

O**PEN**

S**YSTEMS®**

A**ccounting**

S**oftware**

Accounts Payable

Version 6.0

2250.AP6

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December 1998, OSAS Version 6.02

This document has been prepared to conform to the current release version of Open Systems Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Contact your customer support representative if you encounter an inconsistency.

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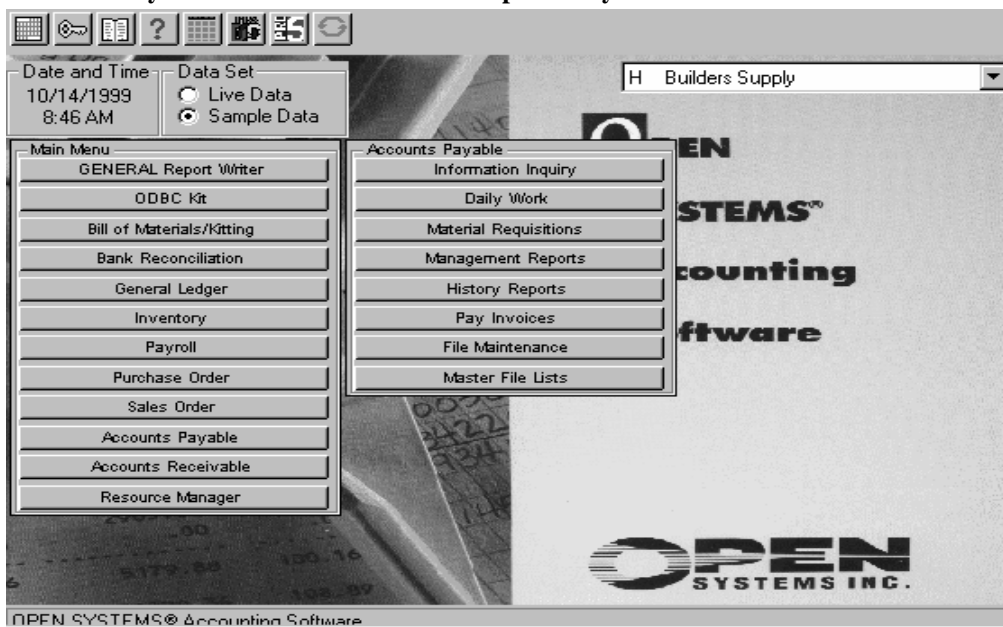
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OVERVIEW

OSAS Accounts Payable helps you track future obligations to your suppliers, control the flow of cash to pay bills, print checks, and monitor the distribution of your expenses.

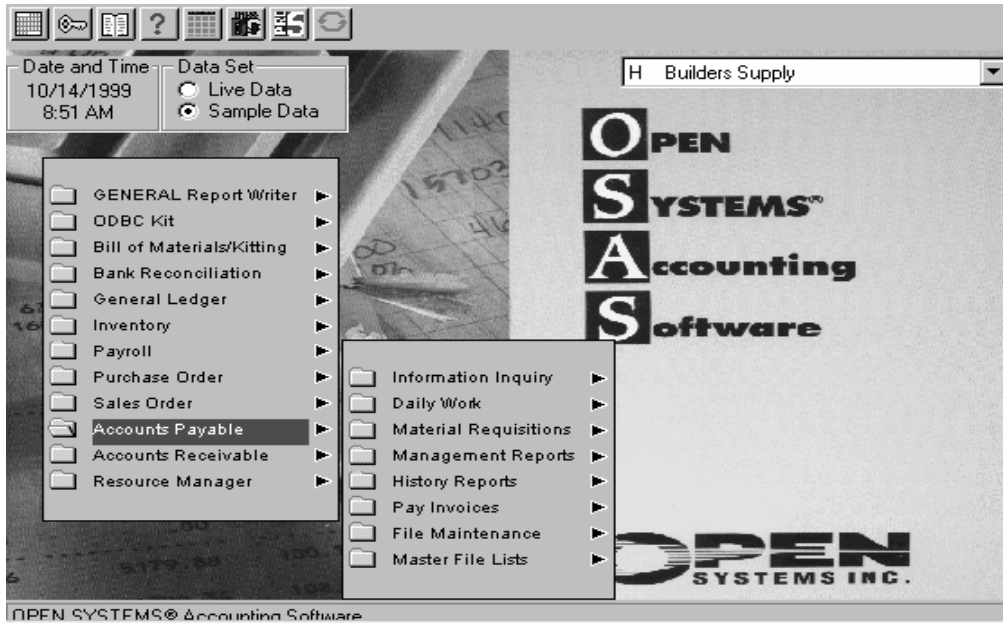
It provides you with the information you'll need to make sound decisions about what to pay and when to pay it, based on analysis of who gives you the best discounts and which vendors you buy from most frequently.

Accounts Payable Main Menu Screen - Graphical Style



Accounts Payable Menus

Accounts Payable Main Menu Screen - Start Style



Use the Information Inquiry functions to:

- view Vendor and open invoice information on the screen
- view summary and detail history for individual vendors

Use the Daily Work functions to:

- enter purchase and miscellaneous debit transactions
- edit unposted transactions in the Accounts Payable transaction files
- copy recurring entries to the Accounts Payable transaction files
- print Purchases and Miscellaneous Debits Journals
- print the Daily Sales Tax Report
- post transactions

Use the Material Requisitions functions to:

- enter and edit material requisitions and return material requisitions
- print Material Requisitions
- print the Material Requisitions Journal and the Backorder Allocation Report
- Post Material Requisitions

Use the Management Reports function to:

- print the Open Invoice, Cash Flow, Vendor Analysis, and Sales Tax reports
- print the Aged Trial Balance
- print 1099 Forms

Use the History Reports function to:

- print the AP Analysis and Purchase Analysis reports
- print the Check, Detail, Payment, and Summary Invoice History reports
- print the Tax Audit Report
- print the Vendor Activity and Vendor Purchase History reports

Use the Pay Invoices functions to:

- change open invoice status to hold and release invoices for payment
- prepare, print and post checks
- print the Edit and Check Registers
- void checks

Use the File Maintenance functions to:

- set up Vendors, Recurring Entries, Terms Codes, Distribution Codes, and Tables
- perform period-, quarter-, or year-end maintenance
- move 1099 totals to the last year column
- delete outdated information from data files

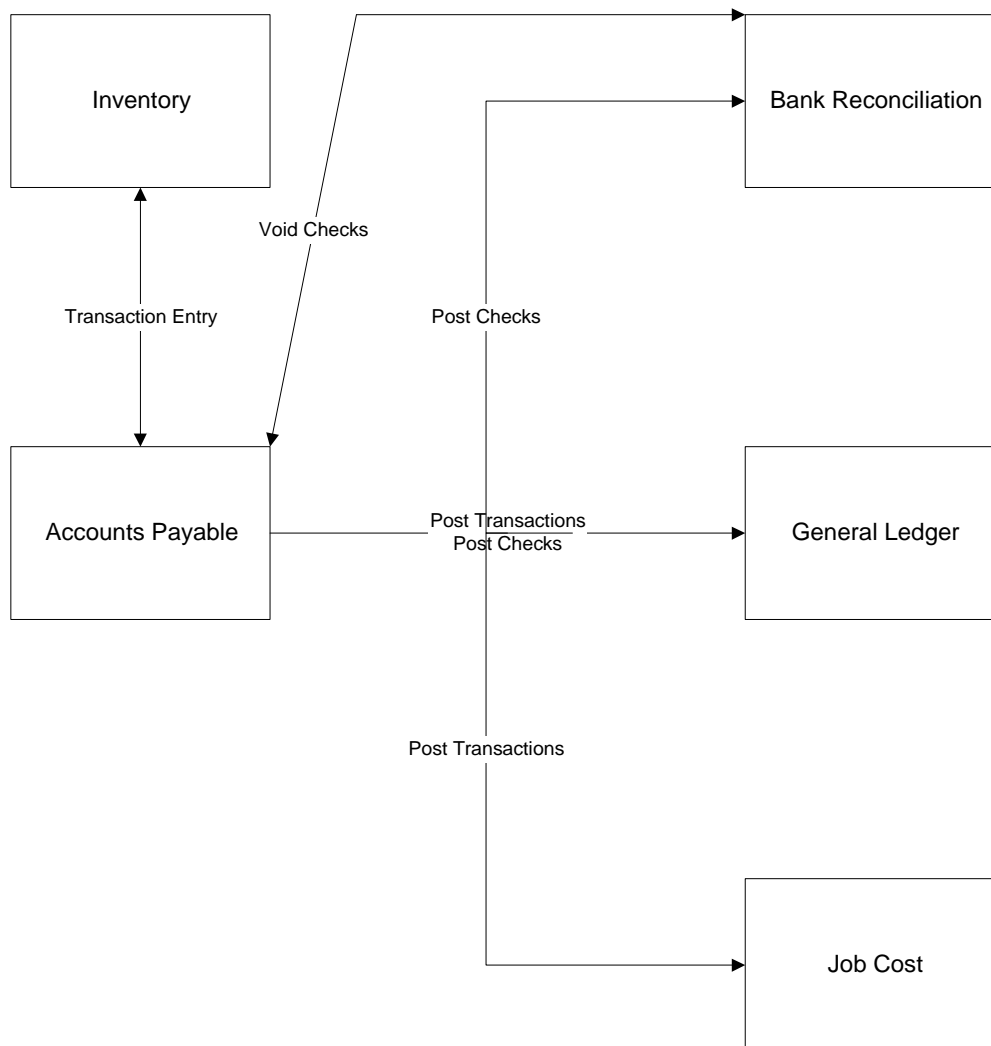
Use the Master File Lists function to:

- print Vendor Labels
- print the Vendor Detail and Vendor Comments lists
- print the Recurring Entries and Tables lists

Use the Resource Manager, Company Setup, Options and Interfaces function to interface Accounts Payable with:

- Inventory
- Job Cost
- Bank Reconciliation
- General Ledger

ACCOUNTS PAYABLE INTERACTION WITH INTERFACED APPLICATIONS



Printing Reports

Open Systems offers several different output devices when printing reports. Select:

- (P)rinter - to send a report to a printer. If you have more than one printer set up on your system, you are prompted to select the printer you want to use from a list.
- p(R)evuew - to use a GUI window to view the printed report¹. The system prompts you to select the printer you want to use for the preview. After viewing the report on the screen, you can select to send the report to a printer.
- (F)ile - to print the report to a file so that it can be printed later. In the Defaults function on the Workstation Configuration Menu in Resource Manager, you can specify a default path for print files.
- (S)creen - to print a report to the screen.
- (E)nd - to exit from the report selection screen without printing the report

Using the Preview Output Device

When you finish making the print selections for a report you are prompted to choose an output device. The selection p(R)evuew allows you to see what the report looks like before you send it to the printer.

Detail History Report Selection Screen

Detail History Report

Pick Vendor ID	From	Location ID	From
	Thru		Thru
Invoice No	From	Job ID	From
	Thru		Thru
Date	From	GL Account	From
	Thru		Thru
Item ID	From	GL Period	From
	Thru		Thru

Print By: 1. Vendor ID	Print Type:	Print For:
2. Invoice No	1. Detail	1. Base Units
3. Item ID	2. Summary	2. Purchase Units
4. Location ID	1	2
5. Job ID		
6. GL Account	Print Additional Descriptions? YES	
7. GL Period		
8. PO Number		
1		

Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd

Press **R** to use the preview command to view the printed report before sending it to the printer.

¹ You must have sysprint printers set up in the config.bbx file in order to have the preview option. The config.bbx file is edited using the Devices function on the Workstation Configuration menu in Resource Manager.

The Printer Selection Box appears. Select the printer you want to use to print the report.

Detail History Report Selection Screen With The Printer Selection Box

Detail History Report

Pick Vendor ID	From		Location ID	From	
	Thru			Thru	
Invoice No	From		Job ID	From	
	Thru			Thru	
Date	F				
Item ID	T				
	F				
	T				

LPL Windows Default Printer Laser
 PDL Print Dialog Laser
 PSL Print Setup Laser
 LPD Windows Default Printer Dot M
 PDD Print Dialog Dot Matrix
 PSD Print Setup Dot Matrix
 LPW Windows Default Printer Wide
 PDW Print Dialog Wide Carriage Do
 PSW Print Setup Wide Carriage Dot
 Printer : LPL

Print By: 1. Ven
 2. Inv
 3. Ite
 4. Loc
 5. Job
 6. GL
 7. GL
 8. PO
 1

For:
 Base Units
 Purchase Units
 Options? YES

Output device - (P)rinter p()review (F)ile (S)creen (E)nd

The Report Preview Screen displays the printed report.

Using the buttons available on this screen you can:

Report Preview Screen

- send the report to the printer

Page: 1 of 15

Vendor ID	Invoice	Date	P.D.	GL Period	Job	Cost Loc.	ID	Item ID	Units	Quantity	Ext. Cost
Name	GL Amount	Phase	Code	Description	Unit Cost						
Vendor ACE#1 ACE FLOWERS SUPPLY COMPANY											
ACE#1	11945	01/14/1994	14019414	01					ENG	346.0000	103812.00
										346.2400	
ACE#1	11945	01/09/1994	14019416	01					ENG	154.0000	132445.54
										442.9100	
ACE#1	13384	01/14/1994	14019422	01					ENG	340.0000	253249.00
										444.0300	
ACE#1	13394	01/13/1994	14019425	01					EA	134.0000	23541.24
										315.4400	
ACE#1	13399	01/04/1994	14019426	01					ENG	44.0000	44066.00
										1447.6100	
ACE#1	14121	09/21/1994	14019433	09					ENG	145.0000	35345.24
										336.1400	
ACE#1	14344	10/09/1994	14019431	10					EA	14.0000	1318.24
										131.0200	
ACE#1	15244	11/05/1994	14019442	11					ENG	14.0000	3441.24
										344.1200	
ACE#1	15244	11/05/1994	14019442	11					ENG	5.0000	4312.00
										431.5600	

Report Preview Screen

- access the Print Page Setup Window

Page: 1 of 15

Setup Print Page

11/11/1999 Builders Supply Page 1
4:44 PM Detail History Report
Detail by Vendor ID

Vendor ID	Invoice	Date	P.D.	GL Period	Job	Cost Loc.	Item ID	Units	Quantity	Ext. Cost
Name				GL Amount	Phase	Code	Description		Unit Cost	
VENDOR: ACE#11 ACE FLOORING SUPPLY COMPANY										
NCEN#1	32905	01/14/1998	14039034	41			NRH#11 344	PKG	344.0000	103412.00
							Electrical Package		346.2400	
NCEN#1	32905	01/09/1998	14039036	41			NRH#11 354	PKG	354.0000	132445.54
							Plumbing Package		442.9100	
NCEN#1	33344	01/14/1998	14039032	41			NRH#11 444	PKG	344.0000	152249.00
							Interior Materials		444.4300	
NCEN#1	33194	01/11/1998	14039025	41			NRH#11 464	EA	334.0000	11541.20
							Slide by Window 34" X 44"		115.4400	
NCEN#1	33199	01/04/1998	14039026	41			NRH#11 554	PKG	44.0000	44066.00
							Hillwork Package		1443.6100	
NCEN#1	34133	09/22/1998	14039033	49			NRH#11 344	PKG	145.0000	35345.20
							Electrical Package		336.2400	
NCEN#1	34344	04/09/1998	14039031	34			NRH#11 614	EA	34.0000	1374.20
							Standard Window 34" X 44"		137.4200	
NCEN#1	35104	11/05/1998	14039042	33			NRH#11 344	PKG	34.0000	3441.20
							Electrical Package		344.1200	
NCEN#1	35104	11/05/1998	14039042	33			NRH#11 354	PKG	5.0000	4312.00
							Electrical Package		431.2000	

In the Print Page Setup Window you can select:

Print Page Setup Window

Print to a file

Which pages of the report to print

The number of copies to print

Printer:

Name: HP LaserJet 4Si/4SiMX PS

Status: Default printer; Ready

Type: HP LaserJet 4Si/4SiMX PS

Where: \\OSI_SERVER\HPLaserJ

Comment: ☐ Print to file

Print range:

☒ All 15 pages

☐ Pages from: 1 to: 15

Copies:

Number of copies: 1

☐ Collate

OK Cancel

Report Preview Screen

- Adjust the report to fit the width of the window.

Page: 1 of 15

Fit Page to Window Width

11/22/1999
4:11 PM

Builders Supply
Detail History Report
Detail by Vendor ID

Vendor ID Invoice Date P.D. GL Period Job Cost Loc. ID, Item ID Units Quantity Ext. Cost
Name GL Amount Phase Code Description Unit Cost

VENDOR ACE#13 ACE FLOWING SUPPLY COMPANY

ACE#13	11985	11/14/1998	1419814	41	NRH#1	111			PWG	300.0000	103012.00
										346.2400	
ACE#13	11985	11/19/1998	1419816	41	NRH#1	154			PWG	154.0000	131445.54
										441.9700	
ACE#13	13384	11/14/1998	1419812	41	NRH#1	414			PWG	244.0000	151249.00
										444.1200	
ACE#13	13194	11/13/1998	1419815	41	NRH#1	464			EA	136.0000	11541.14
										113.4400	
ACE#13	13199	11/14/1998	1419816	41	NRH#1	554			PWG	44.0000	44066.00
										1441.6100	
ACE#13	14121	10/22/1998	1419833	49	NRH#1	111			PWG	145.0000	353045.14
										336.1400	
ACE#13	14144	11/19/1998	1419831	14	NRH#1	614			EA	14.0000	1314.14
										131.4200	
ACE#13	15104	11/15/1998	1419842	33	NRH#1	111			PWG	14.0000	3441.14
										344.1200	
ACE#13	15104	11/15/1998	1419842	33	NRH#1	154			PWG	5.0000	4312.00

Report Preview Screen

- Adjust the page to the window height.

Page: 1 of 15

Fit Page to Window Height

11/22/1999
4:11 PM

Builders Supply
Detail History Report
Detail by Vendor ID

Vendor ID Invoice Date P.D. GL Period Job Cost Loc. ID, Item ID Units Quantity Ext. Cost
Name GL Amount Phase Code Description Unit Cost

VENDOR ACE#13 ACE FLOWING SUPPLY COMPANY

ACE#13	11985	11/14/1998	1419814	41	NRH#1	111			PWG	300.0000	103012.00
										346.2400	
ACE#13	11985	11/19/1998	1419816	41	NRH#1	154			PWG	154.0000	131445.54
										441.9700	
ACE#13	13384	11/14/1998	1419812	41	NRH#1	414			PWG	244.0000	151249.00
										444.1200	
ACE#13	13194	11/13/1998	1419815	41	NRH#1	464			EA	136.0000	11541.14
										113.4400	
ACE#13	13199	11/14/1998	1419816	41	NRH#1	554			PWG	44.0000	44066.00
										1441.6100	
ACE#13	14121	10/22/1998	1419833	49	NRH#1	111			PWG	145.0000	353045.14
										336.1400	
ACE#13	14144	11/19/1998	1419831	14	NRH#1	614			EA	14.0000	1314.14
										131.4200	
ACE#13	15104	11/15/1998	1419842	33	NRH#1	111			PWG	14.0000	3441.14
										344.1200	
ACE#13	15104	11/15/1998	1419842	33	NRH#1	154			PWG	5.0000	4312.00

Report Preview Screen

- View two pages at once.

[illegible]

Report Preview Screen

- Move between the pages of the report:
 - first page
 - previous page
 - next page
 - last page

[illegible]

GETTING READY

To set up the Accounts Payable system properly, you need to gather and organize your accounting data. You will need the following information:

- a chart of accounts for the company
- purchasing and payment cycle information
- identification and credit information for the vendors
- previous- and current-year purchases, returns, and receipts history organized by vendor.

Structuring Codes

IDs and codes should be assigned in a way that makes sense for the user. A consistent format should be established before any information is gathered and entered into data files. Planning ahead allows better use of the system's sorting and selecting capabilities.

How the System Organizes

Because the system arranges code characters in a particular order, you have to decide what kind of codes will work best to identify vendors, term codes, and so on. Here's an example of how the system organizes several different IDs (the dashes represent blank spaces that are entered by pressing the space bar):

```
----0
----1
----Z
----a
---01
--a---
000000
000001
1
```

Notice that 1 appears four times in the list. Because the codes were entered differently (for example, zeros and/or blanks before some but not others), the system organized them differently. Here's why:

- The system goes through each code, from left to right, until it finds something other than a blank space.
- Items come out in this order for each position:
 - blank spaces
 - special characters (-, *, /, etc)
 - numerals (0-9)
 - uppercase letters (A-Z)
 - lowercase letters (a-z)

Hints

The most important thing about assigning ID numbers and codes is to choose a consistent format and stick to it. Here are some suggestions:

- Use uppercase (and in some instances, lowercase) letters, numerals, or special characters (such as hyphens) in IDs.
- When letters are used in IDs, enter them consistently, either all uppercase or all lowercase letters, to avoid organization and identification problems later.
- Assign IDs that are the same length to prevent organization problems. If the ID is divided into more than one part, each part should be the same length. For example, use AND-XT and AND-YT instead of AND-X and AND-YT. Don't use blank spaces in the middle of an ID.
- Use leading zeros to make all numbers the same length; for example, use 001 and 040 instead of 1 and 40.
- Usually, you should use IDs that convey information about the vendor or codes. For Example, ACE001 and ATT001 are more descriptive than 000001 and 000002. However, if you are already using a numbered system, it may be more convenient to stick with it.
- If you need to organize vendors by a particular element, include that element in the ID. For example, if you will probably want to organize vendors alphabetically by their company name, you should include the first characters of the vendor's company name in the vendor ID. To ensure that new vendors can be inserted into the sequence later, use a combination of letters and numbers that leaves room in the sequence for later additions.

Setup Checklist

Planning

- ☐ Read the *Resource Manager User's Guide*
- ☐ Read the *Accounts Payable User's Guide*
- ☐ Collect and Organize the Data
- ☐ Plan the Implementation Schedule
- ☐ Set Up a Backup Schedule

Set Up in Resource Manager

- ☐ Fiscal year and periods
- ☐ Select Options and Interfaces Used During Setup
- ☐ Tax Information (See Appendix A)

Set Up in Accounts Payable

- ☐ Set Up/Verify Tables (x=company id, t=terminal id)
 - ☐ APGLxxx ☐ DMtttt
 - ☐ APPDxxx ☐ DISCxxx
 - ☐ MRGLxxx ☐ D1099xxx
 - ☐ FORMxxx ☐ F1099
 - ☐ DFtttt ☐ Q?ttt (?=C,D,E,H,M,MAT,P,X,)
- ☐ Set Up the Terms Codes
- ☐ Set Up the Distribution Codes
- ☐ Set Up Vendors
- ☐ Set Up Recurring Entries
- ☐ Enter Initial Balances for Vendors (Summary or Detail)

Complete Set Up in Resource Manager for Accounts Payable

- ☐ Set Up Access Codes
- ☐ Reset Options and Interfaces for Using the System

IMPLEMENTING AP

Information in both the Resource Manager and Accounts Payable applications should be set up and/or verified when you set up Accounts Payable. The selections you make during setup determine how the Accounts Payable system operates.

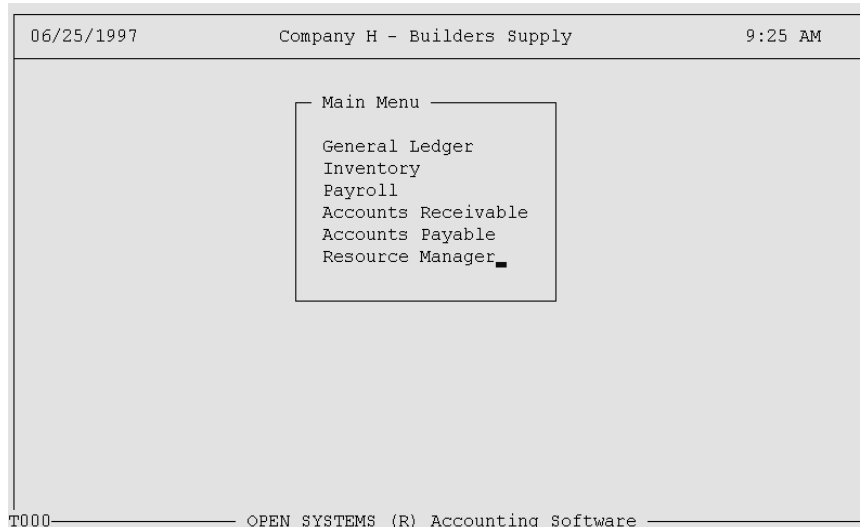
Setup In Resource Manager

Functions in Resource Manager are used to set up:

- the menu style used for the workstation
- the company's current fiscal year
- the date range for each fiscal period in the company's fiscal year
- the company default Location and Bank IDs
- the numeric masks used for the company
- the company's Option and Interface settings for Accounts Payable

To set up this information, select Resource Manager from the Main Menu.

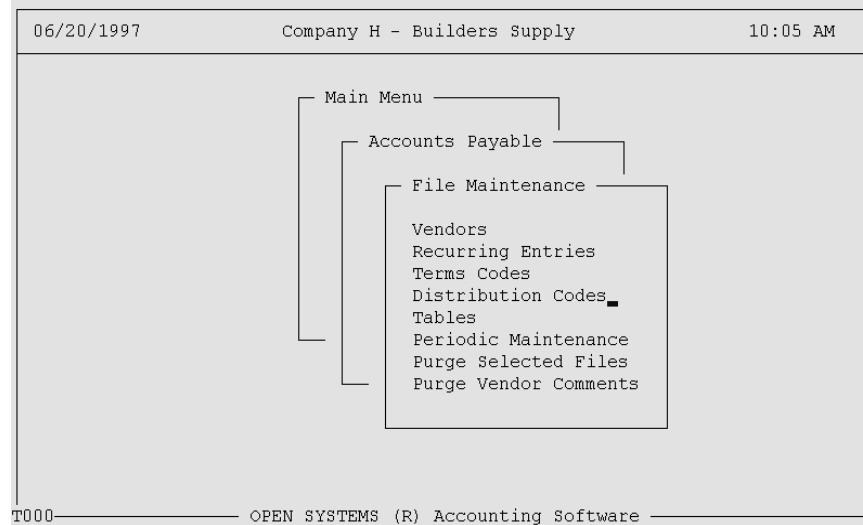
Main Menu Screen - Text Style



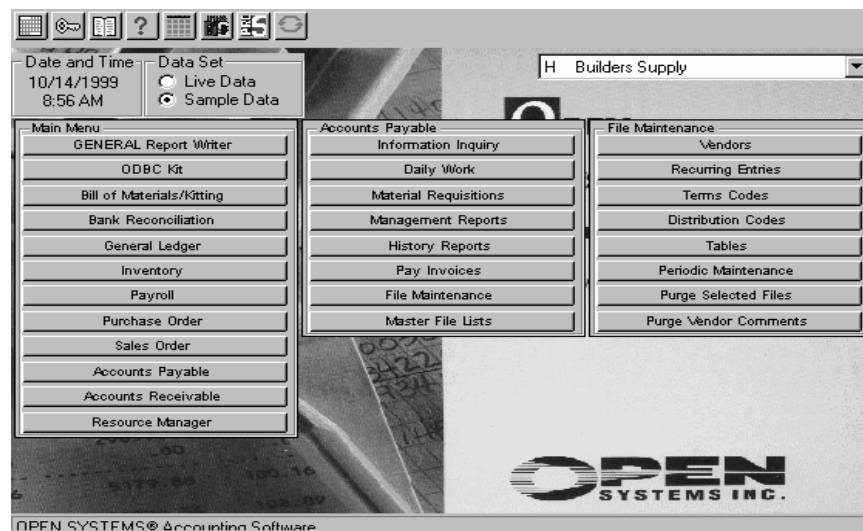
Selecting the Menu Style for Each Workstation

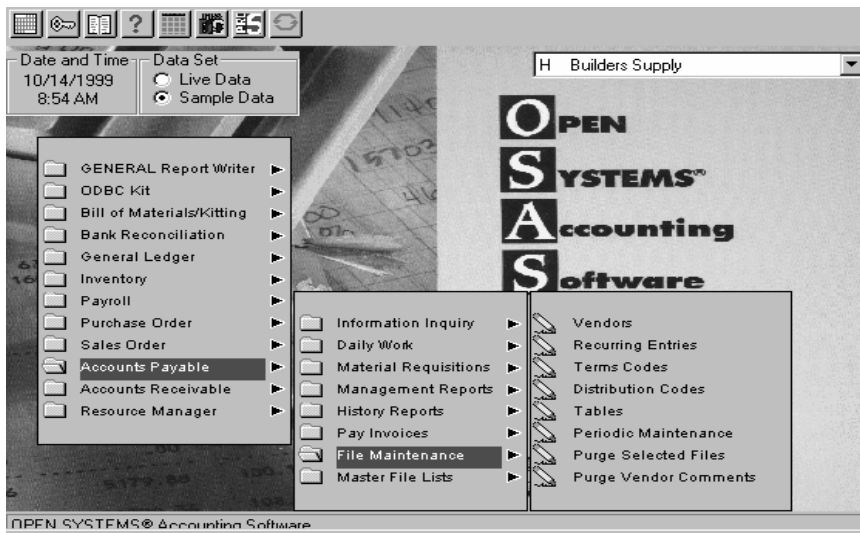
Each workstation can select from three different menu styles:

TEXT



GRAPHICAL



START STYLE

To select the menu style used for each workstation, perform the following steps:

1. Choose Workstation Configuration on the Resource Manager menu.
2. Select the Defaults function.

Defaults Selection Screen

Defaults			
Workstation T000			
Copy To			
Toggle Defaults			
BELL	Active	LIVE DATA	Active
VERIFY EXIT	Inactive	VERIFY PGDN	Active
INSERT	Inactive	COMPRESSED	Active
QUICK	Inactive	ONLINE HELP	Inactive
SHELL	Inactive	BANNER PAGE	Inactive
SHELL 'CS'	Inactive	FAVORITES	Inactive
ALLOW EXIT	Active		
COPYRIGHTS	Active		
Windows Defaults			
GUI FUNCTIONS		Active	
MENU STYLE		Text	
DELAY VALUE		3	
Field Defaults			
Location ID	Screen Pages	5	
Bank ID	Printer		
EIS Dashboard	User ID		
	Bitmap Image		
Directory Defaults			
Print File			
Sort File			
Acroread Path			
Active, Inactive			
Company H			

3. The current workstation number defaults in the **Workstation** field.
4. Use the **Tab** key to move the cursor to the **GUI FUNCTIONS** field.

Select:

- Active to use the GUI features—including the Graphical or Start-style menus.
- Inactive to deactivate the GUI features—including the Graphical or Start-style menus.

5. Press **Enter** to move to the **MENU STYLE** field.

Select the menu style to use as the workstation default--**Text**, **Graphical**, or **Start-style**.

Workstation Defaults Selection Screen

Defaults			
Workstation T000			
Copy To			
Toggle Defaults		Windows Defaults	
BELL	Active	LIVE DATA	Active
VERIFY EXIT	Inactive	VERIFY PGDN	Active
INSERT	Inactive	COMPRESSED	Active
QUICK	Inactive	ONLINE HELP	Inactive
SHELL	Inactive	BANNER PAGE	Inactive
SHELL 'CS'	Inactive	FAVORITES	Inactive
ALLOW EXIT	Active		
COPYRIGHTS	Active		
Field Defaults			
Location ID	Screen Pages	5	
Bank ID	Printer		
EIS Dashboard	User ID		
	Bitmap Image		
Directory Defaults			
Print File			
Sort File			
Acroread Path			
Text, Graphical, Start-style			
Company H			

6. Use the **Proceed** command, **PgDn** or **Esc P**, to save the selections.

If you selected **Active**, use the **Shift F5** or **Esc G** key sequence to toggle between the three menu styles on the menu screens.

Setting Up The Fiscal Year And Periods For The Company

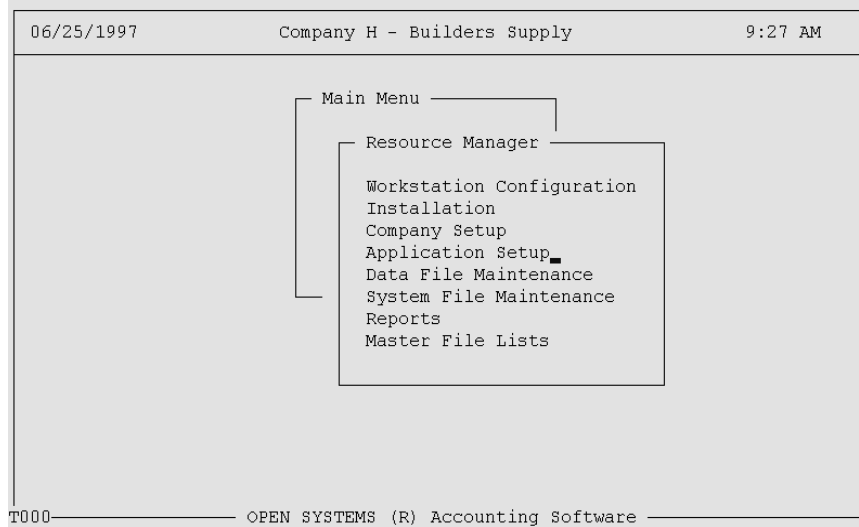
The current fiscal year and the fiscal period date ranges for a company are set up only once in the Resource Manager. Once the fiscal year and periods are set up for a company, all applications use that information while processing transactions for the company.

If this information has already been setup for the company, you do not have to do it again. You should, however, review the information to make sure it is correct.

To setup or verify the current fiscal year and fiscal period date ranges, perform the following steps:

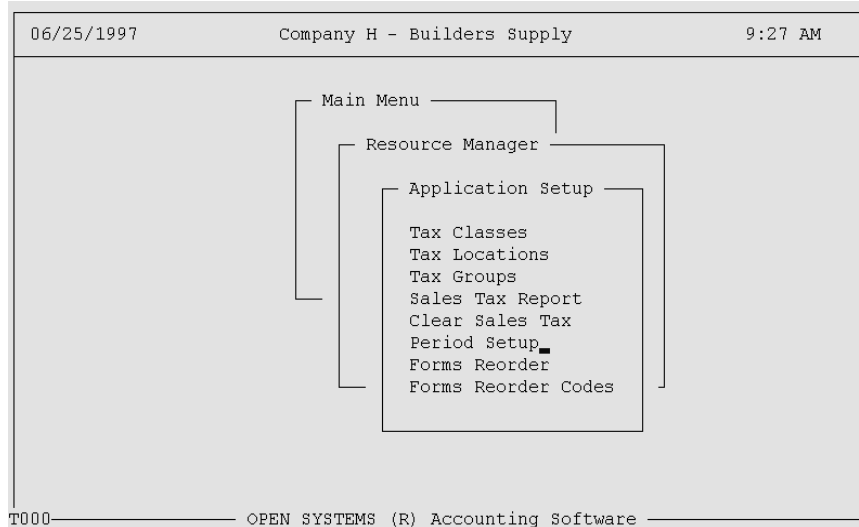
1. Select **Application Setup** from the Resource Manager menu.

