Adjustments GL Distributions Required?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter 'Y' if you want printing of the Adjustments GL Distributions Report to be required before end-of-month processing can proceed.

Adjustments GL Distributions Printed?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

This indicates whether the Adjustments GL Distributions report has been printed for the current month.

Subsidiary Code GL Distributions Required?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter a 'Y' if you want the Subsidiary Code GL Distributions report to be required before end-of-month processing can proceed.

Subsidiary Code GL Distributions Printed?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

This indicates whether or not the Subsidiary Code GL Distributions Report has been printed for the current month.

Transaction Control Report Required?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter 'Y' if you want printing of the Transaction Control Report to be required before end-of-month processing can proceed.

Transaction Control Report Printed?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

This indicates whether or not Transaction Control Report has been printed for the current month.

Ageing Report Periods

Enter a number with up to 3 digits. In ADD mode, this field will automatically be saved from one record to the next.

Define the ageing report periods. You may specify up to 4 ageing entries which define 5 actual ageing periods. For example, ageing entries of -30, 0, 60 and 90 would define periods of -30 and before, -29 to 0, 1 to 60, 61 to 90 and 91 and above. These values may be changed prior to report printing.

Check Date

Enter a date (YMD).

The system stores the 'Check Date' entered in the Cash Requirements Report to use as a default for the Checks Creation function.

Transaction Register Periods

Enter a number with up to 3 digits. In ADD mode, this field will automatically be saved from one record to the next.

Define the transaction register periods. You may specify up to 2 transaction ageing entries which define 3 periods. For example, ageing entries of -30 and 0 would define periods of -30 and before, -29 to 0 and 1 and above. These values may be changed prior to report printing.

Next Check Date

Enter a date (YMD).

The system stores the 'Following Check Printing Date' entered in the Cash Requirements Report to use as a default for the Checks Creation function.

Ageing Type

Enter a positive number with 1 digit.

During Initial Setup, enter '1' or '2' to specify the default ageing basis that will be used for the Ageing and Transaction Register reports in Live Operations.

1: Invoice date

2: Due date

During Live Operations, the system displays a '1' or a '2'. The default can be changed for each report printing.

Check Sequence

Enter an upper case alphanumeric field, 1 character in length. Only letters are acceptable. Valid entries are N and A. This field is required.

Enter the means of sequencing system generated checks.

N: checks are created in Vendor Number order

Y: checks are created in Vendor Alpha order

Recurring Payments Generated?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

Indicate whether recurring payments have been generated for the current month. Set this field to 'N' in Initial Setup.

During Live Operations, the system automatically maintains this field.

Ask for Operator ID?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

The system assumes that you prefer to ask for the operator's ID during transaction entry. This allows you to edit other operators' transactions. An entry of 'N' means each operator can only enter to edit his or her own transactions. It also means the system will not track Transaction Control information for you.

Use Transaction Control?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

The system assumes you want to use the Transaction Control feature. This includes the ability to track and report on the Transaction Control file, which is an additional audit trail, and to enter control and hash totals for your transactions. If you do not choose to use this feature, enter 'N'.

If you want to use this feature and also want to ensure that an operator has exclusive control of his or her own transactions, enter 'Y' in this field, and change the default value of 'Operator Exclusive?' field on each Control Group record in Transaction Processing to 'Y'.

NOTE: If you enter 'Y' to this questions, the system assumes that 'Ask for Operator ID?' is also 'Y'.

Months of Transaction Control

Enter a positive number with up to 2 digits.

Enter the number of months of Transaction Control information you want to keep. During close month processing, records older than the number of months specified in this field are deleted.

OK Application

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable. Valid entries are AP, AR, FA, GL, IC, PA, PO and OE.

Supply the application types from the list below that will be allowed for account numbers used in accounts payable transactions. If there are not restrictions, leave this field blank. If there are to be any restrictions, all valid applications must be specified. Be sure to include a "blank" type if postings are made to accounts without application types. During transaction entry, this table is checked to ensure that the application type of the account is valid. Your options are:

' ': Blank Application type IC: Inventory Control

AP: Accounts Payable PA: Payroll

AR: Accounts Receivable PO: Purchase Orders

FA: Fixed Assets OE: Order Entry

GL: General Ledger

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Ageing Periods Must Be In Ascending Order

Press ENTER to save the information on this screen.

Option 6 - Outstanding Checks

You can use this function to enter and modify outstanding checks. For example, if a check is erroneously canceled in Canceled Checks Entry, you can change the Canceled? status from 'Y' to 'N' using this function.

During Initial Setup, all the data for this file must be entered. During Live Operations File Maintenance, however, information will default from the given Cash Account Number, Posted Date/Time, and Check Number. The other fields may then be edited.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Outstanding Checks.

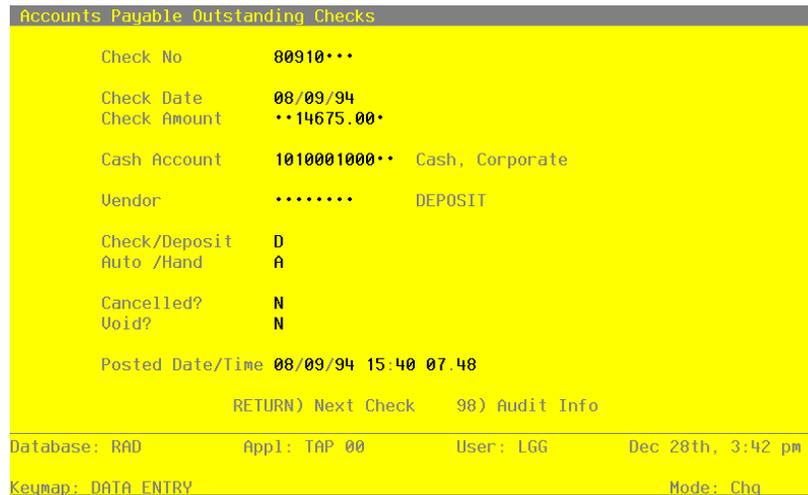


Figure 46. The Accounts Payable Outstanding Checks Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Check No

Enter a positive number with up to 8 digits.

Furnish the check number.

If while using the Canceled Checks Entry function you inadvertently cancel the wrong check, you can change the 'Canceled' status of the check via the Outstanding Checks File Maintenance function.

Check Date

Enter a date (YMD). This field is required.
The date the check was issued is shown.

Check Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Supply the amount of the check.

Cash Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry. In ADD mode, this field will automatically be saved from one record to the next.
Supply the number of the cash account from which the check was paid. The cash account defined in the Parameters file is supplied, but you may change this default. If General Ledger is part of your system, this account must be on file in the General Ledger Chart of Accounts file. The system displays the account description so that you may verify your entry.

Vendor

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable.
The vendor paid by this check is displayed.

Check / Deposit

Enter an upper case alphanumeric field, 1 character in length. Only letters are acceptable. Valid entries are C and D. The initial default value is 'C'. This field is required.
This field indicates whether this record represents a check ('C') or deposit ('D') type of transaction. If the Accounts Receivable application is part of your system, cash deposits will be transferred to this file to aid you in reconciling your bank accounts.

Auto / Hand

Enter an upper case alphanumeric field, 1 character in length. Valid entries are A and H. This field is required. In ADD mode, this field will automatically saved from one record to the next.
This field indicates whether the check was created through Hand Checks Entry or by the Checks Processing function.

H - Hand Check

A - Automatic or Machine Check

Cancelled?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

This field indicates whether or not this check has been cancelled, or cleared by your bank.

Void

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

This field indicates whether or not this check has been voided.

Posted Date/Time

Enter a date and time (YMDHMSH). This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Provide the approximate date and time when this check was posted.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Invalid Application Type
- E Invalid Check Number
- E Vendor Number Not on File

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Next Record to go to the next Outstanding Checks record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Outstanding Checks file.

Option 7 - Descriptions

Use this function to edit the standard descriptions used throughout the Accounts Payable application.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the three screens displayed by this function are shown.

The screen shown below presents information about Descriptions.

The Accounts Payable application uses transaction types, invoice types, pay status, currency values, and state abbreviations to define transactions. Each of these types has an associated description, which is displayed on various entry screens and reports. The description can be changed; however, the meanings associated with each type cannot be changed.

For example, the first transaction type on the screen is designated as an Accounts Payable invoice transaction. You can enter any description you like in this first field, but when you assign a transaction type of '1' to an entry, the system assumes it to be an invoice that was entered through the Accounts Payable application.

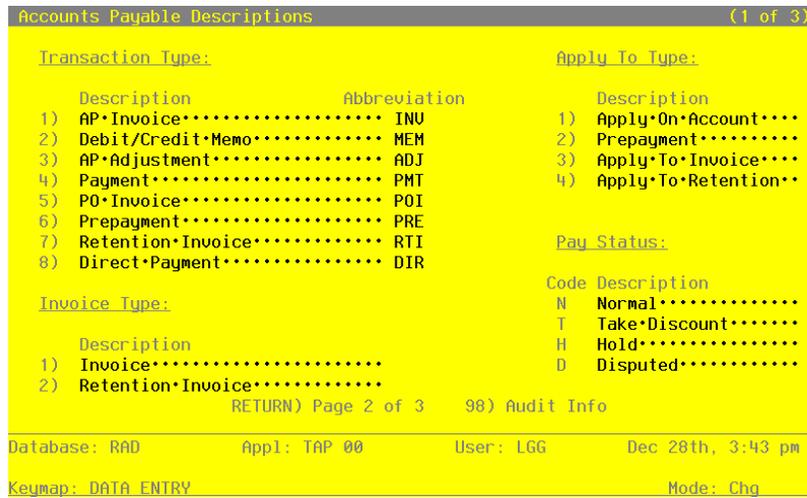


Figure 47. The Accounts Payable Descriptions Screen - Part 1 of 3

Note that the *Audit Info* option is available at the bottom of this screen. When this option is invoked, the *Audit Information* overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN

key to clear the overlay from your screen. The information displayed in the *Audit Information* overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

Transaction Type Description

Enter an alphanumeric field, up to 21 characters in length.

A description of this transaction type is displayed. Listed below are standard descriptions for each transaction type.

- 1 - AP Invoice
- 2 - Debit/Credit Memo
- 3 - AP Adjustment
- 4 - Payment
- 5 - PO Invoice
- 6 - Prepayment
- 7 - Retention Invoice
- 8 - Direct Payment

Transaction Type Abbreviation

Enter an upper case alphanumeric field, up to 3 characters in length.

Each transaction type has a corresponding abbreviation. Standard transaction type abbreviations are:

- 1 - IN
- 2 - MEM
- 3 - ADJ
- 4 - PAY
- 5 - POI
- 6 - PRE
- 7 - RTI
- 8 - DIR

Apply To Type Description

Enter a description of how payments are to be applied to invoices. Listed below are descriptions for each apply type. You may use these descriptions or enter your own.

- 1 - Not Used
- 2 - Prepayment
- 3 - Apply to Invoice
- 4 - Apply to Retention

Pay Status Code

Enter an alphanumeric field, 1 character in length.

These are the descriptions for the pay status codes. Each status has a code previously defined by the system. You may either use these descriptions or enter your own. Standard values are:

- N - Normal
- T - Take Discount
- H - Hold
- D - Disputed

Invoice Type Description

Enter an alphanumeric field, up to 18 characters in length. This field is required.

Describe this invoice type. Listed below are descriptions of each type. You may use these descriptions or enter your own.

- 1: Invoice - The invoice is a standard Accounts Payable invoice.
- 2: Retention - The invoice reflects the retention payable portion of an invoice.

Press ENTER to continue to the next screen.

The screen below presents additional information about Descriptions.

Accounts Payable Descriptions (2 of 3)					
CHECK TABLE					
Value	Description	Value	Description	Value	Description
1)	ONE*****	11)	ELEVEN***	30)	THIRTY***
2)	TWO*****	12)	TWELVE***	40)	FORTY****
3)	THREE****	13)	THIRTEEN*	50)	FIFTY*****
4)	FOUR*****	14)	FOURTEEN*	60)	SIXTY*****
5)	FIVE*****	15)	FIFTEEN**	70)	SEVENTY**
6)	SIX*****	16)	SIXTEEN**	80)	EIGHTY***
7)	SEVEN*****	17)	SEVENTEEN	90)	NINETY***
8)	EIGHT****	18)	EIGHTEEN*	100)	HUNDRED**
9)	NINE*****	19)	NINETEEN*	1000)	THOUSAND*
10)	TEN*****	20)	TWENTY***	1000000)	MILLION**
Currency Description		DOLLARS**		Fractional Divisor	
				100*****	
RETURN) Page 3 of 3 90) Audit Info					
Database: R0D		Appl: TAP 00		User: LGG	
				Dec 28th, 3:43 pm	
Keypad: DATA ENTRY				Mode: Chg	

Figure 48. The Accounts Payable Descriptions Screen - Part 2 of 3

Data items for the preceding screen are described below:

Value

The numbers displayed in this field represent the standard monetary amounts which you need to define for the system.

Description

Enter a description for each dollar value. (e.g. In English, the value '30' would have 'THIRTY' as its description.)

Currency Description

Describe the basic currency unit (e.g. In the U.S., the Currency Description is 'DOLLAR').

Fractional Divisor

Enter the standard number by which the unit is divisible. (e.g. The Divisor for the U.S. is '100'.)

Press ENTER to continue to the next screen.

The screen below presents additional information about Descriptions.

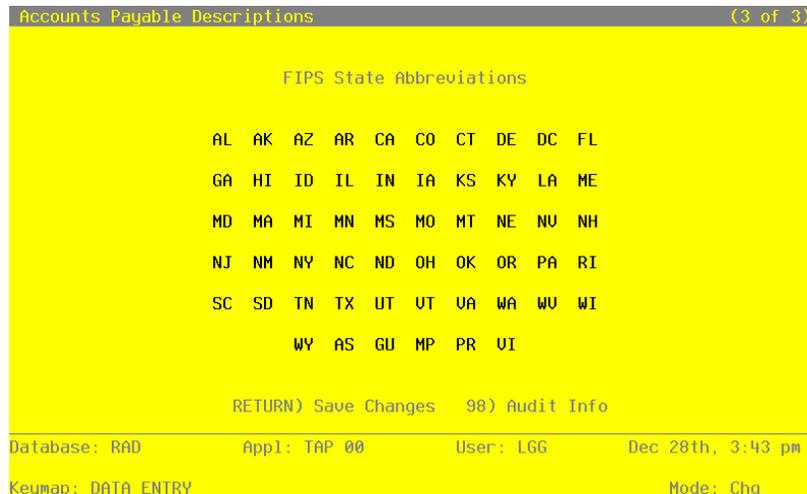


Figure 49. The Accounts Payable Descriptions Screen - Part 3 of 3

Data items for the preceding screen are described below:

FIPS State Abbreviation

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable. This field is required.

Supply the FIPS (Federal Information Processing Standard) state abbreviations for all 50 states, the District of Columbia, American Samoa, Guam, the Mariana Islands, Puerto Rico, and the Virgin Islands.

Press ENTER to save the information on this screen.

Option 8 - Vendors List

This job prints either the standard Vendors List, or a shortened form of the Vendors List which prints only one line per vendor. The following processing steps accomplish this job.

Step 1

This function allows you to choose which vendors list to print, either the standard or shortened version.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose to print the sort Vendor list.

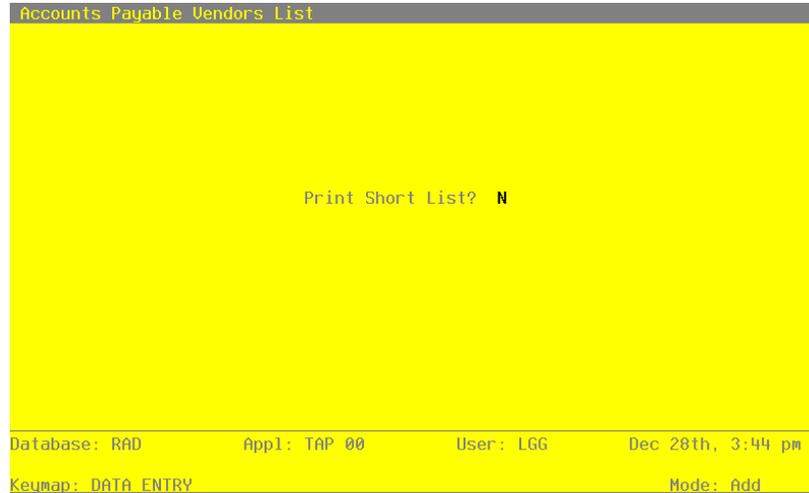


Figure 50. The Accounts Payable Vendors List Screen

Data items for the preceding screen are described below:

Print Short List?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.
Indicate whether or not you wish to print the shortened Vendors List.

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Vendors information, this step provides you with a default sequencing of data records by Vendor Alpha and Vendor, giving additional sort order choice by Vendor Type, Liability Account, Zip Code and Terms Code, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor, Vendor Alpha, Vendor Type, Zip Code, Pay Status, Hold Checks?, Terms Code and Date Changed, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all lists of master file information.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

4 File Maintenance

Step 5

In order to print the Vendors List (Short), this step formats the Vendors information. The following data items are shown: Name, Vendor, Contact, Phone, Telefax Number, Terms Code and Description.

A sample output is shown below.

11/07/94 14:32		Expert Computing, Inc.				LGG Page: 1	
Vendors List (Short)							
Name	Vendor	Contact	Phone	Fax	Trm	Description	
Albert Materials, Inc.	00000040	Milton Albert	555-1256	(206) 555-9874	60	2/10,25 N/25,10	
Insurances Unlimited	00000070	Scott Hansen	555-9988	(206) 555-6000	40	Cash	
Carpenter's Union #101	00000150	Fritz Holden	441-2367	() -	10	2/10, Net 30	
Electrician's Union #238	00000160	Cal Worthington	431-8909	() -	10	2/10, Net 30	
Internal Revenue Service	00000110	Henry Worthmeyer	456-7890	() -	40	Cash	
Sam Jones	00000080		568-9652	() -	20	Net EOM	
Miscellaneous Supplier	00000010		-	() -	20	Net EOM	
Mountain Air Conditioning	00000030	Herman Hill	555-9872	(206) 555-9871	30	3/15th, Net 25th	
George Peters	00000090		987-5515	(303) 987-2274	20	Net EOM	
Pool and Associates	00000020	Susan White	555-4778	(206) 555-4777	20	Net EOM	
State Industrial Insurance	00000130	Joel Bomburg	352-9821	() -	40	Cash	
State Withholding Agency	00000120	Janice Sdmith	352-1456	() -	40	Cash	
State Unemployment Insurance	00000140		352-0764	() -	40	Cash	
Travel Planners	00000060	Jill Peterson	555-4112	(206) 555-1212	50	Net 30	
Kris Williams	00000100		987-6541	() -	20	Net EOM	
Hardware Services, Inc.	00000050	George Johnson	555-0079	(206) 555-1008	10	2/10, Net 30	

Step 6

In order to print the standard Vendors List, this step formats the Vendors information. The following data items are shown: Vendor, Vendor Alpha, Name, Hold Checks?, Miscellaneous Vendor?, Balance, Address - Line 1, Pay Status Description, Credit Limit, Address - Line 2, Tax Identifying Number, Retention %, Retention, City, State, Zip Code, Bank Account No, Last Purchase, Country, Needs Corrected 1099?, Last Invoice Number, Phone, Telefax Number, Last Invoice Amount, Contact, Terms Code, Description, Last Payment Date, Vendor Type, Last Check Number, Liability Account, Last Check Amount, Offset Account and Comment.

A sample output is shown below.

11/07/94 14:31		Expert Computing, Inc.		LGG Page: 1	
Vendors List					
00000040	AAAA	Albert Materials, Inc. 10112 West Smith Seattle WA 98112 USA Phone: (206) 555-1256 Contact: Milton Albert Vendor Type: 10 Supplier Terms: 060 2/10,25 N/25,10 Liab Acct: 2010001001 Accounts Payable, Sales Offset Acct: 4010000000MA Cost of Goods Sold, Corp./Mfg. Comment: Prompt Supplier.	Hold Checks? N Pay Status: Normal Tax ID No: Bank Acct No: 205698 Correct 1099? N FAX: (206) 555-9874	Misc Vendor? N	Balance: 1768.07 Credit Limit: 1000000 Retention: 3 % 2112.07 Last Invoice Date: 08/14/89 Last Invoice No: 96215 Last Invoice Amt: 2058.00 Last Pymt Date: 08/16/89 Last Check No: 5500 Last Check Amt: 11110.46 Check GT Max? N In Process?Y
00000070	AAAA	Insurances Unlimited 990 Airport Way Suite 7 Seattle WA 98511 USA Phone: (206) 555-9988 Contact: Scott Hansen Vendor Type: 40 Agent Terms: 040 Cash Liab Acct: 2010001001 Accounts Payable, Sales Offset Acct: 4130000000 Insurance Expense Comment: Libaility insurance provider.	Hold Checks? N Pay Status: Normal Tax ID No: Bank Acct No: 1236-521 Correct 1099? N FAX: (206) 555-6000	Misc Vendor? N	Balance: .00 Credit Limit: 25000 Retention: 0 % .00 Last Invoice Date: 07/10/89 Last Invoice No: 89071000 Last Invoice Amt: 254.80 Last Pymt Date: 08/16/89 Last Check No: 5502 Last Check Amt: 254.80 Check GT Max? N In Process?N
00000150	AAAA	Carpenter's Union #101 Union Hall Seattle WA 98101 USA Phone: (206) 441-2367 Contact: Fritz Holden Vendor Type: 40 Agent Terms: 010 2/10, Net 30 Liab Acct: 2050600000 Carpenter's Union #101 Offset Acct: Comment:	Hold Checks? N Pay Status: Normal Tax ID No: Bank Acct No: Correct 1099? N FAX: () -	Misc Vendor? N	Balance: .00 Credit Limit: 5000 Retention: 0 % .00 Last Invoice Date: Last Invoice No: Last Invoice Amt: .00 Last Pymt Date: Last Check No: 0 Last Check Amt: .00 Check GT Max? N In Process?N
00000160	AAAA	Electrician's Union #238 Electrician's Hall Seattle WA 98111 USA Phone: (206) 431-8909 Contact: Cal Worthington Vendor Type: 40 Agent Terms: 010 2/10, Net 30 Liab Acct: 2050700000 Electrician's Union #238 Offset Acct: Comment:	Hold Checks? N Pay Status: Normal Tax ID No: Bank Acct No: Correct 1099? N FAX: () -	Misc Vendor? N	Balance: .00 Credit Limit: 4000 Retention: 0 % .00 Last Invoice Date: Last Invoice No: Last Invoice Amt: .00 Last Pymt Date: Last Check No: 0 Last Check Amt: .00 Check GT Max? N In Process?N

Option 9 - Terms List

This function prints a list of the Terms records. The following processing steps accomplish this job.

Step 1

This disposition type is used for all lists of master file information.

Step 2

In order to print the Terms List, this step formats the Vendor Terms information. The following data items are shown: Terms Code, Description, Discount %, "Within" Days - Discount, Payment Code - Discount, Discount/Net Code Description, Specific Days of the Month-Disc, "Within" Days - Net, Payment Code - Net and Specific Days of the Month-Net.

A sample output is shown below.

11/07/94 14:32		Expert Computing, Inc.							LGG Page: 1	
Terms List										
Terms Code	Description	Disc %	Disc Code	Disc Days	Code Description	Discount Day of Mo	Net Code	Net Days	Code Description	- N Day of Mo
010	2/10, Net 30	2.000	1	10	Invoice Date		1	30	Invoice Date	
020	Net EOM	0.000	1	0	Invoice Date		2	0	End of Month	
030	3/15th, Net 25th	3.000	3	0	Specific Days	15	3	0	Specific Days	25 10
040	Cash	0.000					1	0	Invoice Date	
050	Net 30	0.000	1	0	Invoice Date		1	30	Invoice Date	
060	2/10,25 N/25,10	2.000	3	0	Specific Days	10	25	3	Specific Days	25 10

Option 10 - Recurring Payments List

This function prints a list of the Recurring Payments file. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Recurring Payments information, this step provides you with a default sequencing of data records by Payment and Vendor, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor, Payment and Date Changed, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all lists of master file information.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Recurring Payments List, this step formats the Recurring Payments and Recurring Entries Line Items information. The following data items are shown: Payment, Description, Terms Code, Amount, 13 Month Basis?, Vendor, Name, To Date Amount, Generation Months, Liability Account, Limit, Start Month, Start Year, Retention, Day To Invoice, Line Item Number, Offset Account, Subsidiary Type and Subsidiary Code.

A sample output is shown below.

Payment		Terms	Amount	13 Month Basis?
Vendor	Liability Account	Limit Start Mo/Yr	Paid To Date Retention	Generate Months Day to Invoice
Expert Computing, Inc. LGG Page: 1				
Recurring Payments List				
0001	Advertising Retainer	020 Net EOM	500.00	N
00000020	Pool and Associates		4500.00	JFMAMJJASOND
2010001001	Accounts Payable, Sales	.00 06 / 88	.00	10
<u>Line</u>	<u>Account</u>	<u>Sub Type / Code</u>	<u>Description</u>	<u>Amount</u>
0001	4100000001WH	Promotion/Advertising, Wholesl	Monthly retainer	500.00
0002	Quarterly AC Maintenance	030 3/15th, Net 25th	256.90	N
00000030	Mountain Air Conditioning		1798.30	J A J O
2010001001	Accounts Payable, Sales	.00 06 / 88	.00	01
<u>Line</u>	<u>Account</u>	<u>Sub Type / Code</u>	<u>Description</u>	<u>Amount</u>
0001	4090000000MA	Repairs and Maintenance, Mfg.	Maintenance	256.90
0003	Monthly Policy Payment	020 Net EOM	254.80	N
00000070	Insurances Unlimited		764.40	JFMAMJJASOND
2010001001	Accounts Payable, Sales	3057.60 06 / 89	.00	10
<u>Line</u>	<u>Account</u>	<u>Sub Type / Code</u>	<u>Description</u>	<u>Amount</u>
0001	4130000000	Insurance Expense	Monthly payment	254.80

Option 11 - Vendor Types List

This function lists the vendor types and their descriptions. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Vendor Types information, this step provides you with a default sequencing of data records by Vendor Type, giving additional sort order choice by Description, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor Type, Description and Changed On, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all lists of master file information.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Vendor Types List, this step formats the Vendor Types information. The following data items are shown: Vendor Type and Description.

A sample output is shown below.

11/07/94 14:33	Expert Computing, Inc.	LGG Page: 1			
Vendor Types List					
Vendor Type	Description	Date Added	Added By	Changed On	Changed By
10	Supplier	11/14/89	SRR	11/14/89	SRR
20	Subcontractor	11/14/89	SRR	11/14/89	SRR
30	Employee	03/26/90	SRR	03/26/90	SRR
40	Agent	03/26/90	SRR	03/26/90	SRR

Option 12 - Parameters List

This function prints the contents of the Parameters file. The following processing steps accomplish this job.

Step 1

This disposition type is used for all lists of master file information.

Step 2

In order to print the Accounts Payable Parameters List, this step formats the Parameters information. The following data items are shown: Fiscal Month/Year, Current Calendar Month/Year, Number of Accounting Periods, Start Month of Fiscal Year, type and number of months of history to keep, transaction control information, Discount Method, Check Processing information, Recognize Retention at Invoicing?, Post to GL and IC?, Prepaid Account, Retention Account, Discount Account, Cash Account, required monthly reports and their print status, system control numbers, Ageing report and Transaction Register Periods, Ageing Type, Recurring Payments Generated?, and OK Applications.

A sample output is shown below.

11/07/94 15:00		Expert Computing, Inc.		LGG Page: 1	
Accounts Payable Parameters List					
Current Fiscal Month / Year	3 90	Current Calendar Month / Year	8 89		
Number of Accounting Periods	12	Start Month of Fiscal Year	6		
		Calendar History ?	N		
Months of Vendor History	12	Months to Keep Cancelled Chks	3		
Months to Hold Processed Invoices	12	Months of Transaction History	2		
Hold Transactions?	Y	Discount Method	L		
Check Control Same As Stock No?	N	Check Stub Rows	14		
Recognize Retention At Invoicing?	N	Maximum Check Amount	9999999.99		
Post to Other Applications?	GL Y IC Y				
Prepaid Account	1061001000	Prepays & Deposits			
Retention Account	2030001001	Retention Payable, Sales			
Discount Account	4070000000WH	Discounts Lost, Wholesale			
Cash Account	1010001001	Cash, Sales Outlets			
<u>EOM Reports</u>	<u>Required?</u>	<u>Printed?</u>	<u>System Control Numbers</u>		
Check Reconciliation Report	N	N	Invoices	27	
Purchases GL Distributions	N	N	Adjustments	4	
Disbursements GL Distributions	N	N	Disbursements	13	
Adjustments GL Distributions	N	Y			
Subsidiary Code GL Distributions	N	Y			
Transaction Control Report	N	N	<u>Check Processing Control</u>		
			Check Date	01/01/89	
			Next Chk Date	12/31/89	
			Check Sequence	A	
Ageing Report Periods	0 30 60 90				
Transaction Register Periods	0 30				
Ageing Type	2				
Recurring Payments Generated?	Y				
Ask for Operator ID?	Y				
Use Transaction Control?	Y				
Months of Transaction Control	12				
OK Applications					

Option 13 - Outstanding Checks List

This job prints a listing of checks contained in the Outstanding Checks file sorted by cash account and check number. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Outstanding Checks information, this step provides you with a default sequencing of data records by Cash Account, Check No and Date/Time Stamp, with the option to change modifiable parameters at run time. Selection of data records is provided by Cash Account, Check No, Check/Deposit, Automatic/Hand Check, Void?, Check Date, Vendor and Canceled, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all standard Accounts Payable reports.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Accounts Payable Outstanding Checks List, this step formats the Outstanding Checks information. The following data items are shown: Check No, Posted Date/Time, Check Date, Vendor, Vendor Name, Check Amount, Check / Deposit, Canceled?, Void? and Automatic / Hand Check. As appropriate, group headings appear whenever a change occurs in Cash Account.

A sample output is shown below.

Expert Computing, Inc.									
11/07/94 15:04		Accounts Payable Outstanding Checks List						LGG Page: 1	
Check No	Post Date/Time	Check Date	Vendor	Amount	Check/Dep	Cancel?	Void?	Auto/Hand	
Account 1010001001 Cash, Sales Outlets									
00000303	06/13/90 16:30 14.35	08/13/89	00000010 Rainbow Signs, Inc.	168.90	C	Y	N	H	
00000306	06/13/90 16:30 17.46	08/10/89	00000020 Pool and Associates	1500.00	C	Y	N	H	
00000311	06/13/90 16:30 19.15	08/07/89	00000010 Edward J. Wallace	1215.60	C	N	N	H	
00000312	06/13/90 16:30 20.60	08/11/89	00000040 Albert Materials, Inc.	427.55	C	N	N	H	
00000700	03/28/90 11:00 16.79	06/12/89	00000060 Travel Planners	912.50	C	Y	N	H	
00000701	03/28/90 11:00 17.65	06/15/89	00000010 Western Paper & Supply, Inc.	621.35	C	Y	N	H	
00000702	03/28/90 11:00 18.35	06/20/89	00000010 Westin Hotel	1200.00	C	Y	N	H	
00000703	03/28/90 11:00 18.90	06/22/89	00000020 Pool and Associates	6685.32	C	Y	N	H	
00000704	03/28/90 11:00 19.42	06/20/89	00000010 All World Travel	1945.20	C	N	N	H	
00000996	06/10/89 09:10 05.02	04/10/89	00000050 Hardware Services, Inc.	555.00	C	Y	N	A	
00001101	11/16/89 13:13 50.87	04/25/89	00000050 Hardware Services, Inc.	4795.00	C	Y	N	H	
00001105	11/16/89 13:13 54.66	04/25/89	00000030 Mountain Air Conditioning	218.90	C	N	N	A	
00001200	11/20/89 11:46 55.81	05/10/89	00000030 Mountain Air Conditioning	988.15	C	Y	N	A	
00001201	11/20/89 11:46 57.06	05/10/89	00000040 Albert Materials, Inc.	1842.00	C	Y	N	A	
00001202	11/20/89 11:46 58.17	05/10/89	00000050 Hardware Services, Inc.	863.10	C	Y	N	A	
00001203	11/20/89 11:46 59.05	05/10/89	00000070 Insurances Unlimited	306.20	C	Y	N	A	
00003699	11/20/89 10:09 42.06	05/17/89	00000060 Travel Planners	226.35	C	Y	N	H	
00003700	11/20/89 10:09 42.58	05/28/89	00000010 Northwest Office Machines	1968.55	C	Y	N	H	
00005100	03/28/90 16:00 57.96	06/01/89	00000040 Albert Materials, Inc.	6628.78	C	Y	N	A	
00005101	03/28/90 16:01 00.27	06/01/89	00000050 Hardware Services, Inc.	8795.22	C	Y	N	A	
00005102	03/28/90 16:01 01.33	06/01/89	00000070 Insurances Unlimited	6500.00	C	Y	N	A	
00005103	03/28/90 16:01 01.86	06/01/89	00000010 North Seattle Office Supply	222.00	C	Y	N	A	
00005104	03/28/90 16:01 02.37	06/01/89	00000010 Perfect Painting	1500.00	C	Y	N	A	
00005105	03/28/90 16:01 02.85	06/01/89	00000030 Mountain Air Conditioning	9154.31	C	N	N	A	
00005106	03/28/90 16:01 03.85	06/01/89	00000020 Pool and Associates	6560.41	C	Y	N	A	
00005107	03/28/90 16:01 05.14	06/01/89	00000060 Travel Planners	2167.75	C	Y	N	A	
00005200	04/02/90 09:50 44.97	07/10/89	00000060 Travel Planners	6703.74	C	N	N	A	
00005201	04/02/90 09:50 47.46	07/10/89	00000040 Albert Materials, Inc.	16353.63	C	N	N	A	
00005202	04/02/90 09:50 50.11	07/10/89	00000050 Hardware Services, Inc.	1532.87	C	Y	N	A	
00005203	04/02/90 09:50 50.44	07/10/89	00000070 Insurances Unlimited	254.80	C	N	N	A	
00005204	04/02/90 09:50 51.04	07/10/89	00000080 Sam Jones	2410.36	C	Y	N	A	
00005205	04/02/90 09:50 51.58	07/10/89	00000010 MacPlumbing	387.90	C	N	N	A	
00005206	04/02/90 09:50 52.21	07/10/89	00000010 Alexander's, Inc.	600.00	C	Y	N	A	
00005207	04/02/90 09:50 52.78	07/10/89	00000010 Master Sellers Company	200.12	C	Y	N	A	
00005208	04/02/90 09:50 53.34	07/10/89	00000010 Marvin's Office Machines	156.50	C	N	N	A	
00005209	04/02/90 09:50 53.92	07/10/89	00000030 Mountain Air Conditioning	1842.23	C	N	N	A	
00005210	04/02/90 09:50 55.45	07/10/89	00000090 George Peters	2048.96	C	Y	N	A	
00005211	04/02/90 09:50 56.00	07/10/89	00000020 Pool and Associates	4806.92	C	Y	N	A	
00005212	04/02/90 09:50 57.14	07/10/89	00000100 Kris Williams	1750.66	C	Y	N	A	
08906051	08/09/94 16:49 13.59	08/16/89	00000040 DEPOSIT	11110.46	C	N	N	A	
08906051	08/09/94 16:49 14.05	08/16/89	00000050 DEPOSIT	2028.31	C	N	N	A	
08906051	08/09/94 16:49 14.09	08/16/89	00000070 DEPOSIT	254.80	C	N	N	A	
08906051	08/09/94 16:49 14.11	08/16/89	00000080 DEPOSIT	4253.38	C	N	N	A	
08906051	08/09/94 16:49 14.14	08/16/89	00000010 DEPOSIT	5641.22	C	N	N	A	
08906051	08/09/94 16:49 14.16	08/16/89	00000010 DEPOSIT	2212.25	C	N	N	A	
08906051	08/09/94 16:49 14.18	08/16/89	00000030 DEPOSIT	1457.00	C	N	N	A	
08906051	08/09/94 16:49 14.21	08/16/89	00000090 DEPOSIT	4034.16	C	N	N	A	
08906051	08/09/94 16:49 14.24	08/16/89	00000020 DEPOSIT	4514.91	C	N	N	A	

Option 14 - Descriptions List

This function prints the contents of the Description file. The following processing steps accomplish this job.

Step 1

This disposition type is used for all lists of master file information.

Step 2

In order to print the Descriptions List, this step formats the Descriptions information. The following data items are shown: Transaction Type, Transaction Type Abbreviation, Apply Type Description, Pay Status Code, Pay Status Description, Invoice Type Description, Check Descriptions Table and FIPS State Abbreviation.

A sample output is shown below.

11/07/94 15:04		Expert Computing, Inc.				LGG Page: 1																					
Descriptions List																											
=====																											
Transaction Types:	Description	Abbreviation	Apply Types:	Description	Pay Status:	Code	Description																				
	1) AP Invoice	INV	1)	Apply On Account	N		Normal																				
	2) Debit/Credit Memo	MEM	2)	Prepayment	T		Take Discount																				
	3) AP Adjustment	ADJ	3)	Apply To Invoice	H		Hold																				
	4) Payment	FMT	4)	Apply To Retention	D		Disputed																				
	5) PO Invoice	POI																									
	6) Prepayment	PRE	Invoice Types:	Description																							
	7) Retention Invoice	RTI	1)	Invoice																							
	8) Direct Payment	DIR	2)	Retention Invoice																							
Check Table																											
	Value	Description	Value	Description	Value	Description																					
	1)	ONE	11)	ELEVEN	30)	THIRTY																					
	2)	TWO	12)	TWELVE	40)	FORTY																					
	3)	THREE	13)	THIRTEEN	50)	FIFTY																					
	4)	FOUR	14)	FOURTEEN	60)	SIXTY																					
	5)	FIVE	15)	FIFTEEN	70)	SEVENTY																					
	6)	SIX	16)	SIXTEEN	80)	EIGHTY																					
	7)	SEVEN	17)	SEVENTEEN	90)	NINETY																					
	8)	EIGHT	18)	EIGHTEEN	100)	HUNDRED																					
	9)	NINE	19)	NINETEEN	1000)	THOUSAND																					
	10)	TEN	20)	TWENTY	1000000)	MILLION																					
	Currency Description: DOLLARS		Fractional Divisor: 100																								
FIPS State Abbreviations																											
AL	AK	AZ	AR	CA	CO	CT	DE	DC	FL	GA	HI	ID	IL	IN	IA	KS	KY	LA	ME	MD	MA	MI	MN	MS	MO	MT	NE
NV	NH	NJ	NM	NY	NC	ND	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VT	VA	WA	WV	WI	WY	AS	GU	MP	PR	VI

Option 15 - Vendor Labels

Use this information to print mailing labels from the Vendor file. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Vendors information, this step provides you with a default sequencing of data records by Vendor Alpha and Vendor, giving additional sort order choice by Vendor Type and Zip Code, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor Alpha, Vendor, Vendor Type, Zip Code and Miscellaneous Vendor?, with the option to enter user-specified comparisons at run time.

Step 2

This disposition function is used to print vendor labels.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Vendor Labels, this step formats the Vendors information. The following data items are shown: Name, Address - Line 1, Address - Line 2, City, State and Zip Code.

4 File Maintenance

A sample output is shown below.

Albert Materials, Inc. 10112 West Smith	
Seattle	WA 98112
Insurances Unlimited 990 Airport Way Suite 7	
Seattle	WA 98511
Carpenter's Union #101 Union Hall	
Seattle	WA 98101
Electrician's Union #238 Electrician's Hall	
Seattle	WA 98111
Internal Revenue Service Federal Building	
Seattle	WA 98101
Sam Jones 4201 Oak Lane	
Boston	MA 42156
Mountain Air Conditioning P.O. Box 9009	
Bellevue	WA 98561
George Peters 845 Missouri Blvd.	
Denver	CO 71454
Pool and Associates 985 E. University Way Suite 115	
Seattle	WA 98521
State Industrial Insurance State Department	
Olympia	WA 98456
State Withholding Agency State Department	
Olympia	WA 98456
State Unemployment Insurance State Department	
Olympia	WA 98456
Travel Planners Room 458 Rainier Building 12450 Alder Street	
Bellevue	WA 98125

Option 16 - Vendor Rolodex Cards

Use this function to print rolodex cards from the Vendor file. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Vendors information, this step provides you with a default sequencing of data records by Vendor Alpha and Vendor, giving additional sort order choice by Vendor Type and Zip Code, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor Alpha, Vendor, Vendor Type, Zip Code and Miscellaneous Vendor?, with the option to enter user-specified comparisons at run time.

Step 2

This disposition function is used to print vendor rolodex cards.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Vendor Rolodex Cards, this step formats the Vendors information. The following data items are shown: Vendor, Phone, Telefax Number, Name, Address - Line 1, Address - Line 2, City, State, Zip Code, Country and Contact.

4 File Maintenance

A sample output is shown below.

```
00000040      (206) 555-1256
              FAX: (206) 555-9874
Albert Materials, Inc.
10112 West Smith

Seattle      WA 98112
USA
Contact: Milton Albert

00000070      (206) 555-9988
              FAX: (206) 555-6000
Insurances Unlimited
990 Airport Way
Suite 7
Seattle      WA 98511
USA
Contact: Scott Hansen

00000150      (206) 441-2367
              FAX: ( ) -
Carpenter's Union #101
Union Hall

Seattle      WA 98101
USA
Contact: Fritz Holden

00000160      (206) 431-8909
              FAX: ( ) -
Electrician's Union #238
Electrician's Hall

Seattle      WA 98111
USA
Contact: Cal Worthington

00000110      (206) 456-7890
              FAX: ( ) -
Internal Revenue Service
Federal Building

Seattle      WA 98101
USA
Contact: Henry Worthmeyer

00000080      (313) 568-9652
              FAX: ( ) -
Sam Jones
4201 Oak Lane

Boston      MA 42156
USA
Contact:
```

Chapter 5: Reports and Inquiry

5 Reports and Inquiry

This menu contains report and inquiry functions.