Resource Manager Menu Screen



2. Choose the **Period Setup** function on the Application Setup menu.

RM Application Setup Menu Screen



3. The Period Setup screen displays. Enter the following information in the header section of this screen:

Field	Description
Current Fiscal Year	Enter the current fiscal year for the company.
No of Periods/Year	Enter the number of fiscal period per fiscal year used by the company. You can select either 12 or 13.

This information is stored in the RMPDxxx table.

Period Setup Screen

Period Setup		
Current Fiscal Year	1997	
No of Periods/Year	13	
Period	Begin Date	End Date
1	/	/
2	/	/
3	/	/
4	/	/
5	/	/
6	/	/
7	/	/
8	/	/
9	/	/
10	/	/
11	/	/
12	/	/
Verification		
Press <PgDn> to proceed		

4. Use the **Proceed** command, **PgDn** or **Esc P**, to move the cursor to the lower section of the screen.

Period Setup Screen

Period Setup		
Current Fiscal Year	1997	
No of Periods/Year	13	
Period	Begin Date	End Date
1	01/01	01/31
2	02/01	02/28
3	03/01	03/31
4	04/01	04/30
5	05/01	05/31
6	06/01	06/30
7	07/01	07/31
8	08/01	08/31
9	09/01	09/30
10	10/01	10/31
11	11/01	11/30
12	12/01	12/30
13	12/31	12/31
Verification		
Press <PgDn> to proceed		

By default, the fiscal periods are set up for a calendar fiscal year where January 1 through January 31 is Period 1, February 1 through February 29 is Period 2, and so on. Edit the date ranges if this company does not use a calendar fiscal year. You must account for each day in the year. The date ranges for the fiscal periods are stored in the CNVTxxx table.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes made in the **Begin Date** and **End Date** fields.

NOTE: If multiple companies are being used on the OSAS Accounting System, the current fiscal year, number of accounting periods, and fiscal period dates must set up for each company².

Updating a Quarterly System

If the company uses a quarterly system³ with an accounting period of one week, the **Begin Date** and **End Date** fields for each fiscal period must be edited at the end of each quarter (after you've closed the books) so that the correct accounting period number is displayed.

Setting Up the Company Defaults and Masks

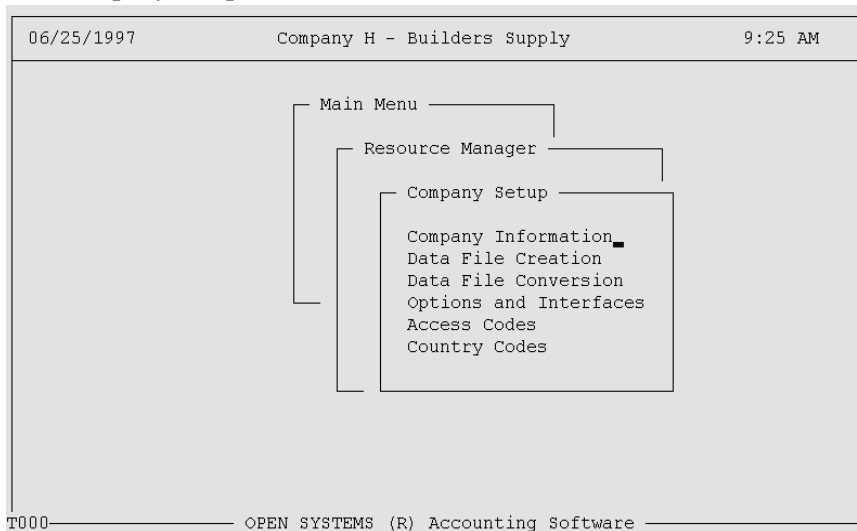
The following defaults can be set up for a company:

- a date and time mask
- a default Location ID and Bank ID
- the number of decimal places used for different types of numeric values

To setup or verify the company's defaults and numeric masks, perform the following steps:

- Choose Company Setup on the Resource Manager menu.

RM Company Setup Menu



² To change to another company, use the **Change Company** command, **F3** or **Esc D**, at the Main Menu. Enter the ID of the company you want to work with.

³ Quarterly systems don't use period 13 as a special adjustments period; instead, it is used for the final week of normal processing in the quarter.

2. Select the Company Information function. Enter the ID of the company you want to use, or use the **Inquiry** command, **F2** or **Esc W**, to select the company ID from a list.

Company Information Screen

Company Information			
Company ID	H	Defaults:	
Name	Builders Supply	Location ID	MN0001
Address 1	7626 Golden Triangle Dr.	Bank ID	FNB001
Address 2			
City	Eden Prairie	Mask	Number of
State	MN	Type	Decimals
Zip	55344-3732		Sample
Country	US U.S.A.		Display
Site		Reg Dollars	2 999999999.99-
Phone	612-829-0011	IN Costs	4 9999999.9999-
Fax	612-829-1493	IN Prices	4 9999999.9999-
		IN Qty's	4 9999999.9999-
		Rates	3 99999999.999-
		Hours	3 99999999.999-
		Cr Limits	0 999999999999-
Date Mask	0 USA (mm/dd/yyyy)		
Time Mask	0 12-Hour (hh:mm AM/PM)		
Verification			
Press <PgDn> to proceed			

3. Use the Arrow keys or **Enter** to move the cursor to the **Date Mask** field. Select which date mask should be used for the company:
 - **0** - USA, mm/dd/yyyy
 - **1** - Euro, dd/mm/yyyy
4. Use the Arrow keys or **Enter** to move the cursor to the **Time Mask** field. Select which time mask should be used for the company:
 - **0** - 12-hour, hh:mm AM/PM
 - **1** - 24-hour, hh:mm
5. Press **Enter** to move the cursor to the **Defaults:** section of the screen.

Enter the most frequently used location and bank IDs as the defaults. The location/bank IDs entered in these fields automatically default into the location/bank ID fields when entering information in any installed application.

Company Information Screen

Company Information			
Company ID	H	Defaults:	
Name	Builders Supply	Location ID	MN0001
Address 1	7626 Golden Triangle Dr.	Bank ID	FNB001
Address 2			
City	Eden Prairie	Mask	Number of Sample
State	MN	Type	Decimals Display
Zip	55344-3732		
Country	US U.S.A.	Reg Dollars	2 999999999.99-
Site		IN Costs	4 9999999.9999-
Phone	612-829-0011	IN Prices	4 9999999.9999-
Fax	612-829-1493	IN Qtys	4 9999999.9999-
		Rates	3 99999999.999-
Date Mask	0 USA (mm/dd/yyyy)	Hours	3 99999999.999-
Time Mask	0 12-Hour (hh:mm AM/PM)	Cr Limits	0 999999999999-
Verification			
Press <PgDn> to proceed			

6. Specify the number of decimal places to use for the company when displaying:

- dollar amounts
- inventory costs, prices, and quantities
- rates, hours, and credit limits.

The numeric mask size displayed here is the maximum size the system can use--14 places, including the "." and the "-" sign. As the number of decimal places is increased, the number of places to the left of the decimal decreases. Make sure the mask is large enough to accommodate totals.

7. Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes made on the Company Information screen.

Selecting The AP Options and Interfaces For The Company

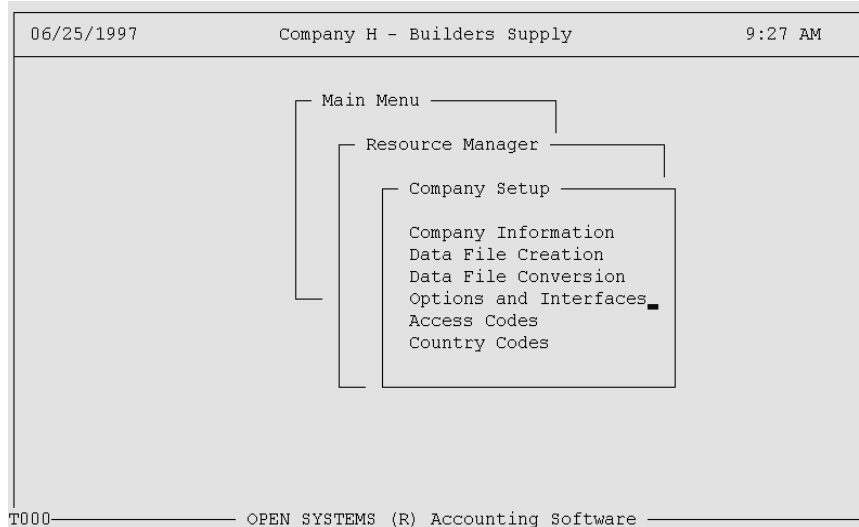
Use the Options and Interfaces function on the Company Setup menu to make the following selections for the company:

- which applications you want Accounts Payable to interface with
- the settings for the Accounts Payable options

To setup or verify the company's options and interfaces for Accounts Payable, perform the following steps:

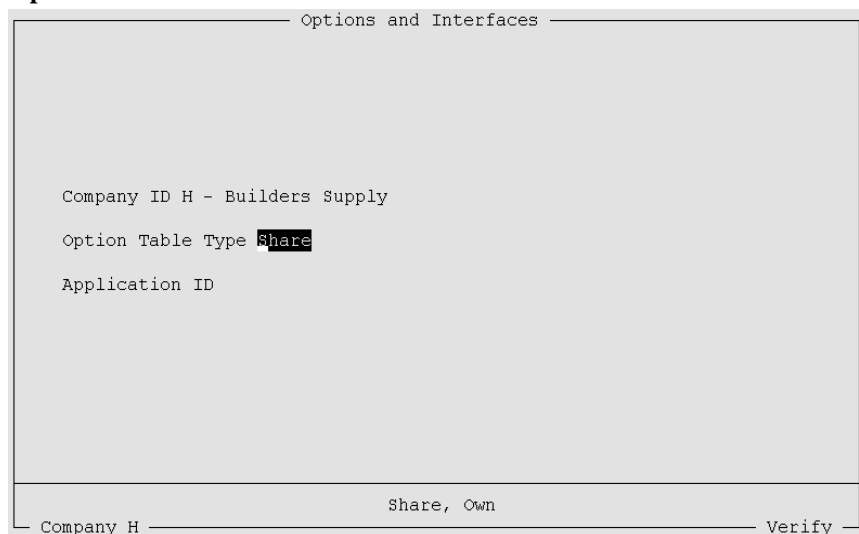
1. Select Options and Interfaces from the Company Setup menu.

RM Company Setup Menu



2. The Options and Interfaces Screen appears.

Options and Interfaces Screen



3. Make the following Selections:

Field	Description
Option Table Type	<p>Share - select this setting if the OSAS Accounts Payable system is used for multiple companies and all companies use the same interfaces and options</p> <p>Own - select this setting to set up options and interfaces specifically for this company.</p>
Application ID	<p>Enter AP, the two-letter Application ID for Accounts Payable. The Inquiry command, F2 or Esc W, is available to select the Application ID from a list of the installed applications.</p>

4. When you press **Enter**, the Accounts Payable Options screen appears.

Accounts Payable Options Screen

Description	Value
> Interface to General Ledger?	YES
Interface to Inventory?	YES
Interface to Bank Reconciliation?	YES
Post transactions in detail or summary?	DETAIL
Keep detail purchase history?	YES
Use additional descriptions?	YES
Copy additional descriptions from Inventory?	NO
Keep additional description in history?	NO
Allow printing of online checks?	YES
Keep summary purchase history?	YES
Check form type:	BLANK STUB
Do you want to show a warning if duplicate invoice number?	YES
Do you want to force totals on exit of transaction entry?	YES
Post Material Requisition credits to IN item accounts?	NO
Do you want to keep check history?	NO
Print company name on check stubs?	NO

Option (001 of 016)

Enter = toggle, Write

Company H

5. Use the arrow keys to move the cursor to the option you want to change, then press enter to toggle between the option settings:

Interface/Option	Setting	Effect
Interface to Bank Reconciliation?	YES	When the Post Checks and Void Checks functions are used, check information is posted to the Bank Reconciliation Transactions File.
	NO	Check information is NOT posted to the Bank Reconciliation Transactions File.
Interface to General Ledger?	YES	Information is posted to the General Journal file when the Post Transactions, Post Material Requisitions, and Post Checks functions are run.
	NO	Information is <i>NOT</i> posted to the General Journal file.
Interface to Inventory?	YES	Inventory information is available during transaction entry. Quantities and history in Inventory are updated on-line as transactions are entered.
	NO	Inventory information is <i>NOT</i> available during transaction entry. Quantities and history in Inventory are <i>NOT</i> updated on-line as transactions are entered
Interface to Job Cost?	YES	Jobs, Phases, and Cost information are available in AP by using the Inquiry command, F2 or Esc W . If job number, phase, and cost information is entered for transactions, the transaction information updates the job and phase cost information during Post Transactions.
	NO	Jobs, Phases, and Cost information are <i>NOT</i> available in AP. Job number, phase, and cost information entered for transactions <i>DOES NOT</i> update job and phase cost information.
Post transactions in detail or summary?	DETAIL	A separate, individual entry is made in the General Journal file to the expense account for each line-item posted.
	SUMMARY	One entry is made for the net difference between the debits and credits to each expense account and the accounts payable account used.
Keep detail purchase history?	YES	Detail information for each line-item on each invoice is saved in the Detail History file. You must have this option set to YES in order to be able to use the Void Check function on the Pay Invoices menu.
	NO	Detail history information is not available for Information Inquiry or Reports.

Accounts Payable Options Screen

Description	Value
> Interface to General Ledger?	YES
Interface to Inventory?	YES
Interface to Bank Reconciliation?	YES
Post transactions in detail or summary?	DETAIL
Keep detail purchase history?	YES
Use additional descriptions?	YES
Copy additional descriptions from Inventory?	NO
Keep additional description in history?	NO
Allow printing of online checks?	YES
Keep summary purchase history?	YES
Check form type:	BLANK STUB
Do you want to show a warning if duplicate invoice number?	YES
Do you want to force totals on exit of transaction entry?	YES
Post Material Requisition credits to IN item accounts?	NO
Do you want to keep check history?	NO
Print company name on check stubs?	NO

Option (001 of 016)

Enter = toggle, Write

Company H

Interface/Option	Setting	Effect
Use additional descriptions?	YES	If you choose YES , the Additional Descriptions Window, 1 to 10 lines of 35 characters each, is available for additional text entry during transaction entry.
		If you want to copy Additional Description information from Inventory, you must select YES for this option.
	NO	The Additional Descriptions Window is not available.
Copy additional descriptions from Inventory?	YES	If you selected to use additional descriptions in both Inventory and Accounts Payable, select YES to have the inventory additional descriptions default to the Accounts Payable additional description field during transaction entry.
	NO	If AP is not interfaced with Inventory or NO is selected for <i>Use additional descriptions?</i> , this option is set to NO automatically.
Keep additional description in history?	YES	If you selected to use additional descriptions, select YES to have that information saved in the Additional Descriptions History file.
	NO	Additional Description information is <i>NOT</i> available for history reports.
Allow printing of on-line checks?	YES/NO	Select YES to print individual checks on-line during transaction entry; otherwise, select NO .

Accounts Payable Options Screen

Description	Value
> Interface to General Ledger?	YES
Interface to Inventory?	YES
Interface to Bank Reconciliation?	YES
Post transactions in detail or summary?	DETAIL
Keep detail purchase history?	YES
Use additional descriptions?	YES
Copy additional descriptions from Inventory?	NO
Keep additional description in history?	NO
Allow printing of online checks?	YES
Keep summary purchase history?	YES
Check form type:	BLANK STUB
Do you want to show a warning if duplicate invoice number?	YES
Do you want to force totals on exit of transaction entry?	YES
Post Material Requisition credits to IN item accounts?	NO
Do you want to keep check history?	NO
Print company name on check stubs?	NO

Option (001 of 016)

Enter = toggle, Write

Company H

Interface/Option	Setting	Effect
Keep summary purchase history?	YES	Transaction information summarized by year and fiscal period is kept for the company, each vendor, and each inventory item.
	NO	Summarized information for transactions is not available for Information Inquiry or reports.
Check form type:	BLANK STUB	Select this setting if the company is using checks that have nothing printed on the stub. AP prints the column headings.
	LASER	Set this option to LASER if the company is using checks specifically designed for a laser printer.
	PREPRINTED	Select this setting if the company is using checks that have the column headings already printed on the stub.
Do you want to show a warning if duplicate invoice number?	YES	The system displays a warning when the same invoice number is entered more than once. The warning message can be bypassed and the duplicate invoice number can be used.
	NO	No warning message is displayed when a duplicate invoice number is used.

Accounts Payable Options Screen

Description	Value
> Interface to General Ledger?	YES
Interface to Inventory?	YES
Interface to Bank Reconciliation?	YES
Post transactions in detail or summary?	DETAIL
Keep detail purchase history?	YES
Use additional descriptions?	YES
Copy additional descriptions from Inventory?	NO
Keep additional description in history?	NO
Allow printing of online checks?	YES
Keep summary purchase history?	YES
Check form type:	BLANK STUB
Do you want to show a warning if duplicate invoice number?	YES
Do you want to force totals on exit of transaction entry?	YES
Post Material Requisition credits to IN item accounts?	NO
Do you want to keep check history?	NO
Print company name on check stubs?	NO

Option (001 of 016)

Enter = toggle, Write

Company H

Interface/Option	Setting	Effect
Do you want to force totals on exit of transaction entry?	YES	The system forces you to confirm information on the totals screen before exiting the transaction.
	NO	The transaction can be exited without confirming the totals screen values.
Post Material Requisition credits to IN item accounts?	YES	The system credits the GL account number listed for Inventory in the Account Code assigned to the Item Location used in the Material Requisition line-item.
	NO	The GL account credited is taken from the MRGLxxx table.
Do you want to keep check history?	YES/NO	Set this option to YES to save summarized check information. If this option is set to NO , you cannot print the Check History Report.
Print company name on check stubs?	YES/NO	Select YES to have the system print the company name on the check stub; otherwise, select NO .

- After you have made your selections, type **W** to use the **Write** command to save them.

Set Up In Accounts Payable

Working With Tables

A complete set of the tables for AP is provided with the sample company, Builders Supply-- Company ID **H**. When a new company is created, the system copies the tables from the sample company. Tables can be generic, company specific, or terminal specific.

Generic Tables

If a table has no company or terminal ID added to its table ID, it is considered generic because it is used by any company or terminal on the system that does not have a company/terminal specific table set up for it.

For example, the General Ledger Accounts table, table ID APGL, is a generic table because no company ID is included in the table ID.

Company Specific Tables

Some tables can be made company specific. Their table IDs consist of the table ID followed by a company ID, represented by **xxx**. In this manual, when xxx is shown as part of the table ID, it means that the table can be made company specific.

In the example above, APGL is the table ID. There was no company ID added to the table ID. To make APGL company specific for the sample company, Company ID **H**, **H** is added to the table ID, APGL**H**. The values store in APGLH are only used for company ID **H**.

Terminal Specific Tables

Some tables can also be made terminal specific. In this manual, tables that can be made terminal specific have **ttt** added to the table ID.

For example, the quick entry tables can use the terminal ID as part of the table ID to make them terminal specific. QD, the quick entry table for the Miscellaneous Debits screen, can be made specific for terminal T000 by adding the terminal ID to the table ID, QDT000.

Copying Tables

New tables that are company or terminal specific can be created from existing tables. When a new table ID is entered in the **Table ID** field on the APTB screen, a **Copy From** field appears. Enter the existing table ID you want to copy and then edit the appropriate fields in the copied table.

More than one company?

If you have more than one company on the Accounts Payable system, you can set up tables in two ways:

- Set up one table without a company ID included in the table ID for all companies that are alike. For example, to post amounts to the same general ledger account numbers for all companies, you'd use the APGL table.
- Set up one table for each company that uses different accounts. For example, for the companies that use different accounts, you would set up the table APGLA for company A, APGLB for company B, and so on.

If you delete a company-specific table, then that company uses the generic table. For example, if you delete the APGLA table, company A will use the APGL table.

More than one terminal?

If you are on a multi-user system, the default tables (DFtttt and DMtttt) and the quick entry tables (QCtttt, QDtttt, QEtttt, QHtttt, QMtttt, QMATtttt, QPtttt, and QXtttt) can be terminal-specific or company-specific.

To create a terminal-specific table, replace tttt with the terminal ID. It can be two to four characters. To create a company-specific table, replace xxx with the company ID, it can be up to three characters.

Table Hierarchy

During processing, the system looks for a terminal specific table first, then a company-specific table, and then a generic table.

For example:

If you're entering transactions on terminal **T1** in company **A**, the system first looks for default table **DFT1**.

If it doesn't find the table, it looks for table **DFA**.

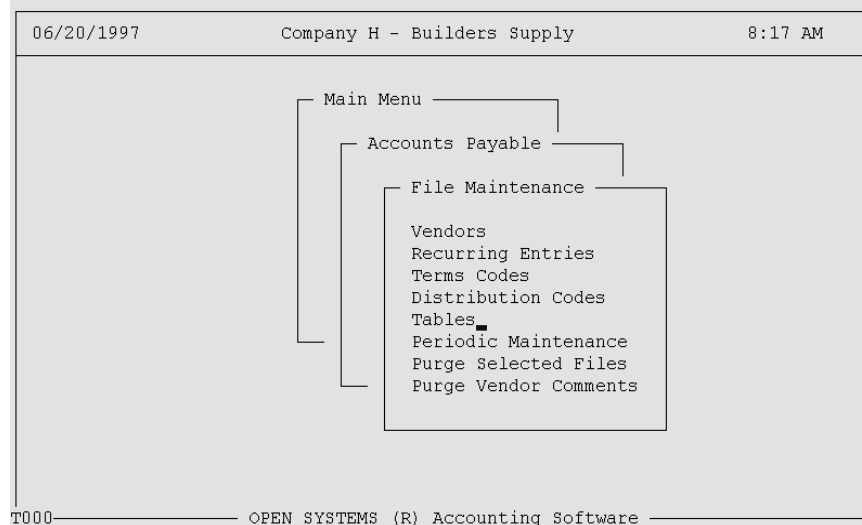
If it doesn't find either of the tables, the system uses the generic table, **DF**.

Setting Up and Maintaining Tables

To edit or add new tables, select File Maintenance on the Accounts Payable menu.

Then select the Tables function from the File Maintenance menu.

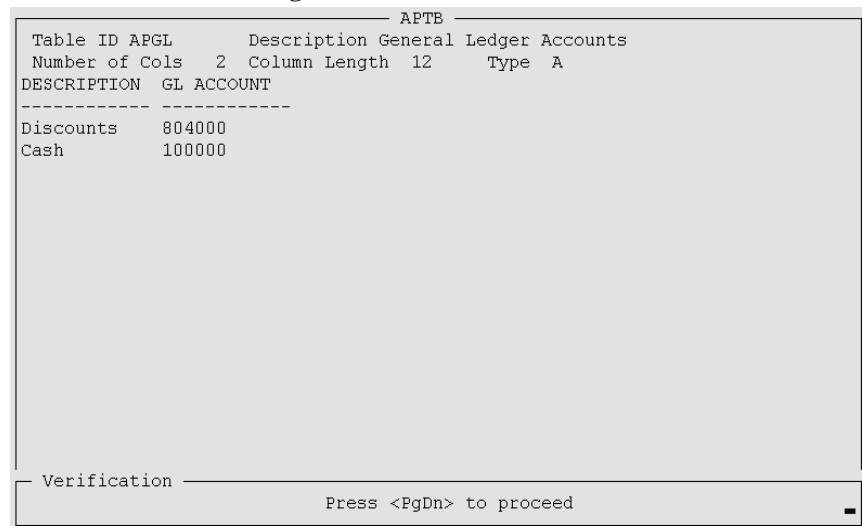
AP File Maintenance Menu Screen



CAUTION: When editing tables, be aware that most tables are positional--the system retrieves the information from the table based on its position in the table. So, don't delete or rearrange the rows on the tables.

On the APGLxxx table, for example, the system assumes that the account entered on the first line is for discounts and the account on the second line is for cash--no matter what is in the description column.

APGLxxx - General Ledger Accounts Table Screen



General Ledger Accounts Table, APGLxxx

The APGLxxx table stores the general ledger accounts credited for discounts and cash when the Post Payments function is used.

Set up the APGLxxx table even if Accounts Payable isn't interfaced with General Ledger. When payments are posted, the accounts entered in this table are printed on the posting totals log. Then, the posting log information can be used to make any necessary manual entries in General Ledger.

APGLxxx - General Ledger Accounts Table Screen

Table ID APGL		Description General Ledger Accounts	
Number of Cols	2	Column Length	12
Type	A		
DESCRIPTION	GL ACCOUNT		
Discounts	804000		
Cash	100000		

Verification _____

Press <PgDn> to proceed

To set up the APGLxxx table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to the **GL ACCOUNT** column of the **Discounts** row.
2. Enter the number of the general ledger account to credit for the discount amount when the Post Payments function is used, or press **Enter** accept the account number displayed.
3. Move the cursor to the **GL ACCOUNT** column of the **Cash** row.
4. Enter the number of the general ledger account to credit for the cash amount when payments are posted, or press **Enter** accept the account number displayed.
5. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Fiscal Year/Period Table - APPDxxx

The APPDxxx table stores the company's current fiscal period, fiscal year, and number of fiscal periods per year. The system uses this information when posting to the Summary History file, APHSxxx.

This table *must be* company-specific, so create a separate table for each company.

APPDxxx - Fiscal Year/Period Table Screen

APT		
Table ID	APPDH	Description Fiscal Year/Period Table
Number of Cols	3	Column Length 12 Type N
PERIOD	FISCAL YEAR	PERIODS/YEAR
12.00	1995.00	12.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

Verification _____

Press <PgDn> to proceed

To set up the APPDxxx table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to the first row of the **PERIOD** column.
2. Enter the company's current fiscal period. The period is incremented when you use the Period- and Quarter-end maintenance option in the Periodic Processing function.⁴
3. Move the cursor to the first row of the **FISCAL YEAR** column.
4. Enter the company's current fiscal year. The year is incremented when you run the Year-end maintenance option in the Periodic Processing function.
5. Enter the number of fiscal periods per year the company uses. If you entered 13 in General Ledger but period 13 is only used for closing or adjusting entries, enter 12 here. The number of periods entered here is used to record summarized transaction information in the summary history file, APHSxxx.
6. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

⁴ The Periodic Processing function is located on the AP File Maintenance menu.

Tax Identification Numbers Table - D1099xxx

The D1099xxx table stores the company's federal and state tax identification numbers that print on the 1099 form. This information is used when 1099 forms or worksheets are printed.

This table *must be* company specific, so create a separate table for each company.

D1099xxx - Tax Identification Numbers Table Screen

Table ID D1099H		Description Tax Identification Numbers Table			
Number of Cols	2	Column Length	12	Type	A
Description	Tax ID				
Federal TIN	469-78-3627				
State TIN	MN 12-723422				

Verification _____

Press <PgDn> to proceed

To set up the D1099xxx table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to the **Federal TIN** row of the **Tax ID** column.
2. Enter the company's Federal tax identification number.
3. Move the cursor to the **State TIN** row of the **Tax ID** column.
4. Enter the company's state tax identification number.
5. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Transaction Default Accounts Table - DFxxx or DFtttt

The Transaction Default Accounts table stores the default general ledger account numbers used in accounts payable transactions for Work In Process (WIP) for jobs and the Inventory (INV) account number for *noninventory* items. You can change the default accounts during transaction entry.

If a Job ID is entered for a line item, the WIP account listed in the table defaults as the debited account for the transaction.

If the line item is a noninventory item and no Job ID is entered, the Inventory account number listed in the table defaults as the debited account for the transaction.

This table can be either terminal- or company-specific.

DFxxx or DFtttt - Transaction Default Table Screen

Table ID DF		Description Transaction Default Accounts	
Number of Cols	2	Column Length	12
FIELD	DEFAULT VALUE	Type	A
WIP Account	104200		
INV Account	104400		

Verification _____

Press <PgDn> to proceed

To create a company or terminal specific DF table--DFxxx/DFtttt table, enter the following information:

1. Enter the table ID with the company or terminal ID.

For example: to create a defaults table used only by the terminal **T000**, type **DFT000** in the **Table ID** field.

2. Enter **DF** in the **Copy From?** field. The DF table information appears on the screen.
3. Using the **Enter** or arrow keys, move the cursor to the **WIP Account** row of the **DEFAULT VALUE** column.
4. Enter the general ledger account number to be debited when a Job ID is entered for a line item.
5. Move the cursor to the **INV Account** row of the **DEFAULT VALUE** column and enter the general ledger account number to be debited for a noninventory line item when no Job ID is entered.
6. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Cash Discounts Table - DISCxxx

The DISCxxx table stores whether the sales tax, freight, and miscellaneous charges for a transaction are included in or excluded from vendor discounts.

DISCxxx - Cash Discounts Table Screen

Table ID DISC		Description Cash Discounts Table	
Number of Cols	2	Column Length	12
Type	A		
ITEM	DISCOUNT?		

Sales Tax	YES		
Freight	YES		
Misc	YES		

Verification _____

Press <PgDn> to proceed

To set up the DISCxxx table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to the **Sales Tax** row of the **DISCOUNT?** column.
2. Enter **YES** if the sales tax amount should be included in the vendor discount calculations; otherwise enter **NO**.
3. Move the cursor to the **Freight** row of the **DISCOUNT?** column.
4. Enter **YES** if the freight amount should be included in the vendor discount calculations; otherwise enter **NO**.
5. Move the cursor to the **Misc** row of the **DISCOUNT?** column.
6. Enter **YES** if the freight amount should be included in the vendor discount calculations; otherwise enter **NO**.
7. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Material Requisition Default Accounts Table - DMxxx or DMtttt

The Material Requisition Default Accounts table stores the default general ledger account numbers used in the material requisition transactions function for Work In Process (WIP) for jobs, the inventory (Inv) account number for noninventory line items, and the expense (Exp) account number for expense line items. You can change the default accounts during transaction entry.

If a Job ID is entered for a line-item, the WIP account listed in the table defaults as the debited account for the material requisition.

If the line-item is an inventory item and no Job ID is entered, the account number entered as the Inv account listed in the table defaults as the debited account for the material requisition.

If the line-item is a noninventory item and no Job ID is entered, the account number listed as the Exp Account in the table defaults as the debited account for the material requisition.

This table can be either terminal- or company-specific.

DMxxx or DMtttt- Material Requisition Default Accounts Table Screen

Table ID DM		Description Material Requisition Default Accounts	
Number of Cols	2	Column Length	12
FIELD	DEFAULT VALUE	Type	A
WIP Account	104200		
Inv Account	104000		
Exp Account	999900		

Verification _____

Press <PgDn> to proceed

To create a company or terminal specific DM table--DMxxx/DMtttt table, perform the following steps:

1. Enter the table ID with the company or terminal ID.

For example: to create a defaults table used only by terminal **T000**, type **DMT000** in the **Table ID** field.

2. Enter **DM** in the **Copy From?** field. The DM table information appears on the screen.
3. Using the **Enter** or arrow keys, move the cursor to the **WIP Account** row of the **DEFAULT VALUE** column and enter the general ledger account number to be debited when a Job ID is entered for a material requisition line-item.
4. Move the cursor to the **Inv Account** row of the **DEFAULT VALUE** column and enter the general ledger account number to be debited for inventory line-items when no Job ID is entered.
5. Move the cursor to the **Exp Account** row of the **DEFAULT VALUE** column and enter the general ledger expense account number to be debited when an expense, a noninventory material requisition line-item, is entered with no Job ID.
6. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

1099 Form minimums Table - F1099

The F1099 table stores the Internal Revenue Service minimum amounts that must be paid to a vendor before a 1099-MISC form is prepared.

The field indicators are listed in the **Box** column and correspond to the box number on the 1099-MISC forms issued by the Internal Revenue Service. The amount of the minimum payment required before a 1099 is printed for a vendor is listed in the **Limit** column.

NOTE: Accounts Payable/Purchase Order does not track field indicator types **4 - Fed tax wh** and **B - Golden Parachute Payments** and, therefore, does not produce a 1099-MISC for these field indicator types.

You cannot set up a company-specific F1099 table.

F1099- 1099 Form minimums Table Screen

Table ID F1099		Description 1099 Form minimums table		APT
Number of Cols	2	Column Length	16	Type A
Box	Limit			
1 - Rent	600			
2 - Royalties	10			
3 - Other Income	0			
4 - Fed tax wh	0			
5 - Fishing Boat	0			
6 - Medical	600			
7 - Nonemployee	600			
8 - Substitute	10			
9 - Direct Sales	5000			
A - Crop Insur	600			
B - Gold Paracut	0			
C - Gross Attorn	0			

Company H

To set up the F1099 table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to the **1 - Rents** row of the **Limit** column.
2. Refer to the current year's instruction booklet for 1099-MISC forms issued by the Internal Revenue Service for the correct limit for this field indicator. Enter the new limit or press the **Enter** key to confirm the limit displayed.
3. Repeat steps 1 and 2 for any field indicators that need to be updated.
4. When all the limits are correct, use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Material Requisitions General Ledger Accounts Table - MRGLxxx

The MRGLxxx table stores the general ledger accounts that are credited when material requisition transactions are posted to the General Journal file.

If the option *Post Material Requisition credits to IN item accounts?* is set to **NO**, the Mtrl Inv row of the table stores the account that is credited when you enter material requisitions for inventory items.⁵ The second row, Mtrl Misc, stores the account that is credited when you post material requisitions for noninventory items.

MRGLxxx - Mat Req General Ledger Accounts Table Screen

Table ID MRGL		Description Mat Req		General Ledger Accounts	
Number of Cols	2	Column Length	12	Type	A
DESCRIPTION	GL ACCOUNT				
Mtrl Inv	104400				
Mtrl Misc	104000				

Verification _____

Press <PgDn> to proceed

To set up the MRGLxxx table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to the **Mtrl Inv** row of the **GL ACCOUNT** column.
2. Enter the number of the general ledger account to credit when material requisitions with inventory line items are posted, or press **Enter** accept the account number displayed.
3. Move the cursor to the **GL ACCOUNT** column of the **Mtrl Misc** row.
4. Enter the number of the general ledger account to credit when material requisitions with noninventory line items are posted.
5. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

⁵ If the option *Post Material Requisition credits to IN item accounts?* is set to **YES**, the account credited for the material requisition inventory line item is the Inventory account in the Account Code assigned to the item location. Settings for AP options and interfaces are selected using the Options and Interfaces function on the Company Setup Menu in Resource Manager.

Next Check Number Table - FORMxxx

The FORMxxx table is created by the system the first time you print checks. It stores the number that defaults as the next check number to be printed when either the On-line Check option is used to prepay a transaction or the Print Checks function is used to pay multiple invoices. The defaulted number can be changed when you print checks.

FORMxxx - Next Check Number Table Screen

```

      APTB
Table ID FORM      Description Next Check Number
Number of Cols    1 Column Length  8      Type A
Next Chk
-----
      78989

Verification -----
                        Press <PgDn> to proceed

```

To edit the FORMxxx table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to the **Next Chk** column.
2. Enter the number of the next check number to be printed.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entry.

Quick Entry Tables, - Q?tttt

The Quick Entry tables, Q?tttt, store instructions that control where the cursor stops when quick entry is activated in the transactions and material requisitions entry and edit screens. Quick entry tables can be set up to be terminal specific.

The ? in the quick entry table ID represents the character-abbreviation for the function screen that the quick entry table controls. These are the quick entry table IDs and the function screens that use them:

- QCtttt, Change Material Requisition
- QDtttt, Miscellaneous Debits
- QEtttt, Edit Transactions
- QHtttt, Transaction Header
- QMtttt, Material Requisition
- QMATtttt, Material Requisition Header
- QPtttt, Purchase Transactions
- QXtttt, Return Material Requisitions

The Quick Entry tables are positional, so don't delete or rearrange the rows.

ACTIVATING QUICK ENTRY

To activate the Quick Entry function, select Defaults from the Workstation Configuration menu in the Resource Manager. Set the Quick Entry default to *Active*. Press **Ctrl-F** to toggle quick-entry on and off when using the transactions and material requisitions entry and edit screens.

QMtttt - Material Requisition Quick Entry Table Screen

Table ID QM		Description Material Requisition Quick Entry Table	
Number of Cols	2	Column Length	12
Type	A		
FIELD	DATA		

Description			
Addl Descr 1	E		
Addl Descr 2	E		
GL Descr	E		
Job ID			
GL Account	E		
Requested	T		
Units	E		
Filled	E		
Backordered	E		
Unused			
Ext Cost	T		
DFLT QCK/STD QCK			
Verification _____			
Press <PgDn> to proceed			

Using the settings on the QM quick entry table above as an example, when Quick entry is Active:

- while entering an inventory line-item,
 - when you press the **Enter** key the cursor stops at the **Addl Descr 1**, **Addl Descr 2**, **GL Descr**, **GL Account**, **Requested**, **Units**, **Filled**, **Backordered**, and **Ext Cost** fields since those fields have an **E** or a **T** in the **DATA** column.
 - when you press the **Tab** key, the cursor stops at the **Requested** and **Ext Cost** fields since these fields have a **T** in the **DATA** column.

- while entering a noninventory line-item, when you press either the **Tab** or **Enter** key, the cursor stops at the **Description**, **GL Account**, **Requested** and **Ext Cost** fields.

CREATING A TERMINAL SPECIFIC QUICK ENTRY TABLE

QMtttt - Material Requisition Quick Entry Table Screen

Table ID QM		Description Material Requisition Quick Entry Table	
Number of Cols	2	Column Length	12
Type	A <th></th> <td></td>		
FIELD	DATA		

Description			
Addl Descr 1	E		
Addl Descr 2	E		
GL Descr	E		
Job ID			
GL Account	E		
Requested	T		
Units	E		
Filled	E		
Backordered	E		
Unused			
Ext Cost	T		
DFLT QCK/STD QCK			
Verification			
Press <PgDn> to proceed			

To create a terminal specific quick entry table, perform the following steps:

1. Enter the quick entry table ID followed by the terminal ID in the Table ID field.

For example, to create a QM quick entry table used only by terminal T000, type *QMT000* in the **Table ID** field.

2. Enter the quick entry table ID you want to copy in the **Copy From?** field when it appears. In our example, *QM*.

The sample quick entry table information defaults on the screen. The fields on the transactions or material requisitions entry/editing screen that the table controls are listed in the **FIELD** column.

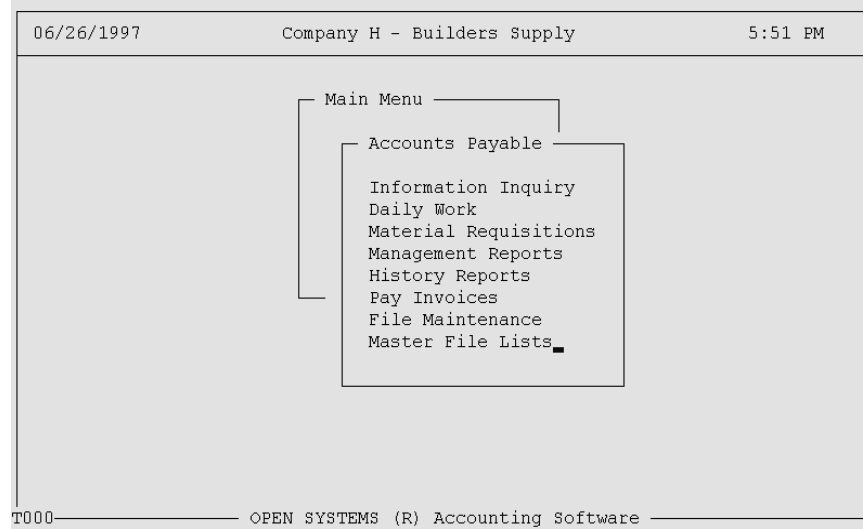
3. In the **DATA** column:
 - type an *E* next to a field if you want the cursor to stop at the field when you press the **Enter** key on the screen that the quick entry table controls.
 - type a *T* if you want the cursor to stop at the field when you press the **Tab** or **Enter** key on the screen the quick entry table controls.
 - leave the **DATA** column blank if you want the cursor to skip the field. During transaction entry, the arrow key can be used to move the cursor to a field that has been skipped.
4. When you have completed selecting the **Tab** and **Enter** stops⁶, use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

⁶ Some fields are required and the cursor always stops at them--even if you leave the **DATA** column blank for that field. For example, the cursor always stops at the **Quantity** field when entering an inventory line-item. When entering a noninventory line-item, the cursor always stops at the **Description**, **Quantity**, and **Ext Cost** fields.

Printing A Tables List

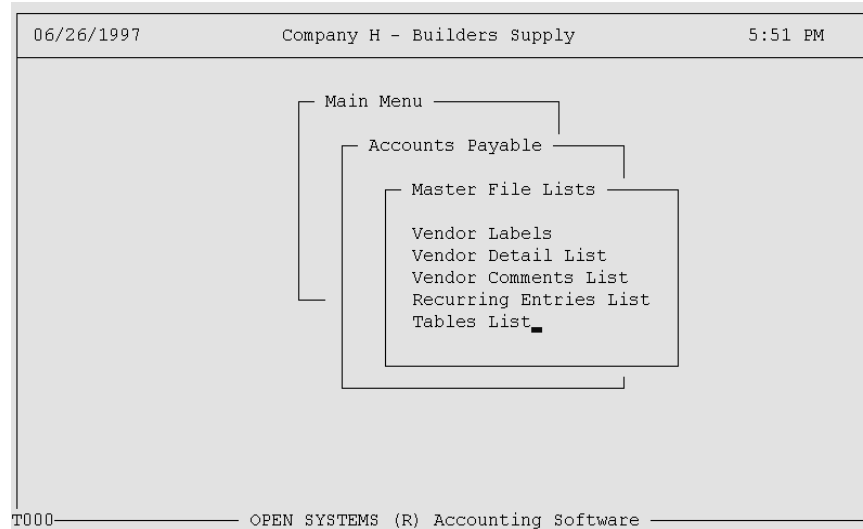
To print a list of the tables used in Accounts Payable and their settings, select Master File Lists on the Accounts Payable menu.

Accounts Payable Menu Screen



Then select Tables List from the Master File Lists menu.

Master File Lists Menu Screen



The Tables List selection screen appears.

Tables List Selection Screen

Tables List	
Application From	AP
Thru	AP
Table ID From	APGL
Thru	DM
Suppress Blank Lines?	YES
Page Break Per Table?	YES

Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd

Select the following:

Selection	Description
Application From/Thru	AP defaults into these fields.
Table ID From/Thru	Enter the range of table IDs you want to include on the list.
Suppress Blank Lines?	To suppress blank lines in the tables on the report select YES ; otherwise, select NO .
Page Break per Table?	To place each table on a separate page select YES ; otherwise, select NO .

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(E)nd - to exit from the selection screen without printing the report

Tables List

06/24/1997 Builders Supply Page 1
2:05 PM Tables List
Accounts Payable

Table ID APGL Description General Ledger Accounts
No. of Columns 2 Column Length 12 Type A

DESCRIPTION	GL ACCOUNT
Discounts	804000
Cash	100000

06/24/1997 Builders Supply Page 2
2:05 PM Tables List
Accounts Payable

Table ID APPDH Description Fiscal Year/Period Table
No. of Columns 3 Column Length 12 Type N

PERIOD	FISCAL YEAR	PERIODS/YEAR
12.00	1995.00	12.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

06/24/1997 Builders Supply Page 3
2:05 PM Tables List
Accounts Payable

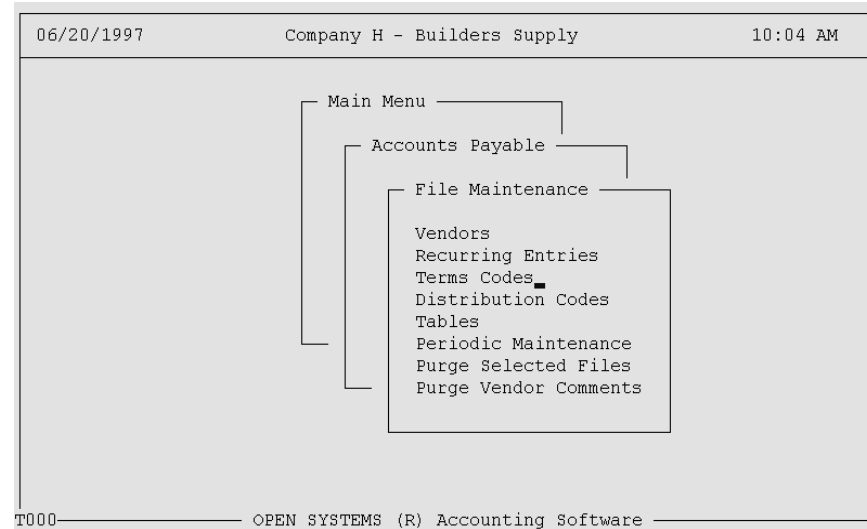
Table ID D1099H Description Tax Identification Numbers Table
No. of Columns 2 Column Length 12 Type A

Description	Tax ID
Federal TIN	469-78-3627
State TIN	MN 12-723422

Setting Up And Maintaining Terms Codes

Set up Terms Codes for the different payment terms used by the company's vendors. A default terms code can be entered in each vendor record. Then, when a transaction is entered for a vendor, the assigned terms code defaults for the transaction--but you can change it.

AP File Maintenance Menu Screen



To add or change codes for payment terms for transactions, select the Terms Codes function from the Accounts Payable File Maintenance menu.

Adding a Terms Code

Terms Code Screen in Append Mode

Terms Codes						
Terms Code	Type	Percent	Discount Days	Net Due Days	Description	
AP0001	Reg	0.0	30	30	0/30,n/30	
AP0002	Reg	0.0	10	30	0/10,n/30	
AP0003	Reg	1.0	10	30	1/10,n/30	
AP0004	Reg	2.0	10	30	2/10,n/30	
AP0005	Reg	0.0	0	30	0/0,n/30	
AP0006						

Company H Regular or Prox terms Verify

To add a terms code, perform the following steps:

1. Type **A** to use the **Append** option on the command bar.
2. Enter the following information:

Field	Description
Terms Code	Enter a 6 character code to use for the payment terms.
Type	<p>Select Reg, Regular, if discount and net due days are calculated using the number of days from the invoice date.⁷</p> <p>Select Prox terms if discount and net due days are calculated from the beginning of the next month.</p>
Percent	Enter the percent of the discount as a whole number, not a decimal. For example, for a 5.5% discount 5.5 is entered.
Discount Days	Enter the number of days that payment must be received for the invoice in order to be eligible for the discount.
Net Due Days	Enter the number of days that the invoice must be paid in full.
Description	A suggested description for the terms code defaults in this field based on the previous information entered. You can change it.

3. When you press **Enter** at the **Description** field, the terms code is saved.

⁷ When converting from very early versions of Accounts Payable, regular terms codes are created for the terms found in the vendor file. The first one converted becomes code AP0001, the second one converted becomes AP0002 and so on.

Editing a Terms Code

Terms Code Screen

Terms Codes						
Terms Code	Type	Percent	Discount Days	Net Due Days	Description	
AP0001	Reg	0.0	30	30	0/30,n/30	
AP0002	Reg	0.0	10	30	0/10,n/30	
AP0003	Reg	1.0	10	30	1/10,n/30	
AP0004	Reg	2.0	10	30	2/10,n/30	
AP0005	Reg	0.0	0	30	0/0,n/30	

Goto, Enter = edit, Append

Company H Verify

To edit an existing terms code, perform the following steps:

1. Use the arrow keys to place the cursor at the terms code you want to change.
2. Press **Enter**. You can edit the **Type**, **Percent**, **Discount Days**, **Net Due Days**, or **Description** fields for the term code.

Deleting a Terms Code

To delete an existing terms code, perform the following steps:

1. Use the arrow keys to place the cursor at the terms code you want to delete.
2. Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the **Delete** command again to confirm deleting the terms code.

Setting Up And Maintaining Distribution Codes

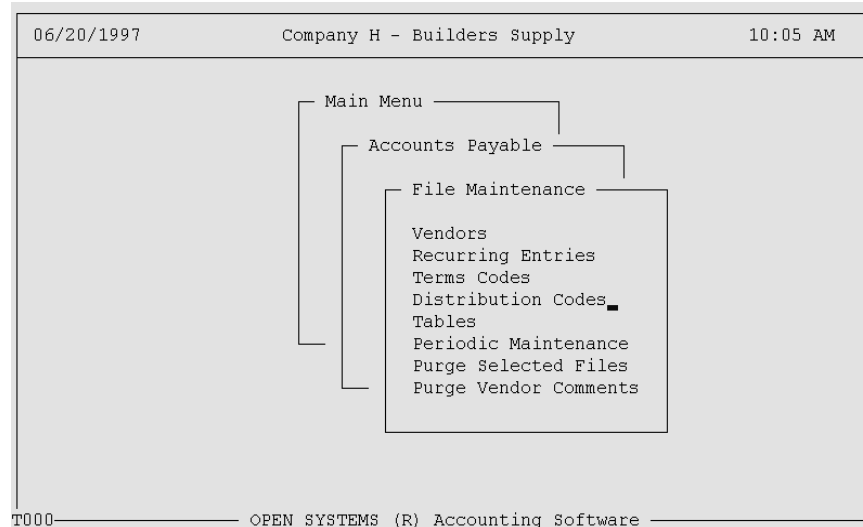
Distribution Codes are used to create a set of general ledger accounts used for:

- payables
- sales tax
- freight
- miscellaneous expenses

A default distribution code must be entered in each vendor record. When transactions for that vendor are processed, the set of accounts assigned to the default distribution code are used for the transaction.⁸

To add or change codes for your general ledger distribution accounts, or to set up a selection of different accounts payable accounts, select the Distribution Codes function on the File Maintenance menu.

AP File Maintenance Menu Screen



⁸ When upgrading from very early versions of Accounts Payable, a distribution code **01** is created using the accounts from the old APGL table. The distribution code **01** is then inserted in each vendor record as the default distribution code.

Adding a Distribution Code

Distribution Codes Screen

Distribution Codes

Distribution Code 01

Description	Standard	A/P Vendors
GL Accounts:		
Payables	200000	ACCOUNTS PAYABLE - TRADE
Sales Tax	203800	SALES TAX PAYABLE
Freight	503000	FREIGHT IN
Miscellaneous	999900	SUSPENSE

Verification

Press <PgDn> to proceed

- To add a Distribution Code, enter the following information:

Field	Description
Distribution Code	Enter the two-character code used for the set of general ledger accounts.
Description	Enter a description for the set of general ledger accounts.
GL Accounts:	If Accounts Payable is interfaced with General Ledger, use the Inquiry command, F2 or Esc W , to select an account from the list that appears.
Payables	Enter the accounts payable account for the set of accounts.
Sales Tax	Enter the general ledger account to use for sales tax for the set of accounts.
Freight	Enter the general ledger account to use for freight expense for the set of accounts.
Miscellaneous	Enter the general ledger account to use for miscellaneous expense for the set of accounts.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the distribution code.

Editing a Distribution Code

To edit an existing Distribution Code, perform the following steps:

1. In the **Distribution Code** field, enter the Distribution Code or use the **Inquiry** command, **F2** or **Esc W**, to select the code from a list.
2. Change any of the information in the **Description** or **GL Accounts** fields.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the changes made to the distribution code.

Deleting a Distribution Code

To delete a Distribution Code, perform the following steps:

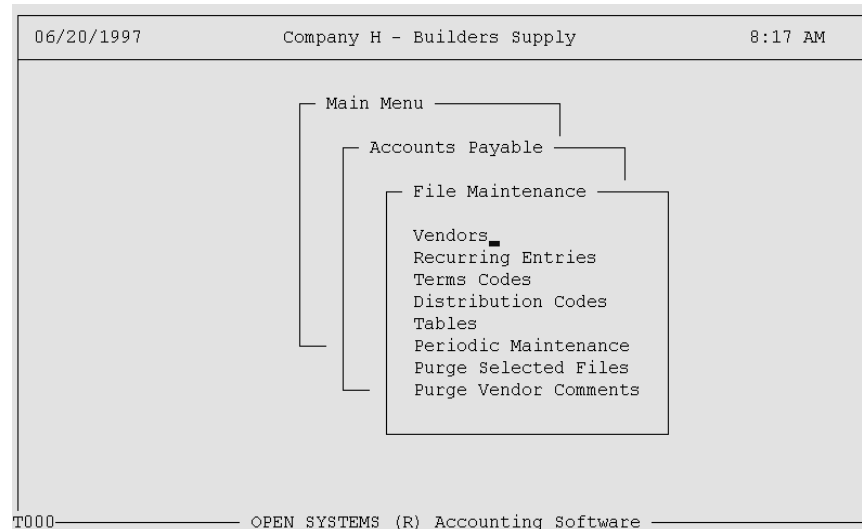
1. In the **Distribution Code** field, enter the Distribution Code or use the **Inquiry** command, **F2** or **Esc W**, to select the code from a list.
2. Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the **Delete** command again to confirm deleting the distribution code.

Setting Up And Maintaining Vendors

Located on the File Maintenance menu, this function is used to set up and maintain information for the vendors the company does business with. Each vendor's record contains the vendor's name, address, the pay-to name and address, 1099 information, purchase and payment histories, and comments made about the status of the vendor's account.

After all the vendor information is entered, print the Vendor Detail List to verify the information and to retain a hard copy.

AP File Maintenance Menu Screen



When the Vendors function is selected on the File Maintenance menu, the Vendor Information Selection screen appears.

Vendor Information Selection Screen

Vendors

Vendor ID BOR001
Vendor Name BORIS CONSTRUCTION COMPANY

Do you want to maintain:

General Information	YES
History Information	YES
Vendor Comments	YES

Verification

Press <PgDn> to proceed

Each vendor's record consists of the following three types of information:

- **General Information** - vendor address, pay to information, terms code, distribution code, tax group, default GL account, and 1099 set up information
- **History Information** - last purchase and payment information, purchases, payments, discount and 1099 history for Last Year and Period-, Quarter-, and Year to Date.
- **Vendor Comments** - internal comments on the vendor's account.

Select **YES** for the type of information you need to work with.

Adding a Vendor

Vendor Information Selection Screen With Copy From Prompt

Vendors

Vendor ID DOM001 Copy from [REDACTED]

Vendor Name

Do you want to maintain:

General Information	YES
History Information	NO
Vendor Comments	NO

Company H Inquiry Verify

To add a vendor, perform the following steps:

1. Enter the ID for the new vendor. The **Copy from** field appears.
You can copy the General Information from an existing vendor and then edit the appropriate fields. The **Inquiry** command, **F2** or **Esc W**, is available to select the vendor to copy from.
Or, press **Enter** to skip over the **Copy from** field.
2. General Information must be entered for a new vendor and the setting defaults to **YES**.
Select whether to enter History information or Vendor Comments when adding the vendor.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to move to the first information screen selected.

GENERAL INFORMATION SCREEN**Vendor General Information Screen**

General Information	
Vendor ID BOR001	Terms Code AP0005 0/0,n/30
Name BORIS CONSTRUCTION COMPANY	Reg .0% 0 DAYS NET 30
Address 1 34 EAST MOCKINGBIRD LANE	
Address 2	Distribution Code 01
Address 3	Vendor Class PROD
Ct/St/Cou EDEN PRAIRIE MN	Payment Priority 0
Zip Code 55344-0034	Vendor Hold? NO
Phone No (612) 458-2423 Fax (612) 458-5455	Tax Group CA
Contact JULIE C.	GL Account 104400
Our Acct	INVENTORY - FINISHED GOODS
Pay to:	1099:
Name BORIS CONSTRUCTION COMPANY	Form Code No form
Address 1 34 EAST MOCKINGBIRD LANE	Recipient ID
Address 2	Field Indic
Address 3	Foreign Addr? NO
Ct/St/Cou EDEN PRAIRIE MN	2nd TIN Not? NO
Zip Code 55344-0034	
Phone No (612) 458-5455	Amount Due 42216.33
Attention A/R	Amount Prepaid .00
No form, Individual, Business	
Company H	Verify

1. Enter the following information:

Field	Description
Basic Information	Enter the vendor name, address, phone number, fax number, and contact.
Our Acct	Enter the account number the vendor uses to identify the company. This account number is printed on the remittance stub of checks.
Pay to	<p>Information entered here is used to print checks. The attention line is printed on labels. Enter pay-to information for the vendor if it is different from the name and address entered above.</p> <p>If the Pay to information is blank, the name and address entered above is printed on the check</p>
Terms Code	<p>Enter the terms code that identifies the discount and terms received from the vendor. If the vendor does not give terms for a discount, press Enter to skip the Terms Code field.</p> <p>The Inquiry command, F2 or Esc W, is available to select the code from a list.</p> <p>Use the Maintenance command, F6 or Esc F, to edit or add a terms code for the terms you receive from the vendor.</p>

Field	Description
Distribution Code	<p>Enter the distribution code that identifies the payables, sales tax, freight, and miscellaneous GL accounts that are posted to when transactions are entered for the vendor. A distribution code is required for each vendor.</p> <p>Use the Inquiry command, F2 or Esc W, to select the code from a list.</p> <p>Use the Maintenance command, F6 or Esc F, to add a new distribution code or edit an existing one.</p>
Vendor Class	Enter the class for the vendor--classes are used to group vendors. Vendor classes are not predefined in the system; this is a user-defined field. The Purchase History Report can be sorted by vendor class.
Payment Priority	Enter a payment priority code. Payment priorities are not predefined in the system; this is a user-defined field. The Payment Priority field can be used as a selection criteria when printing the Open Invoice List and/or using the Change Open Invoice Status function.
Vendor Hold?	Enter YES to place the vendor on hold; otherwise enter NO . When this field is set to YES, the invoices for the vendor cannot be paid.
Tax Group	<p>Enter a default Tax Group for the Vendor or use the Inquiry command, F2 or Esc W, to select one from a list⁹.</p> <p>The Tax Group entered here defaults into the header of transactions processed for the vendor. It can be changed.</p> <p>The Maintenance command, F6 or Esc F, is available to add a new Tax Group if necessary.</p>
GL Account	<p>Enter the general ledger account to <i>debit</i> when you purchase items from this vendor. The account number entered here is displayed when purchase transactions are entered and can be changed.</p> <p>If Accounts Payable is interfaced with General Ledger, the Inquiry command, F2 or Esc W, is available to select the account number from a list.</p>

⁹ Tax Groups are set up using the Tax Group function on the Application Setup menu in Resource Manager.

Vendor General Information Screen

General Information	
Vendor ID BOR001	Terms Code AP0005 0/0,n/30
Name BORIS CONSTRUCTION COMPANY	Reg .0% 0 DAYS NET 30
Address 1 34 EAST MOCKINGBIRD LANE	
Address 2	Distribution Code 01
Address 3	Vendor Class PROD
Ct/St/Cou EDEN PRAIRIE MN	Payment Priority 0
Zip Code 55344-0034	Vendor Hold? NO
Phone No (612) 458-2423 Fax (612) 458-5455	Tax Group CA
Contact JULIE C.	GL Account 104400
Our Acct	INVENTORY - FINISHED GOODS
Pay to:	1099:
Name BORIS CONSTRUCTION COMPANY	Form Code No form
Address 1 34 EAST MOCKINGBIRD LANE	Recipient ID
Address 2	Field Indic
Address 3	Foreign Addr? NO
Ct/St/Cou EDEN PRAIRIE MN	2nd TIN Not? NO
Zip Code 55344-0034	
Phone No (612) 458-5455	Amount Due 42216.33
Attention A/R	Amount Prepaid .00
No form, Individual, Business	
Company H	Verify

Field	Description
-------	-------------

1099:

Form Code

Select one of the following:

I - if the vendor requires a 1099 form and files as an individual.

B - if the vendor requires a 1099 form and files as a business.

N - if this vendor does not require a 1099 form.

If **I** or **B** is selected, you can choose which invoices update the 1099 payments amount field as transactions are entered or by using the Hold/Release function.

When you change the form code for a vendor from **I** or **B** to **N**: If the vendor has a value other than zero in the 1099 Payments Year-to-Date or 1099 Payments Last Year fields, a warning message displays telling you that 1099 payments exist for the vendor.

If you don't want the vendor to receive a 1099-MISC form, change the values in the 1099 Payments Year-to-Date and the 1099 Payments Last Year fields on the Vendor History screen to zero

Recipient ID

If the vendor receives a 1099-MISC form, enter the taxpayer identification number (TIN).

Vendor General Information Screen

General Information	
Vendor ID TH0001	Terms Code AP0004 2/10,n/30
Name THOMPSON HEATING &	Reg 2.0% 10 DAYS NET 30
Address 1 AIR CONDITIONING	Distribution Code 01
Address 2 P.O. BOX 99388	Vendor Class PROD
Address 3	Payment Priority 0
Ct/St/Cou MINNEAPOLIS MN	Vendor Hold? NO
Zip Code 55555-0545	Tax Group CA
Phone No (666) 545-5454 Fax (666) 545-8785	GL Account 104400
Contact JODY JOHNSON	
Our Acct	
Pay to:	1099:
Name	Form Code Business
Address 1	Recipient ID 12-4589888
Address 2	Field Indic 9 - Direct Sales
Address 3	Foreign Addr? NO
Ct/St/Cou	2nd TIN Not? NO
Zip Code	
Phone No	Amount Due 164361.49
Attention	Amount Prepaid .00
Valid entries are 1-3, 5-9, A AND C.	
Company H	

Field

Description

Field Indic

Enter the field indicator that corresponds to the box number on the 1099-MISC form where the year-to-date payments amount is printed:

1 rents

2 royalties

3 other income

5 fishing boat proceeds

6 medical and health care payments

7 nonemployee compensation

8 payments in lieu of dividends or interest

9 direct sales

A crop insurance proceeds

C gross attorney fees

Foreign Addr?

Enter **NO** if this vendor does not have a foreign address; otherwise, enter **YES**.

2nd TIN Not?

If the IRS notified your company at least twice in the past three years that the vendor's tax identification number is incorrect, enter **YES**; otherwise enter **NO**.

Amount Due

Leave these fields blank when you set up a vendor. The system updates these fields as you post transactions and payments.

Amount Prepaid

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the information and move to the next

screen selected.

HISTORY INFORMATION SCREEN

The History Information screen displays purchase and payment history for the vendor. The information is updated when you post transactions and payments. If you are using the summary method to enter initial balances for vendors and this information is available, enter it on this screen when you set up your vendors.

Vendor History Information Screen

History Information				
Vendor ID	BOR001			
Name	BORIS CONSTRUCTION COMPANY			
	Date	Amount	Number	
Last Purchase	11/17/1995	17080.84	00001208	
Last Payment	10/27/1995	124661.72	0012488	
	Period to Date	Qtr to Date	Year to Date	Last Year
Purchases	25135.49	42216.33	187039.36	109402.29
Payments	.00	124661.72	144823.03	109402.29
Discounts Taken	.00	.00	.00	.00
Discounts Lost	.00	.00	.00	.00
1099 Payments			.00	.00
Company H Verify				

If history information is available for the vendor, perform the following tasks:

1. Enter the purchase, payments, discounts taken, and discounts lost amounts for the vendor in the appropriate columns: **Period to date**, **Qtr to date**, **Year to Date**, and **Last Year**.

The period-to-date amounts are cleared when the Period-End Maintenance selection is used in the Periodic Maintenance function on the File Maintenance menu.

When the Quarter-End Maintenance selection is used, the **Period-** and the **Quarter to Date** amounts are cleared.

When Year-End Maintenance is selected, the **Year to Date** amounts are transferred to the **Last Year** column and the **Period-**, **Quarter-**, and **Year to Date** amounts are cleared.

2. If the vendor receives a 1099 form, enter the **Year to Date** and **Last Year** 1099 payment amounts.

The Periodic Maintenance function allows you to select whether the 1099 Payments value displayed in the **Year to Date** column is moved to the **Last Year** column during period-, quarter-, or year-end processing. Then, when 1099 forms are printed, you can select whether to use the values displayed in the **Year to Date** or **Last Year** column to print on the forms.

3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the history information and move to the next screen selected.

Recording Initial Balances for Vendors

You can use the summary method or the detail method to set up the initial vendor balances and open invoices. The summary method is quicker than the detail method, but it doesn't provide complete purchasing history. The detail method provides complete purchasing history, but it's more time-consuming than the summary method.

Summary Method

1. Use the Vendors function to enter summary amounts in the period-, quarter-, and year-to-date and last-year purchases and payment history fields for each vendor--if you have these amounts available.
2. Use the Purchases and Miscellaneous Debits functions to enter outstanding invoices. If you made payments against the invoices, enter them in the **Amt Paid** field on the totals screen.
3. Print the Purchase and Miscellaneous Debits Journals. Select Edit Transactions to correct any mistakes.
4. Post the outstanding transactions you entered in step 2 to build the Open Invoice file.
5. Use the Enter Material Requisitions and Return Material Requisitions functions to enter outstanding requisitions.
6. Print the Material Requisitions Journal. Select Change Material Requisitions to correct any mistakes.
7. Post the requisitions.
8. Use the functions on the Pay Invoices menu to prepare and post checks for prepaid invoices.

Detail Method

1. Leave the history fields (except last-year values) in the vendor records blank.
2. Use the Purchases and Miscellaneous Debits functions to enter the invoices for the first general ledger period. If you made payments against the invoices, enter them in the **Amt Paid** field on the Totals/Payments screen.
3. Print the Purchases and Miscellaneous Debits Journals. Select Edit Transactions to correct any mistakes.
4. Post the transactions you entered in step 2.
5. Use the Enter Material Requisitions and Return Material Requisitions functions to enter requisitions and returned requisitions for the first general ledger period.
6. Print the Material Requisitions Journal. Select Change Material Requisitions to correct any mistakes.
7. Post the requisitions you entered in step 5.
8. Repeat steps 2-7 for subsequent periods until you reach the current date.
9. Use the functions on the Pay Invoices menu to prepare and post checks for any prepayments you entered.

VENDOR COMMENTS

The Vendor Comments section lets you view or edit existing comments, or add and insert new ones.

Vendor History Screen With Vendor Comments Window

History Information			
Vendor ID	BOR001		
Name	BORIS CONSTRUCTION COMPANY		
Vendor Comments			
Vendor ID	BOR001	Ref:	
Name	BORIS CONSTRUCTION COMPANY	End Date	/ /
Date	Ref	Seq	Comment

1. Enter the following information to add or edit vendor comments:

Field	Description
Vendor ID and Vendor Name	The vendor you are currently working with is displayed.
Ref	<p>The terminal ID is displayed.</p> <p>Press Enter to work with comments entered with this reference ID only, or change the reference ID and press Enter.</p> <p>To work with all comments, clear the field and press Enter.</p>
End Date	Enter the date of the comment you want to work with, or leave the field blank and press Enter to work with all comments

The comments that match the criteria you entered are displayed.

They are sorted by date, sequence number and then reference ID. The most recent date is listed first.

Vendor History Information Screen With Vendor Comment Window

History Information			
Vendor ID	BOR001		
Name	BORIS CONSTRUCTION COMPANY		
Vendor Comments			
Vendor ID	BOR001	Ref:	
Name	BORIS CONSTRUCTION COMPANY	End Date	
Date	Ref	Seq	Comment
11/30/1994	0	001	VENDOR AGREED TO SEND CREDIT MEMO.
05/12/1994	1	001	REQUESTED NEW PAYMENT DATE
05/12/1994	1	002	VENDOR DEMANDS PAYMENT BY 5-20-89.
(N)ew Ref, (H)ome, (A)dd/Insert, (E)dit			

The command options available are listed at the bottom of the screen:

Command**Action**

(N)ew Ref

Press **N** to move the cursor to the **Ref** field to enter a new reference ID or a new date.

(H)ome

Use **H** to return to the first comment for the reference ID and date selected.

(A)dd/Insert

Press **A** to add or insert a comment.

(E)dit

Use **E** to edit a comment.

Other Command Bar Options

If there is more than one screen of comments for the vendor, additional command bar options are listed.