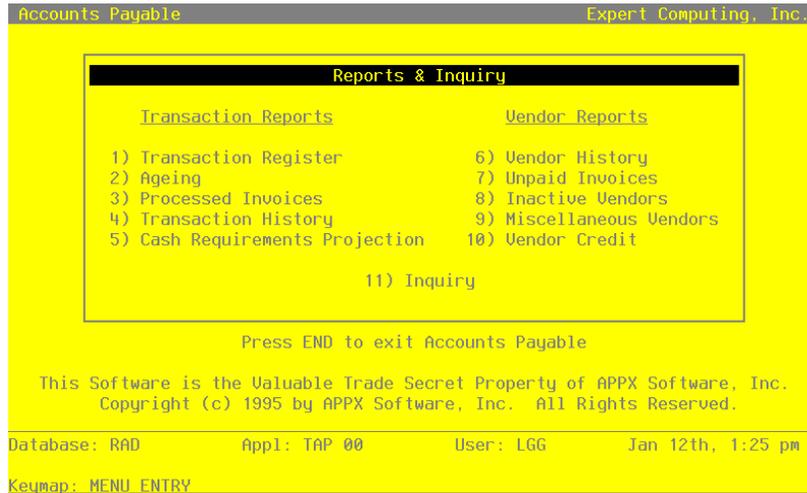


Figure 51. The Accounts Payable Reports and Inquiry Menu

Option 1 - Transaction Register Report

Use this function to print a detail listing of vendor transactions, printing the balance of each transaction in the appropriate ageing column. The following processing steps accomplish this job.

Step 1

This function allows you to enter the ageing date, choose which date to age from, enter the ageing periods, and choose whether or not to print the transaction description.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter information required to print the Transaction Register.

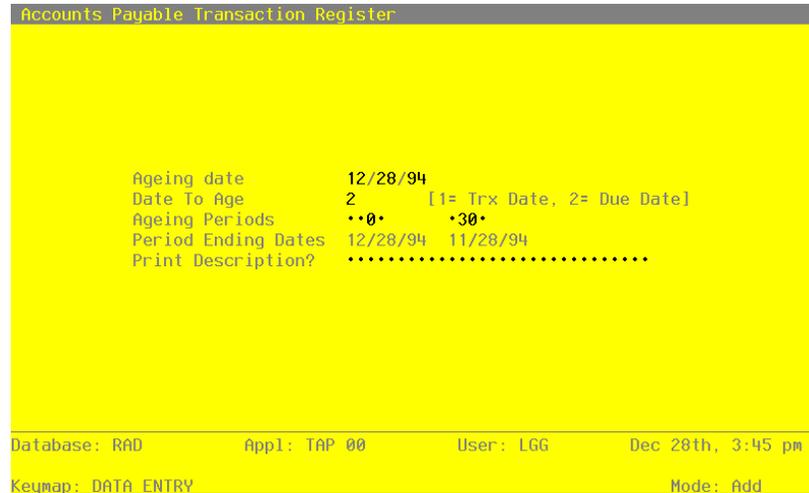


Figure 52. The Accounts Payable Transaction Register Screen

Data items for the preceding screen are described below:

Ageing Date

Enter a date (YMD). This field is required.

You can specify the date from which the printed transactions are aged. By default, the system displays today's date. You can enter a new date to override the display.

Date to Age

Enter a positive number with 1 digit.

Indicate which date you would like to use for ageing the transactions. The Ageing Type is displayed from the Parameters file but may be changed. Valid options are:

- 1: Transaction Date
- 2: Due Date

Ageing Periods

Enter a number with up to 3 digits.

The system displays the Transaction Register Periods that were entered in the Parameters file. You can override any ageing period.

Each ageing period refers to either the invoice date or the due date, depending on the entry in the Date To Age field. A positive entry indicates the number of days after the invoice or due date. A negative entry indicates the number of days before the invoice or due date.

For example, ageing entries of '0' and '30' would define the following three periods:

0 and before

1 to 30

31 and above

Period Ending Dates

The system displays a date (YMD).

This date shows you the actual ending date for each ageing period to be printed. This date is determined by subtracting the number of days in the corresponding Ageing Period from the Ageing Date. For example, if the Ageing Date is 6/30/90 and the ageing periods are 0, 30, 60, and 90, the Period Ending Dates are 6/30/90, 5/31/90, 5/1/90, and 4/1/90.

Print Description?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

You can choose to print the transaction description on the Transaction Register.

Printing this information requires an extra line. By default, the system displays 'N'. The display can be changed:

Y: Print the transaction descriptions.

N: Do not print the transaction descriptions on the register.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Ageing Periods Must Be in Ascending Order

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Transactions information, this step provides you with a default sequencing of data records by Liability Account, Vendor Alpha, Vendor, Apply To, Invoice Type and Date/Time Stamp, giving additional sort order choice by Post Year and Post Month, with the option to change modifiable parameters at run time. Selection of data records is provided by Liability Account, Vendor, Apply To, Invoice Type, Post Month and Post Year, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all standard Accounts Payable reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the transaction Register Report, this step formats the Transactions information. The following data items are shown: Apply To, Transaction Type Abbreviation, Operator ID, Control Number, Transaction No, Invoice/Check Number, PO No, Transaction Date, Invoice Due Date, Amount, Transaction Desc, Pay Status Description, Retention Amount, Discount Due Date and Discount Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Liability Account, Vendor or Apply To. If requested, totals appear whenever a change occurs in Apply To, Vendor, Liability Account or Post Month. When totals are specified, the following items are accumulated: Total balance, Amount Total, Credit Limit, Credit Available and Ageing Period Percent. Grand totals print at the end.

A sample output is shown below.

Expert Computing, Inc.													
01/12/95 10:18		Transaction Register Report							LGG Page: 1				
Aged as of 01/12/95 Using Due Date													
Apply To	Typ	ID	Ctrl	Trx	Inv/Chck	PO No	Trx Date	Due Date	Amount	Balance	01/12/95 0 & Under	12/13/94 1 To 30	Over 30
Description					Pay Status								
Account 1061001000 Prepays & Deposits													
Vendor 00000010 Miscellaneous Supplier () -													
Misc Vendor Westin Hotel													
DEP6/89	PRE	SRR	1	0003	702	DEP6/89	06/20/89	06/20/89	1200.00-				
deposit on convention room Normal													
DEP6/89	INV	SRR	3	0004	11255	DEP6/89	07/14/89	07/31/89	1200.00	.00	0.	0.	.00
convention room Normal													
Credit Limit	50000							- Vendor Totals ->		.00	0.	0.	.00
Available	50000									.00	.0 %	.0 %	.0 %
Vendor 00000020 Pool and Associates (206) 555-4778													
9877DEP	PRE	SRR	7	0002	306	9877DEP	08/10/89	08/10/89	1500.00-	1500.00-	0.	0.	1500.00-
deposit on mailer production Normal													
Credit Limit	100000							- Vendor Totals ->		1500.00-	0.	0.	1500.00-
Available	101500									1500.00-	.0 %	.0 %	100.0 %
- Account Totals ->										1500.00-	0.	0.	1500.00-
										.00	.0 %	.0 %	100.0 %

Option 2 - Ageing Report

Use this function to print vendor balances broken down by ageing category. Detail on transactions can also be printed if you choose. The following processing steps accomplish this job.

Step 1

You can use this function to enter the ageing date, choose which date to use when ageing transactions, define the ageing periods, and choose whether or not to print the transaction detail.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter information required to print the Ageing report.

```
Accounts Payable Ageing

Ageing Date      12/28/94
Date to Age     2      [1= Trx Date, 2= Due Date]
Ageing Periods  *0*      *30*      *60*      *90*
Period Ending Dates 12/28/94 11/28/94 10/29/94 09/29/94
Print Summary?   Y

Database: RAD      Appl: TAP 00      User: LGG      Dec 28th, 3:46 pm
Keypad: DATA ENTRY      Mode: Add
```

Figure 53. The Accounts Payable Ageing Screen

Data items for the preceding screen are described below:

Ageing Date

Enter a date (YMD).

You can specify the date from which the printed transactions are aged. By default, the system displays today's date. You can enter a new date to override the display.

Date to Age

Enter a positive number with 1 digit.

Indicate which date you would like to use for ageing the transactions. The Ageing Type is displayed from the Parameters file but may be changed. Valid options are:

- 1: Transaction Date
- 2: Due Date

Ageing Periods

Enter a number with up to 3 digits.

The system displays the Transaction Register Periods that were entered in the Parameters file. You can override any ageing period.

Each ageing period refers to either the invoice date or the due date, depending on the entry in the Date To Age field. A positive entry indicates the number of days after the invoice or due date. A negative entry indicates the number of days before the invoice or due date.

For example, ageing entries of '0' and '30' would define the following three periods:

- 0 and before
- 1 to 30
- 31 and above

Period Ending Dates

The system displays a date (YMD).

This date shows you the actual ending date for each ageing period to be printed. This date is determined by subtracting the number of days in the corresponding Ageing Period from the Ageing Date. For example, if the Ageing Date is 6/30/90 and the ageing periods are 0, 30, 60, and 90, the Period Ending Dates are 6/30/90, 5/31/90, 5/1/90, and 4/1/90.

Print Summary?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Enter 'Y' to print only the summary report. Enter 'N' to include the detail.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Ageing Periods Must Be in Ascending Order

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Transactions information, this step provides you with a default sequencing of data records by Liability Account, Vendor Alpha, Vendor, Apply To, Invoice Type and Date/Time Stamp, giving additional sort order choice by Post Year and Post Month, with the option to change modifiable parameters at run time. Selection of data records is provided by Liability Account, Vendor, Post Month and Post Year, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all standard Accounts Payable reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the Ageing Report (Summary), this step formats the Transactions information. As appropriate, group headings appear whenever a change occurs in Post Month, Liability Account or Vendor. If requested, totals appear whenever a change occurs in Apply To, Vendor, Liability Account or Post Month. When totals are specified, the following items are accumulated: Total Balance, Amount Total and Ageing Period Percent. Grand totals print at the end.

A sample output is shown below.

11/08/94 09:51		Expert Computing, Inc.					LGG Page: 1
Ageing Report							
Aged as of 11/08/94 Using Due Date							
Vendor	Balance	11/08/94 0 & Under	10/09/94 1 To 30	09/09/94 31 To 60	08/10/94 61 To 90	Over 90	
Account 1061001000 Prepaids & Deposits							
00000010	Miscellaneous Supplier	.00	0.	0.	0.	.00	
00000020	Pool and Associates	1500.00-	0.	0.	0.	1500.00-	
	- Account Totals ->	1500.00-	0.	0.	0.	1500.00-	
		.0 %	.0 %	.0 %	.0 %	100.0 %	
Account 2010001001 Accounts Payable, Sales							
00000040	Albert Materials, Inc.	124.00-	0.	0.	0.	124.00-	
00000070	Insurances Unlimited	.00	0.	0.	0.	.00	
00000080	Sam Jones	2216.90	0.	0.	1000.00	1216.90	
00000010	Miscellaneous Supplier	75.00	0.	0.	0.	75.00	
00000030	Mountain Air Conditionin	.00	0.	0.	0.	.00	
00000090	George Peters	1198.50	0.	0.	0.	1198.50	
00000020	Pool and Associates	2410.00	0.	0.	0.	2410.00	
00000060	Travel Planners	4528.80	0.	0.	0.	4528.80	
00000100	Kris Williams	1156.33	0.	0.	0.	1156.33	
00000050	Hardware Services, Inc.	625.88	0.	0.	0.	625.88	
	- Account Totals ->	12087.41	0.	0.	1000.00	11087.41	
		.0 %	.0 %	.0 %	8.3 %	91.7 %	
Account 2030001001 Retention Payable, Sales							
00000040	Albert Materials, Inc.	1892.07	1892.07	0.	0.	0.	
	- Account Totals ->	1892.07	1892.07	0.	0.	0.	
		100.0 %	.0 %	.0 %	.0 %	.0 %	
Account 4010000001WH Cost of Goods Sold, Sales/Whls							
00000040	Albert Materials, Inc.	.00	.00	0.	0.	0.	
	- Account Totals ->	.00	.00	0.	0.	0.	
		.0 %	.0 %	.0 %	.0 %	.0 %	
	- Grand Totals ->	12479.48	1892.07	0.	1000.00	9587.41	
		15.2 %	.0 %	.0 %	8.0 %	76.8 %	

Step 6

In order to print the Ageing Report (Detail), this step formats the Transactions information. As appropriate, group headings appear whenever a change occurs in Post Month, Liability Account or Vendor. If requested, totals appear whenever a change occurs in Apply To, Vendor, Liability Account or Post Month. When totals are specified, the following items are accumulated: Total Balance, Amount Total and Ageing Period Percent. Grand totals print at the end.

5 Reports and Inquiry

A sample output is shown below.

11/08/94 09:52		Expert Computing, Inc.					LGG Page: 1
		Ageing Report					
		Aged as of 11/08/94 Using Due Date					
Apply To	Description	Balance	0 & Under	1 To 30	31 To 60	61 To 90	Over 90
Account 1061001000 Prepaids & Deposits							
Vendor 00000010 Miscellaneous Supplier							
	- Vendor Totals ->	.00	0. .0 %				
Vendor 00000020 Pool and Associates							
9877DEP	deposit on mailer production	1500.00-					1500.00-
	- Vendor Totals ->	1500.00-	0. .0 %	0. .0 %	0. .0 %	0. .0 %	1500.00- 100.0 %
	- Account Totals ->	1500.00-	0. .0 %	0. .0 %	0. .0 %	0. .0 %	1500.00- 100.0 %
Account 2010001001 Accounts Payable, Sales							
Vendor 00000040 Albert Materials, Inc.							
34576	write off retention	36.00-					36.00-
84700	write off retention	88.00-					88.00-
	- Vendor Totals ->	124.00-	0. .0 %	0. .0 %	0. .0 %	0. .0 %	124.00- 100.0 %
Vendor 00000010 Miscellaneous Supplier							
221	New lobby plants	305.00					305.00
	Northwest Interiors						
89071001	CUSTOMER REFUNDS	100.00					100.00
	Master Sellers Company						
DEP6/89	convention room	1200.00-					1200.00-
	Westin Hotel						
L9980	Office landscaping	620.00					620.00
	Evergreen Landscaping						
P09844	Yellow page ad	250.00					250.00
	Neighborhood Directory						
	- Vendor Totals ->	75.00	0. .0 %	0. .0 %	0. .0 %	0. .0 %	75.00 100.0 %

Option 3 - Processed Invoices Report

Use this function to print a report of invoices that have been posted for each vendor. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Processed Invoices information, this step provides you with a default sequencing of data records by Vendor No and Apply To, giving additional sort order choice by Invoice Date, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor No, Apply To and Invoice Date, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all standard Accounts Payable reports.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Processed Invoices Report, this step formats the Processed Invoices information. The following data items are shown: Invoice Date, Apply To, Description, Original Invoice Amount, Amount Paid, Date Paid and Check Number. As appropriate, group headings appear whenever a change occurs in Vendor No.

5 Reports and Inquiry

A sample output is shown below.

11/08/94 09:52		Expert Computing, Inc.				LGG Page: 1	
Processed Invoices Report							
	Inv Date	Apply To	Description	Original Inv Amt	Total Amt Disbursed	Last Payment	Check No
Vendor 00000010 Miscellaneous Supplier							
	06/15/89	14566	brochure paper	621.35	621.35	06/15/89	701
Northwest Data Supply	06/30/89	20100	binders	5641.22	5641.22	08/16/89	5504
Northwest Interiors	08/14/90	221	New lobby plants	305.00			
MacPlumbing	06/30/89	254	Plumbing repairs	387.90	387.90	07/10/89	5205
North Seattle Office Supply	05/01/89	418-6	supplies	222.00	222.00	06/01/89	5103
	08/13/89	675-SS	sign	168.90-	168.90	08/13/89	303
	06/20/89	854	special tickets	862.53	862.53	06/20/89	704
	06/20/89	855	special tickets	541.30	541.30	06/20/89	704
	06/20/89	856	special tickets	541.37	541.37	06/20/89	704
Master Sellers Company	08/31/89	89071001	CUSTOMER REFUNDS	100.00			
Alexander's, Inc.	04/28/89	89121000	tables	600.00	600.00	07/10/89	5206
Master Sellers Company	05/08/89	90011000	file cabinets	200.12	200.12	07/10/89	5207
Perfect Painting	05/10/89	987987	office painting	1500.00	1500.00	06/01/89	5104
Westin Hotel	06/20/89	DEP6/89	deposit on convention room	1200.00-	2212.25	08/16/89	5505
Marvin's Office Machines	05/03/89	HO/88	Calculators	156.50	156.50	07/10/89	5208
	08/07/89	INTRVIEW	expenses for interviewee	1215.60-	1215.60	08/07/89	311
Evergreen Landscaping	08/14/89	L9980	Office landscaping	620.00			
Neighborhood Directory	08/14/89	P09844	Yellow page ad	250.00			
Vendor 00000020 Pool and Associates							
	05/07/89	101	brochures	985.36	985.36	07/10/89	5211
	05/19/89	108	advertising	6685.32	6685.32	06/22/89	703
	04/15/89	112	brochure development	1000.00	1000.00	06/01/89	5106
	06/25/89	18547	catalog layout	1895.62	1895.62	08/16/89	5508
	07/12/89	19066	Summer promotion	1248.29	1248.29	08/16/89	5508
	07/29/89	19101	Press release	871.00	871.00	08/16/89	5508
	05/19/89	202	ads	987.66	987.66	06/01/89	5106
	04/02/89	203	brochures	3521.44	3521.44	06/01/89	5106
	06/15/89	40512	Summer magazine ad	3321.56	3321.56	07/10/89	5211
	06/10/89	89061000	Advertising Retainer	500.00	500.00	07/10/89	5211
	07/10/89	89071000	Advertising Retainer	500.00	500.00	08/16/89	5508
	08/02/89	9852-6	brochure	2410.00			
	04/10/89	98566	mailers	1051.31	1051.31	06/01/89	5106
	08/10/89	9877DEP	deposit on mailer production	1500.00-			
	04/01/89	AD576-0	Ad development	1384.95	1384.95	04/25/89	103
	04/08/89	AT998	ad printing	200.00	200.00	04/08/89	104
	03/10/89	BROCH	Product brochures	4000.00	4000.00	03/25/89	106
	04/06/89	LOGO	Logo/brochures development	1212.00	1212.00	04/25/89	103
Vendor 00000030 Mountain Air Conditioning							
	05/07/89	102	new unit	8000.00	8000.00	06/01/89	5105
	07/30/89	10256	misc. materials	291.60	291.60	08/16/89	5506
	04/20/89	109	repairs	634.68	634.31	06/01/89	5105
	07/30/89	2215AC	AC repair	604.79	604.79	08/16/89	5506
	04/25/89	56	Repair	418.31	418.31	05/10/89	120
	06/12/89	6621	repair	475.01	489.70	07/10/89	5209
	05/15/89	88070100	unit installation	485.00			
	05/10/89	88071000	unit installation	485.00	500.00	06/01/89	5105
	07/01/89	89070100	Quarterly AC Maintenance	249.19	249.19	07/10/89	5209
	03/08/89	AT8899	equipment test	100.00	100.00	03/08/89	167
	03/08/89	AT9977	equipment check	450.00	450.00	03/08/89	167
	05/06/89	PL345	Repair HVAC	569.84	569.84	07/10/89	5209
	06/27/89	PM0689	maintenance	533.50	533.50	07/10/89	5209
	07/28/89	PM0789	July maintenance	517.49	517.49	08/16/89	5506

Option 4 - Transaction History Report

Use this function to print transaction history information for your vendors. You also have the option to include current transactions on this report. If you have selected to include the current transactions but no historical transactions exist for a vendor, no transactions are printed for the vendor. The following processing steps accomplish this job.

Step 1

This function checks to see whether the end user has chosen to keep Transaction History, before executing any function that requires the file.

Step 2

This function allows you to choose to include current transactions in addition to historical information on the Transaction History Report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose to include current transactions (information from the Transaction file) on the report.

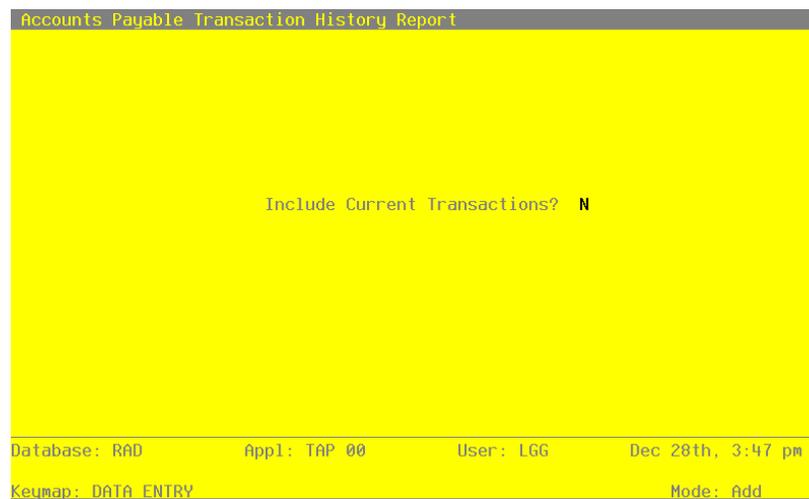


Figure 54. The Accounts Payable Transaction History Report Screen

Data items for the preceding screen are described below:

Include Current Transactions?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

Indicate whether or not to include the current transactions in this report.

Y: Provided that Transaction History records exist for the vendor, include both Transaction History and Current Transactions data on the report.

N: Only Transaction History information is included on the report.

Press ENTER to save the information on this screen.

Step 3

In preparation for performing a sort/selection process on the Transaction History information, this step provides you with a default sequencing of data records by Liability Account, Vendor and Apply To, giving additional sort order choice by Post Month and Post Year, with the option to change modifiable parameters at run time. Selection of data records is provided by Liability Account, Vendor, Apply To, Operator ID, Post Month and Post Year, with the option to enter user-specified comparisons at run time.

Step 4

This disposition type is used for all standard Accounts Payable reports.

Step 5

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 6

In order to print the Transaction History Report, this step formats the Transaction History information. The following data items are shown: Operator ID, Control Number, Transaction No, Post Month, Post Year, Apply To, Invoice/Check Number, Transaction Type Abbreviation, PO No, Transaction Date, Transaction Desc, Discount Amount, Retention Amount and Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Liability Account or Vendor. If requested, totals appear whenever a change occurs in Vendor, Liability Account or Post Month. When totals are specified, the following items are accumulated: Discount Amount, Retention Amount, Amount and Total Balance. Grand totals print at the end.

A sample output is shown below.

Expert Computing, Inc.											LGG Page: 1	
Transaction History Report												
Op ID	Cntrl No	Trx No	Post Mo / Yr	Invcl/Apply To	Trx Chck No	Trx Typ	PO No	Date	Description	Discount Amount	Retention Amount	
11/08/94 09:58												
Account 2010001001 Accounts Payable, Sales												
Vendor 00000010 Miscellaneous Supplier () - FAX () -												
SRR	1	13	06 / 89	254	254	INV		06/30/89	Plumbing repairs	.00	.00	387.90
SRR	4	6	07 / 89	254	5205	PMT		07/10/89	Plumbing repairs	.00	.00	387.90-
SRR	0	5	05 / 89	418-6	418-6	INV		05/01/89	supplies	.00	.00	222.00
SRR	2	4	06 / 89	418-6	5103	PMT		06/01/89	supplies	.00	.00	222.00-
SRR	0	1	04 / 89	89121000	89121000	INV		04/28/89	tables	.00	.00	600.00
SRR	4	7	07 / 89	89121000	5206	PMT		07/10/89	tables	.00	.00	600.00-
SRR	0	2	05 / 89	90011000	90011000	INV		05/08/89	file cabinets	.00	.00	200.12
SRR	4	8	07 / 89	90011000	5207	PMT		07/10/89	file cabinets	.00	.00	200.12-
SRR	0	3	05 / 89	987987	987987	INV		05/10/89	office painting	.00	.00	1500.00
SRR	2	5	06 / 89	987987	5104	PMT		06/01/89	office painting	.00	.00	1500.00-
SRR	0	4	05 / 89	HO/88	HO/88	INV		05/03/89	Calculators	.00	.00	156.50
SRR	4	9	07 / 89	HO/88	5208	PMT		07/10/89	Calculators	.00	.00	156.50-
											- Vendor Total ->	.00
=====												
Vendor 00000020 Pool and Associates (206) 555-4778 FAX (206) 555-4777												
SRR	0	6	05 / 89	101	101	INV		05/07/89	brochures	.00	.00	985.36
SRR	4	12	07 / 89	101	5211	PMT		07/10/89	Pool and Associates	.00	.00	985.36-
SRR	0	7	05 / 89	108	108	INV		05/19/89	advertising	.00	.00	6685.32
SRR	1	4	06 / 89	108	703	PMT		06/22/89	payment	.00	.00	6685.32-
SRR	0	8	04 / 89	112	112	INV		04/15/89	brochure development	.00	.00	1000.00
SRR	2	7	06 / 89	112	5106	PMT		06/01/89	Pool and Associates	.00	.00	1000.00-
SRR	0	9	05 / 89	202	202	INV		05/19/89	ads	.00	.00	987.66
SRR	2	7	06 / 89	202	5106	PMT		06/01/89	Pool and Associates	.00	.00	987.66-
SRR	0	10	04 / 89	203	203	INV		04/02/89	brochures	.00	.00	3521.44
SRR	2	7	06 / 89	203	5106	PMT		06/01/89	Pool and Associates	.00	.00	3521.44-
SRR	1	1	06 / 89	40512	40512	INV		06/15/89	Summer magazine ad	.00	.00	3321.56
SRR	4	12	07 / 89	40512	5211	PMT		07/10/89	Pool and Associates	.00	.00	3321.56-
SRR	2	1	06 / 89	89061000	89061000	INV		06/10/89	Advertising Retainer	.00	.00	500.00
SRR	4	12	07 / 89	89061000	5211	PMT		07/10/89	Pool and Associates	.00	.00	500.00-
SRR	0	11	04 / 89	98566	98566	INV		04/10/89	mailers	.00	.00	1051.31
SRR	2	7	06 / 89	98566	5106	PMT		06/01/89	Pool and Associates	.00	.00	1051.31-
											- Vendor Total ->	.00
=====												

Option 5 - Cash Requirements Projection

Use this function to project the amount of cash needed to pay invoices for a given period. The time periods for projection can be varied and can be based either on the invoice due date or the discount due date. The following processing steps accomplish this job.

Step 1

You can use this function to enter a projection date, choose which date to use when projecting cash required, and choose the lengths of the projection periods.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter information required to print the Cash Requirements Projection.

```
Accounts Payable Cash Requirements Projection

Projection Date      12/28/94
Due Date To Project 1 [1= Trx Due Date, 2= Disc Due Date]
Projection Periods  *7*  *14*  *21*  *28*
Period Ending Dates 01/04/95 01/11/95 01/18/95 01/25/95

Database: RAD      App1: TAP 00      User: LGG      Dec 28th, 3:47 pm
Keymap: DATA ENTRY      Mode: Add
```

Figure 55. The Accounts Payable Cash Requirements Projection Screen

Data items for the preceding screen are described below:

Projection Date

Enter a date (YMD).

The system defaults today's date as the date upon which you want the cash requirements projection to be based. You may change this entry.

Due Date to Project

Enter a positive number with 1 digit.

Indicate which due date to use when projecting the cash required for the unpaid invoices. Valid options are:

1: Transaction Due Date

2: Discount Due Date

If the Transaction Due Date is used to determine the projection period, the gross amount of the invoice is added to the column representing the number of days from the date entered as the Projection Date until the invoice is due.

If the Discount Due Date is used, the net amount of the invoice (gross amount less any applicable discount) is added into the projection period representing the number of days until the discount due date. If no discount due date is present for an invoice, the transaction due date is used to determine the correct projection period.

Projection Periods

Enter a number with up to 3 digits.

Weekly periods are defaulted for the projection periods. If you wish the projection to be based on different periods, enter the number of days for each period.

Period Ending Dates

The system displays a date (YMD).

This date shows you the actual ending date for each projection period to be printed. This date is determined by adding the number of days in the corresponding Projection Period to the Projection Date. For example, if the projection date is 7/01/90 and the projection periods are 7, 14, 21, and 28 days, the Period Ending Dates are 7/08/90, 7/15/90, 7/22/90, and 7/29/90.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Projection Periods Must Be in Ascending Order

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Transactions information, this step provides you with a default sequencing of data records by Vendor Alpha, Vendor, Apply To, Invoice Type and Date/Time Stamp, giving additional sort order choice by Liability Account, Post Year and Post

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Month, with the option to change modifiable parameters at run time. Selection of data records is provided by Liability Account, Vendor, Post Month and Post Year, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all standard Accounts Payable reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the Cash Requirements Projection, this step formats the Transactions information. As appropriate, group headings appear whenever a change occurs in Post Month, Liability Account or Vendor. If requested, totals appear whenever a change occurs in Apply To, Vendor, Liability Account or Post Month. When totals are specified, the following items are accumulated: Total Balance and Amount Total. Grand totals print at the end, showing Total Balance, Amount Total, Total Number of Invoices and Total Number of Vendors.

A sample output is shown below.

		Expert Computing, Inc.						LGG Page: 1
		Cash Requirements Projection						
		Projected as of 11/08/94 Using Trx Due Date						
Apply To Description	Trx Due Date	Balance	11/15/94 7 & Under	11/22/94 8 To 14	11/29/94 15 To 21	12/06/94 22 To 28	Over 28	
Vendor 00000040 Albert Materials, Inc.								
1006	materials	08/25/89	79.50	79.50				
103	Albert Materials, Inc.		441.60	441.60				
104	Albert Materials, Inc.		352.00	352.00				
105	Albert Materials, Inc.		200.00	200.00				
106	Albert Materials, Inc.		80.00	80.00				
204	Albert Materials, Inc.		100.42	100.42				
308	stock	08/25/89	126.17	126.17				
311	stock	08/10/89	76.25	76.25				
5521	Albert Materials, Inc.		26.82	26.82				
8090	Albert Materials, Inc.		222.31	222.31				
96215	Materials	09/10/89	63.00	63.00				
	- Vendor Totals ->		1768.07	1768.07	0.	0.	0.	0.
Vendor 00000080 Sam Jones								
12345678	Invoice Description	08/31/94	1000.00	1000.00				
ER1005	Aug. expenses thru 8/10	08/31/89	1216.90	1216.90				
	- Vendor Totals ->		2216.90	2216.90	0.	0.	0.	0.
Vendor 00000010 Miscellaneous Supplier								
221	New lobby plants	08/31/90	305.00	305.00				
89071001	CUSTOMER REFUNDS	08/31/89	100.00	100.00				
DEP6/89	Master Sellers Company convention room	07/31/89	1200.00-	1200.00-				
L9980	Westin Hotel Office landscaping	08/31/89	620.00	620.00				
P09844	Evergreen Landscaping Yellow page ad	08/31/89	250.00	250.00				
	Neighborhood Directory							
	- Vendor Totals ->		75.00	75.00	0.	0.	0.	0.
Vendor 00000020 Pool and Associates								
9852-6	brochure	08/31/89	2410.00	2410.00				
9877DEP	deposit on mailer production	08/10/89	1500.00-	1500.00-				
	- Vendor Totals ->		910.00	910.00	0.	0.	0.	0.
Vendor 00000060 Travel Planners								
11102-1	Williams to Sacramento	09/13/89	386.10	386.10				
11562-0	Williams to San Diego	09/03/89	487.00	487.00				
11596-1	Jones to DC	08/31/89	985.60	985.60				
11598-1	Jones to Columbus	09/04/89	742.50	742.50				
11600-0	Peters to Memphis	09/08/89	802.00	802.00				
11651-1	VP to New York	09/08/89	1125.60	1125.60				
	- Vendor Totals ->		4528.80	4528.80	0.	0.	0.	0.

Option 6 - Vendor History Report

Use this function to print a monthly history of the amount of purchases made from, payments made to, and discounts received from each vendor. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Vendor History by Month information, this step provides you with a default sequencing of data records by Liability Account, Vendor Alpha, Vendor, Year and Month, giving additional sort order choice by Vendor Type, with the option to change modifiable parameters at run time. Selection of data records is provided by Liability Account, Vendor, Vendor Type, Year and Month, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all standard Accounts Payable reports.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Vendor History Report, this step formats the Vendor History by Month information. The following data items are shown: Month, Purchases, Disbursements and Discounts. As appropriate, group headings appear whenever a change occurs in Liability Account, Vendor or Year.

A sample output is shown below.

11/08/94 09:59		Expert Computing, Inc.			LGG Page: 1
		Vendor History Report			
		Mo	Purchases	Disbursements	Discounts
Account 2010001001 Accounts Payable, Sales					
Vendor 00000040 Albert Materials, Inc.					
Fisc Year 90	Jun	8145.95	6628.78	130.00-	
	Jul	6619.85	16353.63	158.41-	
	Aug	4958.55	11538.01	180.53-	
- Year Subtotals ->		19724.35	34520.42	468.94-	
Fisc Year 89	Aug	1289.63	1489.44	35.35	
	Sep	874.20	569.33	22.14	
	Oct	1345.65	1586.32	31.68	
	Nov	662.39	810.47	19.62	
	Dec	544.45	449.98	18.54	
	Jan	1104.40	996.27	24.17	
	Feb	895.25	996.14	27.12	
	Mar	1002.55	1165.56	30.51	
	Apr	2265.42	1564.87	30.22	
	May	2014.60	1687.44	28.55	
- Year Subtotals ->		11998.54	11315.82	267.90	
Vendor 00000070 Insurances Unlimited					
Fisc Year 90	Jun	254.80	6500.00	.00	
	Jul	254.80	254.80	.00	
	Aug	.00	254.80	.00	
- Year Subtotals ->		509.60	7009.60	.00	
Fisc Year 89	Sep	8000.00	8000.00	.00	
	Dec	8000.00	8000.00	.00	
	Apr	8000.00	8000.00	.00	
- Year Subtotals ->		24000.00	24000.00	.00	
Vendor 00000080 Sam Jones					
Fisc Year 90	Jun	2410.36	.00	.00	
	Jul	4253.38	2410.36	.00	
	Aug	2216.90	4253.38	.00	
- Year Subtotals ->		8880.64	6663.74	.00	
Vendor 00000010 Miscellaneous Supplier					
Fisc Year 90	Jun	8595.67	5488.55	.00	
	Jul	2212.25	1344.52	.00	
	Aug	2559.50	9237.97	.00	
- Year Subtotals ->		13367.42	16071.04	.00	
Fisc Year 89	Feb	2500.00	2836.58	.00	
	Apr	7097.40	4731.40	.00	
	May	120.00	120.00	.00	
- Year Subtotals ->		9717.40	7687.98	.00	

Option 7 - Unpaid Invoices Report

Use this function to print a report of Unpaid Invoices for each vendor. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Unpaid Invoices information, this step provides you with a default sequencing of data records by Vendor, Apply To and Invoice Type, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor, Apply To, Invoice Type, Invoice Due Date, Pay Status and Balance Due, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all lists of master file information.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Unpaid Invoices Report, this step formats the Unpaid Invoices information. The following data items are shown: Invoice Amount, Calculated Discount, Payment?, Pay Status Description, Invoice date, Take Discount, Pay date, Invoice Due Date, Discount Due Date, Dr Liability, PO Number, Take Retention, Balance Due, Liability Account and Description. As appropriate, group headings appear whenever a change occurs in Vendor Apply To or Invoice Type.

A sample output is shown below.

11/08/94 10:00		Expert Computing, Inc.		LGG Page: 1	
Unpaid Invoices Report					
00000010 Miscellaneous Supplier					
Apply To 221	New lobby plants Northwest Interiors				
Invoice					
Invoice Amount	305.00	Calculated Discount	.00	Payment Status	N Normal
Invoice Date	08/14/90	Take Discount	.00	Pay Date	08/31/90
Invoice Due Date	08/31/90	Discount Due Date		Dr Liability	305.00
PO Number		Take Retention	.00	Balance	305.00
Account	2010001001 Accounts Payable, Sales				

Apply To 89071001	CUSTOMER REFUNDS Master Sellers Company				
Invoice					
Invoice Amount	100.00	Calculated Discount	.00	Payment Status	N Normal
Invoice Date	08/31/89	Take Discount	.00	Pay Date	08/31/89
Invoice Due Date	08/31/89	Discount Due Date	08/31/89	Dr Liability	100.00
PO Number		Take Retention	.00	Balance	100.00
Account	2010001001 Accounts Payable, Sales				

Apply To DEP6/89	deposit on convention room Westin Hotel				
Invoice					
Invoice Amount	1012.25	Calculated Discount	.00	Payment Status	N Normal
Invoice Date	06/20/89	Take Discount	.00	Pay Date	06/20/89
Invoice Due Date	06/20/89	Discount Due Date		Dr Liability	1200.00-
PO Number	DEP6/89	Take Retention	.00	Balance	1200.00-
Account	1061001000 Prepaids & Deposits				

Apply To L9980	Office landscaping Evergreen Landscaping				
Invoice					
Invoice Amount	620.00	Calculated Discount	.00	Payment Status	N Normal
Invoice Date	08/14/89	Take Discount	.00	Pay Date	08/31/89
Invoice Due Date	08/31/89	Discount Due Date		Dr Liability	620.00
PO Number		Take Retention	.00	Balance	620.00
Account	2010001001 Accounts Payable, Sales				

Apply To P09844	Yellow page ad Neighborhood Directory				
Invoice					
Invoice Amount	250.00	Calculated Discount	.00	Payment Status	N Normal
Invoice Date	08/14/89	Take Discount	.00	Pay Date	08/31/89
Invoice Due Date	08/31/89	Discount Due Date		Dr Liability	250.00
PO Number		Take Retention	.00	Balance	250.00

Option 8 - Inactive Vendor Report

Use this function to obtain a list of Inactive Vendors. Vendors are determined as inactive based on either their last purchase date or last payment date. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Vendors information, this step provides you with a default sequencing of data records by Vendor and name, giving additional sort order choice by Vendor Type, Last Purchase and Last Payment Date, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor, Name, Vendor Type, Last Purchase and Last Payment Date, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all standard Accounts Payable reports.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Inactive Vendor Report, this step formats the Vendors information. The following data items are shown; Vendor, Name, Phone, Telefax Number, Contact, Last Purchase and Last Payment Date.

A sample output is shown below.

11/08/94 10:00		Expert Computing, Inc.				LGG Page: 1	
Inactive Vendor Report							
Vendor	Name	Phone	Fax	Contact	Last Invoice Date	Last Pymt	
00000010	Miscellaneous Supplier	() -	() -		90	08/16/89	
00000020	Pool and Associates	(206) 555-4778	(206) 555-4777	Susan White	89	08/16/89	
00000030	Mountain Air Conditioning	(206) 555-9872	(206) 555-9871	Herman Hill	89	08/16/89	
00000040	Albert Materials, Inc.	(206) 555-1256	(206) 555-9874	Milton Albert	89	08/16/89	
00000050	Hardware Services, Inc.	(206) 555-0079	(206) 555-1008	George Johnson	89	08/16/89	
00000060	Travel Planners	(206) 555-4112	(206) 555-1212	Jill Peterson	89	08/16/89	
00000070	Insurances Unlimited	(206) 555-9988	(206) 555-6000	Scott Hansen	89	08/16/89	
00000080	Sam Jones	(313) 568-9652	() -		94	08/16/89	
00000090	George Peters	(303) 987-5515	(303) 987-2274		89	08/16/89	
00000100	Kris Williams	(262) 987-6541	() -		89	08/16/89	
00000110	Internal Revenue Service	(206) 456-7890	() -	Henry Worthmeyer			
00000120	State Withholding Agency	(206) 352-1456	() -	Janice Sdmith			
00000130	State Industrial Insurance	(206) 352-9821	() -	Joel Bomburg			
00000140	State Unemployment Insurance	(206) 352-0764	() -				
00000150	Carpenter's Union #101	(206) 441-2367	() -	Fritz Holden			
00000160	Electrician's Union #238	(206) 431-8909	() -	Cal Worthington			

Option 9 - Miscellaneous Vendors Report

Use this function to print a report of miscellaneous vendors, detailing names and addresses. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Miscellaneous Vendor Name/Addr information, this step provides you with a default sequencing of data records by Vendor and Apply To, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all lists of master file information.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Miscellaneous Vendors Name and Address Report, this step formats the Miscellaneous Vendor Name and Address information. The following data items are shown: Vendor, Apply To, Name, Address - Line 1, Address - Line 2, City, State, Zip Code and Country.

5 *Reports and Inquiry*

A sample output is shown below.

11/08/94 10:01		Expert Computing, Inc.				LGG Page: 1
Miscellaneous Vendors Name and Address Report						
Vendor	Apply To	Vendor Name	Address	City	State / Zip Country	
00000010	20100	Northwest Data Supply	408 1st Ave. South	Seattle,	WA	98102
00000010	221	Northwest Interiors	230 W. Andover	Tukwila,	WA	98150
00000010	254	MacPlumbing	421 SW 121st St.	Seattle,	WA	98103
00000010	418-6	North Seattle Office Supply	8120 9th Avenue North	Seattle,	WA	98526
00000010	89071001	Master Sellers Company	401 Texas Blvd. Bldg. 3-308	Los Alamos,	NM	45213
00000010	89121000	Alexander's, Inc.	4011 Alder Ave.	Billings,	MT	59101
00000010	90011000	Master Sellers Company	401 Texas Blvd. Bldg. 3-308	Los Alamos,	NM	45213
00000010	987987	Perfect Painting	101 N. 101st	Tacoma,	WA	98154
00000010	DEP6/89	Westin Hotel	990 4th Avenue	Seattle,	WA	98104
00000010	HO/88	Marvin's Office Machines	P.O. Box 1229	Omaha,	NE	65420
00000010	L9980	Evergreen Landscaping	424 N. 1st	Federal Way,	WA	98025
00000010	P09844	Neighborhood Directory	4223 E. Smith	Kent,	WA	98031

Option 10 - Vendor Credit Report

Use this function to print credit information for each vendor. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Vendors information, this step provides you with a default sequencing of data records by Name, Vendor and Credit Limit, giving additional sort order choice by Balance and Vendor Type, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor, Name, Vendor Type, Credit Limit and Balance, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all standard Accounts Payable reports.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Vendor Credit Report, this step formats the Vendors information. The following date items are shown: Vendor, Vendor Name, Contact, Phone, Telefax Number, Credit Limit, Balance, Retention and Credit Available.

A sample output is shown below.

11/08/94 10:01		Expert Computing, Inc.				LGG Page: 1			
Vendor Credit Report									
Vendor	Contact	Phone	FAX	Credit Limit	Balance	Retention	Available Credit		
00000040	Albert Materials, Inc.	Milton Albert	5-1256 (206) 555-9874	1000000	1768.07	2112.07	996120		
00000150	Carpenter's Union #101	Fritz Holden	1-2367 () -	5000	.00	.00	5000		
00000160	Electrician's Union #238	Cal Worthington	1-8909 () -	4000	.00	.00	4000		
00000090	George Peters		7-5515 (303) 987-2274	10000	1198.50	.00	8802		
00000050	Hardware Services, Inc.	George Johnson	5-0079 (206) 555-1008	50000	625.88	.00	49374		
00000070	Insurances Unlimited	Scott Hansen	5-9988 (206) 555-6000	25000	.00	.00	25000		
00000110	Internal Revenue Service	Henry Worthmeyer	6-7890 () -	1000	.00	.00	1000		
00000100	Kris Williams		7-6541 () -	10000	1156.33	.00	8844		
00000010	Miscellaneous Supplier		- () -	50000	75.00	.00	49925		
00000030	Mountain Air Conditionin	Herman Hill	5-9872 (206) 555-9871	10000	.00	.00	10000		
00000020	Pool and Associates	Susan White	5-4778 (206) 555-4777	100000	910.00	.00	99090		
00000080	Sam Jones		8-9652 () -	10000	2216.90	.00	7783		

Option 11 - Vendor History Inquiry

Use this function to view purchase and disbursement information for each vendor.