Vendor History Information Screen With Vendor Comment Window

Vendors			
Vendor ID	BOR001		
Vendor Name	BORIS CONSTRUCTION COMPANY		
Vendor Comments			
Vendor ID	BOR001	Ref:	
Name	BORIS CONSTRUCTION COMPANY	End Date	
Date	Ref	Seq	Comment
03/25/1996	000	001	CRDT MEMO FOR INV 9902 NOT REC'D FOR 3/96 PYMNT
11/15/1995	000	001	BORIS CALLED, OCT PYMNT NOT REC'D. REISSUE CHECK
07/30/1995	000	001	DEPOSIT FOR PO#55921 SCHEDULED 8/5/95
04/05/1995	000	001	CRDT MEMO REC'D FOR INV 6641, PYMNT SCHEDULED.
03/09/1995	000	001	RETURNING GOODS ON INVOICE 6641. CRDT MEMO TO COME
01/15/1995	000	001	CREDIT MEMO REC'D. CHECK SCHEDULED FOR NEXT WEEK.
12/12/1994	0	001	SPOKE TO JOAN. CREDIT MEMO NOT REC'D FOR INV 2345
11/30/1994	0	001	VENDOR AGREED TO SEND CREDIT MEMO.
06/22/1994	0	001	CALLED BORIS. CREDIT NOT REC'D FOR 3/23/94 RETURN
05/12/1994	1	001	REQUESTED NEW PAYMENT DATE
-			
More comments... (L)ine Down, (P)age Down, (O)ptions			

The hot key used to activate the command is shown inside the parentheses.

Command Action

Command Action

- (L)ine Press **L** to scroll the comments down one line at a time.
- (P)age Down Use **P** to scroll the comments down one page at a time.
- (O)ptions Press **O** to display the New Ref, Home, Add/Insert, and Edit options.

Adding or Inserting a Comment

The (A)dd command option is used to insert or add a comment for the vendor.

Vendor Comments Screen With Add/Insert Window

History Information				
Vendor ID BOR001				
Name BORIS CONSTRUCTION COMPANY				
Vendor Comments				
Vendor ID BOR001		Ref:		
Name BORIS CONSTRUCTION COMPANY		End Date		
Date	Ref	Seq	Comment	
11/30/1994	0	001	VENDOR AGREED TO SEND CREDIT MEMO.	
06/22/1994	0	001	CALLED BORIS. CREDIT NOT REC'D FOR 3/23/94 RETURN	
05/12/1994	1	001	REQUESTED NEW PAYMENT DATE	
05/12/1994	1	002	VENDOR DEMANDS PAYMENT BY 5-20-89.	
Add/Insert				
Date: 12/12/1994		Ref: 0		Seq No:001
Comment: SPOKE TO JOAN. CREDIT MEMO NOT REC'D FOR INV 2345				
(N)ew Ref, (H)ome, (A)dd/Insert, (E)dit				

Perform the following tasks to add or insert a comment:

1. Press **A** to add or insert a comment.
2. The system date is displayed if this is the first time you are entering vendor comments in this session. Press **Enter** to accept the date displayed, or enter a different date.
3. Enter the reference ID used for the comment. If this is the first comment added for the date selected, **1** defaults for the sequence number. If other comments have been added previously, the next sequence number is displayed.

To insert a comment, enter the sequence number of the position where the new comment is to appear. The comments after the inserted comment are resequenced.

4. Enter the comment. When you press **Enter**, the comment is saved and inserted in the proper sequence.

Vendor History Information Screen With Vendor Comments Window

History Information			
Vendor ID	BOR001		
Name	BORIS CONSTRUCTION COMPANY		
Vendor Comments			
Vendor ID	BOR001	Ref:	
Name	BORIS CONSTRUCTION COMPANY	End Date	
Date	Ref	Seq	Comment
12/12/1994	0	001	SPOKE TO JOAN. CREDIT MEMO NOT REC'D FOR INV 2345
11/30/1994	0	001	VENDOR AGREED TO SEND CREDIT MEMO.
06/22/1994	0	001	CALLED BORIS. CREDIT NOT REC'D FOR 3/23/94 RETURN
05/12/1994	1	001	REQUESTED NEW PAYMENT DATE
05/12/1994	1	002	VENDOR DEMANDS PAYMENT BY 5-20-89.
(N)ew Ref, (H)ome, (A)dd/Insert, (E)dit			

The comment "SPOKE TO JOAN. CREDIT MEMO NOT REC'D FOR INV 2345" was added.

Editing A Comment

The (E)dit command option is used to edit an existing comment.

Vendor Comments Screen With Edit Window

History Information												
Vendor ID	BOR001											
Name	BORIS CONSTRUCTION COMPANY											
Vendor Comments												
Vendor ID	BOR001	Ref:										
Name	BORIS CONSTRUCTION COMPANY	End Date										
Date	Ref	Seq	Comment									
12/12/1994	0	001	SPOKE TO JOAN. CREDIT MEMO NOT REC'D FOR INV 2345									
11/30/1994	0	001	VENDOR AGREED TO SEND CREDIT MEMO.									
06/22/1994	0	001	CALLED BORIS. CREDIT NOT REC'D FOR 3/23/94 RETURN									
05/12/1994	1	001	REQUESTED NEW PAYMENT DATE									
05/12/1994	1	002	VENDOR DEMANDS PAYMENT BY 5-20-89.									
<table border="1"> <thead> <tr> <th colspan="3">Edit</th> </tr> </thead> <tbody> <tr> <td>Date: 11/30/1994</td> <td>Ref: 0</td> <td>Seq No:001</td> </tr> <tr> <td colspan="3">Comment: VENDOR AGREED TO SEND CREDIT MEMO.</td> </tr> </tbody> </table>				Edit			Date: 11/30/1994	Ref: 0	Seq No:001	Comment: VENDOR AGREED TO SEND CREDIT MEMO.		
Edit												
Date: 11/30/1994	Ref: 0	Seq No:001										
Comment: VENDOR AGREED TO SEND CREDIT MEMO.												
(N)ew Ref, (H)ome, (A)dd/Insert, (E)dit												

Perform the following tasks to edit an existing comment:

1. Press **E** to use the Edit command.
2. Enter the date, reference ID, and sequence number for the comment you want to edit.
3. The text of the comment appears in the Edit Window and can be changed.
4. When you press **Enter**, the changes to the comment are saved.

Deleting a Comment

Perform the following tasks to delete a comment:

1. Enter the date, reference ID, and sequence number for the comment you want to delete.
2. The text of the comment appears.
3. Use the **Delete** command, **F3** or **Esc D**. Subsequent comments for the vendor with the same date and reference ID as the one deleted are resequenced.

When you have finished working with the vendor comment information, use the **Exit** command, **F7** or **Esc M**, to return to the Vendor Information Selection screen.

Editing Vendor Information

The Vendor function on the File Maintenance menu is also used to edit information for an existing vendor.

Vendor Information Selection Screen

```

Vendors

Vendor ID      BOR001
Vendor Name    BORIS CONSTRUCTION COMPANY

Do you want to maintain:

General Information  YES
History Information  YES
Vendor Comments     YES

Verification
Press <PgDn> to proceed
```

Perform the following tasks to edit information for a vendor:

1. On the Vendor Information Selection screen, enter the ID for the vendor you need to edit, or use the **Inquiry** command, **F2** or **Esc W**, to select the vendor ID from a list.
2. Select the information to be edited: General Information, History Information, Vendor Comments.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to move to the first screen selected.
4. For detailed information on the fields for each screen selected, refer to the section for the screen in the Adding A Vendor section of this manual.

Deleting a Vendor

Perform the following tasks to delete a vendor:

1. On the Vendor Information Selection screen, enter the ID of the vendor you want to delete, or use the **Inquiry** command, **F2** or **Esc W**, to select the vendor ID from a list.
2. Use the **Delete** command, **F3** or **Esc D**, to delete the vendor.

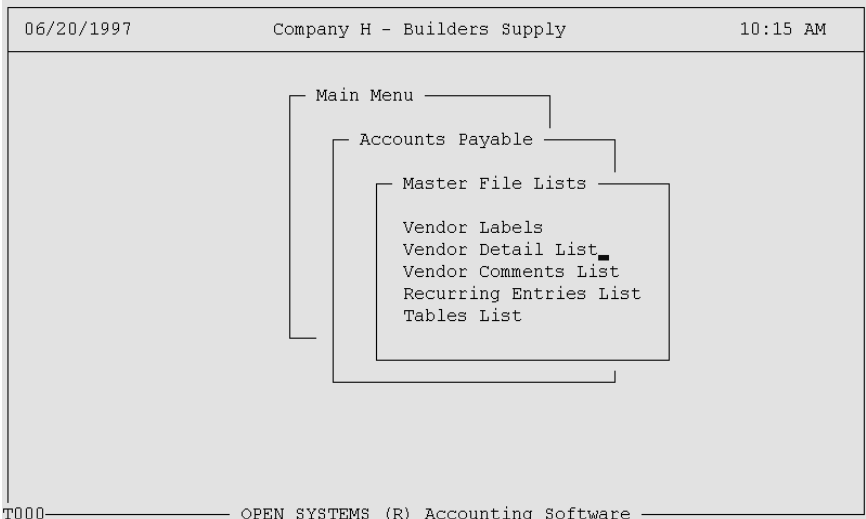
If the vendor has open invoices, transactions, or open orders the vendor cannot be deleted.

Printing A Vendor Detail List

After setting up the vendors, use the Vendor Detail List function to print a list of each vendor's information. This report includes each vendor's name and address, pay-to name and address, purchasing information, and 1099 information.

To print this report, select Master File Lists from the AP menu.

AP Master File Lists Menu Screen



Then, select the Vendor Detail List function from the Master File Lists menu.

The Vendor Detail List selection screen appears.

Vendor Detail List Selection Screen

Vendor Detail List

Pick Vendor ID From ACE001
Thru EDD001

Print By:
1. Vendor ID
2. Vendor Name
1

Output device - (P)rinter p(R)eview (F)ile (E)nd

Make the following selections:

Selection	Description
Pick	
Vendor ID From/Thru	Enter a range of vendor IDs to include in the report. The Inquiry command, F2 or Esc W , is available to select the vendor IDs from a list If the From and Thru fields are left blank, all vendors are included on the list.
Print By:	
1. Vendor ID	Select 1 to sort vendors on the report in Vendor ID order.
2. Vendor Name	Select 2 to sort vendors on the report by the vendor name.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(E)nd - to exit from the selection screen without printing the report

Vendor Detail List

06/24/1997 2:08 PM	Builders Supply Vendor Detail List By Vendor ID	Page 1		
ACE001 ACE PLUMBING SUPPLY COMPANY 6769 GOLDEN GATE DRIVE	PAY TO: ACE PLUMBING SUPPLY COMPANY 32 VENTON BLVD			
SAN FRANCISCO CA 35454-5548 Contact: BILL HUMPHREY Phone: (309) 555-5321 Fax: (309) 555-5488	OAKLAND CA 92342-0032 Attn: ACCOUNTS RECEIVABLE Phone: (309) 555-0399 Our Acct:			
Payment Priority: 0 GL Account: 104000 Vendor Class: PROD Vendor Hold? No Distrib Code: 01	1099: Form Code: N No form Recipient ID: Field Indicator: Foreign Address? No 2nd TIN Not? No			
Terms Code: AP0003 1/10,n/30 Reg 1.0% 10 DAYS NET 30 Tax Group: CA				
Amount Due: 281606.85	Amount Prepaid: 112919.58			
Last Purchase 12/21/1995 Last Payment 07/27/1995	Amount 3380.61- 42415.70	Number 00046017 0012321		
Year	Period to Date	Qtr to Date	Year to Date	Last
Purchases	209059.35	323119.53	807946.27	
712995.11				
Payments	.00	.00	432994.13	
688518.85				
Discounts Taken	.00	.00	428.44	
4473.53				
Discounts Lost	.00	.00	4847.76	
388.76				
1099 Payments			.00	
.00				
End of Report				

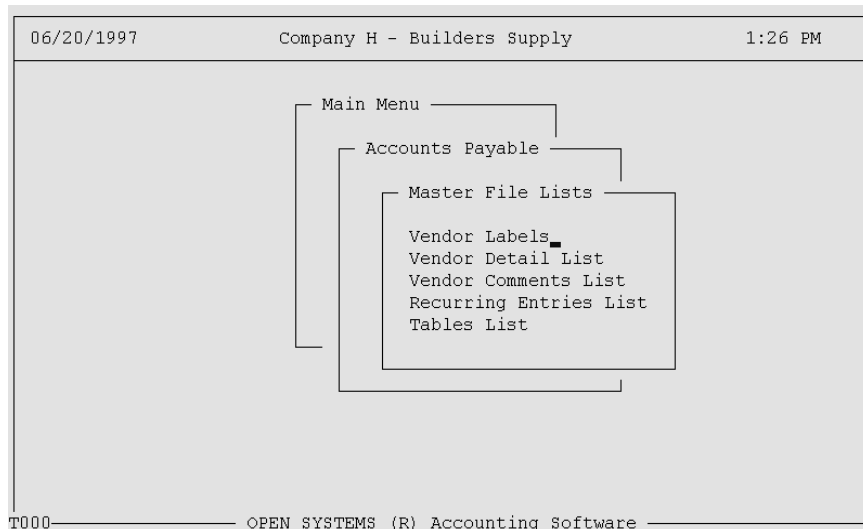
Printing Vendor Labels

Several types of labels can be printed for vendors:

- standard labels
- mailing labels that use either the vendor address or the pay-to address
- labels printed to paper as a phone list of vendors.

To print labels, select Master File Lists from the AP menu.

AP Master File Lists Menu Screen



Then, select the Vendor Labels function from the Master File Lists menu.

The Vendor Labels selection screen appears.

Vendor Labels Selection Screen

Vendor Labels	
Pick Vendor ID From	ACE001
Thru	JOH001
Print By:	
1. Vendor ID	
2. Vendor Name	
1	
Label Type:	
1. Standard 15/16 x 3 1/2	
2. Standard 1 7/16 x 3 1/2	
3. Mailing - Vendor Address	
4. Mailing - Pay-to Address	
1	
Print Phone Number?	NO
Output device - (P)rinter p(R)evieW (F)ile (■)nd	

Make the following selections

Selection**Description**

Pick

Vendor ID From/Thru

Enter the range of the vendor IDs to print labels for, or to include on a list.

The **Inquiry** command, **F2** or **Esc W**, is available to select the vendor IDs from a list.

Leave the **From** and **Thru** fields blank to print labels for all vendors--or to include all vendors on a list.

Print By:

1. Vendor ID

Select **1** to sort the labels, or vendors on the list, by the vendor ID.

2. Vendor Name

Select **2** to sort the labels, or vendors on the list, by the vendor name.

Label Type:

1. Standard 15/16 x 3 1/2

Select **1** if you are using this standard label size.

2. Standard 1 7/16 x 3 1/2

Select **2** if you are using this standard label size.

3. Mailing - Vendor Address

Select **3** if you want to print the attention line, company name, and the vendor address stored in the vendor's record on a mailing label.

4. Mailing - Pay-to Address Select **4** if you want to print the attention line, company name and the Pay-to address stored in the vendor's record on a mailing label.¹⁰

Print Phone Number? Select **YES** to print the vendor's phone number on the label or list; otherwise select **NO**.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(E)nd - to exit from the selection screen without printing the report

Vendor Labels

ACE001
ATTN: ACCOUNTS RECEIVABLE
ACE PLUMBING SUPPLY COMPANY
6769 GOLDEN GATE DRIVE
SAN FRANCISCO CA 35454-5548

ATT001
ATLANTIS TELEPHONE CO.
49838 65 ST N. SUITE 498
MINNEAPOLIS MN 49848-3939

BOR001
ATTN: A/R
BORIS CONSTRUCTION COMPANY
34 EAST MOCKINGBIRD LANE
EDEN PRAIRIE MN 55344-0034

CLE001
CLEVELAND INTERIORS, INC.
4662 SE MAIN
CLEVELAND OH 54566-5789

EDD001
EDDY APPLIANCE CO.
27861 W. 93RD AVENUE
HIGHWAY 46
SOUTH BEND IN 20299-5545

ELL001
ELLIS ELECTRICAL SUPPLY
P.O. BOX 34002
NEW YORK NY 11111

¹⁰ If the Pay-to address information for a vendor has been left blank, the system uses the vendor name and address information to print the label.

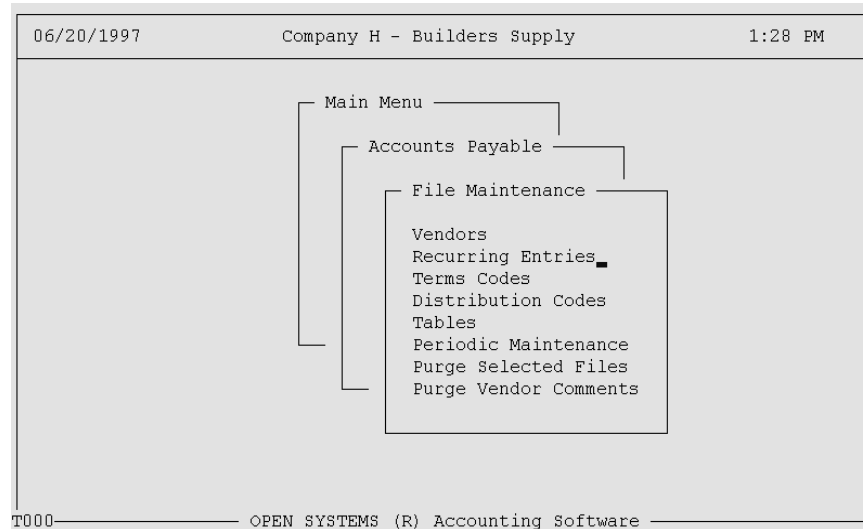
Setting Up And Maintaining Recurring Entries

Use the Recurring Entries function to set up transactions that require the same payment on a regular schedule. Examples of recurring entries are loan or insurance payments, service contracts or maintenance fees.¹¹

A group of recurring entries can be copied to the transaction files all at once instead of entering each individual transaction every time a payment is due. By assigning a run code to each recurring entry, groups of recurring entries can be processed on different payment schedules.

To set up recurring entries, select Recurring Entries on the File Maintenance menu.

AP File Maintenance Menu



The Recurring Entries Transaction Type menu appears.

¹¹ In Accounts Payable, Inventory items cannot be included as line-items for recurring entry transactions.

Recurring Entries Transaction Type Menu Screen

Recurring Entries			
Vendor ID		Recurring No	
Invoice No	PO Number	Run Code	
Header Information			st
Recurring No			
Vendor ID	Transaction Type		
	1. Recurring Entries	00	
	2. Edit Recurring Entries	00	
	<input type="checkbox"/>		
Invoice No		Total Payments	0
PO Number		Remaining Payments	0
Terms Code	Type)
Terms Desc			
Terms % .0 Days	Net Days	1099? NO	al
Company H Verify			

Adding a Recurring Entry

Select **1. Recurring Entries** from the Transaction Type menu to set up a new recurring entry.

Recurring Entries Transaction Type Menu Screen

Recurring Entries			
Vendor ID		Recurring No	
Invoice No	PO Number	Run Code	
Header Information			st
Recurring No			
Vendor ID	Transaction Type		
	1. Recurring Entries	00	
	2. Edit Recurring Entries	00	
	<input type="checkbox"/>		
Invoice No		Total Payments	0
PO Number		Remaining Payments	0
Terms Code	Type)
Terms Desc			
Terms % .0 Days	Net Days	1099? NO	al
Company H Verify			

The Recurring Entries Header Information screen appears.

ENTERING RECURRING ENTRY HEADER INFORMATION

Recurring Entries Header Information Screen

Recurring Entries			
Vendor ID	Invoice No	PO Number	Recurring No Run Code
Header Information			st
Recurring No R0000001			
Vendor ID JON001 JONES REALTY COMPANY 12 N. BROADWAY CIRCLE SUITE 23		Run Code 1 Tax Group CA Starting Balance 24000.00 Remaining Balance 24000.00	
MINNEAPOLIS MN	60343-0012	Starting Date	01/01/1997
Invoice No 010193		Cutoff Date	12/31/1997
PO Number 010193			
Terms Code AP0001	Type Reg	Total Payments	12
Terms Desc 0/30,n/30		Remaining Payments	12)
Terms % .0 Days 30	Net Days 30	1099? YES	al
Verification			
Press <PgDn> to proceed			

1. Enter the following header information for the recurring entry:

Field	Description
Recurring No	Enter a number used to identify the recurring entry.
Vendor ID	Enter the vendor's ID, or use the Inquiry command, F2 or Esc W , to select it from a list. You cannot enter recurring entries for temporary vendors. The Maintenance command, F6 or Esc F , is available to add a new vendor.
Invoice No	If an invoice number is associated with this recurring entry payable, enter the invoice number. Or, press Enter to skip this field.
PO Number	Enter the purchase order number associated with this recurring entry transaction. A purchase order number is required.
Terms Code	The terms code from the vendor's record defaults into this field. Press Enter to accept it, enter a different terms code, or use the Inquiry command, F2 or Esc W , to select one from a list. The Maintenance command, F6 or Esc F , is available to edit an existing terms code or to add a new one.
Run Code	Enter a run code for the recurring entry. The valid entries are 01 thru 99 . The Run Code is used to copy recurring entries to the transaction files. Use the same run code for entries that you want to copy at the same time. For example, you could use run code 01 for all of the recurring entries you copy on the first day of each month, 15 for all of the recurring entries you copy on the fifteenth day of each month, and so on.
Tax Group	The Tax Group from the vendor's record defaults into the field. Press Enter to accept it, or enter a different Tax Group. The Inquiry command, F2 or Esc W , is available to select one from a list. The Maintenance Command, F6 or Esc F , is available to create a new Tax Group, if needed.
Starting Balance*	Enter the original amount of the payable. For example, for a loan, enter the original amount of the loan.
Remaining Balance*	Enter the amount that remains to be paid. The amount of the recurring entry is subtracted from this value each time the recurring entry is copied to the transaction files. When the remaining balance equals zero, the recurring entry is no longer copied.

Recurring Entries Header Information Screen

* This field is optional and does not require an entry. Press **Enter** to move to the next field.

Recurring Entries			
Vendor ID	Invoice No	PO Number	Recurring No Run Code
Header Information			st
Recurring No R0000001			
Vendor ID JON001 JONES REALTY COMPANY 12 N. BROADWAY CIRCLE SUITE 23		Run Code 1 Tax Group CA Starting Balance 24000.00 Remaining Balance 24000.00	
MINNEAPOLIS MN	60343-0012	Starting Date	01/01/1997
Invoice No 010193		Cutoff Date	12/31/1997
PO Number 010193		Total Payments	12
Terms Code AP0001	Type Reg	Remaining Payments	12
Terms Desc 0/30,n/30)
Terms % .0 Days 30	Net Days 30	1099? YES	al
Verification			
Press <PgDn> to proceed			

Field**Description**

Starting Date*

Enter the date this recurring entry payable should begin to be copied when the Run Code assigned to it is used.

If the system date is before this **Starting Date**, the recurring entry is *not* copied when the Copy Recurring Entries function is used for the assigned Run Code.

Cutoff Date*

Enter the date when the recurring entry should no longer be copied.

A cutoff date is entered when recurring entries are copied to the transaction files. If the date entered on the Copy Recurring Entries screen is after the **Cutoff Date** assigned to the entry, the recurring entry is *not* copied.

The **Cutoff Date** can also be used to delete recurring entries using the Purge Selected Files function on the File Maintenance menu.

Total Payments*

Enter the total number of the payments that should be made for the recurring entry payable.

Remaining Payments*

Enter the number of payments that remain to be made for the recurring entry. One is subtracted from this value each time the Copy Recurring Entries function is used for this recurring entry's run code. When remaining payments equals zero, the recurring entry is no longer copied.

* This field is optional and does not require an entry. Press **Enter** to move to the next field.

Recurring Entries Header Information Screen

Recurring Entries			
Vendor ID	Invoice No	PO Number	Recurring No Run Code
Header Information			st
Recurring No R0000001			
Vendor ID JON001 JONES REALTY COMPANY 12 N. BROADWAY CIRCLE SUITE 23		Run Code 1 Tax Group CA Starting Balance 24000.00 Remaining Balance 24000.00	
MINNEAPOLIS MN	60343-0012	Starting Date 01/01/1997	
Invoice No 010193		Cutoff Date 12/31/1997	
PO Number 010193			
Terms Code AP0001	Type Reg	Total Payments 12)
Terms Desc 0/30,n/30		Remaining Payments 12	
Terms % .0 Days 30 Net Days 30		1099? YES	al
Verification			
Press <PgDn> to proceed			

Field**Description**

1099?

If this vendor is not set up to receive a 1099-MISC form, **NO** is displayed in this field--you cannot change it.

If the vendor is set up to receive a 1099-MISC form, **YES** is displayed. You can change it to **NO** if the recurring entry should not update the 1099 Payments Year-to-Date field.

2. Use the **Proceed** command, **PgDn** or **Esc P**, to save the header information and move to the line-item entry screen.

ENTERING LINE-ITEMS FOR RECURRING ENTRIES**Recurring Entries Append Line Screen**

Recurring Entries			
Vendor ID	JON001	JONES REALTY COMPANY	Recurring No R0000001
Invoice No	010193	PO Number 010193	Run Code 1
Append Line		Entry 001	
Desc	Monthly Lease Payment	GL Account	534001
GL Desc		UTILITIES EXPENSE - MPLS	
		Tax Class	00
Job ID		Quantity	1.0000 month
Phase ID		Unit Cost	2000.0000
Cost Code		Ext Cost	2000.00
Entry (of)			
Subtotal	Sales Tax	Freight	Misc
2000.00	80.00	.00	.00
			Total
			2080.00
Verification			
Press <PgDn> to proceed			

1. Enter the following information for the recurring entry line-item¹².

Field**Description**

Description

Enter a description of the noninventory line-item.

Additional Descriptions

If you elected to use additional descriptions in the Resource Manager Options and Interfaces function¹³, you can enter up to 10 additional description lines of 35 characters each for this line-item.

Recurring Entries Append Line Screen With Additional Descriptions Window

Recurring Entries			
Vendor ID	JON001	JONES REALTY COMPANY	Recurring No R0000001
Invoice No	010193	PO Number 010193	Run Code 1
Append Line		Entry 001	
Desc	Monthly Lease Payment	GL Account	104400
GL Desc		ORY - FINISHED GOODS	
		SS	
Job ID		Y	1.0000 EA
Phase ID		st	.0000
Cost Code		t	.00
Entry (of)			
Subtotal	Sales Tax	Freight	Misc
.00	.00	.00	.00
			Total
			.00
Company H			
Verify			

¹² In Accounts Payable, inventory items cannot be used in recurring entries.

¹³ To select Options and Interfaces for Accounts Payable, select Company Setup on the Resource Manager menu. Then select the Options and Interfaces function.

Recurring Entries Append Line Screen

Recurring Entries			
Vendor ID	JON001	JONES REALTY COMPANY	Recurring No R0000001
Invoice No	010193	PO Number 010193	Run Code 1
Append Line		Entry 001	
Desc Monthly Lease Payment		GL Account 534001	
GL Desc		UTILITIES EXPENSE - MPLS	
		Tax Class	00
		Units	
Job ID		Quantity	1.0000 month
Phase ID		Unit Cost	2000.0000
Cost Code		Ext Cost	2000.00
Entry (of)			
Subtotal	Sales Tax	Freight	Misc
2000.00	80.00	.00	.00
			Total
			2080.00
Verification			
Press <PgDn> to proceed			

Field

Description

GL Desc

If you selected to post detail information to General Ledger in Options and Interfaces,¹⁴ the description entered in this field appears in the **Description** column of the G/L Journal and G/L Activity Reports.

If a description is *not* entered in this field and the option to post in detail is set to **YES**, the invoice number and line-item description are posted to the **Description** field in the GL Journal file.

Job ID

If this line-item should be applied to a job, enter the job ID.

If Accounts Payable is interfaced with Job Cost, use the **Inquiry** command, **F2** or **Esc W**, to select the job ID from a list.

Phase ID

If the recurring entry should be applied to a phase of the job, enter the phase ID.

If Accounts Payable is interfaced with Job Cost, use the **Inquiry** command, **F2** or **Esc W**, to select a phase ID from a list.

Cost Code

If you entered a job ID enter a cost code for the line-item.

If Accounts Payable is interfaced with Job Cost, use the **Inquiry** command, **F2** or **Esc W**, to select a cost code from a list of the cost codes set up in Job Cost.

¹⁴ To select Options and Interfaces for Accounts Payable, select Company Setup on the Resource Manager menu. Then select the Options and Interfaces function

Recurring Entries Append Line Screen

Recurring Entries			
Vendor ID	JON001	JONES REALTY COMPANY	Recurring No R0000001
Invoice No	010193	PO Number 010193	Run Code 1
Append Line		Entry 001	
Desc Monthly Lease Payment		GL Account 534001	
GL Desc		UTILITIES EXPENSE - MPLS	
		Tax Class 00	
Job ID	Quantity	1.0000	Units month
Phase ID	Unit Cost	2000.0000	
Cost Code	Ext Cost	2000.00	
Entry (of)			
Subtotal	Sales Tax	Freight	Misc
2000.00	80.00	.00	.00
			Total
			2080.00
Verification			
Press <PgDn> to proceed			

Field**Description**

Field	Description
GL Account	<p>If you entered a job ID: the WIP account from the Defaults table (DFttt) is displayed.</p> <p>If you did not enter a job ID, the account number that's displayed is selected in the following order:</p> <ul style="list-style-type: none"> the account number entered in the vendor's record is displayed. if an account number was not entered in the vendor's record, the inventory account from the Defaults table (DFttt) is displayed. <p>You can change the account displayed.</p> <p>If Accounts Payable is interfaced with General Ledger, use the Inquiry command, F2 or Esc W, to select the account number from a list.</p>
Tax Class	<p>Enter the tax class you want to use for this line item.</p> <p>If you do not enter a tax class, 00 defaults into the field and is used when the transaction is copied.</p>
Quantity	Enter the quantity purchased. It must be greater than zero.
Units	EA is displayed for the unit of measure. Press Enter to accept it, or enter a different unit of measure.
Unit Cost	Enter the unit cost of the line item.
Ext Cost	<p>The extended cost is calculated and displayed.</p> <p>If you change the extended cost, the unit cost is recalculated and displayed.</p>
<ol style="list-style-type: none"> Use the Proceed command, PgDn or Esc P, to save the line-item. The Append Line window reappears so that the next line-item can be entered. Enter any additional line items for the recurring entry. When line-item entry is complete, use the Exit command, F7 or Esc M, to exit from the line-item entry window and move to the line-item scrolling screen. 	

Recurring Entries Line-Item Scrolling Screen

Recurring Entries					
Vendor ID	JON001	JONES REALTY COMPANY		Recurring No	R0000001
Invoice No	010193	PO Number	010193	Run Code	1
Description	Quantity	Units	Unit Cost	Ext Cost	
➤ Monthly Lease Payment	1.0000	MONTH	2000.0000	2000.00	
Entry (001 of 001)					
Subtotal	Sales Tax	Freight	Misc	Total	
2000.00	.00	.00	.00	2000.00	
Enter=edit, Append, Header, Totals, View, Next trans					
Company H Quick - Info Verify					

The number of the line-item where the cursor is located is displayed in the lower right corner of the line-item scrolling screen.

Use **PgDn**, **PgUp** or the arrow keys to move the cursor to a different line-item.

The command options available are displayed in the Command Bar at the bottom of the screen.

Command Action

Edit	<p>Move the cursor to the line-item to change and press Enter.</p> <p>The Edit Line Window appears. Make the necessary changes. Use the Proceed command, PgDn or Esc P to save any changes.</p>
Append	<p>Press A to add a line-item after the last line-item listed for the recurring entry. The Append Line window appears. Enter the line-item information. Use the Proceed command, PgDn or Esc P, to save the added line-item.</p>
Header	<p>Press H to return to the header screen to make changes there. Use the Proceed command, PgDn or Esc P, to save any changes and to return to the line-item scrolling screen.</p>
Totals	<p>Press T to move to the totals area of the line-item scrolling screen to enter or edit sales tax, freight, and miscellaneous charges. Use the Proceed command, PgDn or Esc P, to save the total information.</p> <p>To leave the totals area without saving any changes, use the Exit command, F7 or Esc M.</p>

Recurring Entries Line-Item Scrolling Screen

Recurring Entries				
Vendor ID	JON001	JONES REALTY COMPANY	Recurring No	R0000001
Invoice No	010193	PO Number	Run Code	1
Description	Quantity	Units	Unit Cost	Ext Cost
➤ Monthly Lease Payment	1.0000	MONTH	2000.0000	2000.00
Entry (001 of 001)				
Subtotal	Sales Tax	Freight	Misc	Total
2000.00	.00	.00	.00	2000.00
Enter=edit, Append, Header, Totals, View, Next trans				
Company H Quick - Info Verify				

Command Action

View Move the cursor to a line-item and press **V** to view the detail information for the line-item. Information cannot be changed when using the View mode.

Next trans To return to the Recurring Entry Transaction Type Menu screen to setup or edit another recurring entry, press **N** when you have finished entering the line-items for this recurring entry.

At the Recurring Entry Transaction Type menu, use the **Exit** command, **F7** or **Esc M**, to return to the File Maintenance menu.

Goto This command appears in the command bar when the recurring entry has more than one screen full of line-items.

To use the Goto command, move the cursor directly to a particular line-item:

Press **G** and the Goto window appears. Enter the line-item number, or use the **Inquiry** command, **F2** or **Esc W**, to look up and select the line-item number from the list that appears.

INSERTING A LINE-ITEM

To insert a line-item between two existing line-items, perform the following tasks:

1. Move the cursor, to the line-item where you want to insert the new line-item.
2. Press the **Ins** key. The Append Line window appears.
3. Enter the information for the new line-item.
4. Use the **Proceed** command, **PgDn** or **Esc P**, to save the line-item and return to the line-item scrolling screen. The new line-item is inserted between the two line-items.

DELETING A LINE-ITEM

To delete a line-item, perform the following tasks:

1. Move the cursor, to the line-item you want to delete.
2. Use the **Delete** command, **F3** or **Esc D**, to delete the line-item

NOTE: If this is the only line-item on the recurring entry transaction, you cannot delete the line-item. You must delete the entire recurring entry transaction from the header screen.