In order to print the Vendor History Inquiry, this step formats the Vendor History and Vendor History by Month information. The following data items are shown: Vendor, Name, Fiscal/Calendar Description, Year, Month, Purchase, Disbursements, Discounts, Inquiry Total Purchases, Total Disbursements and Total Discounts.

A sample output is shown below.

***** Vendor History Inquiry *****			
Vendor	00000010	Miscellaneous Supplier	
Fisc Year	90		
	<u>Purchases</u>	<u>Disbursements</u>	<u>Discounts</u>
Jun	8595.67	5488.55	.00
Jul	2212.25	1344.52	.00
Aug	2559.50	9237.97	.00
	<u>13367.42</u>	<u>16071.04</u>	<u>.00</u>

Option 12 - Transactions Inquiry

Use this function to view current transactions for a vendor.

In order to print the Transactions Inquiry, this step formats the Vendors and Transactions information. The following data items are shown: Vendor, Name, Apply To, Transaction type Abbreviation, Operator ID, Invoice/Check Number, PO No, Transaction Date, Invoice Due Date, Amount, Balance and Vendor Balance.

A sample output is shown below.

```

***** Current Transactions Inquiry *****
Vendor 00000040 Albert Materials, Inc.

```

<u>Apply To</u>	<u>Typ</u>	<u>OpID</u>	<u>Inv/Chck</u>	<u>PO No</u>	<u>Trx Date</u>	<u>Due Date</u>	<u>Trx Amount</u>	<u>Balance</u>	
1006	INV	SRR	1006		08/06/89	08/25/89	2597.00		
1006	PMT	SRR	5500		08/16/89	08/16/89	2597.00-		
1006	PMT	SRR	5500		08/16/89		79.50	79.50	
103	PMT	SRR	5201		07/10/89		441.60	441.60	
104	PMT	SRR	5100		06/01/89		352.00	352.00	
105	PMT	SRR	5201		07/10/89		200.00	200.00	
106	PMT	SRR	5201		07/10/89		80.00	80.00	
204	PMT	SRR	5100		06/01/89		100.42	100.42	
308	INV	SRR	308		07/26/89	08/25/89	4128.15		
308	PMT	SRR	5500		08/16/89	08/16/89	4128.15-		
308	PMT	SRR	5500		08/16/89		126.17	126.17	
311	INV	SRR	311		07/18/89	08/10/89	2491.70		
311	PMT	SRR	5500		08/16/89	08/16/89	2491.70-		
311	PMT	SRR	5500		08/16/89		76.25	76.25	
34576	ADJ	SRR	34576		08/15/89	08/15/89	36.00-		
34576	PMT	SRR	5100		06/01/89		36.00	.00	
4043	PMT	SRR	312		08/11/89	08/11/89	427.55-		
4043	DIR	SRR	312		08/11/89	08/11/89	427.55	.00	
5521	PMT	SRR	5201		07/10/89		26.82	26.82	
8090	PMT	SRR	5201		07/10/89		222.31	222.31	
84700	PMT	SRR	5100		06/01/89		88.00		
84700	ADJ	SRR	84700		08/15/89	08/15/89	88.00-	.00	
96215	INV	SRR	96215		08/14/89	09/10/89	2058.00		
96215	PMT	SRR	5500		08/16/89	08/16/89	2058.00-		
96215	PMT	SRR	5500		08/16/89		63.00	63.00	
- Vendor Totals ->								1768.07	=====

Option 13 - Processed Invoices Inquiry

Use this function to view invoices that have been posted for a vendor.

In order to print the Processed Invoices Inquiry, this step formats the Vendors and Processed Invoices information. The following data items are shown: Vendor, name, Invoice Date, Apply To, Description, Original Invoice Amount, Amount Paid and Date Paid.

A sample output is shown below.

```

***** Processed Invoices Inquiry *****
Vendor 00000070 Insurances Unlimited

```

<u>Inv Date</u>	<u>Apply To</u>	<u>Description</u>	<u>Original Inv Amt</u>	<u>Total Amt Disbursed</u>	<u>Last Pymt Date</u>
05/01/89	45645	semi-annual premium	6500.00	6500.00	06/01/89
06/10/89	89061000	Monthly Policy Payment	254.80	254.80	07/10/89
07/10/89	89071000	Monthly Policy Payment	254.80	254.80	08/16/89
03/06/89	T549	Travel policy	306.20	306.20	03/10/89

Option 14 - Vendor Activity Inquiry

Use this function to view information about the last invoice, last payment, and outstanding balance for a vendor.

In order to print the Vendor Activity Inquiry, this step formats the Vendors information. The following data items are shown: Vendor, Name, Phone, Telefax Number, Contact, Balance, Last Purchase, Credit Limit, Last Invoice Number, Retention, Last Invoice Amount, Last Payment Date, Last Check Number, Last Check Amount and Comment.

A sample output is shown below.

```
***** Vendor Activity Inquiry *****
Vendor 00000020 Pool and Associates
Phone: (206) 555-4778 FAX: (206) 555-4777 Contact: Susan White

Balance:          910.00          Last Invoice Date: 08/02/89
Credit Limit:    100000          Last Invoice Number: 9852-6
Retention:        .00            Last Invoice Amount: 2410.00
                                      Last Payment Date: 08/16/89
                                      Last Check Number: 5508
                                      Last Check Amount: 4514.91

Comment:
Advertising agency for media advertising.
```

Option 15 - Transaction Control Inquiry

Use this function to view Transaction Control information. The following processing steps accomplish this job.

Step 1

This function checks to see whether the end user has chosen to use the Transaction Control option, before executing any function that requires the file.

Step 2

In order to print the Accounts Payable Transaction Control Inquiry, this step formats the Transaction Control information. The following data items are shown: Application, File Posted, Operator ID, Control No, Date/Time, Journal Code, Description, Operator Exclusive?, Control Total, Hash Total, Number of Trx, Number of Errors, Number of Warnings, Last Trx Posted and Amount Posted.

A sample output is shown below.

```

***** Transaction Control *****
Appl/File      Control Group
Date/Time     Jrnl  Description           Op Ex?
TAP ADJUSTMENTS      SRR / 0001
06/14/90 09:13      APAJ  Aug adjustments thru 8/15      N

Control Total          .00
Hash Total             0
Number of Transactions 3
Number of Errors       0
Number of Warnings     0
Last Transaction Posted 3
Total Amount Posted    24.00-
    
```

Option 16 - Paid Invoice by Check Number Inquiry

Use this function to determine the invoices paid by a given check number. Paid invoices are displayed one per screen.

In order to print the Paid Invoice by Check Number, this step formats the Processed Invoices information. The following data items are shown: Check Number, Date Paid, Vendor No, Name, Apply To, Original Invoice Amount, Amount Paid and Description.

A sample output is shown below.

```

***** Paid Invoice by Check Number *****

Check Number:      106
Check Date:        03/25/89

Vendor:            00000020  Pool and Associates

Invoice Number:    BROCH
Invoice Date:      03/25/89
Original Invoice Amt: 4000.00
Amount Paid:       4000.00
Description:       Product brochures
    
```

Option 17 - Transaction History Inquiry

Use this function to view the transaction history for a vendor. Transaction for invoices with a zero balance that have been deleted from the Current Transactions file are stored in Transaction History. These transactions are maintained for the number of months specified by the 'Months of Trx History' field in your Parameters file. The following processing steps accomplish this job.

Step 1

This function checks to see whether the end user has chosen to keep Transaction History, before executing any function that requires the file.

Step 2

In order to print the Transactions History Inquiry, this step formats the Vendors and Transaction History information. The following data items are shown: Vendor, Name, Apply To, Transaction Type Abbreviation, Operator ID, Invoice/Check Number, PO No, Transaction Date, Invoice Due Date, Amount, Balance and Vendor Balance.

A sample output is shown below.

```

***** Transaction History Inquiry *****
Vendor 00000010 Miscellaneous Supplier
Apply To  Type  OpID  Inv/Chk  PO No  Trx Date  DueDate  Trx Amount  Balance
14566    PMT   SRR   701      06/15/89 06/15/89  621.35-
14566    DIR   SRR   701      06/15/89 06/15/89  621.35
254      INV   SRR   254      06/30/89 07/20/89  387.90
254      PMT   SRR   5205     07/10/89 07/10/89  387.90-
418-6    INV   SRR   418-6    05/01/89 05/10/89  222.00
418-6    PMT   SRR   5103     06/01/89 06/01/89  222.00-
854      PMT   SRR   704      06/20/89 06/20/89  862.53-
854      DIR   SRR   704      06/20/89 06/20/89  862.53
855      PMT   SRR   704      06/20/89 06/20/89  541.30-
855      DIR   SRR   704      06/20/89 06/20/89  541.30
856      PMT   SRR   704      06/20/89 06/20/89  541.37-
856      DIR   SRR   704      06/20/89 06/20/89  541.37
89121000 INV   SRR   89121000 04/28/89 04/28/89  600.00
89121000 PMT   SRR   5206     07/10/89 07/10/89  600.00-
90011000 INV   SRR   90011000 05/08/89 05/08/89  200.12
90011000 PMT   SRR   5207     07/10/89 07/10/89  200.12-
987987   INV   SRR   987987   05/10/89 05/30/89  1500.00
987987   PMT   SRR   5104     06/01/89 06/01/89  1500.00-
HO/88    INV   SRR   HO/88    05/03/89 06/03/89  156.50
HO/88    PMT   SRR   5208     07/10/89 07/10/89  156.50-

- Vendor Totals ->          .00
=====
    
```

Chapter 6: Check Processing

6 Check Processing

This menu contains the functions for preparing, creating, and printing computer-generated checks. Refer to Appendix B of this manual for a graphic representation of the Check Processing Cycle.

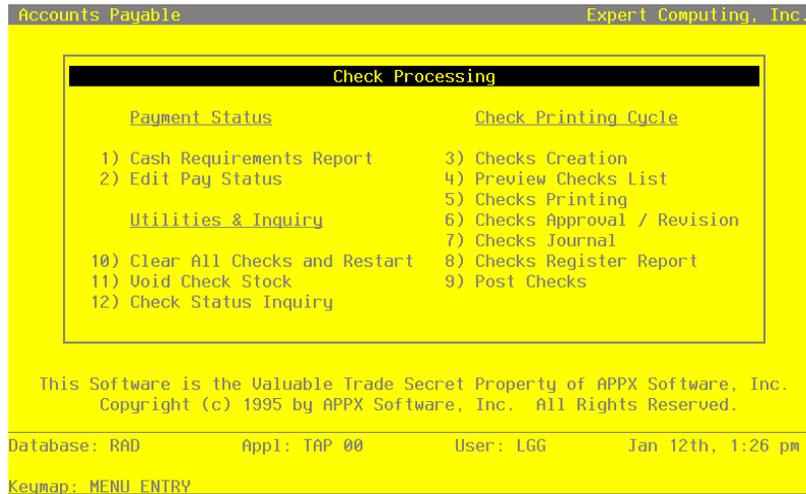


Figure 56. The Accounts Payable Check Processing Menu

Option 1 - Cash Requirements Report

Use this function to print the Cash Requirements Report. It provides a list of invoices due based on the date of the current check run, the date of the next check run, and the pay status. It lists all unpaid invoices and extends all invoices eligible for payment. This report may be reprinted to reflect any pay status changes. Warnings are issued to avoid duplicate payments. The following processing steps accomplish this job.

Step 1

This function is used to enter the Cash Requirements Report maximum check amount, check date, and following check printing date. The function uses this input as constraints in determining which unpaid invoices are eligible for payment. An invoice is eligible if the discount due date or invoice due date falls before the next check date, or if the discount due date falls before the current check date. In addition, the invoice must have a pay status of 'N' (Normal) or 'T' (Take discount), a non-blank pay date, and the current Vendor's pay status is not 'Hold'. Otherwise, the invoice will not be eligible for payment.

The system will not create a check for a vendor that already has a check in process in the check processing cycle.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter information required to print the Cash requirements Report.

```
Accounts Payable Cash Requirements Report

Maximum Check Amount      9999999.99
Check Date                MM/DD/YY
Following Check Printing Date MM/DD/YY

Database: RAD      App1: TAP 00      User: LGG      Dec 28th, 2:56 pm
Keumap: DATA_ENTRY      Mode: Add
```

Figure 57. The Accounts Payable Cash Requirements Report Screen

Data items for the preceding screen are described below:

Maximum Check Amount

Enter a positive number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The Maximum Check Amount is displayed from the Parameters file; you may override the default. No check exceeding this amount is created during the Checks creation process or extended for payment on the Cash Requirements Report.

Check Date

Enter a date (YMD). This field is required.

Enter the date of this check run. The Check Date entered for the last Cash Requirements Report printed is displayed for the Checks Creation function.

Following Check Printing Date

Enter a date (YMD). This field is required.

Enter the date of the next check printing session. The system uses this date in determining which invoices need to be paid during the current check run and which can wait to be printed during the next check processing cycle. The Following Check Printing Date entered for the last Cash Requirements Report printed is displayed for the Checks Creation function.

6 Check Processing

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Next Check Printing Date Should Be Greater Than This Check Date
W Other control Groups Currently Have Checks in Process

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Unpaid Invoices information, this step provides you with a default sequencing of data records by Vendor Alpha, Vendor, Apply To and Invoice Type, giving additional sort order choice by Vendor Type, with the option to change modifiable parameters at run time. Selection of data records is provided by Vendor, Vendor Alpha and Vendor Type, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all standard Accounts Payable reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

This step processes the information for Unpaid Invoices. Updates to certain fields in the Unpaid Invoices and Vendors files will occur.

Step 6

In order to print the Cash Requirements Report, this step formats the Unpaid Invoices information. The following data items are shown: Apply To, Invoice Date, Invoice Due Date, Balance Due, Take Discount, Discount Due Date, Net Due amount, Name, Pay Date, Dr Liability, Calculated Discount, Take Retention, Cash Required and Pay Status Description. As appropriate, group headings appear whenever a change occurs in Vendor. If requested, totals appear whenever a change occurs in Vendor. When totals are specified, the following items are accumulated: Total Net Due, Total Dr. Liability, Total Take Discount, Total Take Retention and Total Cash Required. Grand totals print at the end.

A sample output is shown below.

Expert Computing, Inc.												LGG Page: 1	
Cash Requirements Report													
Check Date: 01/01/89		Next Checks To Be Printed On: 12/31/89				Maximum Check Amount: 1000000.00							
Apply To	Inv Date	Date Due	Amount Due	Take Dscnt	If Pd By	Net Due	Orig/Edit	Pay Date	Dr Liab	Discount	Retention	Cash Req'd	
Vendor 00000040 Albert Materials, Inc.													
1006	08/16/89		79.50	.00		79.50	Hold						
103	07/10/89		441.60	.00		441.60	Hold						
104	06/01/89		352.00	.00		352.00	Hold						
105	07/10/89		200.00	.00		200.00	Hold						
106	07/10/89		80.00	.00		80.00	Hold						
204	06/01/89		100.42	.00		100.42	Hold						
308	08/16/89		126.17	.00		126.17	Hold						
311	08/16/89		76.25	.00		76.25	Hold						
34576	08/15/89	08/15/89	36.00-	.00	01/01/0	36.00-							
34576	06/01/89		36.00	.00		36.00	Hold						
5521	07/10/89		26.82	.00		26.82	Hold						
8090	07/10/89		222.31	.00		222.31	Hold						
96215	08/14/89	09/10/89	.00	42.00	08/25/89	.00							
96215	08/16/89		63.00	.00		63.00	Hold						
- Vendor Totals ->						1768.07			0.	0.	0.	0.	
Vendor 00000080 Sam Jones													
12345678	08/12/94	08/31/94	1000.00	.00		1000.00							
ER1005	08/12/89	08/31/89	1216.90	.00		1216.90							
- Vendor Totals ->						2216.90			0.	0.	0.	0.	
Vendor 00000010 Miscellaneous Supplier													
221	08/14/90	08/31/90	305.00	.00		305.00							
Northwest Interiors													
89071001	08/31/89	08/31/89	100.00	.00	08/31/89	100.00							
Master Sellers Company													
DEP6/89	06/20/89	06/20/89	1200.00-	.00		1200.00-							
Westin Hotel													
L9980	08/14/89	08/31/89	620.00	.00		620.00							
Evergreen Landscaping													
P09844	08/14/89	08/31/89	250.00	.00		250.00							
Neighborhood Directory													
- Vendor Totals ->						75.00			0.	0.	0.	0.	

Option 2 - Pay Status Edit

Use this function to change the pay status, pay date, or other information before creating the checks. For example, you may want to place a contested invoice on “Hold” by changing the pay status to ‘H’, or delay payment of a particular invoice by editing the pay date. A check will not be eligible for payment if it has a blank pay date. The following processing steps accomplish this job.

Step 1

This function is used to enter the Edit Pay Status option of editing by vendors or invoices.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose to edit the pay status by vendor or invoice.

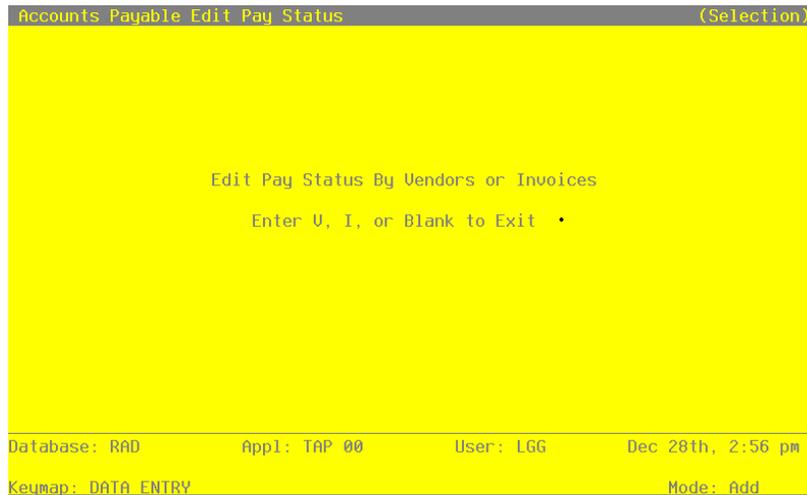


Figure 58. The Accounts Payable Edit Pay Status Screen

Data items for the preceding screen are described below:

Edit Pay Status

Enter an upper case alphanumeric field, 1 character in length. Valid entries are V, I, and ‘ ‘.

You may edit invoices by vendor or invoice. Select either:

‘ ‘: Return to the Checks Processing menu.

V: Edit all invoices for a particular vendor.

I: Edit each invoice individually.

Press ENTER to save the information on this screen.

Step 2

This function is used to edit the pay status information, by invoice, in the Unpaid Invoices records.

On the following pages, the screen displayed by this function is shown.

The screen below presents information about Unpaid Invoices.

This file contains a record for each vendor invoice. Transaction postings either create a record or update a record in this file. All unpaid invoice records are considered for payment and approval during the check processing cycle. Through the Edit Pay Status function, unpaid invoices are selected for check processing payment or held for future payment.

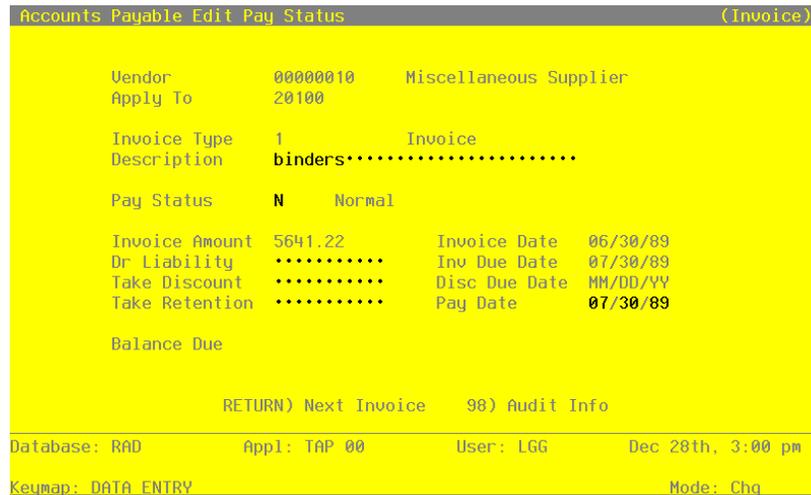


Figure 59. The Accounts Payable Edit Pay Status - Invoice Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Vendor

The system displays an upper case alphanumeric field, up to 8 characters in length. Only

numbers are acceptable.

Supply the number to identify the vendor record to edit. The system displays the vendor's name so you may verify your entry.

Apply To

The system displays an upper case alphanumeric field, up to 8 characters in length.

Provide the number of the invoice, credit memo, or debit memo affected by this transaction. The Apply To is generally the invoice number. For debit or credit memos, the Apply To may refer to the original invoice number which was adjusted by the memo entry.

Invoice Type

The system displays an upper case alphanumeric field, 1 character in length. Only number are acceptable. Valid entries are 1 and 2.

Identify the type of the invoice. Valid types are:

- 1) Invoice
- 2) Retention Invoice

Description

Enter an alphanumeric field, up to 30 characters in length.