DELETING A RECURRING ENTRY TRANSACTION FROM THE LINE-ITEM SCROLLING SCREEN

Perform the following tasks:

1. Use the Header command, **H**, to return to the header screen.
2. Use the **Delete** command, **F3** or **Esc D** to delete the entire transaction. Press **F3** or **Esc D** again to confirm the delete.

QUICK ENTRY IN RECURRING ENTRIES SETUP

When the quick entry default is set to **Active**, *Quick* is displayed at the bottom of the line-item scrolling screen¹⁵. However, quick entry is *not* available when setting up recurring entries. Press **Ctrl-F** to toggle the *Quick* indicator to off.

USING AP INFO, SHIFT-F2 OR ESC I

When *Info* is displayed at the bottom of a screen, the **Information** command, **Shift-F2** or **Esc I**, can be used to access the AP Information Menu.

Vendor information and vendor comments are available on the AP Information Menu when setting up or editing recurring entries. However, because recurring entries are for noninventory items only, item information is not available here.

Refer to the Purchases section in this manual, page 7 for detail information about using the functions on the AP Information Menu.

¹⁵ Quick entry is set to **Active/Inactive** using the Defaults function on the Workstation Configuration menu in Resource Manager.

Editing A Recurring Entry

To change or delete a recurring entry¹⁶, use the Edit Recurring Entries function on the Recurring Entries Transaction Types menu. Use this function when you need to add, change, or delete line-items from the information set up for a recurring entry.

Recurring Entries Transaction Type Menu Screen

Recurring Entries			
Vendor ID	Invoice No	PO Number	Recurring No Run Code
Header Information			st
Recurring No			
Vendor ID		Transaction Type	
		1. Recurring Entries 00 2. Edit Recurring Entries 00 <input checked="" type="checkbox"/>	
Invoice No			
PO Number			
Terms Code		Type	Total Payments 0
Terms Desc			Remaining Payments 0
Terms % .0 Days		Net Days	1099? NO
)
			al
Company H Quick Verify			

When you select **2. Edit Recurring Entries**, the Edit Recurring Entries Screen appears.

To edit a recurring entry, perform the following tasks:

1. Enter the number of the recurring entry you want to edit or delete, or use the **Inquiry** command, **F2** or **Esc W**, to select the entry number from a list.

Edit Recurring Entries Screen with Recurring Entries Inquiry Window

Edit Recurring Entries						
Vendor ID	Invoice No	PO Number	Recurring No	Run Code		
Header Information						st
< Recurring Entries >						
Re	Purchase No	Run Code	Vendor ID	PO Number	Cutoff Date	
< begin >						
Ve	01	01	JON001	15655	12/31/99	
	10	01	HEN001	155888	12/30/00	
	11	01	ATT001	32135	12/31/97	.00
	12	01	MIN001	5666	12/24/00	.00
	35	02	TEL001	00000012	10/30/00	
	> R0000001	01	JON001	010193	12/31/97	
In						
PO Number						
Terms Code		Type	Total Payments		0	
Terms Desc			Remaining Payments		0)
Terms % .0 Days		Net Days	1099? NO			al
Company H Quick - Info Inquiry Verify						

¹⁶ If you need to edit a recurring entry that has already been copied to the transaction files, select Daily Work on the AP menu. Then select the Edit Transactions function from the Transactions menu to edit the information.

- You can change any of the information on the header. Use the **Proceed** command, **PgDn** or **Esc P**, to save the header information and move to the line-item scrolling screen.

Edit Recurring Entries Line-Item Scrolling Screen

Edit Recurring Entries				
Vendor ID	JON001	JONES REALTY COMPANY	Recurring No	R0000001
Invoice No	010193	PO Number 010193	Run Code	1
Description	Quantity	Units	Unit Cost	Ext Cost
➤ Monthly Lease Payment	1.0000	MONTH	2000.0000	2000.00
Entry (001 of 001)				
Subtotal	Sales Tax	Freight	Misc	Total
2000.00	.00	.00	.00	2000.00
Enter=edit, Append, Header, Totals, View, Next trans				
Company H _____ Quick - Info _____ Verify _____				

- Use the command options listed at the bottom of the screen to change the line-item information.

The commands listed are the same as the commands available when setting up recurring entries. Refer to page 7 in the Entering Line-Items For Recurring Entries section for detail information about the commands and fields in the line-item edit window.

- Use the **Next** command, **N**, to return to the Recurring Entries Transaction Type menu. Then use the **Exit** command, **F7** or **Esc M**, to return to the File Maintenance menu when you have finished editing recurring entries.

Printing A Recurring Entries List

After you set up recurring entries, but before copying them to the transaction files, print a Recurring Entries List to check for mistakes and omissions.

If you find mistakes, use the Edit Recurring Entries function to correct them.

To print a Recurring Entries List, perform the following tasks:

1. Select Master File Lists on the Accounts Payable menu.

AP Master File Lists Menu Screen

06/20/1997 Company H - Builders Supply 1:37 PM

Main Menu

Accounts Payable

Master File Lists

- Vendor Labels
- Vendor Detail List
- Vendor Comments List
- Recurring Entries List
- Tables List

T000 OPEN SYSTEMS (R) Accounting Software

2. Select Recurring Entries List on the Master File Lists menu.

The Recurring Entries List Selection Screen appears.

Recurring Entries List Selection Screen

Recurring Entries List

Pick Recurring Number From
Thru
Vendor ID From
Thru
Run Code From 1
Thru 1
Cutoff Date From
Thru

Print By:

- 1. Recurring Number
- 2. Run Code
- 3. Vendor ID
- 4. Cutoff Date
- 1

Output device - (P)rinter p(R)eview (F)ile (S)creen (M)end

3. Make the following selections:

Field	Description
Pick	
Recurring Number From/Thru	Enter a range of the recurring entry numbers to include in the report. When these fields are left blank, all recurring entries are included.
Vendor ID From/Thru	Enter a range of the vendor IDs with recurring entries to include in the report. Use the Inquiry command, F2 or Esc W , to select the vendor IDs from a list. Leave these fields blank to include recurring entries for all vendors.
Run Code From/Thru	Enter a range of run codes to include in the report. If these fields are left blank, recurring entries for all run codes are included.
Cutoff Date From/Thru	Enter a range of cutoff dates to include in the report. If these fields are left blank, all recurring entries, no matter what their cutoff date, are included.
Print By:	
1. Recurring Number	Select 1 if you want the recurring entries listed on the report in the order of the recurring entry number assigned to each recurring entry.
2. Run Code	Select 2 if you want the recurring entries grouped together on the report by the run codes assigned to each recurring entry.
3. Vendor ID	Select 3 if you want the recurring entries grouped together on the report by the vendor ID they are payable to.
4. Cutoff Date	Select 4 if you want the recurring entries listed on the report in cutoff date order.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Recurring Entries List

06/24/1997 2:10 PM		Builders Supply Recurring Entries List By Recurring Number								Page	1		
Run Code	Recurring Number	Ent No.	Vendor	Invoice Order No.	GL Account	Job Phase	Cost Code	Item Description GL Description	Quantity	Units	Extended Cost		

01	01	001	JON001	15655	105000			BUILDING RENT RENT	1.00	EA	1000.00		
					Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total			
01	01	TOT	JON001	1099 15655				12000.00 .00	12/31/1992 12/31/1999	72 60	1000.00 40.00	.00 .00	1040.00

01	10	001	HEN001	122 155888	534001			ELECTRIC EXPENSE	1.00	EA	500.00		
					Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total			
01	10	TOT	HEN001	122 155888				.00 .00	02/01/1994 12/30/2000		500.00 20.00	.00 .00	520.00

01	11	001	ATT001	878 32135	533001			TELEPHONE EXPENSE	1.00	EA	200.00		
					Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total			
01	11	TOT	ATT001	878 32135				.00 .00	02/01/1994 12/31/1997		200.00 8.00	.00 .00	208.00

01	12	001	MIN001	878 5666	534001			DRINKING WATER COST	1.00	EA	50.00		
					Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total			
01	12	TOT	MIN001	878 5666				.00 .00	02/01/1994 12/24/2000		50.00 2.00	.00 .00	52.00

01	R0000001	001	JON001	010193 010193	534001			Monthly Lease Payment	1.00	MONTH	2000.00		
					Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total			
01	R0000001	TOT	JON001	010193 010193				24000.00 24000.00	01/01/1997 12/31/1997	12 12	2000.00 .00	.00 .00	2000.00

				Remaining Bal.	Subtotal	Sales Tax	Freight	Miscellaneous	Total				
				=====	=====	=====	=====	=====	=====				
GRAND TOTAL				24000.00	3750.00	70.00	.00	.00	3820.00				
End of Report													

USING ACCOUNTS PAYABLE

Once valid codes and IDs have been entered in the system using the functions on the File Maintenance menu, transactions to record purchases and returns of goods are entered using the functions on the Daily Work and Material Requisitions menus.

The functions on the Pay Invoices menu are used to select which open invoices to pay, prepare and print checks, and post the check information to the vendor, open invoice, history and, if interfaced, the general ledger files.

On the File Maintenance Menu, the Periodic Maintenance function is used to perform period-, quarter-, and year-end processing to insure valid vendor history information.

The Purge Selected Files and Purge Vendor Comments functions, also located on the File Maintenance menu, are used periodically to maintain Accounts Payable data files.

AP Main Menu Screen

The screenshot displays the AP Main Menu Screen. At the top, a header bar contains the date '06/20/1997', the company name 'Company H - Builders Supply', and the time '2:21 PM'. The main area of the screen shows a menu structure. A box labeled 'Main Menu' is positioned above a larger box labeled 'Accounts Payable'. The 'Accounts Payable' box contains the following options: 'Information Inquiry', 'Daily Work', 'Material Requisitions', 'Management Reports', 'History Reports', 'Pay Invoices', 'File Maintenance', and 'Master File Lists'. At the bottom of the screen, a status bar displays 'T000' on the left and 'OPEN SYSTEMS (R) Accounting Software' on the right.

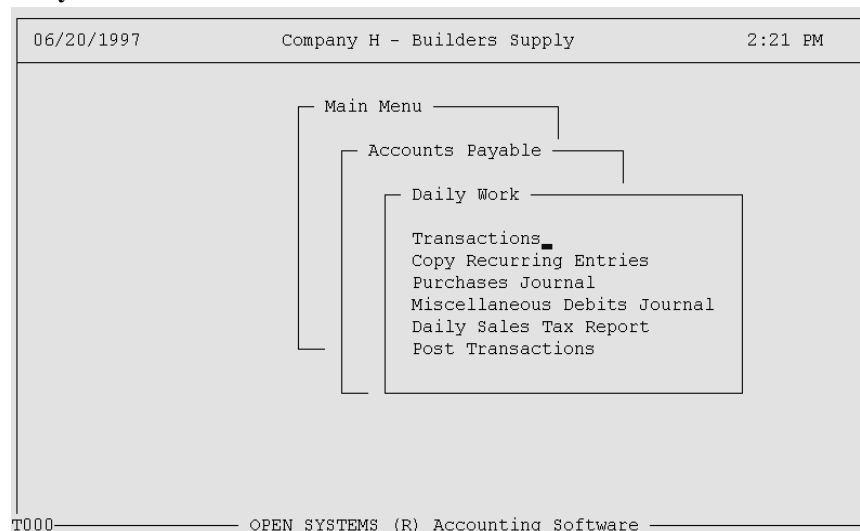
Daily Work

Functions on the Daily Work menu are used to enter and process accounts payable transactions.

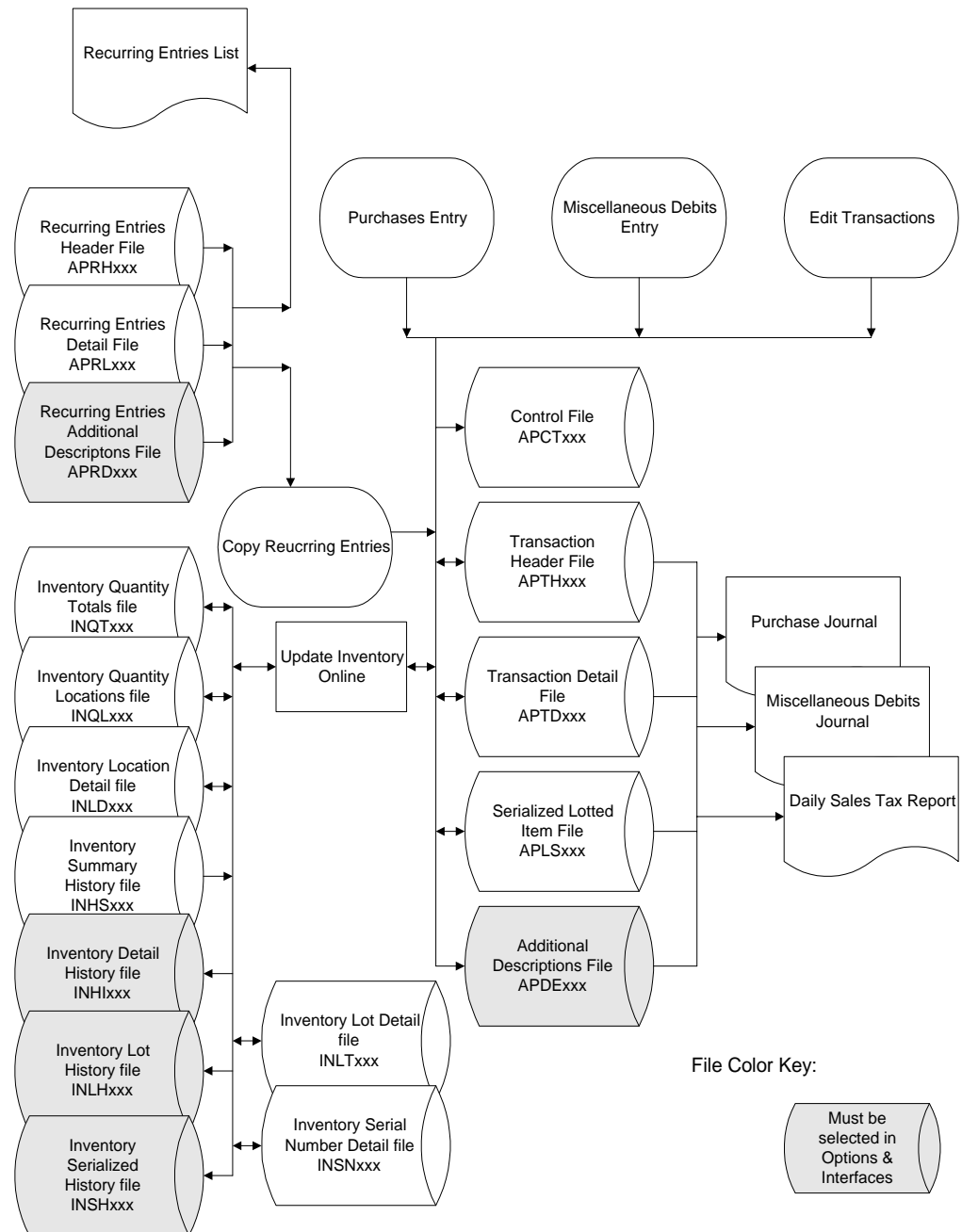
Use these functions to:

- enter purchases and miscellaneous debit transactions
- copy recurring entries to the transaction files
- change or delete unposted transactions
- print the Daily Sales Tax Report and the Purchases and Miscellaneous Debits Journals
- post transactions

Daily Work Menu Screen



Daily Work Flowchart



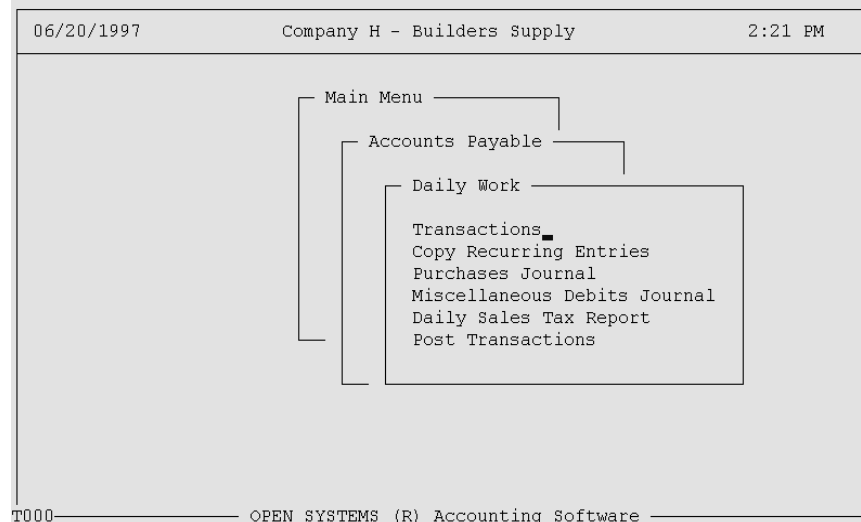
Daily Work Processing Checklist

1. ☐ Enter all purchase and miscellaneous debit transactions.
2. ☐ Use the Copy Recurring Entries function to copy recurring entries that are due.
3. ☐ Print the Daily Sales Tax Report and the Purchases and Miscellaneous Debits Journals. Review these reports for accuracy.
4. ☐ If you find mistakes, use **3. Edit Transactions** on the Transaction Type Menu in Transactions to correct them. Reprint the reports to verify the corrections and as part of the audit trail.
5. ☐ Repeat steps 1-4 until all transactions are entered and correct.
6. ☐ **BACKUP YOUR DATA FILES.** Major changes to multiple data files are made during the next step.
7. ☐ Post transactions. Keep the posting log produced by this function as part of the audit trail.

Entering Transactions

Use the Transactions function on the Daily Work menu to enter or edit purchases or returns.

Daily Work Menu Screen



When you select the Transactions function, either the Transactions Fiscal Year Selection Screen or the Transaction Type Selection Menu Screen appears--depending on several conditions in the system.

The Transactions Fiscal Year Selection Window appears first if:

- Accounts Payable is interfaced with General Ledger **AND**
- last-year files have been created in General Ledger **AND**
- the transaction files are empty.

Otherwise, the Transaction Type Menu appears.

Selecting The Fiscal Year

If the Transactions Fiscal Year Selection Window appears first, choose whether the transactions you are entering are for the company's current or last fiscal year.

Once you make your selection here:

- all transactions entered are posted to the fiscal year selected
- if you selected to interface AP with inventory¹⁷, the inventory history files are updated on-line--so, the fiscal year selected here determines which fiscal year includes the transaction information entered
- after the Post Transactions function is used, the system prompts you to select the fiscal year the next time you select the Transactions function.

¹⁷ Interfaces are selected using the Options and Interfaces function on the Company Setup Menu in Resource Manager.

Purchases Screen With The Transactions Fiscal Year Selection Window

Purchases					
Vendor ID		Loc ID	Tran No		
Invoice No	PO Number		Type		
Item ID	Description	Quantity	Units	Unit Cost	Ext Cost
<div style="border: 1px solid black; padding: 10px; text-align: center;"> Transactions for: 1. Current Year 2. Last Year 1 </div>					
					Entry (of)
Subtotal	Sales Tax	Freight	Misc	Total	
Verification Press <PgDn> to proceed					

After the fiscal year is selected, the Transaction Type Selection Menu appears.

Selecting The Transaction Type

The Transaction Type Selection Menu appears first if:

Accounts Payable is *not* interfaced with General Ledger.

OR

Accounts Payable is interfaced with General Ledger *AND* the transaction files are not empty *OR* last-year data files have not been created in General Ledger.

Transaction Type Selection Menu

Purchases		Loc ID	Tran No
Vendor ID	Invoice No	PO Number	Type
Header Information			
Tran No	Tran Type	Invoice	
Loc ID	MN0001		
Vendor ID	Transaction Type		/1997
	I P 1. Purchases 2. Miscellaneous Debits T 3. Edit Transactions T T T T		s
	1099?	NO	
	GL Period	01	
Company H		Quick	Verifv

To enter:

- purchase transactions - select Purchases
- returns - select Miscellaneous Debits
- changes for unposted purchases or returns - select Edit Transactions

Three types of information make up an individual transaction:

1. Header Information

This information is entered using the Header Information Screen.

The information entered on this screen is stored in the Transaction Header File, APTHxxx, before transactions are posted.

2. Line-Item Detail Information

This information is entered using the Append Line Window and is displayed on the line-item scrolling screen.

Before transactions are posted, the basic line-item information is stored in the Transaction Detail File, APTDxxx, serial and lot number information is stored in the Serialized Lotted Item File, APLSxxx, and if the *Use Additional Descriptions?* option¹⁸ is set to **YES**, the additional description information for line-items is stored in the Additional Descriptions File, APDExxx.

3. Total and Prepayment information

This information is entered using the Total/Payments Screen.

Before transactions are posted, the totals and payment information is stored in the Transaction Header File, APTHxxx.

¹⁸ Option settings are selected using the Options and Interfaces function on the Company Setup Menu in Resource Manager.

Entering Purchases

When you enter purchases, general information about the vendor, the invoice and purchase order number, the terms code and the tax group that apply to the transaction, the GL period for the transaction and whether the transaction is included in the vendor's 1099 totals is specified on the Header Information screen for the transaction.

When you select **1. Purchases**, the Purchases Header Information screen appears.

Purchase Header Information Screen

Purchases			
Vendor ID	Invoice No	PO Number	Tran No Type
Header Information			
Tran No	0005	Tran Type	Invoice
Loc ID	MN0001	MINNEAPOLIS	WAREHOUSE
Vendor ID	[REDACTED]		Date 06/20/1997
	Invoice No		PO Number
	Terms Code		Type
	Terms Desc		
	Terms %	.0 Days	Net Days
	Tax Group		
	1099?		NO
	GL Period	01	
Company H Quick - Info - Maint - Inquiry Verify			

The following information defaults into these fields:

Field	Description
Transaction No	The transaction number is generated automatically, you cannot access the field to change it.
Loc ID	<p>The Location ID that defaults is based on the selection made in the Resource Manager:</p> <ul style="list-style-type: none"> a default Location ID is set up for the company using the Company Information function on the Company Setup menu. a default Location ID can be set up for the workstation using the Defaults function on the Workstation Configuration menu. This default setting overrides the company default set up in Company Information. <p>The defaulted Location ID can be changed by using the ↑ to access this field.</p> <p>The Inquiry command, F2 or Esc W, is available to select the location from a list.</p>

Purchase Header Information Screen With Vendor Inquiry Window

Purchases			
Vendor ID	Loc ID	Tran No	
Invoice No	PO Number	Type	
Header Information			
Tran No 0005	Tran Type Invoice		
Lo < Vendor Inquiry >			
Ve < begin >	Date 06/20/1997		
ACE001 ACE PLUMBING SUPPLY COMPANY	Type		
ATT001 ATLANTIS TELEPHONE CO.	s Net Days		
> BOR001 BORIS CONSTRUCTION COMPANY			
CLE001 CLEVELAND INTERIORS, INC.			
EDD001 EDDY APPLIANCE CO.			
ELL001 ELLIS ELECTRICAL SUPPLY			
GL Period 01			
Company H Quick - Info - Maint - Inquiry Verify			

Enter the following information:

Field	Description
--------------	--------------------

Vendor ID	Enter the ID of the vendor you are purchasing goods from.
-----------	---

The **Inquiry** command, **F2** or **Esc W**, is available to select the Vendor ID from a list.

If this is a new vendor that you will be purchasing items from frequently, the **Maintenance** command, **F6** or **Esc F**, is available to add the vendor. You can also use the **Maintenance** command to make changes to a vendor's information.

If this is a new vendor that you won't purchase items from frequently, set the vendor up as a temporary vendor:

- enter **TEMP** in the vendor ID field
- enter the vendor's name and address.

The system automatically assigns each temporary vendor an ID that consists of a plus sign, +, and a five-digit number. The first temporary vendor you set up has an ID of +00001, the second has an ID of +00002, and so on.

Temporary vendors that no longer have invoices or payments in the Open Invoice File, APINxxx, or unposted transactions, are *deleted* during periodic processing.

NOTE: Do not set up a vendor that should receive a 1099 MISC form as a temporary vendor. Set them up as a permanent vendor using the **Maintenance** command. You cannot track 1099 information for temporary vendors.

Purchase Header Information Screen

Purchases			
Vendor ID	Loc ID	Tran No	
Invoice No	PO Number	Type	
Header Information			
Tran No 0006	Tran Type Invoice		
Loc ID MN0001	MINNEAPOLIS WAREHOUSE		
Vendor ID BOR001		Invoice No 1001	Date 06/20/1997
BORIS CONSTRUCTION COMPANY		PO Number 55343	
34 EAST MOCKINGBIRD LANE		Terms Code AP0005	Type Reg
		Terms Desc 0/0,n/30	
EDEN PRAIRIE MN		Terms % .0 Days	Net Days 30
55344-0034		Tax Group CA	
		1099? NO	
		GL Period 06	
Verification			
Press <PgDn> to proceed			

Field	Description
-------	-------------

Field	Description
Invoice No	<p>Enter the invoice number for the purchase.</p> <p>If the number has been used before and the option <i>Do you want to show a warning if duplicate invoice number?</i> is set to YES¹⁹, a warning message appears.</p> <p>Press Enter to ignore the message and use the number again; or, enter a new number.</p>
Date	<p>The system date is displayed.</p> <p>Press Enter to accept it, or enter a different invoice date. Use the + or - keys to adjust the date.</p>
PO Number	<p>Enter the PO number for the invoice, or press Enter to skip this field.</p>
Terms Code	<p>The terms code from the vendor's file is displayed. Press Enter to accept it.</p> <p>The Inquiry command, F2 or Esc W, is available to select a different terms code from a list.</p> <p>The Maintenance command, F6 or Esc F, is available to edit an existing terms code or add a new one.</p> <p>If you change the terms code defaulted into the field, a message displays indicating that the invoice due date will be adjusted. Press Enter to continue.</p>
Tax Group	<p>The tax group assigned to the vendor is displayed. Press Enter to accept.</p> <p>The Inquiry command, F2 or Esc W, is available to select a tax group from a list.</p> <p>The Maintenance command, F6 or Esc F, is available to add a new tax group or edit an existing one.</p>

¹⁹ Select option settings using the Options and Interfaces function on the Company Setup Menu in Resource Manager.

Purchase Header Information Screen

Purchases			
Vendor ID	Loc ID	Tran No	
Invoice No	PO Number	Type	
Header Information			
Tran No 0006	Tran Type	Invoice	
Loc ID MN0001	MINNEAPOLIS	WAREHOUSE	
Vendor ID BOR001		Invoice No 1001	Date 06/20/1997
BORIS CONSTRUCTION COMPANY		PO Number 55343	
34 EAST MOCKINGBIRD LANE		Terms Code AP0005	Type Reg
EDEN PRAIRIE MN		Terms Desc 0/0,n/30	
55344-0034		Terms % .0 Days	Net Days 30
		Tax Group CA	
		1099? NO	
		GL Period 06	
Verification			
Press <PgDn> to proceed			

Field	Description
-------	-------------

1099?	If the vendor is not set up to receive a 1099-MISC form, NO is displayed in the 1099? field and you cannot change it.
-------	---

	If this vendor is set up to receive a 1099-MISC form, YES is displayed. If you want the purchase to update the 1099 Payments Year-to-Date field in the vendor's record, press Enter ; otherwise, enter NO .
--	--

GL Period	The GL period that corresponds to the invoice date entered is displayed. Press Enter to accept it, or enter a different fiscal period.
-----------	---

Use the **Proceed** command, **PgDn** or **Esc P**, to save the header information and move to the Append Line Window to enter the line-items purchased.

QUICK ENTRY

When *Quick* is displayed at the bottom of a screen, the cursor stops at required fields and the fields designated in the quick entry table for the screen. Press **Ctrl-F** to toggle between quick entry and standard entry.²⁰

Quick entry must also be set to *Active* in the Defaults function on the Workstation Configuration menu in Resource Manager in order for *Quick* to appear.

²⁰ For more information about the quick entry tables, see Setting Up Tables in the Set Up In Account Payable section of the Implementing Accounts Payable chapter of this manual.

AP INFORMATION MENU, SHIFT F2 OR ESC I

When *Info* is displayed at the bottom of a screen, use the **Information** command, **Shift F2** or **Esc I**, to access the AP Information Menu.

Purchases Append Line Screen With AP Information Menu

Purchases					
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY	Loc ID	Tran No	0006
Invoice No	1001	PO Number 55343	MN0001	Type	Invoice
Append Line			Entry 001		
Item ID	100	GL Account	104400		
Desc	Electrical Package	INVENTORY - FINISHED GOODS			
GL Desc		Tax Class	03		
Job ID		Quantity	1.0000	Units	PKG
Phase ID		st	343.5500		
Cost Code		t	343.55		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> AP Information Menu Vendor Information Vendor Comments Item Information </div>					
Entry (of)					
Subtotal	Sales Tax	Freight	Misc	Total	
343.55	20.61	.00	.00	364.16	
Company H Quick - Info Verify					

Vendor Information or Vendor Comments are accessed using the AP Information Menu.

If the option to interface Accounts Payable with Inventory is set to **YES**,²¹ Item Information can also be accessed using this menu.

Using Vendor Information

Select Vendor Information from the AP Information Menu to view the following information for the vendor you are working with:

- the terms code, distribution code, vendor class, vendor payment status, payment priority, and GL account assigned to the vendor,
- the last purchase and payment dates,
- the amount prepaid
- the amount due
- the period-, quarter-, year-to-date and last-year history information

²¹ Use the Options and Interfaces function on the Company Setup Menu in Resource Manager to set Accounts Payable options.

Purchases Append Line Screen With Vendor Information

Purchases																													
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY	Loc ID	Tran No 0006																									
Invoice No	1001	PO Number 55343	MN0001	Type Invoice																									
Append Line			Entry 001																										
Item ID	100	GL Account 104400																											
Desc	Electrical Package	INVENTORY - FINISHED GOODS																											
Vendor Information																													
Vendor ID BOR001		Terms Code AP0005																											
BORIS CONSTRUCTION COMPANY		Distribution Code 01																											
Date	Amount	Vendor Class PROD																											
Last Purchase 11/17/1995	17080.84	Vendor Hold? NO																											
Last Payment 10/27/1995	124661.72	Payment Priority 0																											
		GL Account 104400																											
Amount Prepaid .00		Amount Due 42216.33																											
<table border="1"> <thead> <tr> <th></th> <th>Period to Date</th> <th>Qtr to Date</th> <th>Year to Date</th> <th>Last Year</th> </tr> </thead> <tbody> <tr> <td>Purchases</td> <td>25135.49</td> <td>42216.33</td> <td>187039.36</td> <td>109402.29</td> </tr> <tr> <td>Payments</td> <td>.00</td> <td>124661.72</td> <td>144823.03</td> <td>109402.29</td> </tr> <tr> <td>Disc Taken</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td>Disc Lost</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>.00</td> </tr> </tbody> </table>						Period to Date	Qtr to Date	Year to Date	Last Year	Purchases	25135.49	42216.33	187039.36	109402.29	Payments	.00	124661.72	144823.03	109402.29	Disc Taken	.00	.00	.00	.00	Disc Lost	.00	.00	.00	.00
	Period to Date	Qtr to Date	Year to Date	Last Year																									
Purchases	25135.49	42216.33	187039.36	109402.29																									
Payments	.00	124661.72	144823.03	109402.29																									
Disc Taken	.00	.00	.00	.00																									
Disc Lost	.00	.00	.00	.00																									
<Enter> for Next ID, F5 for New Vendor																													

The following commands are available:

Command	Action
<Enter>	Press Enter to display the next vendor in the file
F5 for New Vendor	Use the Abandon command, F5 or Esc X , to enter the ID for the vendor's information you want to view. The vendor information displayed cannot be changed here.
Exit	Use the Exit command, F7 or Esc M , to return to the Purchases screen.

Vendor Comments

Select Vendor Comments from the AP Information Menu to view, add, insert, or delete comments for a vendor.

For details on using the Vendor Comments function, refer to page 7 in the Vendor Comments section of Setting Up And Maintaining Vendors.

Purchases Append Line Screen With Vendor Comments

Purchases				
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY	Loc ID	Tran No 0006
Invoice No	1001	PO Number 55343	MN0001	Type Invoice
Append Line			Entry 001	
Item ID	100	GL Account 104400		
Vendor Comments				
Vendor ID BOR001		Ref:		
Name BORIS CONSTRUCTION COMPANY		End Date		
Date	Ref	Seq	Comment	
12/12/1994	0	001	SPOKE TO JOAN. CREDIT MEMO NOT REC'D FOR INV 2345	
11/30/1994	0	001	VENDOR AGREED TO SEND CREDIT MEMO.	
06/22/1994	0	001	CALLED BORIS. CREDIT NOT REC'D FOR 3/23/94 RETURN	
05/12/1994	1	001	REQUESTED NEW PAYMENT DATE	
05/12/1994	1	002	VENDOR DEMANDS PAYMENT BY 5-20-89.	
<Enter> for Next ID, (N)ew ID, (H)ome, (A)dd/Insert, (E)dit				

Item Information

If Accounts Payable is interfaced with Inventory, select Item Information from the AP Information Menu to display last purchase date, reorder, base unit of measure, sales category, item type, default unit of measure, quantity, cost, alternate units of measure and conversion factors, and alternate vendor information for inventory items.

To view an inventory item, enter the following information:

Field Description

Location ID The default location is displayed in the field. Use the up arrow key, ↑, to change it.

Item ID Enter the ID for the item to view. Press **Enter** to display the information.

Purchases Screen With Item Information

Purchases					
Vendor ID		BOR001 BORIS CONSTRUCTION COMPANY		Loc ID	Tran No 0006
Item Information					
Location ID MN0001				Cost	
Item ID 100		Avg		343.5500	
Last Purch Date 12/21/1995		LIFO		343.5500	
		FIFO		343.5500	
Order Point 28.5000		Std		.0000	
Maximum 25.0000		Method		LIFO	
Base Unit PKG	Alt Units PKG	Conv Factor 1.0000	On Hand	Quantity 17.0000	
Sales Cat P1		.0000	In Use	.0000	
Item Type 1		.0000	Committed	13.0000	
Dflt Unit PKG		.0000	Available	4.0000	
		.0000	On Order	6.0000	
Vendor	Vendor's Item Number	Lead Time	Order	Quantity	
ELL001	757223DHIE	5.0		1.0000	
ENTER = Next Item, New Item, Previous Item, Location					

The following commands are available:

Command Action

ENTER Press **Enter** to display information for the next inventory item in the file.

New Item Press **N** to move the cursor to the **Item ID** field to enter a new item ID.

Previous Item Press **P** to display information for the inventory item in the file before this one.

Location Press **L** to move the cursor to the **Location ID** field to enter a new location ID.

The item information cannot be changed here.

Exit Use the **Exit** command, **F7** or **Esc M**, to return to the Purchases screen.

Entering Line-Items

If Accounts Payable is interfaced with Inventory, transactions can have two basic types of line-items: inventory or noninventory.

ENTERING NONINVENTORY LINE-ITEMS

Noninventory line-items are items that are not set up in Inventory.

This is the only type of line-item available for transactions if Accounts Payable is not interfaced with the Inventory application,.

Purchases Screen With Append Line Window

Purchases				
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY	Loc ID	Tran No 0001
Invoice No	1234	PO Number	MN0001	Type Invoice
Append Line		Entry 001		
Item ID		GL Account	104000	
Desc		INVENTORY - RAW MATERIALS		
GL Desc		Tax Class	00	
Job ID		Quantity	1.0000	Units EA
Phase ID		Unit Cost	.0000	
Cost Code		Ext Cost	.00	
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Company H —IN Search— Maint — Inquiry — Verify —				

Enter the following information:

Field

Description

Item ID

If Interfaced to Inventory

Press **Enter** to skip the **Item ID** field for a non-inventory line-item.

If Not Interfaced to Inventory

Enter an ID for this line-item, if desired.

Desc

Enter a description of the noninventory line-item.

Additional Descriptions

If the option *Use additional descriptions?* is set to **YES** in Options and Interfaces²², the Additional Descriptions window displays. Enter up to 10 lines of 35 characters each of additional description information for the line-item.

²² Options are selected using the Options and Interfaces function on the Company Setup menu in Resource Manager.

Purchases Screen With Append Line Window

Purchases					
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY	Loc ID	Tran No	0001
Invoice No	1234	PO Number	MN0001	Type	Invoice
Append Line			Entry 001		
Item ID	[REDACTED]		GL Account	104000	
Desc			INVENTORY - RAW MATERIALS		
GL Desc			Tax Class	00	
Job ID			Quantity	1.0000	EA
Phase ID			Unit Cost	.0000	
Cost Code			Ext Cost	.00	
Entry (of)					
Subtotal	Sales Tax	Freight	Misc	Total	
.00	.00	.00	.00	.00	
Company H — IN Search — Maint — Inquiry — Verify —					

Field

Description

GL Desc

If you elected to post detail information to General Ledger in Options and Interfaces:

- Enter a description that identifies the transaction. The description entered here appears in the **Description** column on the G/L Journal and G/L Activity Reports.
- If you *Do not* enter a description in the this field, the system posts the invoice number and the value entered in the **Desc** field to the **Description** field in the GL Journal file, GLJRxxx.

Job and Phase ID

If you are purchasing the noninventory item for a job, enter the job and, if appropriate, a phase ID. You can enter information in these fields even if you are not using the Job Cost application.

If Accounts Payable is interfaced with Job Cost, the **Inquiry** command, **F2** or **Esc W**, is available to select the job and phase from a list.

Cost Code

Not Interfaced to Job Cost

You cannot use this field if Accounts Payable is not interfaced with Job Cost.

Interfaced to Job Cost

If you entered a job ID, enter the Cost Code appropriate for the line-item.

The **Inquiry** command, **F2** or **Esc W**, is available to select the Cost Code from a list.²³

²³ Cost Codes are set up in the Job Cost Application using the Cost Code function on the File Maintenance menu.

Purchases Screen With Append Line Window

Purchases				
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY	Loc ID	Tran No 0001
Invoice No	1234	PO Number	MN0001	Type Invoice
Append Line		Entry 001		
Item ID		GL Account	104000	
Desc		INVENTORY - RAW MATERIALS		
GL Desc		Tax Class	00	
Job ID		Quantity	1.0000	Units EA
Phase ID		Unit Cost	.0000	
Cost Code		Ext Cost	.00	
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Company H —IN Search— Maint — Inquiry — Verify —				

Field**Description****GL Account**

Using a Job ID

The WIP account entered in the Defaults table, DFtttt, defaults into the field. You can change it.

Without a Job ID

The account number that defaults into the field for a noninventory line-item is the account entered as the INV Account in the Defaults table, DFtttt.

You can change the account displayed.

If Accounts Payable is interfaced with General Ledger, use the **Inquiry** command, **F2** or **Esc W**, to select the account number from a list.

Tax Class

Enter the Tax Class for the line-item, or press **Enter** to accept the default **00**.

Quantity

Enter the quantity purchased. It must be greater than zero.

Units

This field defaults to **EA**, but you can change it.

Unit Cost

Enter the unit cost. The system automatically extends it to the **Ext Cost** field.

Ext Cost

When the value in the **Ext Cost** field is edited, the system automatically adjusts the value in the **Unit Cost** field.

ENTERING INVENTORY LINE-ITEMS

When Accounts Payable is interfaced with Inventory, there are three types of inventory line-items that can be entered:

- nonserialized items
- serialized items
- lotted items - both nonserialized and serialized

The system prompts you for different information to complete line-item entry based on the type of item used for the line-item.

Nonserialized Inventory Line-Items

An inventory item that is set up as a type *1 - Nonserialized* and has the **Track Lots?** field set to *NO*, does not require serial or lot number information during line-item entry.

The information entered in the Append Line window is the only information required when this type of inventory item is used for a line-item.

Purchases Screen With Append Line Window

Purchases				
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY	Loc ID	Tran No 0001
Invoice No	1234	PO Number	MN0001	Type Invoice
Append Line			Entry 001	
Item ID			GL Account 104000	
Desc			INVENTORY - RAW MATERIALS	
GL Desc			Tax Class	00
Job ID		Quantity	1.0000	Units EA
Phase ID		Unit Cost	.0000	
Cost Code		Ext Cost	.00	
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Company H —IN Search— Maint — Inquiry — Verify —				

Entering The Item ID

When Accounts Payable is interfaced with Inventory, the following methods are available to select the Item ID for an inventory item:

- an inventory **ALIAS** to select the item ID from a list of items.
- the **IN SEARCH** commands, **Shift F3** through **Shift F8**, can be used to select an item ID using different types of inventory information.
- the **Inquiry** command, **F2** or **Esc W**, is available to select the item from an item ID list.
- the **Maintenance** command, **F6** or **Esc F**, is available to create a new inventory item.

USING THE INVENTORY ALIAS

If you have inventory items that are the same item type, but have different colors, weights, etc., you can set up an alternate item ID in Inventory called an **Alias**. An **Alias** can be used in the **Item ID** field. The same Alias can be used for multiple inventory items so that a list of the items is retrieved when the **Alias** is used.

Purchases Screen With Append Line Window

Purchases					
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY	Loc ID	Tran No	0002
Invoice No	1234	PO Number	MN0001	Type	Invoice
Append Line			Entry 001		
Item ID	PAINT		GL Account	104000	
Desc			INVENTORY - RAW MATERIALS		
GL Desc			Tax Class	00	
Job ID			Quantity	1.0000	EA
Phase ID			Unit Cost	.0000	
Cost Code			Ext Cost	.00	
Entry (of)					
Subtotal	Sales Tax	Freight	Misc	Total	
.00	.00	.00	.00	.00	
Company H — IN Search — Maint — Inquiry — Verify —					

Follow these steps to use an **Alias** to select an item ID:

1. Enter the **Alias** in the **Item ID** field.

For example, **PAINT** has been set up as an **Alias** for all of the paints in the Builders Supply inventory system.

If the specific item ID for a paint is not known, **PAINT** is entered in the **Item ID** field to produce a list of the item IDs assigned the **Alias PAINT**.

2. Press **Enter** to begin the search for inventory item IDs assigned the **Alias** entered in the **Item ID** field.

In our example, the system searches for inventory item IDs assigned the **Alias PAINT**.

3. The Bar Codes and Aliases window appears.

Append Line Window With Bar Codes and Aliases Window

Purchases			
Vendor ID	ACE001 ACE PLUMBING SUPPLY COMPANY	Loc ID	Tran No 0001
Invoice No 1234	PO Number	MN0001	Type Invoice
Append Line		Entry 001	
Item ID PAINT	GL Account 104000		
Desc	INVENTORY - RAW MATERIALS		
GL Desc	Tax Class		
			Units
Bar Codes and Aliases			
Alternate ID PAINT			
Item ID	Description	Type	
810001	Paint - White - Enamel	Alias	
810002	Paint - White - SemiGloss	Alias	
810003	Paint - White - Flat	Alias	
811001	Paint - Ivory - Enamel	Alias	
811002	Paint - Ivory - SemiGloss	Alias	
811003	Paint - Ivory - Flat	Alias	
812001	Paint - Seafoam - Enamel	Alias	
Line No (000001 of 000009)			
Enter = select item, Goto, No selection			
Company H		IN Search	Verify

4. All item IDs that have the **Alias** entered set up in Inventory²⁴ appear in the window.
5. Use the arrow keys to select the item ID for the line-item and press **Enter**. The item ID is inserted in the **Item ID** field and information set up for the item defaults in the Append Line Window.

²⁴ An **Alias** is set up for an inventory item using the Alternate Items screen in the Items function on the File Maintenance menu in Inventory

USING IN SEARCH COMMANDS, SHIFT F3 THROUGH SHIFT F8

If Accounts Payable is interfaced with Inventory, you have access to the Inventory Search functions. These functions are accessed by using the Shift-F3 through Shift-F8 key combinations to search the inventory file.

When the cursor is in the Item ID field, **IN Search** displays on the bottom of the screen. This tells you that the Inventory Search functions are active.

Alias Lookup, Shift-F3 Or Esc-B

Use this function to look up **Aliases** that have been set up in Inventory.

Alias Lookup Window With Search Criteria

Purchases				
Alias Lookup				
Alias	*PA*		Location ID MN0001	
Alias	Item ID	Description	Loc ID	
Line No (of)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Valid wildcards are '?', '*'.				
Company H —IN Search— Verify				

If you don't know the exact **Alias** name setup in Inventory, use wildcards, the ? or the * , in the search criteria.

The search criteria entered on the screen above, ***PA***, uses the * wildcard to retrieve items assigned an **Alias** with any value before or after the capital letters **PA**.

When you press **Enter**, the results of the search are displayed on the screen.

Alias Lookup Window With Search Results

Purchases				
Alias Lookup				
Alias	*PA*	Location ID MN0001		
Alias	Item ID	Description	Loc ID	
>EXTERIOR PANELS	250	Exterior Panels	MN0001	
PAD	820001	Paint/Stain Pad	MN0001	
PAINT	810001	Paint - White - Enamel	MN0001	
PAINT	810002	Paint - White - SemiGloss	MN0001	
PAINT	810003	Paint - White - Flat	MN0001	
PAINT	811001	Paint - Ivory - Enamel	MN0001	
PAINT	811002	Paint - Ivory - SemiGloss	MN0001	
Line No (000001 of 000020)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Enter = select item, Goto, View detail on, Alias, Location, No selection				
Company H IN Search Verify				

To select an item:

1. Use the arrow keys to move the cursor to the **Alias** for the Item ID you want to use
2. Press **Enter**.
3. The system prompts you to press **PgDn** to select the item.

Alias Lookup Window With Selection Prompt

Purchases				
Alias Lookup				
Alias	*PA*	Location ID MN0001		
Alias	Item ID	Description	Loc ID	
EXTERIOR PANELS	250	Exterior Panels	MN0001	
PAD	820001	Paint/Stain Pad	MN0001	
PAINT	810001	Paint - White - Enamel	MN0001	
PAINT	810002	Paint - White - SemiGloss	MN0001	
PAINT	810003	Paint - White - Flat	MN0001	
PAINT	811001	Paint - Ivory - Enamel	MN0001	
PAINT	811002	Paint - Ivory - SemiGloss	MN0001	
Line No (000001 of 000020)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
Verification				
Press <PgDn> to proceed				
Item ID '250' has been selected.				

- The selected item ID is inserted in the **Item ID** field and the other item information defaults in the Append Item window.

Purchases Screen With Append Line Window

Purchases					
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY	Loc ID	Tran No	0001
Invoice No	1234	PO Number	MN0001	Type	Invoice
Append Line			Entry 001		
Item ID	250	GL Account		104000	
Desc	Exterior Panels	INVENTORY - RAW MATERIALS			
GL Desc		Tax Class		03	
Job ID		Quantity	1.0000 CS		
Phase ID		Unit Cost	1342.8700		
Cost Code		Ext Cost	.00		
Entry (of)					
Subtotal	Sales Tax	Freight	Misc	Total	
.00	.00	.00	.00	.00	
Company H Info Verify					

When search results are displayed, the active command options are displayed at the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Alias Lookup Window With View Item Detail Window

Purchases				
Alias Lookup				
Alias	*PA*	Location	ID	MN0001
Alias		Item ID	Description	Loc ID
>EXTERIOR PANELS		250	Exterior Panels	MN0001
PAD		820001	Paint/Stain Pad	MN0001
PAINT		810001	Paint - White - Enamel	MN0001
PAINT		810002	Paint - White - SemiGloss	MN0001
PAINT		810003	Paint - White - Flat	MN0001
PAINT		811001	Paint - Ivory - Enamel	MN0001
PAINT		811002	Paint - Ivory - SemiGloss	MN0001
Line No (000001 of 000020)				

View Item Detail				
Item ID	250	UOM	CS	On Hand
Description	Exterior Panels			In Use
Location ID	MN0001			Comm
Alias	EXTERIOR PANELS			Avail
				On Order
				226.0000
				10.0000
				4.0000
				212.0000
				10.0000

Enter = select item, Goto, View detail off, Alias, Location, No selection
 Company H IN Search Verify

Command

Action

Enter = select item	Press Enter to select the item where the cursor is located as the line-item.
Goto	When more than one screen of information is retrieved, press G to use the entry number to move directly to the Alias and Item ID you want.
View detail on	Use this command when you want to view more information for the Item ID. Select the Alias and Item ID with the cursor and press V . The View Item Detail window appears. Use the View detail off command to remove this window.
Alias	This command returns the cursor to the Alias field in the Alias Lookup window so that new search criteria for an Alias can be entered.
Location	If you want to search for the Alias at another location, press L . The cursor moves to the Location ID field so that a new location can be selected for the search. Enter an * in this field to search all locations.
No selection	To return to the Item ID field in the Append Line window without selecting an item, press N .

Customer/Vendor Lookup, Shift-F4 or Esc-C

Use this search function to look up customer or vendor part numbers setup in Inventory.²⁵

Customer/Vendor Lookup Window With Search Criteria

Purchases				
Customer/Vendor Lookup				
Type Vendor	Source ID	ACE001	Loc ID	MN0001
	Alt ID	[REDACTED]		
Alternate Item ID	Item ID	Source ID	Loc ID	
Line No (of)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Valid wildcards are '?', '*'.				
Company H —IN Search— Verify—				

Field	Description
Type	Use this field to select whether you want to look up a vendor or customer alternate ID. This field defaults to <i>Vendor</i> because you are using the search key in AP.
Source ID	Enter the vendor or customer ID whose Alternate ID you are searching for. The Inquiry command, F2 or Esc W , is available to select the Source ID from a list of customer or vendor IDs, depending on the Type selected.
Loc ID	Enter the ID for the location you want to search.
Alt ID	Use this field to enter the part number, or the portion of the part number you know combined with wild cards. If you enter an * in this field, then all alternate IDs set up for the Source ID entered are retrieved by the search.

The search criteria entered on the screen above retrieves all part numbers set up for the vendor **ACE001**.

²⁵ Vendor and customer part numbers are set up as alternate item IDs on the Alternate Items screen in the Items function on the File Maintenance menu in Inventory.

Customer/Vendor Lookup Window With Search Results

Purchases				
Customer/Vendor Lookup				
Type	Vendor	Source ID	Loc ID	Alt ID *
Alternate Item ID	Item ID	Source ID	Loc ID	
PP0249DO4332	150	ACE001	MN0001	
Line No (000001 of 000001)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Enter = select item, View detail on, Type, Alternate, No selection				
Company H IN Search Verify				

The search found only one item ID set up with an vendor part number alternate ID for **ACE001**, Item ID 150.

The command options available for the Vendor/Customer Lookup search are displayed in the command bar. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = select item	Press Enter to select the item where the cursor is located as the line-item.
View detail on/off	Press V to toggle on and off the detailed information about the item where the cursor is located.
Type	Press T to move the cursor directly to the Type field to select the other type of part number--vendor or customer.
Alternate	Press A to move the cursor directly to the Alt ID field to enter new search criteria.
No selection	Press N to remove the Customer/Vendor Lookup window without selecting any of the items listed.

Detail Lookup, Shift-F5 or Esc G

The Detail Lookup gives you the ability to enter search criteria for any of the fields on the search pick screen, in any combination, to narrow the search.

Wildcards, ? or *, can also be used with the criteria.

When using search criteria in these fields, it is important to remember that the search is case sensitive. So, you must enter the search criteria in the same upper and lower case format that was used to enter the data in inventory.

Detail Lookup Window With Search Criteria

Purchases	
Detail Lookup	
Location ID	MN0001
Item ID	
Description	*White*
Product Line	
Sales Cat	
Price ID	
Vendor	
Quantity Type	None
Quantity	.0000
Display Active Items?	YES
Display Discontinued Items?	NO
Display Obsolete Items?	NO
Display Superseded Items?	NO
Valid wildcards are '?', '*'.	
Company H	IN Search
Verify	

The example search shown on the screen above uses the * wildcard to retrieve any item with the word **White** anywhere in the **Description**.

Detail Lookup Window With Search Results

Purchases		
Detail Lookup		
Item ID	Description	Loc ID
810001	Paint - White - Enamel	MN0001
810002	Paint - White - SemiGloss	MN0001
810003	Paint - White - Flat	MN0001
901	Refrigerator - White	MN0001
910002	Dishwasher - White	MN0001
920002	Stove - White	MN0001
Line No (000001 of 000006)		
Display Active Items?	YES	
Display Discontinued Items?	NO	
Display Obsolete Items?	NO	
Display Superseded Items?	NO	
Enter = select item, View detail on, Detail selection, None		
Company H	IN Search	Verify

The search results are displayed on the screen above. There are six inventory items with an **Active** status that use the word **White** in their descriptions.

To select an item:

1. Move the cursor to that item ID and press **Enter**.
2. The system prompts you to press **PgDn** to select the item. The ID is inserted in the **Item ID** field and the other item information defaults in the Append Line Window.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = select item	Press Enter to select the item the cursor is located at as the line-item.
View detail on/off	Press V to toggle detail for an item on and off. When View detail is on, the following information displays for the item location selected: the Item ID , Description , Location ID , Product Line , Sales Cat , and the On Hand , In Use , Committed , Available , and On Order quantities.
Detail selection	Press D to return to the Detail Lookup window to enter new search criteria.
None	Press N to return to the Append Line window without selecting any of the items listed for the search.

Lot Number-Item Lookup, Shift-F6 or Esc-K

Use this function to look up lot numbers entered in the inventory system for lotted inventory items.

In the search criteria example displayed on the screen below, all lot numbers that begin with **1** followed by any three alphanumeric characters are retrieved. The **?** wildcard is used to represent the number of characters in the lot number.

Lot Number-Item Lookup Window With Search Criteria

Purchases				
Lot - Item Lookup				
Lot Number 1????		Location MN0001		
Lot Number	Item ID	Description	Loc ID	
Line No (of)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Valid wildcards are '?', '*'.				
Company H —IN Search— Verify				

The results of the search are displayed on the screen below. All the lot numbers retrieved begin with **1** and have four characters.

Lot Number-Item Lookup Window With Search Results

Purchases				
Lot - Item Lookup				
Lot Number 1???		Location MN0001		
Lot Number	Item ID	Description	Loc ID	
1001	810001	Paint - White - Enamel	MN0001	
1002	810001	Paint - White - Enamel	MN0001	
1003	810001	Paint - White - Enamel	MN0001	
1011	810002	Paint - White - SemiGloss	MN0001	
1012	810002	Paint - White - SemiGloss	MN0001	
1013	810002	Paint - White - SemiGloss	MN0001	
1021	810003	Paint - White - Flat	MN0001	
Line No (000001 of 000021)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Enter = select item, Goto, View detail on, Lot Number, Location, No selection				
Company H IN Search Verify				

To select an item ID for a lot number:

1. Move the cursor to the lot number and item ID. Press **Enter**.
2. The system prompts you to press **PgDn** to select that item ID and lot number. The ID is inserted in the **Item ID** field in the Append Line Window.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = select item	Press Enter to select the item the cursor is located at as the line-item.
Goto	When more than one screen of information is retrieved, press G to use the entry number to move directly to the Lot Number and Item ID you want.
View detail on/off	Press V to toggle detail information for the lot number on and off.
Lot Number	Press L to move the cursor directly to the Lot Number field to enter new search criteria
Location	Press O to move the cursor to the Location field to enter new search criteria.
No selection	Press N to return to the Append Line window without selecting any of the lot numbers and item IDs listed for the search.

Serial Number-Item Lookup, Shift-F7 or Esc-N

This function retrieves items by their serial numbers.

In the screen below, the search criteria retrieves all serial numbers that begin with the

letters **LTQ** at the **MN0001** location.

Serial Number-Item Lookup Window With Search Criteria

Purchases				
Serial Number - Item Lookup				
Serial Number	LTQ*			Location ID MN0001
Serial Number	Item ID	Loc ID		
Line No (of)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Valid wildcards are '?', '*'.				
Company H —IN Search— Verify				

As shown on the following screen, the search retrieves all serial numbers at the **MN0001** location beginning with **LTQ**, no matter how many characters are in the serial number.

Serial Number-Item Lookup Window With Search Results

Purchases				
Serial Number - Item Lookup				
Serial Number	LTQ*			Location ID MN0001
Serial Number	Item ID	Loc ID		
LTQ-341	900	MN0001		
LTQ6131084	900	MN0001		
LTQ6141084	900	MN0001		
LTQ6151084	900	MN0001		
LTQ6401084	900	MN0001		
LTQ6411084	900	MN0001		
LTQ6421084	900	MN0001		
Line No (000001 of 000029)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Enter = select item, Goto, View detail on, Serial no, Location, No selection				
Company H —IN Search— Verify				

To select the item ID of a serial number:

1. Move the cursor to the serial number and item ID. Press **Enter**.
2. The system prompts you to press **PgDn** to select that item ID. The ID is inserted in the **Item ID** field and the other information for the serialized item defaults in the Append Line Window.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = select item	Press Enter to select the serial number the cursor is located at as the line-item.
Goto	When more than one screen of information is retrieved, press G to use the entry number to move directly to the Serial Number and Item ID you want.
View detail on/off	Press V to toggle detail information for the serial number on and off.
Serial no	Press S to move the cursor directly to the Serial Number field to enter new search criteria.
Location	Press L to move the cursor to the Location ID field to enter new search criteria.
No selection	Press N to return to the Append Line window without selecting any of the serial numbers and item IDs listed from the search.

Item Description Lookup, Shift-F8 or Esc-Q

Use this **IN Search** function to look up an inventory item if you don't know the Item ID, but do know a term that appears in the item's description.

Item Description Lookup Window With Search Criteria

Purchases				
Item Description Lookup				
Description *Water*		Location ID MN0001		
Item ID	Description	Loc ID		
Line No (of)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Valid wildcards are '?', '*'.				
Company H —IN Search— Verify				

In the search example on the screen above, ***Water*** is entered to search for all items that have the word *Water* anywhere in their description.

The search is case sensitive, so the search criteria entered must use the same upper and lowercase format that was used when the data was entered in Inventory.

The results of the search are displayed on the screen below.

Item Description Lookup Window With Search Results

Purchases				
Item Description Lookup				
Description *Water*		Location ID MN0001		
Item ID	Description	Loc ID		
200200	Water Heater	MN0001		
200400	Water Softener	MN0001		
Line No (000001 of 000002)				
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00
Enter = select item, View detail on, Description, Loc ID, No selection				
Company H —IN Search— Verify —				

To select an item ID:

1. Move the cursor to the item ID and press **Enter**.
2. The system prompts you to press **PgDn** to select that item ID. The ID is inserted in the **Item ID** field and the other item information defaults in the Append Line Window.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = select item	Press Enter to select the item ID the cursor is located at as the line-item.
Goto	When more than one screen of information is retrieved, press G to use the entry number to move directly to the Item ID you want.
View detail on/off	Press V to toggle detail information for the item ID on and off.
Description	Press D to move the cursor directly to the Description field to enter new search criteria.
Loc ID	Press L to move the cursor to the Location ID field to enter new search criteria.
No selection	Press N to return to the Append Line window without selecting any of the item IDs listed from the search.

Entering Other Information for Inventory Line-Items

Purchases Screen With Additional Descriptions Window

Purchases					
Vendor ID	BOR001 BORIS CONSTRUCTION COMPANY			Loc ID	Tran No 0012
Invoice No	1001	PO Number	55343	MN0001	Type Invoice
Append Line			Entry 001		
Item ID	100	GL Account		104400	
Desc Ele	Additional Descriptions		ORY - FINISHED GOODS		
GL Desc			ss	03	
Job ID	Vendor's No.: ELEC1001				Units
Phase ID	Includes Electrical Outlets and		y	150.0000	PKG
Cost Code	Breaker Box		st	300.0000	
	FOR SPECIAL CONTRACT #89475		t	.00	
Entry (of)					
Subtotal	Sales Tax	Freight	Misc	Total	
.00	.00	.00	.00	.00	
Company H Verify					

After the Item ID is entered, enter the following information:

Field

Description

Desc

The description for the inventory item defaults into this field.

Additional Descriptions

If **YES** was selected for the option *Use additional descriptions?* in Options and Interfaces²⁶, enter up to 10 lines of 35 characters each, of additional description information for the line-item.

When interfaced with Inventory, you can select to have the additional description information from Inventory default into this field by setting the option *Copy additional descriptions from Inventory?* to **YES**.

If this vendor has a part number set up on the Alternate Items screen for this item location in Inventory²⁷, the part number is copied to the first line in the Additional Descriptions window when the *Copy additional descriptions from Inventory?* is set to **YES**.

²⁶ Options are selected using the Options and Interfaces function on the Company Setup menu in Resource Manager.

²⁷ To set up vendor part numbers in Inventory, select Alternate Items in the Item function on the File Maintenance menu in Inventory.

Purchases Screen With Append Line Window

Purchases				
Vendor ID	BOR001 BORIS CONSTRUCTION COMPANY	Loc ID	Tran No	0006
Invoice No	1001	PO Number	55343	MN0001
Type	Invoice			
Append Line Entry 001				
Item ID	100	GL Account	104400	
Desc	Electrical Package	INVENTORY - FINISHED GOODS		
GL Desc		Tax Class	03	
				Units
Job ID		Quantity	150.0000	PKG
Phase ID		Unit Cost	300.0000	
Cost Code		Ext Cost	45000.00	
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
45000.00	2700.00	.00	.00	47700.00
Verification Press <PgDn> to proceed				

Field**Description**

Field	Description
GL Desc	<p>If you elected to post detail information to General Ledger in the Options and Interfaces:</p> <ul style="list-style-type: none"> enter a description that identifies the transaction in this field. The description entered here appears in the Description column on the G/L Journal and G/L Activity Reports. when this field is left blank, the system posts the invoice number and the item description in the Desc field to the Description field in the GL Journal file, GLJRxxx.
Job and Phase ID	<p>If you are purchasing this line-item for a job, enter the job and, if appropriate, a phase ID. You can enter information in these fields even if AP is not interfaced with the Job Cost application.²⁸</p> <p>If Accounts Payable is interfaced with Job Cost, the Inquiry command, F2 or Esc W, is available to select the job and phase from a list.</p>
Cost Code	
Not Interfaced to Job Cost	You cannot use this field if Accounts Payable is not interfaced with Job Cost.
Interfaced to Job Cost -	<p>If you entered a job ID, enter the Cost Code appropriate for the line-item.</p> <p>The Inquiry command, F2 or Esc W, is available to select the Cost Code from a list.²⁹</p>

Purchases Screen With Append Line Window

²⁸ If a value is entered in the **Job ID** field, the system assumes that the purchase is for a job. So, the quantity purchased does *not* update the inventory **On Hand** quantity for the item location.

²⁹ Cost Codes are set up in Job Cost using the Cost Code function on the File Maintenance menu.

Purchases					
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY	Loc ID	Tran No	0006
Invoice No	1001	PO Number 55343	MN0001	Type	Invoice
Append Line			Entry 001		
Item ID	100	GL Account	104400		
Desc	Electrical Package	INVENTORY - FINISHED GOODS			
GL Desc		Tax Class	03		
Job ID		Quantity	150.0000	Units	PKG
Phase ID		Unit Cost	300.0000		
Cost Code		Ext Cost	45000.00		
Entry (of)					
Subtotal	Sales Tax	Freight	Misc	Total	
45000.00	2700.00	.00	.00	47700.00	
Verification _____					
Press <PgDn> to proceed					

Field Description

GL Account

Using a Job ID

The WIP account entered in the Defaults table, DFtttt, defaults into the field.

Without a Job ID

The system selects the account number that defaults into the field using the following hierarchy:

- if an account number is assigned in the vendor record, it is displayed.
- if the vendor has no GL Account entered and Accounts Payable is interfaced with Inventory, the inventory account from the GL Account Code assigned to the item location is displayed.

You can change the account that's displayed.

If Accounts Payable is interfaced with General Ledger, the **Inquiry** command, **F2** or **Esc W**, is available to select the account number from a list.

Tax Class

The Tax Class assigned to the item location defaults into this field. Press **Enter** to accept the default or change it.

The **Inquiry** command, **F2** or **Esc W**, is available to select the tax class from a list.

Purchases Screen With Append Line Window

Purchases				
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY	Loc ID	Tran No 0006
Invoice No	1001	PO Number 55343	MN0001	Type Invoice
Append Line			Entry 001	
Item ID	100	GL Account	104400	
Desc	Electrical Package	INVENTORY - FINISHED GOODS		
GL Desc		Tax Class	03	Units
Job ID		Quantity	150.0000	PKG
Phase ID		Unit Cost	300.0000	
Cost Code		Ext Cost	45000.00	
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
45000.00	2700.00	.00	.00	47700.00
Verification				
Press <PgDn> to proceed				

Field	Description
Quantity	<p>Enter the quantity purchased. It must be greater than zero.</p> <p>The On Hand quantity for the item location is updated by this amount--unless a job ID was entered for the line-item.</p>
Units	<p>If this vendor is set up in the item location's vendor information³⁰, the unit of measure used for the last purchase from the vendor defaults in the field.</p> <p>If the vendor is not set up in vendor information, the unit of measure assigned as the default in the item's units of measure information³¹ defaults into the field.</p> <p>The defaulted unit of measure can be changed. If the item has multiple units of measure set up in inventory, the Inquiry command, F2 or Esc W, is available to select the unit of measure to use for the purchase from a list.</p>
Unit Cost	<p>The value stored in the Last Cost field for the item location defaults in this field, but you can change it.</p> <p>If the vendor is set up in the item location's vendor information, the value that defaults in the field is the value stored in the Last Order Cost field for the vendor.</p> <p>The system automatically extends the Unit Cost to the Ext Cost field.</p>
Ext Cost	<p>When the value in Ext Cost is edited, the system automatically adjusts the value in Unit Cost.</p>

Use the **Proceed** command, **PgDn** or **Esc P**, to save the line-item.

³⁰ Item Location Vendor Information is set up using the Vendor Information screen in the Item Location function on the File Maintenance menu in Inventory.

³¹ Alternate units of measure for an inventory item are set up using the Units of Measure screen in the Items function on the File Maintenance menu in Inventory.

Serialized Inventory Line-Items

An inventory item that is set up as a type 2 - *Serialized* requires that serial number information be entered in order to complete the line-item entry. Serialized items can be either lotted or nonlotted.

When entering a serialized line-item, the following fields in the Append Line Window have the same functionality as when a nonserialized inventory item is entered: **Item ID**, **Additional Descriptions**, **GL Desc**, **Job ID**, **Phase ID**, **Cost Code**, **GL Account**, **Tax Class**, **Quantity**.

Refer to the Nonserialized Line-Items section beginning on page 7 for a detailed description of the functionality of these fields.

Purchases Screen With Append Line Window

Purchases					
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY	Loc ID	Tran No	0012
Invoice No	1001	PO Number 55343	MN0001	Type	Invoice
Append Line			Entry 002		
Item ID	900	GL Account	104400		
Desc	Refrigerator - Black	INVENTORY - FINISHED GOODS			
GL Desc		Tax Class	00		
Job ID		Quantity	2.0000	Units	EA
Phase ID		Unit Cost	239.6600		
Cost Code		Ext Cost	479.32		
Entry (001 of 001)					
Subtotal	Sales Tax	Freight	Misc	Total	
45479.32	19.17	.00	.00	45498.49	
Verification					
Press <PgDn> to proceed					

To complete a serialized line-item entry, enter the following information:

Field	Description
Units	The unit of measure defaults to each, EA . This is the only unit of measure available for a serialized item and you cannot change it.
Unit Cost	The last cost for the item location is displayed. You cannot change it. The new unit cost for each serial number is assigned during serial number entry.
Ext Cost	The last cost defaulted as the Unit Cost is extended in this field. You cannot change it.

The system prompts you to use the **Proceed** command, **PgDn** or **Esc P**, to save the information entered in the Append Line window and move to the Serial Number Entry window.

The Serial Number Entry window appears.

Purchases Screen With Serial Number Entry Window

Purchases				
Serial Number Entry				
Item ID 900	Refrigerator - Black			
Loc ID MN0001	MINNEAPOLIS WAREHOUSE			
Units EA	Requested Qty 2.0000			
Serial Number	Unit Cost			
>				
Serial Number (000001 of 000000)	.0000			
Entry (001 of 001)				
Subtotal	Sales Tax	Freight	Misc	Total
45479.32	19.17	.00	.00	45498.49
Enter = edit, Append, Done				
Company H Verify				

The active commands are listed at the bottom of the screen in the command bar. The capitalized letters in the commands are the Hot keys used to activate the command.