The description of the invoice is given.

Pay Status

Enter an upper case alphanumeric field, 1 character in length. Valid entries are N, T, H and D. The initial default value is 'N'.

The pay status of the invoice is displayed. If you want to change this field, enter a valid pay status code from the Descriptions file. The system then displays the corresponding description so you may verify your entry., Valid codes and standard descriptions are:

N: Normal - Use the payment terms as defined in the terms file.

T: Take Discount - Take the discount regardless of the payment terms.

H: Hold - Place payment on 'Hold' until released by changing to 'N' or 'T'.

D: Disputed - Same as 'Hold' status by payment is in dispute.

Invoice Amount

The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The amount to be debited or credited for this invoice is shown. For invoices that have adjust-

ing or “apply to” transactions, this field only reflects the amount of the original invoice.

If you Parameters file is set up with a discount method of ‘E’ (Earned), this is the gross amount of the invoice.

If you Parameters file is set up with a discount method of ‘L’ (Lost), this is the gross amount of the invoice less the discount amount.

Invoice Date

The system displays a date (YMD).

The invoice date from the original invoice posting is shown.

Dr Liability

Enter a number with up to 7 digits to the left of the decimal and w digits to the right of the decimal.

The amount to be paid for this invoice is shown. The Dr Liability is originally set to the amount of the invoice. If the invoice has been partially paid, this is the amount remaining.

If a partial payment is made to an invoice, the system automatically assigns the unpaid portion of the invoice a ‘Hold’ status. You must change the hold status to ‘N’ (Normal) for the unpaid portion to be processed during the check processing cycle.

Invoice Due Date

The system displays a date (YMD).

Give the date that the invoice is due.

Take Discount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The amount of discount to be taken upon payment of the invoice is displayed.

Discount Due Date

The system displays a date (YMD).

The date of the last day of the discount period is shown. If the pay status for an invoice is ‘T’ for ‘Take Discount’, the discount will be taken regardless of the Discount Due Date.

Take Retention

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If the invoice includes retention, this is the amount to be retained upon payment of the invoice.

Pay Date

Enter a date (YMD).

The date to pay the invoice is shown. This date is initially set to the Discount Due Date, if applicable, or to the Invoice Due Date. You may change this date to delay payment or to pay early.

If this field is blank, the invoice will not be paid, and will be marked “hold” on the Cash Requirements Report.

If a partial payment is made to an unpaid invoice the system will set the pay date to blank. Any subsequent payment against the invoice requires a pay date to be entered.

Balance Due

The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The amount due on the invoice, net of all adjustments and payments applied to this invoice, is displayed.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (m) that may result are shown below:

W Checks Already in Process for this Invoice and Vendor

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Next Record to go to the next Unpaid Invoices record.

At this screen, the use of the MODE keys - CHG, or INQ - pertain to those records in the Unpaid Invoices file.

Step 3

This step conditionally allows a job to branch forward or backward to any sequence number in the list of functions in the job.

Step 4

This function is used to enter the Edit Pay Status by vendor number. The pay status is changed for each invoice for the chosen vendor.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to edit the pay status of all invoices for the given vendor.

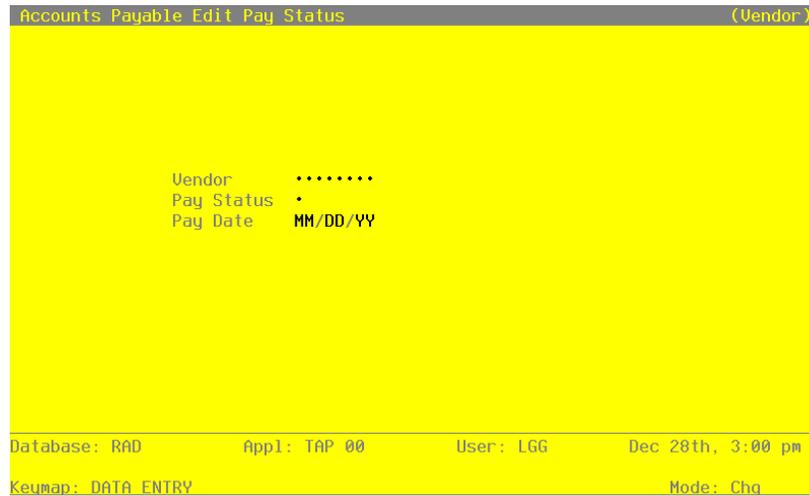


Figure 60. The Accounts Payable Edit Pay Status - Vendor Screen

Data items for the preceding screen are described below:

Vendor

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. You can use Scan to search for an appropriate entry.

Supply a number to identify the vendor record to edit. The system displays the vendor's name so that you can verify your entry.

Pay Status

Enter an upper case alphanumeric field, 1 character in length. Valid entries are N, T, H and D. This field is required.

Enter a 1-character pay status code form the Descriptions file. This entry does not change the pay status established for the vendor in the Vendors file. The status code will apply to all invoices which are due for this particular vendor. The system displays the corresponding pay status description next to the code. Valid codes and standard descriptions are:

- N: Normal - Use the payment terms as defined in the terms file.
- T: Take Discount - Take the discount regardless of the payment terms.
- H: Hold - Place payment on 'Hold' until released by changing to 'N' or 'T'.
- D: Disputed - Same as 'Hold' status by payment is in dispute.

Pay Date

Enter a date (YMD).

Enter a pay date that applies to all invoices for this vendor. You may enter this date only if the Pay Status field is either 'N' or 'T'. If you leave this field blank, the invoice pay date is not changed.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Pay Date Only Set For Status N and T
W Checks Already in Process for this Vendor

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 5

This function changes the defined pay status and pay date in the unpaid Invoice records for the vendor specified.

Step 6

This step conditionally allows a job to branch forward or backward to any sequence number in the list of functions in the job.

Option 3 - Checks Creation

Use this function to create the check records for the current check cycle. The check records can be reviewed prior to printing the checks. Ranges of check records can be deleted and/or renumbered, if necessary. The entire check cycle can be cleared and restarted, if necessary, using the 'Clear All Checks and Restart' function. See Appendix B for more information. The following processing steps accomplish this job.

Step 1

This function is used to enter the Cash Disbursements cash account number, maximum check amount, check date, following check printing date, starting check control number, operator ID, and post month and year prior to creating a control group of checks. A check is created for each vendor that has one or more invoices with an appropriate pay status and due date. A separate check is created for each miscellaneous vendor/apply to combination.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter information required to determine which checks are created.

```
Accounts Payable Checks Creation
Cash Account          1010001001**
Maximum Check Amount 9999999.99
Check Date           08/09/94
Following Check Printing Date 08/17/94
Starting Check Control No .....
Description          .....
Check Printing Sequence A
Operator ID/Control No LGG / 13**
Post Month/Year      08 89
Retention Account Number 2030001001**

Database: R6D      Appl: TAP 00      User: LGG      Jan 12th, 9:30 am
Keypad: DATA ENTRY      Mode: Add
```

Figure 61. The Accounts Payable Checks Creation Screen

Data items for the preceding screen are described below:

Cash Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Enter the number of the cash account from which the checks are to be paid. The cash account identified in the Parameters file is displayed but may be changed. If General Ledger is part of your system, the account number must be on file in the Chart of Accounts file. The system displays the account description so you may verify your entry.

If any of the invoices are to be paid from a different cash account, isolate these payments on a separate check run by editing the pay status of the vendor or individual invoices.

Maximum Check Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The Maximum Check Amount is displayed from the Parameters file; you may override the default. No check exceeding this amount is created during the Checks Creation process or extended for payment on the Cash Requirements Report.

Check Date

Enter a date (YMD). This field is required.

Enter the date of this check run. The Check Date entered for the last Cash Requirements Report printed is displayed for the Checks Creation function.

Following Check Printing Date

Enter a date (YMD). This field is required.

Enter the date of the next check printing session. The system uses this date in determining which invoices need to be paid during the current check run and which can wait to be printed during the next check processing cycle. The Following Check Printing Date entered for the last Cash Requirements Report printed is displayed for the Checks Creation function.

Starting Check Control No

Enter a positive number with up to 9 digits.

Enter the first number that you want the system to print on the check stock. The system increments this number by 1 for each succeeding check. If your parameter selection for 'Check Control Same as Stock No' is 'Y', this number should be the check stock number of the first printed check. If you parameter option is 'N', the Check Control Number need not match the Check Stock Number. In this case, you may use any number you wish to track the checks through the processing cycle.

In general, Check Processing is simpler if the Check Control Number and the Check Stock Number are not required to be equal.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe this group of entries.

Check Printing Sequence

Enter an upper case alphanumeric field, 1 character in length. Only letters are acceptable. Valid entries are N and A. This field is required.

Choose the order in which you want the checks created and printed. You can create the checks in the following orders:

N: Vendor Number - Using this option, a check for Vendor Number 5090 would print before a check for Vendor Number 5091.

A: Vendor Alpha - Using this option, a check for Vendor Alpha "JOHNS" would print before a check for Vendor Alpha "JONES".

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. This field is required. The system displays the operator ID entered at logon. To create the checks using a different operator ID or to print another operator's group of checks, change this field.

Control No

Enter a positive number with up to 4 digits. A sequential number is supplied to identify this group of checks. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail. For check printing, supply the number of the control group you want to print.

Post Month

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and EY. This field is required. Identify the month to which these checks are to be posted. The current month defined in the Parameters file is supplied. If you want to post to a prior or future month, you can change it. If you system is based on 12 accounting periods, enter the calendar month; if you are using 13-period accounting, enter the fiscal period. Your options are:
1 - 13: Calendar month, or fiscal period if you are using 13-period accounting
EY: End of year

Post Year

Enter a positive number with up to 2 digits. Enter the year to which these checks are to be posted. If you are using 12-month accounting, this is the calendar year; if you are using 13-period accounting, this is the fiscal year. The year defined in the Parameters file is supplied; if you want to post to a prior or future period, you can change it.

Retention Account Number

Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

The system displays the retention account number established in the Parameters file. You may change this entry. If the invoice includes retention, the amount retained upon payment of the invoice will be credited to this account. If no retention is recognized, this entry is ignored. If the General Ledger application is part of your system, the account number must be on file in the Chart of Accounts file. The system displays the account description so you may verify your entry.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Cannot Post to the 13th Month in a 12 Month Fiscal Year
- E Control Group Containing Unposted Hand Checks Already Exists
- E Control Group Containing Unposted Machine Checks Already Exists
- E Next Check Printing Date Should Be Greater than this Check Date
- E This Control Group Has Already Been Used For Checks Posting
- E This Control Group Is Being Posted!
- W Check Number Already Used. See Machine and/or Hand Checks
- W Check Number Already Used. See Outstanding Checks
- W Other Control Groups Currently Have Checks in Process
- W Post Month Is Previous to Parameters Calendar Month
- W Post Year of Zero Will Post as the Year 2000

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Unpaid Invoices information, this step provides sequencing of data records by Vendor, Apply To and Invoice Type, with no option to change the sequence at run time. Selection of data records is provided by Vendor, Vendor Alpha and Vendor Type, with the option to enter user-specified comparisons at run time.

Step 3

In preparation for performing a sort/selection process on the Unpaid Invoices information, this step provides sequencing of data records by Vendor Alpha, Vendor, Apply To and Invoice Type, with no option to change the sequence at run time. Selection of data records is provided by Vendor, Vendor Alpha and Vendor Type, with the option to enter user-specified comparisons at run time.

Step 4

This disposition type is used for all posting functions.

Step 5

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 6

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 7

This step processes the information for Unpaid Invoices. Updates to certain fields in the Unpaid Invoices and Vendors files will occur.

Step 8

This step processes the information for Unpaid Invoices. Under certain conditions, records in the Disbursements Control Groups, Vendors, Disbursements and Disbursements Line items files will be added. Updates to certain fields in the Disbursements Control Groups and Vendors files will occur.

Option 4 - Preview Checks List

Use this list to preview check records for accuracy before they are physically printed. Use the 'Checks Approval/Revision' function to modify the current check records or the 'Clear All Checks and Restart' function to clear all checks in the current check run. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Disbursements information, this step provides sequencing of data records by Operator ID and Control No, with no option to change the sequence at run time. Selection of data records is provided by Operator ID and Control No, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all lists of master file information.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Preview Checks List, this step formats the Disbursements information. The following data items are shown: Transaction Number, Vendor, Name, Check No, Check Stub Number, Description and Check Amount. As appropriate, group headings appear whenever a change occurs in Control No.

6 Check Processing

A sample output is shown below.

Trx#	Vendor	Name	Check Cntrl No	Check Stock No	Cancel/ Delete	Description	Check Amt
Control Group			TMG / 12	this is atest	Checks Created		
1	00000040	Albert Materials, Inc.	10000				6.00
2	00000080	Sam Jones	10001				1216.90
3	00000010	Northwest Interiors	10002			New lobby plants	305.00
4	00000010	Master Sellers Company	10003			CUSTOMER REFUNDS	100.00
5	00000010	Evergreen Landscaping	10004			Office landscaping	620.00
6	00000010	Neighborhood Directory	10005			Yellow page ad	250.00
7	00000090	George Peters	10006				1198.50
8	00000020	Pool and Associates	10007				910.00
9	00000060	Travel Planners	10008				4528.80
10	00000100	Kris Williams	10009				1156.33
11	00000050	Hardware Services, Inc.	10010				743.51
- Control No Subtotals ->							11035.04
- Grand Totals ->							11035.04

Option 5 - Checks Printing

This job prints the previously generated check records. This function will incorporate any changes made during the 'Checks Revision/Approval' process. Also use this function for printing checks designated as "Reprint" in the checks Approval/Revision process. Checks to reprint should be a contiguous range of check records. The following processing steps accomplish this job.

Step 1

This function is used to enter the Checks Printing Operator ID and Control Number to identify the group of checks to be printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to select the control group of checks to print.

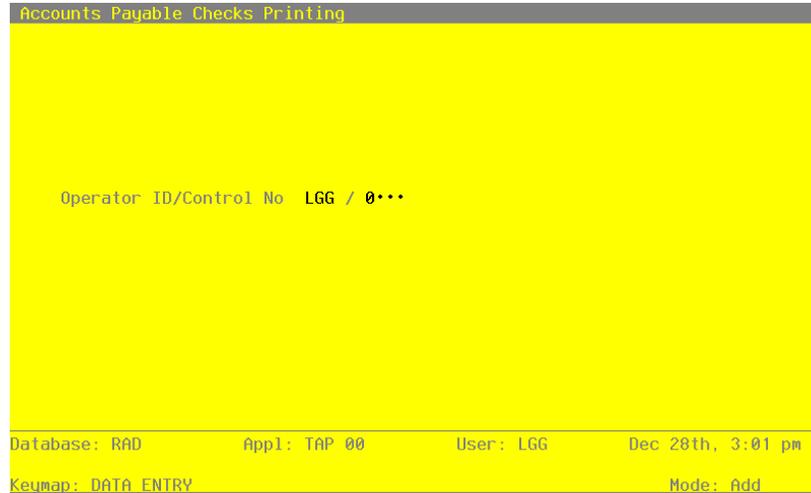


Figure 62. The Accounts Payable Checks Printing Screen

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. This field is required. You can use Scan to search for an appropriate entry. In ADD mode, this field will automatically be saved from one record to the next.

The system displays the operator ID entered at logon. To create the checks using a different operator Id or to print another operator’s group of checks, change this field.

Control No

Enter a positive number with up to 4 digits. You can use Scan to search for an appropriate entry.

A sequential number is supplied to identify this group of checks. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

For check printing, supply the number of the control group you want to print.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

6 Check Processing

- E Checks Already Printed for this Control Group
- E This Control Group Contains Hand Checks

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Disbursements information, this step provides sequencing of data records by Transaction Number, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control No and check Status, with no option to enter selection criteria at run time.

Step 3

This disposition function is used when printing checks.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

This step prevents CANCEL from canceling the current job.

Step 6

In order to print the report requested, this step formats the Disbursements and Disbursements Line Items information. The following data items are shown: Vendor, Check Date, Check Control Number, Apply to, Invoice Date, Description, Dr Liability, Checks Adjustment Amount and Checks Payment Amount.

Option 6 - Checks Approval / Revision

Use this function to approve printed checks or make changes to either printed or unprinted checks. The checks selected for approval and revision are not actually updated until the system verifies the selections and prints a 'Checks Revision List'. If the function is canceled any time prior to printing this list the selections will not be incorporated. See Appendix B for more details. The following processing steps accomplish this job.

Step 1

This function is used to enter information about the status of a Control Group of checks, allowing you to approve, delete, renumber, reprint, cancel, or void and cancel one or more checks in the Control Group.

Under normal conditions you would use this function only once during each check cycle, to approve the entire range of printed checks. However, sometimes you may encounter situations where revisions are necessary. For example, you may have created check records for vendors that you really did not want to pay at this time, or the check stock may have jammed in the printer midway during the physical printing of the checks. This function allows you to make changes during the check cycle and provides a printed audit list of all changes.

To make change to check records that HAVE NOT been printed, your options are:

- Delete a range of check records
- Renumber a range of check records
- Delete and renumber check records

To make changes to check records that HAVE been printed, your options are:

- Approve the printed checks (or a range of checks)
- Renumber a range of checks
- Reprint a range of checks (which require approval after reprinting)
- Cancel, or Void and Cancel, a range of checks

You can review on-line documentation for any field at any time by positioning the cursor at that field and selecting the Help option.

On the following pages, the two screens displayed by this function are shown.

The screen shown below presents information about Disbursements Control Groups.

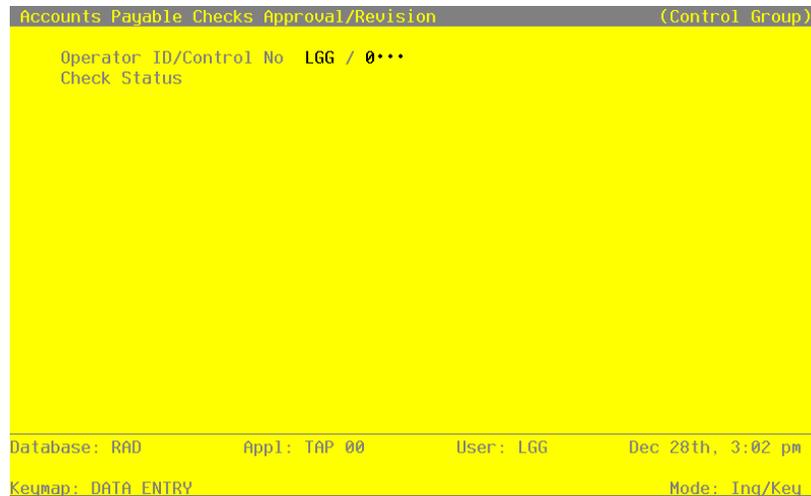


Figure 63. The Accounts Payable Checks Approval - Control Group Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

The system displays an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control Number

The system displays a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is a part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Description

The system displays an alphanumeric field, up to 30 characters in length.

Describe this group of checks. This description will appear on the Transaction Control report and inquiry.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Hand Check Records Must be Revised through Hand Checks Entry

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select Next Record to go the next Disbursements Control Groups record.

At this screen, the use of the MODE keys - INQ - pertain to those records in the Disbursements Control Groups file.

The screen shown below presents information about Check Detail. The first ten check records are displayed. Press 'Enter' to view the next ten check records. Press the 'Inquire' option to view a specific check record.

Press 'End' to end the edit process. After you 'End' your selections are verified for consistency. If there are errors, go back and modify your selections. Otherwise, a disposition screen is provided to print the Check Approval/Revision List. Press 'Cancel' to cancel all changes. If checks are printed, each check record must be designated as 'approved' or 'revised'. Each option works like a toggle in selecting and deselecting a range of records.

The following options allow you to approve or revise the check records:

Option 17 - Delete a range of unprinted check records. Note that you may need to 'ReNUMBER' the records following the deletion.

Option 18 - Renumber a range of unprinted or printed check records. This may be necessary if the check control number must equal the check stock number.

Option 19 - Approve a range of printed checks. This designation means that the checks have been printed successfully.

Option 20 - Reprint a range of check records. All check records do not have to be reprinted. Some may already be approved or canceled.

Option 21 - Cancel and/or void a range of printed checks. If a canceled check is designated as VOID a voided outstanding check record will be created.

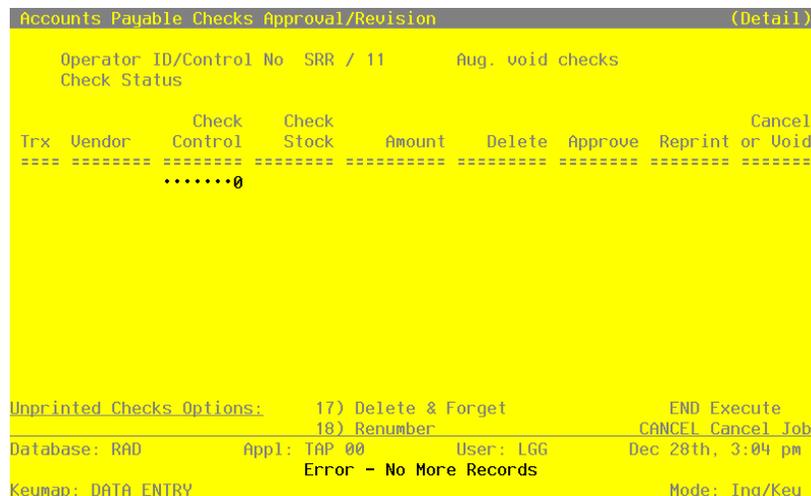


Figure 64. The Accounts Payable Checks Approval - Check Detail Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Trx (Transaction Number)

The system displays a positive number with up to 4 digits.

The transaction number is supplied for each check record. It provides a unique identifier for each record.

Vendor

The system displays an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable.

The system displays the vendor number that corresponds to the check record.

Check Control

The system displays a positive number with up to 8 digits.

The check control number is assigned to each check record during the Checks Creation function. This control number is printed on the check form during the Print Checks function.

Check Stock

The system displays a positive number with up to 8 digits.

If your system requires the Check Stock number to equal the Check Control number the system displays the Check Stock number. If not, the system displays a blank until you assign Check Stock numbers to each check record in the ‘Approve’ option. The Checks Approval and Revision process is simpler if the Check Control Number and Check Stock Number are not required to be equal.

Amount

The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The system displays the check amount as determined during the Checks Creation function.

Delete: If the unprinted check record is designated as ‘Deleted’ the Check Control number is displayed in the ‘Delete’ column.

Approve: If the printed check record is designated as 'Approved' the Check Control number is displayed in the 'Approve' column.

Reprint: If the printed check record is designated as 'Reprint' the Check Control number is displayed in the 'Reprint' column.

Cancel/Void: If the printed check record is designated as 'Cancel/Void' the Check Control number is displayed in the 'Cancel/Void' column.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Cannot Approve, Reprint, or Void Checks that are Not Printed
- E Delete and Forget Option for Unprinted Checks Only
- E Inquire Mode only Allowed on Check Line Items
- E Option Not Allowed

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Previous Image to go back to the Disbursements Control Groups screen. Select Cancel to cancel all entries and changes to these checks and return to the Check Processing menu.

At this screen, the use of the MODE keys - INQ - pertain to those records in the Check Detail file.

On the following pages, the six screens displayed by this function are shown.

If you select the 'Delete and Forget' option, the screen shown below allows you to delete and forget check records before they are printed.

For example, assume that you have mistakenly created check records for vendors that you want to pay at this time. Enter the range of unprinted check records that you wish to delete. Note that you may also wish to renumber the check records after one or more is deleted.

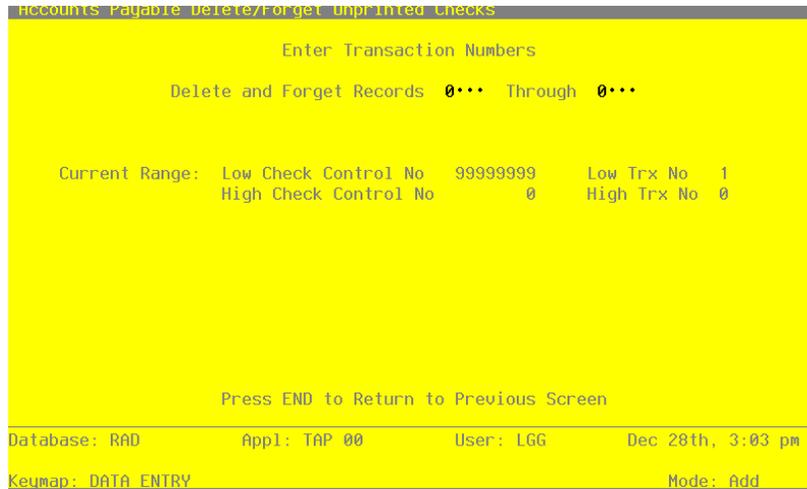


Figure 65. The Accounts Payable Delete and Forget Option Screen

Data items for the preceding screen are described below:

Delete and Forget (Start)

Enter a positive number with up to 4 digits.

After you determine the range of check records you want to delete, enter the transaction number of the first check record in the range. Be sure to enter the TRANSACTION number, not the check control number or check stock number.

For example, if you wish to delete check records 80, 81, and 82 enter '80' in this field.

Delete and Forget (End)

Enter a positive number with up to 4 digits.

After you determine the range of check records you want to delete, enter the transaction number of the last check record in the range. Be sure to enter the TRANSACTION number, not the check control number or check stock number.

For example, if you wish to delete check records 80, 81, and 82 enter '82'.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Blank Not Permitted
- E Check Record Not on File
- E Start Check Control No Cannot Be Greater Than End Check Control

Press ENTER to continue to the next screen.

If you select the 'Renumber' option, this screen may be used to renumber check records, either before or after they are printed.

For example, if you delete one or more ranges of check records and your parameter selection requires the Check Control Number to be equal to the Check Stock Number, then you need to renumber the check records in order to keep the numbers in a continuous sequence. If your Check Control Number and Check Stock Number do not have to be equal, the renumber may not be necessary since the Check Stock number is assigned sequentially to the check records during the Checks Approval process.

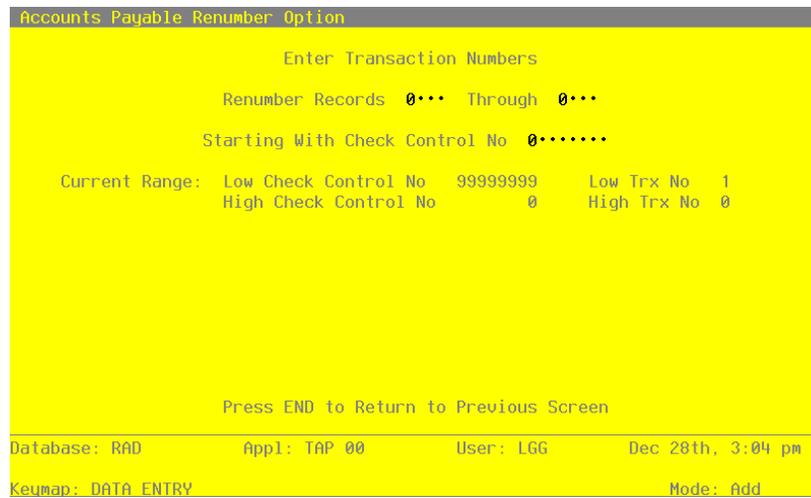


Figure 66. The Accounts Payable Renumber Option Screen

Data items for the preceding screen are described below:

Renumber (Start)

Enter a positive number with up to 4 digits.

Assume you have already deleted checks records 80, 81, and 82 before they were printed. Also assume that check records 1-79 and 83-100 are to be processed. If your check control number must equal your check stock number, you need to resequence the remaining check records before they are printed. In this example, you would renumber records 83 through 100 starting with 80. The result would be check records 1-97.

After you determine the range of check records you want to renumber, enter the transaction number of the first check record in the range. Be sure to enter the TRANSACTION number, not the check control number or check stock number.

Renumber (End)

Enter a positive number with up to 4 digits.

After you determine the range of check records you want to renumber, enter the transaction number of the last check record in the range. Be sure to enter the TRANSACTION number, not the check control number or check stock number.

Starting Check Control Number

Enter a positive number with up to 8 digits.

Enter the new check control number of the first renumbered check. For example, if you are renumbering check control numbers 500 through 550 to 555 through 605 then enter '555'.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Blank Entry Not Allowed
- E Check Record Currently Not on File
- E Start Check Stub Cannot Be Greater Than End Check Stub

Press ENTER to continue to the next screen.

If you select the 'Approve' option, this screen is used to approve ranges of printed check records.

The approval designation means that the checks within the range have been printed (or reprinted) successfully.

If all checks have been given a designation of either 'Approved', 'Deleted', or 'Canceled/Void', the Checks Journal can be printed and the checks can be posted. If a printed check is not approved it should be designated as 'Canceled/Void' or 'Reprint'.

```

Accounts Payable Approve Option
Enter Transaction Numbers
Approve Check Records  ***0  Through  ***0

Current Range:  Low Check Control No  99999999  Low Trx No  1
                High Check Control No   0         High Trx No  0

Press END to Return to Previous Screen

Database: R0D      Appl: TAP 00      User: LGG      Dec 28th, 3:07 pm
Keypad: DATA ENTRY      Mode: Add
    
```

Figure 67. The Accounts Payable Approve Option Screen

Data items for the preceding screen are described below:

Approve (Start)

Enter a positive number with up to 4 digits.

Under normal conditions you need only to approve your entire range of checks and move on to printing the Checks Journal. For example, if all checks records 1-149 are processed and printed correctly, approve range 1 through 149. Under other unusual conditions it may be necessary to approve a portion of the checks and renumber, reprint, or cancel the remainder.

After you determine the range of check records you want to approve, enter the transaction number of the first check record in the range. Be sure to enter the TRANSACTION number, not the check control number or check stock number.

Approve (End)

Enter a positive number with up to 4 digits.

After you determine the range of check records you want to approve, enter the transaction number of the last check record in the range. Be sure to enter the TRANSACTION number, not the check control number or check stock number.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

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- E Blank Entry Not Allowed
- E Check Record Currently Not on File
- E Deleted Checks Cannot be Approved. Cancel and Respecify
- E Start Check Control No Cannot Be Greater Than End Check Control

Press ENTER to continue to the next screen.

If you select the 'Approve' option, the screen below issued to assign the beginning check stock number to printed check records. The screen only appears if your check control number is not required to equal the check stock.

```
Accounts Payable Renumber Option
Enter Transaction Numbers
Renumber Records 0000 Through 0000
Starting With Check Control No 00000000
Current Range: Low Check Control No 99999999 Low Trx No 1
                High Check Control No 0 High Trx No 0
Press END to Return to Previous Screen
Database: R&D Appl: T&P 00 User: LGG Dec 28th, 3:00 pm
Keomap: DATA ENTRY Mode: Add
```

Figure 68. The Accounts Payable Assign Check Stock Number Screen

Data items for the preceding screen are described below:

Starting Check Stock Number

Enter a positive number with up to 8 digits.

Supply the number of the first preprinted check stock number used in the check run. (For example, if the system printed a check control number of 300 on a check preprinted with a stock number of 500, you would enter '500' in this field.) This entry is only required if your parameters selection for Checks Stock Number = Check Control Number is 'N'.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Starting Check Stock Number Cannot be Blank

Press ENTER to continue to the next screen.

If you select the 'Reprint Checks' option, this screen is used to designate a range of check records to reprint during the current check processing cycle.

All checks in the cycle may not have to be reprinted. However, each range of checks to be reprinted should be a contiguous range. Some checks may be ready for 'Approval' or some may be 'Canceled'. For example, the first 50 of 100 checks are printed. The printer jams. Checks 51-100 may need to be reprinted. Note that renumbering may be required prior to reprinting if some of the check stock was destroyed. Reprinted checks must be subsequently printed and approved before continuing the check cycle.

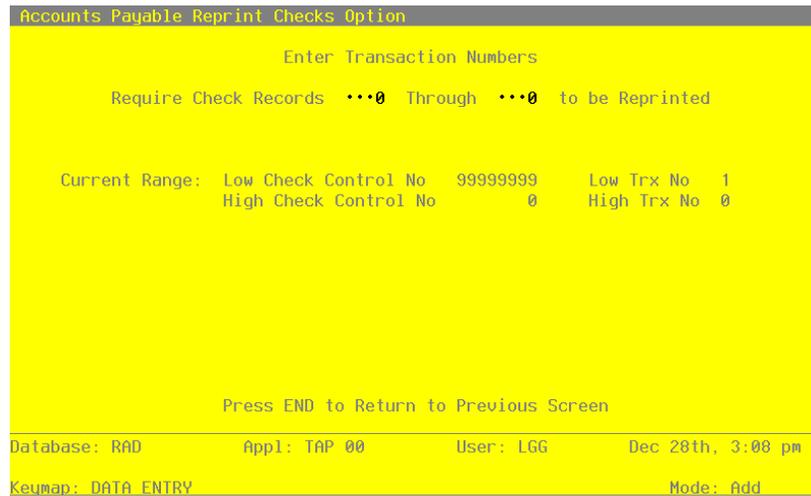


Figure 69. The Accounts Payable Reprint Checks Option Screen

Data items for the preceding screen are described below:

Reprint (Start)

Enter a positive number with up to 4 digits.

If some checks are printed out-of-alignment or are jammed in the printer, it may be necessary to reprint these check records. The records to be reprinted must be a contiguous range of records. For example, you could reprint check records 100-149 in one cycle but to reprint checks 80-98 and 100-149 requires two separate reprinting cycles.

After you determine the range of check records you want to reprint, enter the transaction number of the first check record in the range. Be sure to enter the TRANSACTION number, not the check control number or check stock number.

Reprint (End)

Enter a positive number with up to 4 digits.

After you determine the range of check records you want to reprint, enter the transaction number of the last check record in the range. Be sure to enter the TRANSACTION number, not the check control number or check stock number.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Blank Entry Not Allowed
- E Check Record Currently Not on File
- E Start Check Control No Cannot Be Greater Than End Check Control

Press ENTER to continue to the next screen.

If you select the 'Cancel/Void' option, this screen is used to cancel and void check records that have been printed.

For example, after printing checks you determine that you do not want to issue one or more of these checks. You may designate these checks as 'Canceled'. The canceled checks are not included on the Checks Journal nor will they be posted. They appear on the Checks Register as 'Canceled'. If you designate the canceled checks as 'Void' they are recorded as 'VOID' on the Checks Register and Checks Reconciliation report.

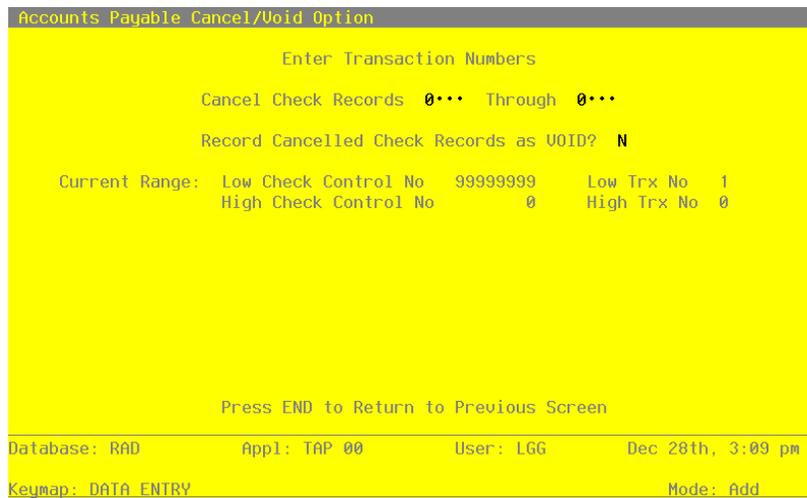


Figure 70. The Accounts Payable Cancel/Void Option Screen

Data items for the preceding screen are described below:

Cancel Check Records

Enter a positive number with up to 4 digits.

If after printing checks you discover that checks 90-91 should not have been printed, you can Cancel the records. Also, if check records 100-149 did not print because of a printer jam, you could either cancel or reprint these records.

After you determine the range of check records you want to reprint, enter the transaction number of the last check record in the range. Be sure to enter the TRANSACTION number, not the check control number or check stock number.

Record Cancelled Check Records as Void?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

If you wish to record the canceled check records as VOID enter 'Y'. Otherwise, enter 'N' and the canceled check records will not show up as VOID on the Checks Register and Check Reconciliation Report.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Blank Entry Not Allowed
- E Check Record Currently Not on File
- E Start Check Stub Cannot Be Greater Than End Check Stub

Press ENTER to save the information on this screen.

Step 3

This function tests for errors or inconsistencies with the selections made during the Checks Approval/Revision process. If problems are discovered, you are given the option to cancel the current process or to go back and revise your current Approval/Revision selections. Warnings are issued if a:

- check is designated as both 'Approve' and 'Reprint'
- check is designated as both 'Cancel' and 'Reprint'
- check is designated as both 'Approve' and 'Cancel'
- check is printed but has no approval or revision designation
- check has a Check Stock number not matching the Check Control number
- printed check has been renumbered but is not designated for reprinting
- check number has previously been used

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Step 4

This step conditionally allows a job to branch forward or backward to any sequence number in the list of functions in the job.

Step 5

This function sorts the Check records by Operator ID, Control Number, and Transaction Number.

Step 6

This disposition type is used for all standard Accounts Payable reports.

Step 7

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 8

This step prevents CANCEL from canceling the current job.

Step 9

In order to print the Checks Approval/Revision List, this step formats the Current Check Run information. The following data items are shown: Transaction Number, Vendor, Check Control No, Check Stock No, Check Amount, Original check Control No, Original Check No, and whether the check is Void and Canceled. The check control number is shown under the appropriate designation heading for each check record.

A sample output is shown below.

11/30/94 09:53		APEX Demonstration Company						LGG Page: 1			
Checks Revision List											
Trx	Vendor	Check Cntrl No	Check Stock No	Amount	Orig Chk Cntrl No	Orig Chk Stock No	Delete	Approve	Reprint	Cancel	Cancel/ Void
Operator ID/Control No		LGG /	8 Aug. 1st check run			Printed Checks					
1	00000040	100	5500	11110.46							100
2	00000050	101	5501	2028.31							101
3	00000070	102	5502	254.80							102
4	00000080	103	5503	4253.38							103
5	00000010	104	5504	5641.22							104
6	00000010	105	5505	2212.25							105
7	00000030	106	5506	1457.00							106
8	00000090	107	5507	4034.16							107
9	00000020	108	5508	4514.91							108
10	00000060	109	5509	10134.33							109
11	00000100	110	5510	4350.68							110

Option 7 - Checks Journal

This function prints a journal of machine checks that were created through Checks Creation and printed, but not canceled or voided. The Checks Journal must be printed successfully before printing the Checks Register and posting checks. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Disbursements information, this step provides sequencing of data records by Post Now?, Operator ID, Control No, Post Year and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control No, Print Journal? and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all transaction file journals.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the report requested, this step formats the Disbursements and Disbursements Line Items information. The following data items are shown: Trx No, Vendor, Name, Check Amount, Check No, Check Date, Post Month/Year, Hand Check Status, Cash Account, Description, Check Line No, Apply to, Apply Type, PO No, Dr Liability, Discount Amount, Cr Retention, Direct Amount, Account, Subsidiary Type and Code, Retention Account, Liability Total, CR Discount Total, CR Retention Total, Direct Total and Line Items Total. As appropriate, group headings appear whenever a change occurs in Control No or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control No. When totals are specified, the following items are accumulated: Active Check Totals, Liability Total, CR Discount Total, CR Retention Total, Direct Total, Line Items Total, Check Total, Control Total, Current Control, Control Remaining, Vendor hash Total, Current Hash and Hash Remaining. Grand totals print at the end, showing Journal Errors and Journal Warnings.

6 Check Processing

11/30/94 09:53		APFX Demonstration Company						LGG Page: 1	
Checks Journal									
Trx Vendor	Check Amt	Check No	Chk Date	Mo/Yr	Status	Cash	Account		
Control Group SRR / 0008 Aug. 1st check run									
Post Month/Year 08 / 89									
0001 00000040 Albert Materials, Inc.	11110.46	00005500	08/16/89	08 89	Check	1010001001	Cash, Sales Outlets		
<u>Item</u>	<u>Apply To</u>	<u>Apl Type</u>	<u>PO No</u>	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u>	<u>Dir Amt</u>	<u>Account</u>	
0001 1006	Apply To	Inv		2597.00	53.00	79.50		2010001001 Accounts Payable, Sales	
	materials							2030001001 Retention Payable, Sales	
0001 308	Apply To	Inv		4128.15	77.53	126.17		2010001001 Accounts Payable, Sales	
	stock							2030001001 Retention Payable, Sales	
0001 311	Apply To	Inv		2491.70	50.00	76.25		2010001001 Accounts Payable, Sales	
	stock							2030001001 Retention Payable, Sales	
0001 96215	Apply To	Inv		2058.00	0.00	63.00		2010001001 Accounts Payable, Sales	
	materials							2030001001 Retention Payable, Sales	
- Line Item Totals ->				11274.85	180.53	344.92	0.00	11110.46	

0002 00000050 Hardware Services, Inc.	2028.31	00005501	08/16/89	08 89	Check	1010001001	Cash, Sales Outlets		
<u>Item</u>	<u>Apply To</u>	<u>Apl Type</u>	<u>PO No</u>	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u>	<u>Dir Amt</u>	<u>Account</u>	
0001 05981	Apply To	Inv		432.81	0.00			2010001001 Accounts Payable, Sales	
	belt repair								
0002 98700	Apply To	Inv		626.87	62.63			2010001001 Accounts Payable, Sales	
	Drive repair								
0003 NEW963-1	Apply To	Inv		2200.00	56.00			2010001001 Accounts Payable, Sales	
	new hardware installation								
0004 NEW963-9	Apply To	Inv		1500.00	150.00			2010001001 Accounts Payable, Sales	
	new hardware installation								
- Line Item Totals ->				1759.68	268.63	0.00	0.00	2028.31	

0003 00000070 Insurances Unlimited	254.80	00005502	08/16/89	08 89	Check	1010001001	Cash, Sales Outlets		
<u>Item</u>	<u>Apply To</u>	<u>Apl Type</u>	<u>PO No</u>	<u>DR Liab</u>	<u>Discount</u>	<u>CR Retn</u>	<u>Dir Amt</u>	<u>Account</u>	
0001 89071000	Apply To	Inv		254.80	0.00			2010001001 Accounts Payable, Sales	
	Monthly Policy Payment								
- Line Item Totals ->				254.80	0.00	0.00	0.00	254.80	

Step 5

In order to print the Accounts Payable Journal Summary, this step formats the Summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date, Debits and Credits.

A sample output is shown below.