Command	Action
---------	--------

Command	Action
Enter = edit	To edit a serial number that appears in the Serial Number Entry window, use the arrow keys to move the cursor to the serial number and then press the Enter key.
Append	To record the serial numbers purchased, press A . The Append Serial Number window appears to enter the serial number.
Done	When all serial numbers have been entered, press D to save the information and return to a new Append Line window.

ENTERING SERIAL NUMBERS

Use the **Append** command to activate the Serial Number Entry window.

Serial Number Entry Screen With Append Serial Number Window

Purchases			
Serial Number Entry			
Item ID	900	Refrigerator - Black	
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE	
Units	EA	Requested Qty	2.0000
Serial Number		Unit Cost	
Serial Number (000001 of 000000)		.0000	
Append Serial Number			
Serial No	LTQ-340	Auto Generate?	YES
Orig Qty	.0000	Cost	239.6600
Fulfill Qty	2.0000		
Backord Qty	.0000		
Comment	SIDE-BY-SIDE 28 CU		
Verification			
Press <PgDn> to proceed			

To enter the serial numbers purchased, perform the following tasks:

1. Enter the following information:

Field	Description
-------	-------------

Field	Description
Serial No	Enter the first serial number in the sequence.
Auto Generate?	<p>If you need to enter a range of serial numbers that are in numerical order, select YES to have the system automatically generate sequential serial numbers for the quantity entered in the Fulfill Qty field.</p> <p>If letters or symbols are included in the Serial No entry, the serial numbers generated include those characters.</p>
Fulfill Qty	<p>When YES is selected for Auto Generate? the cursor stops in this field. Enter the number of items to generate serial numbers for.</p> <p>When NO is selected for Auto Generate?, the cursor skips this field.</p>
Cost	<p>The value stored in the Last Cost field for the serialized item location is displayed. You can change it.</p> <p>This cost is assigned to the serial number, or, if using the auto generate feature, all the serial numbers in the sequence.</p>
Comment	Enter a comment of up to 35 characters for the generated serial numbers, or press Enter to skip this field.

2. Use the **Proceed** command, **PgDn** or **Esc P**, to save the serial number information.

If **NO** is selected for *Auto Generate?*:

- the serial number is listed in the Serial Number Entry window
- a blank Append Serial Number window displays.

If **YES** is selected for *Auto Generate?*:

- the system uses the serial number entered in the **Serial No** field to calculate the number of possible serial numbers that can be generated without increasing the number of digits in the serial number. Press **Enter** to begin generating serial numbers.
- the generated serial numbers appear in the Serial Number Entry window
- a blank Append Serial Number window is displayed below.

3. When serial number entry is complete, use the **Exit** Command, **F7** or **Esc M**, to remove the Append Serial Number Window.
4. Press **D** to use the Done command to return to the Append Line Window to enter a new line-item.
5. If there is a difference between the original quantity entered in the Append Line window and the number of serial numbers entered through the Serial Number Entry window, a message displays.

Serial Number Entry Window With Fulfilled Quantity Message

Purchases	
Serial Number Entry	
Item ID 910001	Dishwasher - Black
Loc ID MN0001	MINNEAPOLIS WAREHOUSE
Units EA	Requested Qty 2.0000
Serial Number	Unit Cost
DW-GE-54921	155.9900

Serial Number (000001 of 000001)	155.9900
Entry (003 of 003)	
Subtotal	Sales Tax
Freight	Misc
Total	
Verification	
Press <PgDn> to proceed	
to change fulfilled qty. from 2.0000 to 1.0000	

6. The system prompts you to press **PgDn** to:
- change the fulfilled quantity from the original quantity entered in the Append Line window to the number of serial numbers entered using the Append Serial Number window.
 - update the **Unit Cost** field for the line-item with the average of the unit costs entered for the individual serial numbers.
 - update the **Ext Cost** field for the line-item by the total of the unit costs entered.
 - display a blank Append Line window for the next line-item.

7. If line-item entry is completed for this purchase, use the **Exit** command, **F7** or **Esc M**, to exit from the Append Line window to the line-item scrolling screen

Purchases Screen With Serial Number Entry Screen

Purchases		Serial Number Entry	
Item ID 900	Refrigerator - Black		
Loc ID MN0001	MINNEAPOLIS WAREHOUSE		
Units EA	Requested Qty 2.0000		
Serial Number	Unit Cost		
LTQ-340	239.6600		
> LTQ-341	239.6600		

Serial Number (000002 of 000002)		479.3200	
Entry (001 of 001)			
Subtotal	Sales Tax	Freight	Misc
45479.32	19.17	.00	.00
			Total
			45498.49
Enter = edit, Append, Done			
Company H		Verify	

EDITING SERIAL NUMBER INFORMATION

Use the **Enter = edit** command in the Serial Number Entry window to change serial number information before exiting to the line-item scrolling screen.

Follow these steps to edit a serial number:

1. Move the cursor to the serial number that needs to be changed.
2. Press **Enter**. The serial number information is displayed in the Edit Serial Number window. You can edit the **Cost** and the **Comment** fields.
3. Press **PgDn** to save the changes and return to the Serial Number Entry Window.

DELETING A SERIAL NUMBER

Use the **Delete** command, **F3** or **Esc D**, in the Serial Number Entry window to delete a serial number before exiting to the line-item scrolling screen.

Follow these steps to delete a serial number:

1. Move the cursor to the serial number to be deleted.
2. Use the **Delete** Command, **F3** or **Esc D**. The system prompts you to confirm the delete by pressing **F3** or **Esc D** again. You are returned to the Serial Number Entry Window.

Entering Lotted Line-Items

When a **Type 1-NonSerialized** or **Type 2-Serialized** inventory item with the **Track Lots?** field set to **YES** is entered, the system requires lot number information for the line-item.

The following fields in the Append Line window function the same as for nonlotted items: **Item ID, Additional Descriptions, GL Desc, Job ID, Phase ID, Cost Code, GL Account**, and **Tax Class**. Refer to the Nonserialized line-item entry section beginning on page 7 for a detailed description of how these fields function.

Purchases Screen With Append Line Window

Purchases					
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY	Loc ID	Tran No	0012
Invoice No	1001	PO Number 55343	MN0001	Type	Invoice
Append Line			Entry 003		
Item ID	810001	GL Account	104400		
Desc	Paint - White - Enamel	INVENTORY - FINISHED GOODS			
GL Desc		Tax Class	00		
Job ID		Quantity	10.0000	Units	GAL
Phase ID		Unit Cost	14.1000		
Cost Code		Ext Cost	141.00		
Entry (002 of 002)					
Subtotal	Sales Tax	Freight	Misc	Total	
45620.32	2705.64	.00	.00	48325.96	
Verification					
Press <PgDn> to proceed					

Perform the following tasks to complete line-item entry for a lotted item:

1. Enter the following information for the lotted item:

Field	Description
Quantity	Enter the quantity for the lotted line-item.
Unit Cost	The Last Cost for the lotted item location is displayed. You cannot change it here. The Unit Cost is entered in the Append Lot Number Window. If the vendor is set up in the item location vendor information, the value stored in the Last Order Cost field defaults here.
Ext Cost	The Last Cost for the lotted item location is extended. You cannot change it.

2. Use the **Proceed** command, **PgDn** or **Esc P**, to save the information entered in the Append Line window and move to the Lot Entry window.

3. The active commands are listed at the bottom of the Lot Entry window in the command bar. The capitalized letters in the commands are the Hot Keys used to activate the command.

Purchases Screen With Lot Entry Window

Purchases				
Lot Entry				
Item ID	810001	Paint - White - Enamel		
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE		
Units	GAL	Requested Qty	10.0000	
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost	
<div> <div>></div> <div></div> </div>				
Lot Number	(000001 of 000000)		.00	
Entry (002 of 002)				
Subtotal	Sales Tax	Freight	Misc	Total
45620.32	2705.64	.00	.00	48325.96
Enter = edit, Append, Done				
Company H			Verify	

Command

Action

Command	Action
Enter = edit	To edit a lot number that has been entered, use the arrow keys to move the cursor to that lot number and then press the Enter key.
Append	To record the lot numbers purchased, press A and the Append Lot Number window appears so that information for the lot can be entered in the system.
Done	When all lot numbers have been entered, press D to save the information and move to a new Append Line window.

ENTERING LOT NUMBERS

To record lot number information in the system, perform the following tasks:

1. Use the **Append** command to display the Append Lot Number window.

Lot Entry Screen With Append Lot Number Window

Purchases			
Lot Entry			
Item ID	810001	Paint - White - Enamel	
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE	
Units	GAL	Requested Qty	10.0000
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
Lot Number	(000001 of 000000)		.00
Append Lot Number			
Lot No	10-500		
Orig Qty	.0000	Cost	14.1000 Ext Cost 70.50
Fulfill Qty	5.0000		
Backord Qty	.0000		
Comment	SPECIAL ORDER SO#57214		
Verification			
Press <PgDn> to proceed			

2. Enter the lot information:

Field	Description
-------	-------------

Field	Description
Lot No	Enter the lot number purchased. If the lot number purchased is already in stock, the Inquiry command, F2 or Esc W , is available to select the lot number from a list.
Fulfill Qty	Enter the number of units that were purchased in this lot.
Cost	The last cost for the item location defaults into the field, or, if the vendor is set up for the item location vendor information, the last cost for the vendor defaults here. You can change it. The item location record in inventory is updated on-line with the Cost and Fulfill Qty entered.
Ext Cost	The system automatically extends the cost. You cannot change it.
Comment	Enter a comment of up to 35 characters for the lot number, or press Enter to skip this field.

3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the lot number information.

The lot number entered appears in the Lot Entry window and a blank Append Lot Number window is displayed.

Lot Entry Screen With Append Lot Number Window

Purchases				
Lot Entry				
Item ID	810001	Paint -	White - Enamel	
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE		
Units	GAL	Requested Qty	10.0000	
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost	
10-500	.0000	5.0000	70.50	
11-743	.0000	6.0000	84.60	
Lot Number	(000001 of 000002)		155.10	
Append Lot Number				
Lot No		Orig Qty	.0000	Cost .0000 Ext Cost .00
Fulfill Qty		Backord Qty	.0000	
Comment				
Verification				
Press F7 to exit				

4. If you need to record additional lot numbers for the line-item, repeat steps 2 and 3.

If the lot number entry is completed for the line-item, use the **Exit** command, **F7** or **Esc M**, to remove the Append Lot Number window and return to the Lot Entry window.

Purchases Screen With Lot Entry Window

Purchases				
Lot Entry				
Item ID	810001	Paint - White - Enamel		
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE		
Units	GAL	Requested Qty	10.0000	
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost	
10-500	.0000	5.0000	70.50	
> 11-743	.0000	6.0000	84.60	
Lot Number (000002 of 000002)			155.10	
Entry (002 of 002)				
Subtotal	Sales Tax	Freight	Misc	Total
45620.32	2705.64	.00	.00	48325.96
Enter = edit, Append, Done				
Company H Verify				

- If the lot number information is correct, press **D** to use the **Done** command to return to a blank Append Line Window to enter the next line-item.
- If there is a difference between the original quantity entered in the Append Line window and the quantity entered for the lot numbers through the Lot Entry window, a message displays when you select **Done**.

Lot Entry Window With Fulfill Quantity Message

Purchases				
Lot Entry				
Item ID	810001	Paint - White - Enamel		
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE		
Units	GAL	Requested Qty	10.0000	
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost	
10-500	.0000	5.0000	70.50	
11-743	.0000	6.0000	84.60	
Lot Number (000002 of 000002)			155.10	
Entry (002 of 002)				
Subtotal	Sales Tax	Freight	Misc	Total
45620.32	2705.64	.00	.00	48325.96
Verification				
Press <PgDn> to proceed to change fulfilled qty. from 10.0000 to 11.0000				

Press **PgDn**, or **Esc P**, to:

- change the fulfilled quantity from the original quantity entered in the Append Line window to the quantity entered for the lots in the Append Lot Number window.
 - update the **Unit Cost** field in the Append Line window with the average of the unit costs entered for the lots.
 - update the **Ext Cost** field in the Append Line window with the total of the unit costs entered.
- When line-item entry is completed for this purchase, use the **Exit** command, **F7** or **Esc M**, to exit from the Append Line window and move to the line-item scrolling

screen.

EDITING LOT NUMBER INFORMATION

Use the **Enter = edit** command in the Lot Number Entry window to change lot number information before exiting to the Append Line Window screen.

Follow these steps to edit a lot number:

1. Move the cursor to the lot number you want to change.
2. Press **Enter**. The lot number information is displayed in the Edit Lot Number window. You can edit the **Fulfill Qty**, **Cost** and the **Comment** fields.
3. Press **PgDn** to save the changes and return to the Lot Number Entry Window.

DELETING A LOT NUMBER

Use the **Delete** command, **F3** or **Esc D**, in the Lot Number Entry window to delete a lot number before exiting the Append Line Window screen.

Follow these steps to delete a lot number:

1. Move the cursor to the lot number to be deleted.
2. Use the **Delete** Command, **F3** or **Esc D**. The system prompts you to confirm the delete by pressing **F3** or **Esc D** again. You are returned to the Lot Entry Window.

USING THE LINE-ITEM SCROLLING SCREEN

The Line-Item Scrolling screen displays when the **Exit** command, **F7** or **Esc M**, is used to exit from the Append Line Window.

Purchases Line Item Scrolling Screen

Purchases					
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY		Loc ID	Tran No
Invoice No	1001	PO Number 55343		MN0001	0012
				Type	Invoice
Item ID		Quantity	Units	Unit Cost	Ext Cost
Description					
100		150.0000	PKG	300.0000	45000.00
Electrical Package					
900		2.0000	EA	239.6600	479.32
Refrigerator - Black					
810001		11.0000	GAL	14.1000	155.10
Paint - White - Enamel					
200100		3.0000	EA	379.4400	1138.32
Furnace					
450		3.0000	EA	161.1400	483.42
Slide by Window 24" x 40"					
Entry (005 of 007)					
Subtotal	Sales Tax	Freight	Misc	Total	
97577.06	5819.17	.00	.00	103396.23	
Enter = edit, Append, Header, Totals, View, Goto, Next trans					
Company H		Info		Verify	

The number of the line-item where the cursor is located displays in the lower right corner of the line-item scrolling screen. Use **PgDn**, **PgUp** or the arrow keys to move the cursor to a different line-item.

The active command options are displayed in the command bar at the bottom of the screen. The capitalized letter in each command is the Hot Key that activates that command.

Command	Action
Enter = edit	To edit a line-item, move the cursor to that line-item and press Enter . The Edit Line window appears and you can make changes. Use the Proceed command, PgDn or Esc P , to save the changes.
Append	To add a line-item after all the other entered the line-items, press A . Use the Proceed command, PgDn or Esc P , to save it.
Header	Press H to return to the header screen for the purchase. Use the Proceed command, PgDn or Esc P , to save any changes and to return to the line-item scrolling screen.

Purchases Line Item Scrolling Screen

Purchases					
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY	Loc ID	Tran No	0012
Invoice No	1001	PO Number 55343	MN0001	Type	Invoice
Item ID		Quantity	Units	Unit Cost	Ext Cost
Description					
100	Electrical Package	150.0000	PKG	300.0000	45000.00
900	Refrigerator - Black	2.0000	EA	239.6600	479.32
810001	Paint - White - Enamel	11.0000	GAL	14.1000	155.10
200100	Furnace	3.0000	EA	379.4400	1138.32
450	Slide by Window 24" x 40"	3.0000	EA	161.1400	483.42
Entry (005 of 007)					
Subtotal	Sales Tax	Freight	Misc	Total	
97577.06	5819.17	.00	.00	103396.23	
Enter = edit, Append, Header, Totals, View, Goto, Next trans					
Company H		Info		Verify	

Command	Action
---------	--------

Totals

If the option *Do you want to force totals on exit of transaction entry?* is set to **NO**³², the totals screen does not automatically appear when you select **Next** to enter the next transaction.

- The only way to access total information is to press **T** to move to the Totals/Payments window.
- Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes, or use the **Exit** command, **F7** or **Esc M**, to leave the Totals/Payments window and not save any changes.

If the option *Do you want to force totals on exit of transaction entry?* is set to **YES**, the Totals/Payments window for a purchase always appears for verification when you exit from a transaction or press **N** to go to the next transaction.

- You don't have to press **T** to work with the totals before exiting from the transaction.
- If you use the **Exit** command, **F7** or **Esc M**, to leave the Totals/Payments window and return to the Line-Item Scrolling screen. None of the changes made to the totals and payments information is saved.
- Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes and enter the next transaction.

Purchases Line Item Scrolling Screen

Purchases					
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY	Loc ID	Tran No	0012
Invoice No	1001	PO Number	55343	MN0001	Type Invoice
Item ID	Quantity		Units	Unit Cost	Ext Cost
Description					
100		150.0000	PKG	300.0000	45000.00
Electrical Package					
900		2.0000	EA	239.6600	479.32
Refrigerator - Black					
810001		11.0000	GAL	14.1000	155.10
Paint - White - Enamel					
200100		3.0000	EA	379.4400	1138.32
Furnace					
450		3.0000	EA	161.1400	483.42
Slide by Window 24" x 40"					
Entry (005 of 007)					
Subtotal	Sales Tax	Freight	Misc	Total	
97577.06	5819.17	.00	.00	103396.23	
Enter = edit, Append, Header, Totals, View, Goto, Next trans					
Company H		Info		Verif	

Command Action

³² Options and Interfaces settings are selected using the Options and Interfaces function on the Company Setup menu in the Resource Manager.

View	To view the information for a line-item where the cursor is located, press V . You cannot change the line-item information using this command.
Goto	<p>The Goto command is available when there is more than one screen of line-items. Press G move the cursor to a particular line-item.</p> <p>When the Goto Entry window appears, enter the line-item sequence number, or use the Inquiry command, F2 or Esc W, to select the sequence number from the list that appears.</p>
Next transaction	Press N if the transaction is complete. Depending on the setting selected for the option <i>Do you want to force totals on exit of transaction entry?</i> either the Totals/Payments window or the Transaction Type menu appears.

When transaction entry is complete, use the **Exit** command, **F7** or **Esc M**, to return to the Daily Work menu.

INSERTING A LINE-ITEM

To insert a line item between existing line-items, perform the following tasks:

1. Move the cursor to where you want to insert the line-item. The new line-item is inserted above the cursor.
2. Press the **Insert** key.
3. Enter the information for the line-item.
4. Use the **Proceed** command, **PgDn** or **Esc P**, to save the line-item and return to the line-item scrolling screen.

DELETING A LINE-ITEM

When there is only one line-item for the transaction, *you cannot delete the line-item*. You must delete the entire transaction. Use the **Delete** command, **F3** or **Esc D**, when you are on the header screen for the transaction.

The procedure for deleting a line-item depends on the type of inventory item used for the line-item. The procedure for the different types of inventory items are listed below.

A Nonserialized Item

1. Move the cursor to the line-item to be deleted.
2. Use the **Delete** command, **F3** or **Esc D**, to delete the line-item.
3. The other line-items for the transaction are resequenced.

A Serialized Item

1. Move the cursor to the line-item to be deleted.
2. Press **Enter** to edit the line-item.
3. Press **PgDn** or, **Esc P**, to move to the Serial Number Entry Window.
4. Use the **Delete** command, **F3** or **Esc D**, to delete the serial numbers for the line-item.
5. When all serial numbers are deleted, press **D** to use the **Done** command.
6. Press **PgDn** or, **Esc P**, to confirm the change in the fulfilled quantity and return to the

line-item scrolling screen.

7. Use the **Delete** command, **F3** or **Esc D**, to delete the line-item.
8. The other line-items for the transaction are resequenced.

A Lotted Item

1. Move the cursor to the line-item to be deleted.
2. Press **Enter** to edit the line-item.
3. Press **PgDn** or, **Esc P**, to move to the Lot Entry Window.
4. Use the **Delete** command, **F3** or **Esc D**, to delete the lot numbers for the line-item.
5. When all lot numbers are deleted, press **D** to use the **Done** command.
6. Press **PgDn** or, **Esc P**, to confirm the change in the fulfilled quantity and return to the line-item scrolling screen.
7. If the item is also serialized, the serial number information must also be deleted before the line-item can be deleted. Follow the steps listed in the section for deleting a serialized item before performing the next step.
8. Use the **Delete** command, **F3** or **Esc D**, to delete the line-item.
9. The other line-items for the transaction are resequenced.

RECORDING TOTALS/PAYMENTS INFORMATION

The setting selected for the option *Do you want to force totals on exit of transaction entry?* determines how the Totals/Payments Window is accessed:

- when **NO** is selected, the totals screen does not automatically appear when you select **N** to enter the next transaction or use the **Exit** command, **F7** or **Esc M**. The Totals/Payments Window for the transaction is accessed using the **Totals** command from the command bar by pressing **T**.
- when **YES** is selected, the Totals/Payments window always appears when you exit a transaction or use the **Next trans** command by pressing **N**. You don't have to press **T** to access the totals information.

In the Totals/Payment Window, you can change any field except the **Subtotal** and **Total** fields.

Purchases Total/Payments Screen

Purchases					
Vendor ID	BOR001 BORIS CONSTRUCTION COMPANY		Loc ID	Tran No 0012	
Inv	Totals/Payments			Invoice	
	Class				
It	Subtotal	97577.06	Amt Paid	24000.00	Ext Cost
			Via Check No	78988	
	Freight	255.00 02	Payment Date	06/20/1997	
10	Misc	55.00 02	Online Check?	YES	45000.00
	Sales Tax	5819.17	Cash Disc	.00	
90	Total	103706.23			479.32
81		Amount	Due Date		155.10
	First Payment	79706.23	07/20/1997		
20	Second Payment	.00			1138.32
45	Third Payment	.00			483.42
Entry (005 of 007)					
	Subtotal	Sales Tax	Freight	Misc	Total
Verification					
Press <PgDn> to proceed To print Online check					

Perform the following tasks to enter the totals and payment information for a transaction:

1. Enter the following information in the Totals/Payments Window:

Field	Description
-------	-------------

Field	Description
-------	-------------

Freight	Enter the freight amount for the transaction.
---------	---

The general ledger account **debited** for this amount during the Post Transactions function is taken from the **distribution code** assigned to the vendor.

Misc	Enter any miscellaneous expense associated with the purchase.
------	---

The general ledger account **debited** for this amount during the Post Transactions function is also taken from the **distribution code** assigned to the vendor.

Totals/Payments Screen With Sales Tax Breakdown Window

Edit Transactions									
Vendor ID	ACE001 ACE PLUMBING SUPPLY COMPANY				Loc ID	Tran No 0009			
Inv	Totals/Payments						Invoice		
It	Subtotal	8341.56	Class		Amt Paid	.00			Ext Cost
	Sales Tax Breakdown								
	Freight		Tax Location	CA	Tax Amount	424.42	Tax Loc Class	0	240.00
90	Misc		CA						
	Sales Tax		Tax Adjustment	-.42	CA	00	66		
91	Total								2762.73
	Sales Tax 424.00								
80									
	First Payment	8678.32	07/11/1997						
81	Second Payment	.00							
	Third Payment	.00							
20									
Entry (003 of 006)									
	Subtotal	Sales Tax	Freight	Misc	Total				
	8341.56	424.42	.00	.00	8765.98				
Company H Quick - Info Verify									

Field	Description
-------	-------------

Field	Description
Sales Tax	<p>If you edit the sales tax amount, the Sales Tax Breakdown window appears.</p> <p>The difference between the original sales tax amount and the edited sales tax value is displayed. If you change this amount, the amount on the Totals/Payments window is automatically updated.</p> <p>The tax location is displayed. You can change it, but the tax location you change it to must be one of the tax locations in the tax group entered on the Header screen for the purchase.</p> <p>The tax class defaults to 00, you can change it. The amount of the sales tax variance is included in the totals for the tax class entered here.</p>
Amt Paid	<p>If you don't enter a value in this field, the Via Check No, Payment Date, and On-line Check? fields are skipped.</p> <p>If this is a prepaid invoice, enter the amount paid.</p> <p>When an amount is entered in this field, the cursor moves to the Via Check No, Payment Date, and On-line Check? fields.</p>
Via Check No	<p>If an amount was entered in the Amt Paid field, the cursor stops at this field.</p> <p>The next check number defaults into the field.</p> <ul style="list-style-type: none"> If you are not printing the check on-line because you have already written a check, enter the number of the check used for the payment. If you press the Spacebar and then the Enter key to blank out this field, CASH defaults into the field.

Purchases Total/Payments Screen

Purchases					
Vendor ID	BOR001 BORIS CONSTRUCTION COMPANY			Loc ID	Tran No 0012
Inv	Totals/Payments				Invoice
	Class				
It	Subtotal	97577.06	Amt Paid	24000.00	Ext Cost
			Via Check No	78988	
	Freight	255.00 02	Payment Date	06/20/1997	
10	Misc	55.00 02	Online Check?	YES	45000.00
	Sales Tax	5819.17	Cash Disc	.00	
90	Total	103706.23			479.32
81		Amount	Due Date		155.10
	First Payment	79706.23	07/20/1997		
20	Second Payment	.00			1138.32
45	Third Payment	.00			483.42
Entry (005 of 007)					
	Subtotal	Sales Tax	Freight	Misc	Total
Verification					
Press <PgDn> to proceed To print Online check					

Field	Description
-------	-------------

Field	Description
Payment Date	Enter the date the payment was made. Or, if you are printing the check on-line, enter the date to be printed on the check.
On-line Check?	If the option <i>Allow printing of on-line checks?</i> is set to NO , this field is set to NO , and you cannot change it. If the option <i>Allow printing of on-line checks?</i> is set to YES and you want to print a check for this purchase, select YES . If a check for this purchase has already been written or printed, enter NO to continue entering information about the payment.
Cash Disc	The amount displayed in this field is calculated using the terms code entered on the Header screen. You can edit the displayed amount.
First Payment	Any unpaid balance is displayed in the First Payment row of the Amount column. It is calculated using the discount days for the terms code--not the due days. You can change this amount. The date defaulted in the First Payment row of the Due Date column is calculated using the terms code entered on the Header screen.
Second Payment/	You can split the invoice into three amounts with different due dates ³³
Third Payment	

Purchases Total/Payments Screen

Purchases					
Vendor ID	BOR001 BORIS CONSTRUCTION COMPANY		Loc ID	Tran No 0012	
Inv	Totals/Payments			Invoice	
	Class				
It	Subtotal	97577.06	Amt Paid	24000.00	Ext Cost
	Freight	255.00 02	Via Check No	78988	
10	Misc	55.00 02	Payment Date	06/20/1997	
	Sales Tax	5819.17	Online Check?	YES	45000.00
90	Total	103706.23	Cash Disc	.00	
					479.32
81		Amount	Due Date		155.10
	First Payment	79706.23	07/20/1997		
20	Second Payment	.00			1138.32
45	Third Payment	.00			483.42
Entry (005 of 007)					
Subtotal		Sales Tax	Freight	Misc	Total
Verification					
Press <PgDn> to proceed To print Online check					

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the Totals/Payments information.

³³ After the invoice is posted, you can use the Hold/Release Invoices function on the Pay Invoices menu in AP to split an invoice into more than three payments. The same invoice number can be split up to 99 times.

If the **On-line Check?** field is set to **NO** and the **Totals** command was used to access the window, you are returned to the line-item scrolling screen.

If the **On-line Check?** field is set to **NO** and the **Next trans** command was used to access the window, the screen appears next also depends on the setting for the option *Do you want to force totals on exit of transaction entry?*:

- if the option setting is **NO**, the Transaction Type menu appears.
 - if the option setting is **YES**, the Totals/Payments window appears. You must press **PgDn**, or **Esc P**, to confirm the totals/payments information before the Transaction Type menu appears.
3. If you entered **YES** in the **On-line Check?** field, select whether to print the check to a **(P)**rinter or a **(F)**ile. Depending on your selection, you must either select a printer or enter the filename to use.

If don't want to print a check, select the **(E)**nd to return to the line-item scrolling screen.

Entering Miscellaneous Debits

Use the Miscellaneous Debits function to enter returned goods and to back out or cancel incorrect purchase transactions that have been posted.

Purchases Screen With Transaction Type Menu

Purchases			
Vendor ID	Loc ID	Tran No	
Invoice No	PO Number	Type	
Header Information			
Tran No	Tran Type	Invoice	
Loc ID	MN0001		
Vendor ID	Transaction Type		/1997
	1. Purchases 2. Miscellaneous Debits 3. Edit Transactions <input checked="" type="checkbox"/>		S
	1099?	NO	
	GL Period	06	
Company H Verify			

When **2. Miscellaneous Debits** is selected from the menu, the Miscellaneous Debits Header screen appears.

Entering Miscellaneous Debits Header Information

The fields on the Miscellaneous Debits Header Information screen are the same as those on the Purchases Header Information screen. For detailed information about these fields, refer to the Entering Purchases section of this manual beginning on page 7.

Miscellaneous Debits Header Information Screen

Miscellaneous Debits			
Vendor ID	Loc ID	Tran No	
Invoice No	PO Number	Type	
Header Information			
Tran No	Tran Type	Misc Debit	
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE	
Vendor ID CLE001	Invoice No 83423	Date 06/23/1997	
CLEVELAND INTERIORS, INC.	PO Number 90334		
4662 SE MAIN	Terms Code AP0004	Type Reg	
	Terms Desc 2/10,n/30		
CLEVELAND OH	Terms % 2.0 Days 10	Net Days 30	
54566-5789	Tax Group CA		
	1099? NO		
	GL Period 06		
Verification Press <PgDn> to proceed			

After entering the header information, use the **Proceed** command, **PgDn** or **Esc P**, to save it.

Entering Line-Items

Use the Append Line window to record information for returned items.

Miscellaneous Debits Screen With Append Line Window

Miscellaneous Debits					
Vendor ID	CLE001	CLEVELAND INTERIORS, INC.	Loc ID	Tran No	0013
Invoice No	83423	PO Number	90334	MN0001	Type Misc Debit
Append Line			Entry 001		
Item ID	250	GL Account	104400		
Desc	Exterior Panels	INVENTORY - FINISHED GOODS			
GL Desc		Tax Class	03		
Job ID		Quantity	1.0000	Units	CS
Phase ID		Unit Cost	1342.8700		
Cost Code		Ext Cost	1342.87		
Entry (of)					
Subtotal	Sales Tax	Freight	Misc	Total	
1342.87	80.57	.00	.00	1423.44	
Verification					
Press <PgDn> to proceed					

Follow the same procedure outlined for entering line-items for purchase transactions in the Entering Line-Items section beginning on page 7. Detailed information on the fields in the Append Line window is also available in that section.

This additional information pertains to entering miscellaneous debit line-items:

Field	Description
Quantity	<p>Do <i>not</i> use a negative sign when entering quantities for Miscellaneous Debits.</p> <p>The system automatically makes the correct debit and credit entries when a miscellaneous debit transaction is posted.</p> <p>If Accounts Payable is interfaced with Inventory and you enter an inventory line-item, the On-Hand and Available quantities in the Inventory item location record are reduced on-line by the quantities entered here.</p> <p>If Accounts Payable is interfaced with Job Cost and a job ID is entered for the line-item, the On-Hand and Available quantities in the Inventory item location record are <i>not</i> reduced by the quantities entered here since line-items purchased for a job ID do not increase those quantities for an item location.</p>
Unit Cost	<p>If Accounts Payable is interfaced to Inventory and an inventory line-item is entered, the amount that defaults into the Unit Cost field is the Last Cost for the item location. You can change it. Costs are also updated on-line in the Inventory file.</p>

QUICK ENTRY

If you are using Quick Entry, the fields the cursor stops at for miscellaneous debits are determined by the settings in the QDtttt table.

Press **Ctrl-F** to toggle Quick entry off and on.

RETURNING A SERIALIZED ITEM

When the Append Line window information is completed for a serialized line-item, the system prompts you to press **PgDn** to access the Serial Number Entry window and record the serial numbers for the serialized items being returned.

The tasks and information required to record returned serialized items are similar to those used when recording the purchase of a serialized item. Refer to the Serialized Line-Items portion of Entering Inventory Line Items section beginning on page 7 for a more detailed discussion of the fields and commands on these screens.

Miscellaneous Debits Screen With Serial Number Entry Window

Miscellaneous Debits				
Serial Number Entry				
Item ID	900	Refrigerator - Black		
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE		
Units	EA	Requested Qty	1.0000	
Serial Number		Unit Cost		
Serial Number (000001 of 000000)		.0000		
Entry (of)				
Subtotal	Sales Tax	Freight	Misc	Total
240.00	9.60	.00	.00	249.60
Enter = edit, Append, Done				
Company H	Quick	Verify		

Entering Serial Numbers

To record the serial numbers for the line-item, perform the following tasks:

1. Press **A** to use the Append command to enter the serial numbers for the returned items.

The Append Serial Number window appears.

Append Serial Number With Serial Number Inquiry Window

Miscellaneous Debits			
< Serial Number Lookup >			
Serial Number	Item ID	Loc ID	Stat
< begin >			
> LTQ7121002	901	MN0001	A
LTQ7121003	901	MN0001	A
LTQ7121004	901	MN0001	A
LTQ7121005	901	MN0001	A
LTQ7121006	901	MN0001	A

Serial Number (000001 of 000000)		-----	.0000
----------------------------------	--	-------	-------

Append Serial Number			
Serial No	[REDACTED]		
Orig Qty	.0000	Cost	.0000
Fulfill Qty	1.0000		
Backord Qty	.0000		
Comment			

Company H Inquiry Verify

2. Enter the first serial number, or use the **Inquiry** command, **F2** or **Esc W**, to select the serial number from a list of serial numbers in stock.

Serial Number Entry Screen With Append Serial Number Window

Miscellaneous Debits			
Serial Number Entry			
Item ID	901	Refrigerator - White	
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE	
Units	EA	Requested Qty	1.0000

Serial Number	Unit Cost
Serial Number (000001 of 000000)	

.0000	

Append Serial Number			
Serial No	LTQ7121002		
Orig Qty	.0000	Cost	231.0200
Fulfill Qty	1.0000		
Backord Qty	.0000		
Comment	DENT IN LEFT FRONT PANEL OF DOOR		

Verification Press <PgDn> to proceed

3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the serial number information.
The serial number entered is displayed in the Serial Number Entry section of the screen along with a blank Append Serial Number window.
Enter the next returned serial number.
4. When all of the returned serial numbers are recorded, use the **Exit** command, **F7** or **Esc M**, to remove the Append Serial Number window and return to the Serial Number Entry window.
5. If all of the serial number information displayed in the Serial Number Entry window is correct, press **D** to use the **Done** command from the command bar. The Done command saves the line-item information and moves the cursor to a blank Append Line window.