Yr Mo	Account	Account Name	Jrnl ID	Trx Date	Debits	Credits
=====						
89 08	1010001001	Cash, Sales Outlets	APCD	SRR 08/13/89	9323.21	
89 08	2010001001	Accounts Payable, Sales	APCD	SRR 08/13/89		9119.68-
89 08	4070000000WH	Discounts Lost, Wholesale	APCD	SRR 08/13/89		34.63-
89 08	4090000001WH	Repairs and Maintnc, Wholesale	APCD	SRR 08/13/89		168.90-
- Grand Totals ->					9323.21	9323.21-
=====						

Option 8 - Checks Register Report

This function prints the Checks Register report for all checks in current runs that have been printed, approved, and had the journal printed. The Checks Register must be printed before the checks are posted. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Disbursements information, this step provides sequencing of data records by Operator ID, Control No, Cash Account and Check No, with no option to change the sequence at run time. Selection of data records is provided by Operator ID and Control No, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all standard Accounts Payable reports.

Step 3

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4

In order to print the Checks Register Report, this step formats the Disbursements information. The following data items are shown: Check No, Check Stub Number, Vendor, Name, Check Date, Description, Check Amount and Check Type. As appropriate, group headings appear whenever a change occurs in Control No or Cash Account. If requested, totals appear whenever a change occurs in Cash

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Account or Control No. When totals are specified, the following items are accumulated: Total Check Amount and Active Check Totals.

A sample output is shown below.

Check Stock No	Check Cntrl No	Vendor	Chk Date	Description	Check Amt	Check Type
11/30/94 16:35						
APEX Demonstration Company						
Checks Register Report						
SRR Page: 1						
Control Group SRR / 9 Aug. checks thru 8/20						
Account 1010001001 Cash, Sales Outlets						
00000505	00000010	Data Connectors, Inc.	08/18/89	cables for seminar	125.65	Hand Check
00000506	00000030	Mountain Air Conditioning	08/18/89	deposit on equipment order	1200.00	Hand Check
00000507	00000100	Kris Williams	08/18/89	pay expense report early	1156.33	Hand Check

					- Account Number Totals ->	2481.98
					- Account Number Active Check Totals ->	2481.98
					=====	
					- Control Group Totals ->	2481.98
					- Control Group Active Check Totals ->	2481.98
					=====	
Number of Errors in This Report: 0						

Option 9 - Checks Post

Use this function to post Hand Check, Void Check, and Machine Check groups that have had their journal printed without error. Hand Checks and Void Checks must also have been selected to "Post Now" in the control group record. The following processing steps accomplish this job.

Step 1

In preparation for performing a sort/selection process on the Disbursements Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK? and Post Now?, with the option to enter user-specified comparisons at run time.

Step 2

This disposition type is used for all posting functions.

Step 3

This step prevents CANCEL from canceling the current job.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

This step processes the information for Disbursements Control Groups, Disbursements and Disbursements Line Items. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Disbursements Control Groups, Disbursements, Disbursements Line Items and Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Payable, Post GL Transactions in General Ledger and Convert Calendar To Fiscal in General Ledger.

Step 6

This step processes the information for Disbursements Control Groups, Disbursements and Disbursements Line Items. Under certain conditions, records in the Transaction Control and Outstanding Checks files will be added. Updated to certain fields in the Parameters, Disbursements Control Groups, Vendors and transaction Control files will occur. Generalized routines are performed to Post AP Transactions in Accounts Payable. Records in the Disbursements Line Items, Disbursements and Disbursements Control Groups files will then be deleted.

Step 7

This function displays a warning to the operator if any errors were encountered during posting or processing.

Option 10 - Clear All Checks and Restart

This function allows you to cancel and delete all unposted check records for a specified control group and prepares the system for restarting the cycle. If you encounter problems or situations during the check processing cycle which require numerous revisions, you may want to restart the cycle to eliminate further potential problems. The following processing steps accomplish this job.

Step 1

Use this function to enter the Operator ID and Control Number of the check processing records to be cleared in order to restart the check processing cycle. This capability allows the operator to go back to the beginning of the check printing cycle. All non-posted records and selections will be cleared and prepared for the start of a new non-posted records and selections will be cleared and prepared for the start of a new cycle. If problems are encountered during a check cycle that are unreconcilable by normal means this process should be run. This function can be used for both control groups with unprinted and printed checks. If this function is used for printed checks you may wish to use the Void Check Stock utility to designate your used check stock as 'VOID'.

When this function is complete, your next step would be to either reprint the Cash requirements report or to go straight to Checks Creation.

On the following pages, the two screens displayed by this function are shown.

The screen shown below allows you to select the control group of checks to clear and restart. This can be done anytime prior to posting the checks.

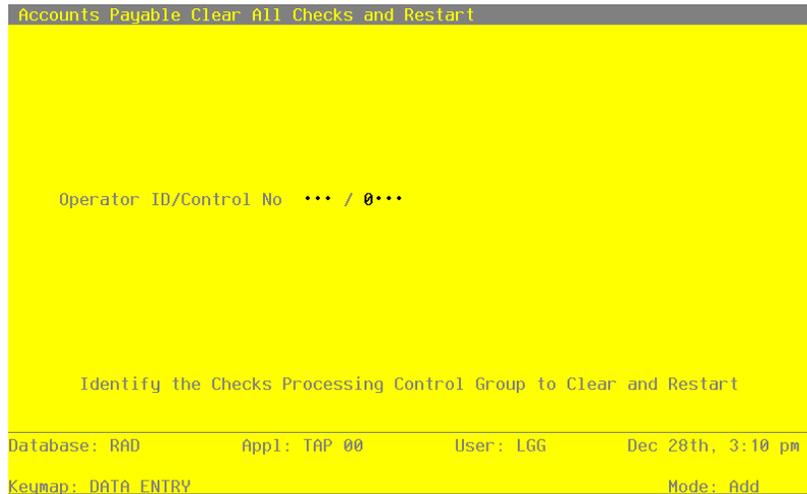


Figure 71. The Accounts Payable Clear All Checks and Restart Screen 1 of 2

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. You can use Scan to search for an appropriate entry.

Enter the Operator ID of the control group of check records that are to be cleared and prepared for a check cycle restart.

Control Number

Enter a positive number with up to 4 digits. You can use Scan to search for an appropriate entry.

Enter the Control Number of the control group of check records to be cleared and prepared for a check cycle restart. The system displays the description of the control group so you may verify your entry.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Hand Check Records Must be Changed through Hand Checks Entry
- M Use VOID CHECK STOCK function to Acknowledge use of Check Stock

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

The screen below asks you to verify that you wish to clear and restart the check cycle.

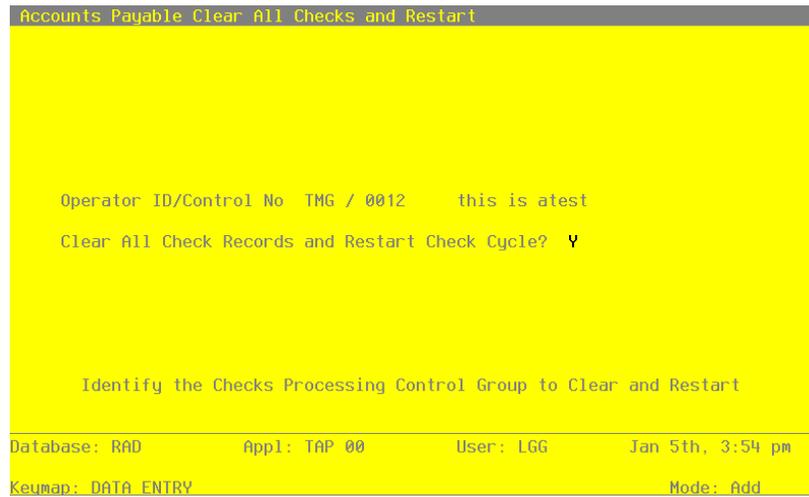


Figure 72. The Accounts Payable Clear All Checks and Restart Screen 2 of 2

Data items for the preceding screen are described below:

Clear All Checks and Restart?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

Enter 'Y' to clear all check records and prepare for the check cycle to be restarted. Enter 'N' to discontinue this process.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- W All Check Records in this Control Group Will be Deleted

Press ENTER to save the information on this screen.

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Step 2

In preparation for performing a sort/selection process on the Disbursements Control Groups information, this step provides sequencing of data records by Operator ID, with no option to change the sequence at run time. Selection of data records is provided by Control Number, with no option to enter selection criteria at run time.

Step 3

This disposition type is used for all standard processing functions within Accounts Payable.

Step 4

This step prevents CANCEL from canceling the current job.

Step 5

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 6

This step processes the information for Disbursements Control Groups, Disbursements and Disbursements Line Items. Under certain conditions, records in the Outstanding Checks file will be added. Updates to certain fields in the Disbursements Control Groups, Vendors and Unpaid Invoices files will occur. Records in the Disbursements Line Items, Disbursements and Disbursements Control Groups files will then be deleted.

Step 7

This function displays a warning to the operator if any errors were encountered during posting or processing.

Option 11 - Void Check Stock

Use this function as a quick means to record check stock as "VOID". Check records designated as Cancel and Void during the Checks Approval/Revision process are already recorded as 'VOID' and need not be entered. Do NOT use this function to void posted checks. Posted checks should be voided using the 'Void Check' entry function on the Transaction Processing menu. The following processing steps accomplish this job.

Step 1

This function allows you to void check stock that was needed to load the printer but not used, or to void stock used during a check run that was aborted and restarted via the Clear Checks and Restart function. An Outstanding Check record is created for the appropriate checks with a "Void" and "Canceled" status.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to void a range of check stock numbers.

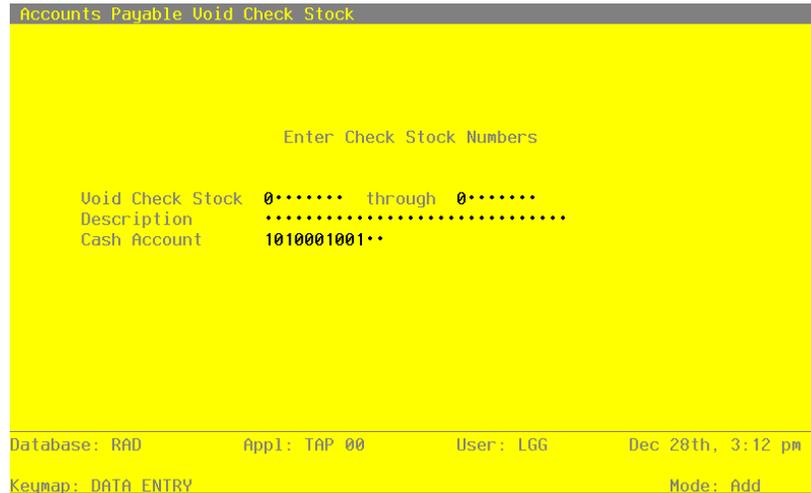


Figure 73. The Accounts Payable Void Check Stock Screen

Data items for the preceding screen are described below:

Starting Check Stock Number

Enter a positive number with up to 8 digits.

Enter the starting check stock number of the range of check stock to designate as VOID in the Outstanding Checks file.

Ending Check Stock Number

Enter a positive number with up to 8 digits.

Enter the ending check stock number of the range of check stock to designate as VOID in the Outstanding Checks file.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

This description will accompany the voided check on the Outstanding Checks record. For example, you may want to note that the voided stock was used as "Leader for 2/10/90 Check Run".

Cash Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Enter the Cash Account that will be included as a reference for the voided check stock. No General Ledger posting will be made to this account during the Void Check process. This is for your information only.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E Blank Entry Not Allowed
- E Start Check Stock Cannot Be Greater Than End Check Stock Number

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2

This function Void the Check Stock by creating an Outstanding Checks Record for each Check Stock number in the range entered.

Option 12 - Check Status Inquiry

The check Status Inquiry can be used at any time to determine the current status of a group of checks. The checks status indicates the last successfully complete step in the check cycle.

In order to print the Check Status Inquiry, this step formats the Disbursements Control Groups and Disbursements information. The following data items are shown: Operator ID, Control Number, Description, Check Status Description, Transaction Number, Vendor, Name, Check No, Check Stub Number and Check Amount.

A sample output is shown below.

***** Vendor History Inquiry *****			
Vendor	00000010	Miscellaneous Supplier	
Fisc Year	90		
	<u>Purchases</u>	<u>Disbursements</u>	<u>Discounts</u>
Jun	8595.67	5488.55	.00
Jul	2212.25	1344.52	.00
Aug	2559.50	9237.97	.00
	<u>13367.42</u>	<u>16071.04</u>	<u>.00</u>

Appendix A: Examples of Transaction Postings

Introduction

This Appendix is intended to show the account impact of transactions entered and posted in Accounts Payable. The “T” charts show the debits (DR) and credits (CR) to General Ledger accounts for a number of typical transactions. The values of pertinent fields are also shown for each example.

Prorating Freight, Tax, and Other

Freight, Tax, and Other amounts may be entered for each invoice. These amounts are summed and prorated over each line item of the invoice that has a “Y” value for the Pro-rate? flag. The formula to determine the amount of proration for each line item is:

$$\text{Proration Amount} = \frac{\text{line item amount}}{\text{invoice subtotal}} * (\text{freight} + \text{tax} + \text{other})$$

This proration amount is then added to the line item amount to determine the line item total. Thus,

$$\text{Line Item Total} = \text{line item amount} + \text{proration amount}$$

This example assumes the receipt of an invoice for \$200.00 of Office Supplies and \$800.00 of Office Equipment. Sales Tax totaling \$70.00 and Freight for \$30.00 are also on the invoice.

Invoice Amount:	\$1100.00	Freight:	\$30.00
Subtotal:	\$1000.00	Tax:	\$70.00
		Other:	\$00.00

Invoice Post

If the Prorate? flag is “Y” for both invoice line items, the transaction posts as follows:

DR	Accounts Payable	CR	DR	Office Supplies	CR	DR	Office Equip Exp	CR
	1100.00		220.00			880.00		

If no freight or tax is prorated to the Office Equipment Expense line item, change the Prorate? flag to “N” during line item entry. Then, the invoice posts with the total of the freight and tax amounts added to the Office Supplies amount as follows:

Examples of Transaction Postings: Appendix A

DR Accounts Payable CR	DR Office Supplies CR	DR Office Equip Exp CR
1100.00	300.00	800.00

If Freight, Tax, and Other charges are not prorated over at least one of the invoice line items, they may be directly expensed by identifying them as separate line items. Thus, the Freight and Tax are not included in the cost of the Office Supplies and Office Equipment but are attributed to their own expense accounts.

Invoice Amount: \$1100.00	Freight: \$00.00
Subtotal: \$1100.00	Tax: \$00.00
	Other: \$00.00

Invoice Post

DR Accounts Payable CR	DR Office Supplies CR	DR Office Equip Exp CR
1100.00	200.00	800.00

DR Freight Expense CR	DR Sales Tax Expense CR
30.00	70.00

Estimated Freight

The Estimated Freight feature can be used only if Inventory Control is part of your accounting system. To use Estimated Freight for an inventory item, the Estimated Freight percentage must be entered in the Product By Warehouse record for the item. An account number for the Estimated Freight account must also be entered in the corresponding Product Class record. The example below assumes the purchase of an inventory item with the code CHAIR for \$200.00. In the Product By Warehouse file, CHAIR has an estimated freight of 10 percent.

Invoice Amount: \$200.00
Subtotal: \$200.00

Invoice Post

The invoice, which does not include the actual freight amount, posts to the following accounts:

DR	Accounts Payable	CR	DR	Estimated Freight	CR	DR	Inventory Costs	CR
	200.00		20.00			220.00		

When freight invoice arrives showing the true freight amount, it also has to be entered. In this case, assume the actual freight amount is \$18.00. This invoice posts as follows:

DR	Accounts Payable	CR	DR	Estimated Freight	CR
	18.00		18.00		

Since the estimated freight amount is greater than the actual freight amount, inventory costs are overstated with the original invoice posting. Therefore, at the end of the month (or at year-end), an adjustment has to be made to correct the inventory cost for the difference between the estimated and the actual freight charge. This adjustment posts as follows:

DR	Inventory	Costs	CR	DR	Estimated	Freight	CR
		2.00		2.00			

Discounts

You can use two different discount methods in Accounts Payable, Discounts Earned and Discounts Lost. The method you choose affects how both invoices and checks post in your system. The discount is expensed separately under the “Lost” method while the discount is expensed with the purchase under the “Earned” method. Using Discounts Earned, you never see any discount amounts unless payment is made BEFORE the discount due date. On the other hand, if you use Discounts Lost, you never see discount amounts unless payment is made AFTER the discount due date.

Discounts Earned

The Discounts Earned method assumes that you take discount if you are able, but recognizes that you cannot say with certainty that you ALWAYS qualify for any discount. Therefore, when you qualify for a discount, it is “earned”. As a result, using the Discounts Earned method, invoices in your Accounts Payable post the total amount of the invoice, ignoring the calculated discount amount. The discount amount, if any, is posted during the checks post. Assume an invoice of \$500.00 for maintenance supplies with the following details:

Invoice Amount:	\$500.00	Discount %:	2
Subtotal:	\$500.00	Disc Amt:	\$10.00
Disc Basis:	\$500.00	Disc Due:	02/08/90

Invoice Post

DR	Accounts	Payable	CR	DR	Maintenance	Exp	CR
		500.00		500.00			

Appendix A: Examples of Transaction Postings

Disbursement Post

If the payment for this invoice is made on or before the discount due date (the discount is taken), the check posts are:

DR	Accounts Payable	CR	DR	Cash	CR	DR	Discounts Earned	CR
	500.00			490.00			10.00	

If, however, payment is made after the discount due date (the discount is not taken), the check posting is as follows:

DR	Accounts Payable	CR	DR	Cash	CR
500.00				500.00	

Discounts Lost

The Discounts Lost method assumes that available discounts are ALWAYS taken and that the system only acknowledges a discount that is not taken. Therefore, the discount is taken when the invoice is posted. As a result, posting invoices records the amount NET of the calculated discount amount. Again, assume an invoice of \$500.00 for maintenance supplies with the following details:

Invoice Amount:	\$500.00	Discount %:	2
Subtotal:	\$500.00	Disc Amt:	\$10.00
Disc Basis:	\$500.00	Disc Due:	02/08/90

Invoice Post

DR	Accounts Payable	CR	DR	Maintenance Exp	CR
	490.00		490.00		

Disbursement Post

If the payment for this invoice is made on or before the discount due date (the discount is taken), the check posts as follows:

DR	Accounts Payable	CR	DR	Cash	CR
490.00					490.00

If, however, payment is made after the discount due date (the discount is lost), the check posting is:

DR	Accounts Payable	CR	DR	Cash	CR	DR	Discounts Lost	CR
490.00				500.00		10.00		

Notes Payable

Below is an example of how to process the initial liability, invoices, and payments for a Note Payable, Loan, or any other pre-existing or lump-sum liability that is paid in regular increments over time. Assume that you are receiving \$10,000.00 in cash for which you are signing a note. You agree to repay the note in monthly installments of \$100.0. Part of each monthly payment applies toward the principal of the note and part is an interest payment. For this example, assume the first monthly installment pays \$10.00 of the note principal and \$90.00 of interest.

Posting of the Note in General Ledger

DR	Notes Payable	CR	DR	Cash	CR
	10000.00		10000.00		

Invoice Post

DR	Accounts Payable	CR	DR	Interest Expense	CR	DR	Notes Payable	CR
	100.00		90.00			10.00		

Disbursement Post

DR	Accounts Payable	CR	DR	Cash	CR
100.00					100.00

Accounts Payable Adjustments

Below are examples of Accounts Payable adjustments.

Example 1: Assume that a mistake was made when an invoice was entered and posted. The invoice amount for Office Supplies was understated by \$175.00. An adjustment entry of \$175.00 would create the following General Ledger entries.

DR	Accounts Payable	CR	DR	Office Supplies	CR
	175.00			175.00	

Example 2: Assume that you returned damaged goods (a computer cable) to your vendor valued at \$150.00. An adjustment entry of -\$150.00 would create the following General Ledger entries:

DR	Accounts Payable	CR	DR	Computer Supplies	CR
150.00				150.00	

Prepayment Processing

The processing of prepayments impacts two areas of Transaction Processing: Invoices and Cash Disbursements.

Invoices Entry

A prepayment is recorded by entering a “Prepayment” amount and a nonblank Purchase Order (PO) number. The PO number is used as the “Apply To” to record the prepayment. This number must be different from the invoice number to create a unique record of the prepayment invoice and payment that is separate from the remainder of the invoice. It also allows you to record the cash disbursement or “Hand Check” for the prepayment before receiving and recording the invoice.

Appendix A: Examples of Transaction Postings

Cash Disbursements

The payment of the prepayment amount can be recorded by entering a hand check (before or after the invoice is entered) or through system-generated checks (only after the invoice is recorded). If a hand check entry is made for a prepayment, the “Apply Type” entered should be “2” for “Prepayment,” and the PO number should be entered as the “Apply To.”

The end result invoice with the prepayment amount and PO number, and the cash disbursement with Apply To as the PO number is:

An unpaid invoices record for the prepayment that has a balance of zero.

An unpaid invoices record for the remainder of the invoice amount (Liability Amount - Prepayment Amount).

The General Ledger postings for a \$1,000.00 purchase of office supplies with a \$200.00 prepayment would be as follows:

Invoices Post

DR	Accounts Payable	CR	DR	Prepayments	CR	DR	Office Supplies	CR
		800.00			200.00	1000.00		

Cash Disbursements Post (for prepayment only)

DR	Cash	CR	DR	Prepayments	CR
		200.00	200.00		

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APPX Software, Inc.

Accounts Payable User Manual

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