- If the number of serial numbers entered through the Serial Number Entry window is a different quantity than the quantity entered in the Append Line window, a message is displayed.

Press **PgDn**, or **Esc P**, to update the quantity entered on the Append Line window.

- If line-item entry is complete for the miscellaneous debit, use the **Exit** command, **F7** or **Esc M**, to remove the Append Line window and move to the line-item scrolling screen.

The command options available are displayed at the bottom of the screen.

Refer to Using the Line-Item Scrolling Screen beginning on page 7 for detail information on using the command options.

RETURNING LOTTED ITEMS

If you are returning a lotted item, the system prompts you to press **PgDn** to access the Lot Entry window to record lot information for the items being returned.

Using the Lot Entry window for a miscellaneous debit line-item is similar to entering a purchase line-item for a lotted item. Refer to the Entering Lotted Line-Items beginning on page 7 for a more detailed discussion of the commands and fields available on these screens.

Lot Entry Screen With Append Lot Number Window

Miscellaneous Debits			
Lot Entry			
Item ID	800001	Wallpaper - Contemporary	
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE	
Units	ROLL	Requested Qty	6.0000
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
Lot Number	(000001 of 000000)		.00
Append Lot Number			
Lot No	274D0714		
Orig Qty	.0000	Cost	1.7600 Ext Cost 10.56
Fulfill Qty	6.0000		
Backord Qty	.0000		
Comment	INCORRECT LOT # FOR JOB 34-556		
Verification	Press <PgDn> to proceed		

Perform the following tasks to record lot number information for returned items:

- Use the Append command to access the Lot Entry window to begin recording the lot information for the returned items.
- Enter the lot number, or use the **Inquiry** command, **F2** or **Esc W**, to select the lot number from a list of the lot numbers in stock.
- Use the **Proceed** command, **PgDn** or **Esc P**, to save the lot number information.
The lot number is displayed in the Lot Entry portion of the screen and a blank Append Lot Number window is displayed to enter the next returned lot number.
- When the lot number entry is complete for the line-item, use the **Exit** command, **F7** or **Esc M**, to remove the Append Lot Number window and move to the Lot Entry window.

- If the displayed lot numbers are correct, use the **Done** command to return to a blank Append Line window.

If the total quantity entered for the lot numbers through the Lot Entry window is different than the quantity entered in the Append Line window, a message is displayed prompting to press **PgDn** to update the quantity entered on the Append Line window.

- When line-item entry is complete, use the **Exit** command, **F7** or **Esc M**, to remove the Append Line window and display the line-item scrolling screen.

The command options available are displayed at the bottom of the screen in the command bar. Refer to Using the Line-Item Scrolling Screen beginning on page 7 for detail information on using the command options.

Entering Totals/Payments Information

When the option *Do you want to force totals on exit of transaction entry?* is set to **NO**, the totals screen does not automatically appear when you select **N** to enter the next transaction or use the **Exit** command, **F7** or **Esc M**. The only way to access the Totals Payments window for the miscellaneous debit is to use the Totals command. Press **T**, to access the Totals/Payments window.

If the option *Do you want to force totals on exit of transaction entry?* is set to **YES**, the Totals/Payments window automatically appears when you use the **Exit** command, **F7** or **Esc M**, or press **N** to go to the next transaction. You don't have to press **T** to access the totals information before exiting to record the next transaction.

Miscellaneous Debits Screen With Totals/Payments Window

Miscellaneous Debits					
Vendor ID	CLE001 CLEVELAND INTERIORS, INC.		Loc ID	Tran No 0013	
Inv	Totals/Payments				Misc Debit
It	Subtotal	1584.45	Amt Paid	.00	Ext Cost
	Freight	15.00 02	Via Check No		
25	Misc	.00	Payment Date		1342.87
	Sales Tax	90.24	Online Check?	NO	
90	Total	1689.69	Cash Disc	33.79	231.02
80					10.56
	First Payment	1655.90	Due Date	07/03/1997	
	Second Payment	.00			
	Third Payment	.00			
Entry (003 of 003)					
	Subtotal	1584.45	Sales Tax	90.24	Total
			Freight	.00	1674.69
			Misc	.00	
Verification					
Press <PgDn> to proceed					

You can change any field in the Totals/Payments window except the **Subtotal** and **Total** fields.

With the exception of the fields listed below, all of the fields in the Totals/Payments window function the same way as they do in the Totals/Payments window for Purchases. Refer to the Recording Totals/Payments Information section beginning on page 7 for more information about these fields.

Miscellaneous Debits Screen With Totals/Payments Window

Miscellaneous Debits					
Vendor ID	CLE001 CLEVELAND INTERIORS, INC.		Loc ID	Tran No 0013	
Inv	Totals/Payments				Misc Debit
	Class				
It	Subtotal	1584.45	Amt Paid	.00	Ext Cost
	Freight	15.00 02	Via Check No		
25	Misc	.00	Payment Date		1342.87
	Sales Tax	90.24	Online Check?	NO	
90	Total	1689.69	Cash Disc	33.79	231.02
80			Amount	Due Date	10.56
	First Payment	1655.90	07/03/1997		
	Second Payment	.00			
	Third Payment	.00			
Entry (003 of 003)					
	Subtotal	Sales Tax	Freight	Misc	Total
	1584.45	90.24	.00	.00	1674.69
Verification					
Press <PgDn> to proceed					

Field**Description**

Amt Paid

When a value is entered in this field, the cursor stops at the **Via Check No** and **Payment Date** fields.

When the Prepare Checks function is run, the amount entered here creates an entry to the cash account stored in the APGLxxx table. The entry is posted to the cash account when checks are posted.

Entering an amount in this field creates a prepaid miscellaneous debit transaction. These transactions can be used to void a check if you elected not to save detail history, or, if the check record has been deleted from in the detail history file.

Via Check No

Enter the number of the check you are voiding.

Payment Date

Enter the date of the check you are voiding.

Online Check?

This field is not active for Miscellaneous Debits.

Cash Disc

If a discount was taken when the check being voided was prepared, enter that amount here.

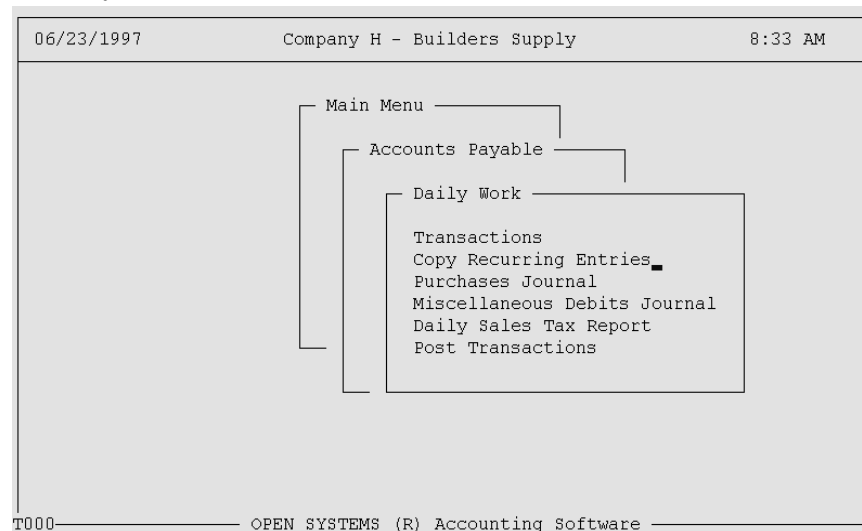
Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes, or use the **Exit** command, **F7** or **Esc M**, to leave the Totals/Payments window and not save any changes.

Copying Recurring Entries

When recurring entries are set up using the Recurring Entries function on the File Maintenance menu, records for each recurring entry are created in the AP Recurring Entries Detail file, APRLxxx, the AP Recurring Entries Header file, APRHxxx, and, if you have selected to use additional descriptions³⁴, the AP Recurring Entries Additional Descriptions file, APRDxxx.

When the recurring entries come due, use the Copy Recurring Entries function on the Daily Work menu to copy recurring entries from these files to the AP transaction header and detail files, APTHxxx and APTDxxx.

AP Daily Work Menu



The run codes and cutoff dates set up for individual recurring entries are used to copy groups of recurring entries according to their payment schedule.

After a recurring entry is copied to the transaction files, it's treated like any other transaction. When the transactions are posted, the recurring entries are moved to the Open Invoice file, APINxxx.

The Copy Recurring Entries selection screen appears when you select Copy Recurring Entries from the Daily Work menu.

³⁴ To use additional descriptions, the option *Use Additional Descriptions?* must be set to **YES** in the Options and Interfaces function on the Company Setup menu in Resource Manger.

Copy Recurring Entries Selection Screen

```

Copy Recurring Entries

Pick Run Code From 1
                  Thru 1

Copy to GL Period 06

Cutoff Date 10/26/1998

Output device - (P)rinter p(R)review (F)ile (E)nd

```

To copy recurring entries, make the following selections:

Field	Description
Pick	
Run Code From/Thru	Enter the range for the run codes to copy.
Copy to GL Period	<p>The GL Period defaults based on the workstation date. Press Enter to accept the GL period that's displayed, or enter a different period.</p> <p>This fiscal period is assigned to each recurring entry as it is copied to the transaction files.</p>
Cutoff Date	<p>The workstation date is displayed. Press Enter to accept the date, or enter a different date.</p> <p>Recurring entries that have a cutoff date <i>after</i> the date entered here are <i>not</i> be copied to the transaction files.</p> <p>The workstation date must be between the starting and the cutoff dates set up for a recurring entry, or that recurring entry is not copied.</p>

As the recurring entries are copied to the transaction files, a log of the recurring entries copied is printed. If any errors are encountered, they are listed on the log.

Select the output device you want to use for the log:

- (P)rinter - to send the report to a printer
- p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.
- (F)ile - to print the report to a file
- (S)creen - to print the report to the screen
- (E)nd - to exit from the selection screen without printing the report

Copy Recurring Entries Log

06/24/1998 2:11 PM		Builders Supply Copy Recurring Entries Report	Page 1
Purchase No.	Run Code	Error Messages	

15655	1	Remaining Balance = 0	Recurring purchase not copied.
155888	1	No errors occurred during copy	
32135	1	No errors occurred during copy	
5666	1	No errors occurred during copy	
010193	1	No errors occurred during copy	
Total amount posted to transaction file		2,780.00	
End of Report			

Printing The Purchases Journal

Print the Purchases Journal *before* you post transactions to check for mistakes and omissions. Use it as an audit trail for purchase transactions.

AP Daily Work Menu

```
06/23/1997      Company H - Builders Supply      8:33 AM

Main Menu
├── Accounts Payable
│   └── Daily Work
│       ├── Transactions
│       ├── Copy Recurring Entries
│       ├── Purchases Journal
│       ├── Miscellaneous Debits Journal
│       ├── Daily Sales Tax Report
│       └── Post Transactions
└──

T000 OPEN SYSTEMS (R) Accounting Software
```

If you find mistakes in the Purchases Journal, use the Edit Transactions function to edit or delete purchase transaction information.

To print the Purchases Journal, make the following selections:

1. Select the Purchases Journal function on the Daily Work menu.

The Purchases Journal Selection screen appears

Purchases Journal Selection Screen

```
Purchases Journal

Pick Vendor ID From
Thru BOR001

Print:
1. Full Detail
2. Summary Only
1

Print By:
1. Transaction Number
2. Vendor ID
3. GL Period and Account
4. Item ID
5. Job ID and Phase ID
2

Output device - (P)rinter p(R)eview (F)ile (S)creen (M)nd
```

2. Enter the following information:

Selection	Description
Pick	
Vendor ID From/Thru	Enter a range of vendor IDs to include in the journal. If these fields are left blank, transactions for all vendors are included.
Full Detail/Summary	You can print a detailed or a summarized journal. <ul style="list-style-type: none"> • a detailed journal lists all the line-items for each transaction. • a summarized journal lists only the totals for each transaction.
Print By	
1. Transaction Number	Select 1 to the print purchase transactions on the report in the order entered.
2. Vendor ID	Select 2 to group and subtotal purchase transactions by Vendor ID.
3. GL Period and Account	Select 3 to group and subtotal purchase transactions by the GL Period and then the GL account number assigned to them.
4. Item ID	Select 4 to group and subtotal purchase transaction line-items by Item ID.
5. Job ID and Phase ID	Select 5 to group and subtotal purchase transactions by the Job ID and then Phase ID assigned to line-items.

3. Select the Output Device:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Purchases Journal

06/24/1997 2:14 PM						Builders Supply Purchases Journal Detail by Vendor ID						Page	1	
Vendor	Tran.	Inv. No.	Tax Class	GL Per.	Acct.	Cost	Job	Loc. ID, Item ID	Units	Quantity	Amount			
Tax Grp.	Ent.	PO Number	Date	Description		Code	Phase	Item Description						

Vendor ID	ACE001 ACE PLUMBING SUPPLY COMPANY													
ACE001	0001	30896	03	12	104000			MN0001 100	PKG	5.0000	1717.75			
	001		12/21/1995					Electrical Package						
ACE001	0001	30896	03	12	104000			MN0001 150	PKG	6.0000	5445.18			
	002		12/21/1995					Plumbing Package						
ACE001	0001	30896	03	12	104000			MN0001 400	PKG	5.0000	4278.05			
	003		12/21/1995					Interior Materials						
ACE001	0001	30896	03	12	104000			MN0001 250	CS	3.0000	4028.61			
	004		12/21/1995					Exterior Panels						
ACE001	ACE PLUMBING SUPPLY COMPANY					Amount	Sales Tax	Freight	Misc.	Total	Prepaid			
CA	0001	30896		12		15469.59	928.18	.00	.00	16397.77	.00			
	TOT		12/21/1995			Discount	Amount 1	Date 1	Amount 2	Date 2	Amount 3	Date 3		
1099?	N	Check No.				163.98	16233.79	12/31/1995						

TOTAL						15469.59	928.18	.00	.00	16397.77	.00			
Vendor ID BOR001 BORIS CONSTRUCTION COMPANY														
BOR001	0012	1001	03	06	104400			MN0001 100	PKG	150.0000	45000.00			
	001	55343	06/20/1997					Electrical Package						
BOR001	0012	1001	00	06	104400			MN0001 900	EA	1.0000	239.66			
	002	55343	06/20/1997					Refrigerator - Black						
								Serial Number:						
								LTQ-341		1.0000	239.66			
BOR001	0012	1001	00	06	104400			MN0001 810001	GAL	11.0000	155.10			
	003	55343	06/20/1997					Paint - White - Enamel						
								Lot Number:						
								10-500		5.0000	70.50			
								11-743		6.0000	84.60			
BOR001	0012	1001	00	06	104400			MN0001 200100	EA	3.0000	1138.32			
	004	55343	06/20/1997					Furnace						
BOR001	0012	1001	03	06	104400			MN0001 450	EA	3.0000	483.42			
	005	55343	06/20/1997					Slide by Window 24" x 40"						
BOR001	0012	1001	03	06	104400			MN0001 550	PKG	8.0000	8288.80			
	006	55343	06/20/1997					Millwork Package						
BOR001	0012	1001	03	06	104400			MN0001 650	PKG	3.0000	42032.10			
	007	55343	06/20/1997					Steel Supports						
* * * * *														
TOTAL						97337.40	5809.58	255.00	55.00	103456.98	24000.00			
GRAND TOTAL						112806.99	6737.76	255.00	55.00	119854.75	24000.00			
End of Report														

Printing The Miscellaneous Debits Journal

Print the Miscellaneous Debits Journal *before* you post transactions to check for mistakes and omissions. Use this journal as an audit trail for miscellaneous debit transactions.

AP Daily Work Menu

```
06/23/1997      Company H - Builders Supply      8:34 AM

Main Menu
├── Accounts Payable
│   └── Daily Work
│       ├── Transactions
│       ├── Copy Recurring Entries
│       ├── Purchases Journal
│       ├── Miscellaneous Debits Journal
│       ├── Daily Sales Tax Report
│       └── Post Transactions
└──
```

T000 OPEN SYSTEMS (R) Accounting Software

If you find mistakes, use the Edit Transactions function to edit or delete miscellaneous debits transaction information.

To print the Miscellaneous Debits Journal, perform the following tasks:

1. Select the Miscellaneous Debits Journal function on the Daily Work menu.

The Miscellaneous Debits Journal selection screen appears.

Miscellaneous Debits Journal Selection Screen

```
Miscellaneous Debits Journal

Pick Vendor ID From
Thru

Print:
1. Full Detail
2. Summary Only
1

Print By:
1. Transaction Number
2. Vendor ID
3. GL Period and Account
4. Item ID
5. Job ID and Phase ID
2

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)nd
```

Miscellaneous Debits Journal Selection Screen

```

----- Miscellaneous Debits Journal -----

Pick Vendor ID From
                Thru

Print:
  1. Full Detail
  2. Summary Only
  1

Print By:
  1. Transaction Number
  2. Vendor ID
  3. GL Period and Account
  4. Item ID
  5. Job ID and Phase ID
  2

Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd

```

2. Make the following selections:

Selection	Description
Pick Vendor ID From/Thru	Enter a range of vendor IDs to include in the journal. If these fields are left blank, transactions for all vendors are included.
Full Detail/Summary	You can print a detailed or a summarized journal: <ul style="list-style-type: none"> • A detailed journal lists all the line-items for each transaction • A summarized journal lists only the totals for each transaction.
Print By	
1. Transaction Number	Select 1 to the print purchase transactions on the report in the order entered.
2. Vendor ID	Select 2 to group and subtotal purchase transactions by Vendor ID.
3. GL Period and Account	Select 3 to group and subtotal purchase transactions by the GL Period and then the GL account number assigned to them.
4. Item ID	Select 4 to group and subtotal purchase transaction line-items by Item ID.
5. Job ID and Phase ID	Select 5 to group and subtotal purchase transactions by the Job ID and then Phase ID assigned to line-items.

3. Select the Output Device:

(P)rinter - to send the report to a printer

p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Miscellaneous Debits Journal

06/24/1997 2:15 PM				Builders Supply Miscellaneous Debits Journal Detail by Vendor ID										Page
Vendor	Tran.	Inv. No.	Tax Class	GL Per.	Acct.	Cost	Job	Loc.	ID, Item	ID	Units	Quantity	Amc	
			Tax Grp.	Ent.	PO Number	Date	Description		Code	Phase	Item Description			
Vendor ID ACE001 ACE PLUMBING SUPPLY COMPANY														
ACE001	0004	30901	03	12	104000			MN0001	150		PKG	2.0000	1815	
				001		12/21/1995					Plumbing Package			
ACE001	ACE PLUMBING SUPPLY COMPANY				Amount		Sales Tax		Freight		Misc.	Total	Prep	
CA	0004 30901			12	1815.06		108.90		.00		.00	1923.96		
	TOT			12/21/1995	Discount	Amount 1	Date 1		Amount 2	Date 2		Amount 3	Date	
				1099? N	Check No.		19.24		1904.72	12/31/1995				
TOTAL					1815.06		108.90		.00		.00	1923.96		
Vendor ID CLE001 CLEVELAND INTERIORS, INC.														
CLE001	0013	83423	03	06	104400			MN0001	250		CS	1.0000	1342	
				001	90334	06/23/1997					Exterior Panels			
CLE001	0013	83423	00	06	104400			MN0001	901		EA	1.0000	231	
				002	90334	06/23/1997					Refrigerator - White			
											Serial Number:			
											LTQ7121002	1.0000	231	
CLE001	0013	83423	00	06	104400			MN0001	800001		ROLL	6.0000	10	
				003	90334	06/23/1997					Wallpaper - Contemporary			
											Lot Number:			
											274D0714	6.0000	10	
CLE001	CLEVELAND INTERIORS, INC.				Amount		Sales Tax		Freight		Misc.	Total	Prep	
CA	0013 83423			06	1584.45		90.24		15.00		.00	1689.69		
	TOT 90334			06/23/1997	Discount	Amount 1	Date 1		Amount 2	Date 2		Amount 3	Date	
				1099? N	Check No.		33.79		1655.90	07/03/1997				
TOTAL					1584.45		90.24		15.00		.00	1689.69		
GRAND TOTAL					3399.51		199.14		15.00		.00	3613.65		

Editing Transactions

Use the Edit Transactions function on the Transaction Type menu to change or delete unposted purchase and miscellaneous debit transactions.

You cannot use the Edit Transactions function to correct transactions that you've posted.

- To reverse incorrect posted purchases, use the Miscellaneous Debits function.
- To reverse incorrect posted miscellaneous debits, use the Purchases function.

Purchases Screen With Transaction Type Menu

Purchases			
Vendor ID	Loc ID	Tran No	
Invoice No	PO Number	Type	
Header Information			
Tran No	Tran Type	Invoice	
Loc ID	MN0001		
Vendor ID	Transaction Type		/1997
	1. Purchases 2. Miscellaneous Debits 3. Edit Transactions <input checked="" type="radio"/>		S
	1099?	NO	
	GL Period	06	
Company H Verify			

To edit an unposted purchase or miscellaneous debit transaction, perform the following tasks:

1. Select the Transactions function on the Daily Work menu.
2. The Transaction Type menu appears. Select **3. Edit Transactions**.
3. In the **Tran No** field, enter the transaction number of the purchase or miscellaneous debit you want to change. The **Inquiry** command, **F2 or Esc W**, is available to select the transaction number from a list.

The Header Information screen appears.

Editing the Header Information

You can change any field on the header screen except the **Tran Type**, **Location ID** and **Vendor ID** fields.

Edit Transactions Header Information Screen

Edit Transactions					
Vendor ID		Loc ID		Tran No	
Invoice No		PO Number		Type	
Header Information					
Tran No	0012	Tran Type	Invoice		
Loc ID	MN0001	MINNEAPOLIS	WAREHOUSE		
Vendor ID	BOR001	Invoice No	1001	Date	06/20/1997
BORIS CONSTRUCTION COMPANY		PO Number	55343		
34 EAST MOCKINGBIRD LANE		Terms Code	AP0005	Type	Reg
		Terms Desc	0/0,n/30		
EDEN PRAIRIE MN		Terms %	.0	Days	Net Days 30
55344-0034		Tax Group	CA		
		1099?	NO		
		GL Period	06		
Verification					
Press <PgDn> to proceed					

Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes on the header screen and move to the line-item scrolling screen.

Editing Line-Items

The active command options are displayed in the command bar at the bottom of the screen. Refer to Using the Line-Item Scrolling Screen in the Purchases section, beginning on page 7 of this manual, for detailed information about the command options.

Edit Transactions Line-Item Scrolling Screen

Edit Transactions					
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY	Loc ID	Tran No	0012
Invoice No	1001	PO Number	55343	Type	Invoice
Item ID		Quantity	Units	Unit Cost	Ext Cost
Description					
100	Electrical Package	150.0000	PKG	300.0000	45000.00
900	Refrigerator - Black	2.0000	EA	239.6600	479.32
810001	Paint - White - Enamel	11.0000	GAL	14.1000	155.10
200100	Furnace	3.0000	EA	379.4400	1138.32
450	slide by Window 24" x 40"	3.0000	EA	161.1400	483.42
Entry (001 of 007)					
Subtotal	Sales Tax	Freight	Misc	Total	
97577.06	5819.17	255.00	55.00	103706.23	
Enter = edit, Append, Header, Totals, View, Goto, Next trans					
Company H Info Verify					

EDITING AND DELETING SERIALIZED LINE-ITEMS

If the line-item you select to edit is serialized, the Serial Number Entry window appears when you press **PgDn** in the Edit Line window.

Edit Transactions Screen With Serial Number Entry Window

Edit Transactions			
Serial Number Entry			
Item ID 900			
Loc ID MN0001	MINNEAPOLIS WAREHOUSE		
Units EA	Requested Qty	2.0000	
Serial Number	Unit Cost		
LTQ-340	239.6600		
LTQ-341	239.6600		

Serial Number (000001 of 000002)	479.3200		
450	3.0000	EA	161.1400 483.42
Slide by Window 24" x 40"			
Entry (002 of 007)			
Subtotal	Sales Tax	Freight	Misc
97577.06	5819.17	255.00	55.00
			Total
			103706.23
Enter = edit, Append, Done			
Company H			Verify

The serial numbers entered for the line-item are displayed on the screen.

The active commands are listed at the bottom of the screen in the command bar. The capitalized letters in each command are the Hot Keys used to activate the command.

Command**Action**

Enter = edit

To edit a serial number, use the arrow keys, **PgUp**, or **PgDn**, to move the cursor to the serial number and then press the **Enter** key.

Append

To add a serial number, press **A**. The Append serial number window appears. Enter the information for the additional serial number.

Done

When all the serial number information is correct, press **D** to save the information.

- If you were editing a line-item, you are returned to the line-item scrolling screen.
- If you were adding a line-item, you are returned a blank Append Line window.

To delete a serial number, perform the following tasks:

1. Use the arrow keys, **PgUp**, or **PgDn**, to move the cursor to the serial number you want to delete. Use the **Delete** command, **F3** or **Esc D**, to delete the serial number.

Serial Number Entry Window With Delete Verification

Edit Transactions				
Serial Number Entry				
Item ID	900			
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE		
Units	EA	Requested Qty	2.0000	
Serial Number		Unit Cost		
LTQ-340		239.6600		
LTQ-341		239.6600		
Serial Number (000001 of 000002)		479.3200		
450	3.0000	EA	161.1400	483.42
Slide by Window 24" x 40"				
Entry (002 of 007)				
Subtotal	Sales Tax	Freight	Misc	Total
Verification				
Press F3 to delete				
Line number 1.				

2. When you have finished deleting serial numbers, use the **Done** command, **D**.
3. The system prompts you to press **PgDn** to adjust the quantity originally entered for the serialized line-item and returns you to the line-item scrolling screen.

Serial Number Entry Window With Change Fulfilled Quantity Message

Edit Transactions				
Serial Number Entry				
Item ID	900			
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE		
Units	EA	Requested Qty	2.0000	
Serial Number		Unit Cost		
LTQ-341		239.6600		
Serial Number (000001 of 000001)		239.6600		
450	3.0000	EA	161.1400	483.42
Slide by Window 24" x 40"				
Entry (002 of 007)				
Subtotal	Sales Tax	Freight	Misc	Total
Verification				
Press <PgDn> to proceed				
to change fulfilled qty. from 2.0000 to 1.0000				

EDITING AND DELETING LOTTED LINE ITEMS

If the line-item you select to edit is lotted, the Lot Entry window appears when you press **PgDn** in the Edit Line window.

Purchases Screen With Lot Entry Window

Purchases				
Lot Entry				
Item ID	810001	Paint - White - Enamel		
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE		
Units	GAL	Requested Qty	10.0000	
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost	
10-500	.0000	5.0000	70.50	
> 11-743	.0000	6.0000	84.60	
Lot Number (000002 of 000002)			155.10	
Entry (002 of 002)				
Subtotal	Sales Tax	Freight	Misc	Total
45620.32	2705.64	.00	.00	48325.96
Enter = edit, Append, Done				
Company H		Verify		

The lot numbers entered for the line-item are displayed on the screen.

The active commands are listed at the bottom of the screen in the command bar. The capitalized letters in each command are the Hot Keys used to activate the command.

Command**Action**

Enter = edit

To edit a lot number, use the arrow keys, **PgUp**, or **PgDn**, to move the cursor to the lot number and then press the **Enter** key.

Append

To add a lot number, press **A**. The Append Lot Number window appears. Enter the information for the additional lot number.

Done

When all the lot number information is correct, press **D** to save the information.

- If you were editing a line-item, you are returned to the line-item scrolling screen.
- If you were adding a line-item, you are returned to a blank Append Line window.

To delete a lot number, perform the following tasks:

1. Use the arrow keys, **PgUp**, or **PgDn**, to move the cursor to the lot number you want to delete. Use the **Delete** command, **F3** or **Esc D**, to delete the lot number.
2. When you have finished deleting lot numbers, use the **Done** command, **D**.
3. The system prompts you to press **PgDn** to adjust the quantity originally entered for the lotted line-item and returns you to the line-item scrolling screen.

Editing Totals/Payments Information

When the option *Do you want to force totals on exit of transaction entry?* is set to **NO**, the totals screen does not appear when you select **N** to enter the next transaction or use the **Exit** command, **F7** or **Esc M**. The only way to edit the totals/payments information is to use the Totals command, press **T**, to access the Totals/Payments window.

If the option *Do you want to force totals on exit of transaction entry?* is set to **YES**, the Totals/Payments window automatically appears when you:

- use the **Exit** command, **F7** or **Esc M**, to exit from a transaction
- press **N** to go to the next transaction.

You don't have to press **T** to access the totals information.

To edit the totals and/or payments information, perform the following tasks:

1. Use the **Totals** command, press **T**, to access the Totals/Payments window³⁵.
2. Edit any incorrect information.
3. When the cursor enters the **Cash Disc** field, the discount amount is recalculated. Select **YES** to accept the new amount; otherwise, select **NO**.

Totals/Payments Screen With Discount Confirmation Window

Edit Transactions					
Vendor ID	BOR001 BORIS CONSTRUCTION COMPANY			Loc ID	Tran No 0012
Inv	Totals/Payments				Invoice
It	Subtotal	97337.40		Amt Paid	24000.00
				Via Check No	78988
	Freight	255.00 02		Payment Date	06/20/1997
10	Misc	55.00 02		Online Check?	NO
	Sales Tax	5809.58		Cash Disc	.00
90	Total	103			
	Use calculated discount of				5172.85? YES
81	First Payment	79456.98	06/25/1997		
20	Second Payment	.00			1138.32
45	Third Payment	.00			483.42
Entry (001 of 007)					
	Subtotal	Sales Tax	Freight	Misc	Total
	97337.40	5809.58	255.00	55.00	103456.98
Company H _____ Info _____ Verify _____					

³⁵ If the option *Do you want to force totals on exit of transaction entry?* is set to **YES**, the Totals/Payments window also appears when you use the **Next** command, press **N**, or the **Exit** command, **F7** or **Esc W**.

4. Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes to the totals information and to return to the line-item scrolling screen.

Edit Transactions With Totals/Payments Window

Edit Transactions					
Vendor ID	BOR001 BORIS CONSTRUCTION COMPANY			Loc ID	Tran No 0012
Inv	Totals/Payments				Invoice
	Class				
It	Subtotal	97337.40	Amt Paid	24000.00	Ext Cost
			Via Check No	78988	
	Freight	255.00 02	Payment Date	06/20/1997	
10	Misc	55.00 02	Online Check?	NO	45000.00
	Sales Tax	5809.58	Cash Disc	5172.85	
90	Total	103456.98			239.66
81	Amount		Due Date		155.10
	First Payment	74284.13	06/25/1997		
20	Second Payment	.00			1138.32
45	Third Payment	.00			483.42
Entry (001 of 007)					
	Subtotal	Sales Tax	Freight	Misc	Total
	97337.40	5809.58	255.00	55.00	103456.98
Verification					
Press <PgDn> to proceed					

Deleting A Transaction

Use the transaction type **3. Edit Transactions** to delete an unposted purchase or miscellaneous debit transaction.

Purchases Screen With Transaction Type Menu

Purchases			
Vendor ID	Loc ID	Tran No	
Invoice No	PO Number	Type	
Header Information			
Tran No	Tran Type	Invoice	
Loc ID	MN0001		
Vendor ID	Transaction Type		/1997
	I	1. Purchases	
	P	2. Miscellaneous Debits	
	T	3. Edit Transactions	
	T		
	T		
	T		
	1099?	NO	
	GL Period	06	
Company H			
Verify			

Complete the following tasks to delete an unposted purchase or miscellaneous debit transaction:

1. In the **Tran No** field, enter the transaction number of the purchase or miscellaneous debit you want to delete. The **Inquiry** command, **F2** or **Esc W**, is available to select the transaction number from a list.

The Header Information screen appears.

Edit Transactions Header Information Screen

Edit Transactions			
Vendor ID	Loc ID	Tran No	
Invoice No	PO Number	Type	
Header Information			
Tran No	Tran Type	Invoice	
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE	
Vendor ID BOR001	Invoice No 1001	Date 06/20/1997	
BORIS CONSTRUCTION COMPANY	PO Number 55343		
34 EAST MOCKINGBIRD LANE	Terms Code AP0005	Type Reg	
	Terms Desc 0/0,n/30		
EDEN PRAIRIE MN	Terms % .0 Days	Net Days 30	
55344-0034	Tax Group CA		
	1099? NO		
	GL Period 06		
Verification			
Press <PgDn> to proceed			

2. To delete the entire transaction, use the **Delete** command, **F3** or **Esc D**. The system prompts you to confirm the delete by using the **Delete** command again.

Printing The Daily Sales Tax Report

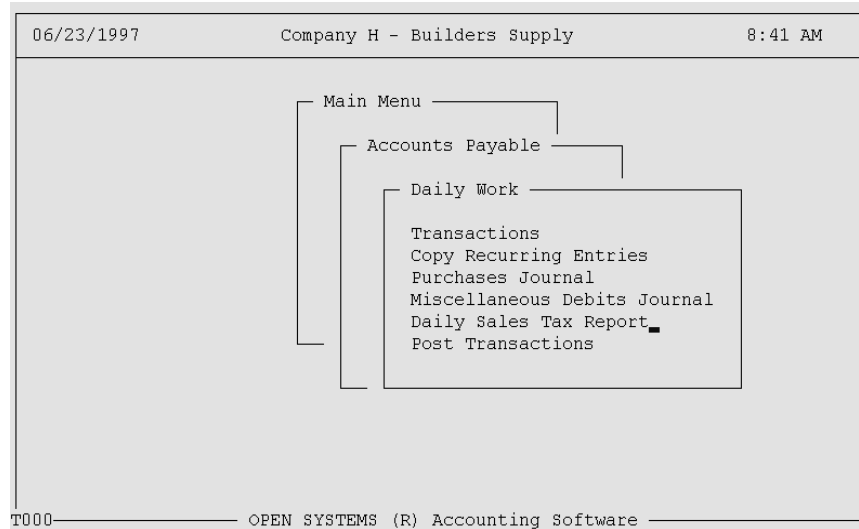
If you are tracking sales tax amounts for your purchases, print the Daily Sales Tax Report *before* you use the Post Transactions function.

Use this report to print and review the sales tax amounts calculated for accounts payable transactions for the range of tax locations specified on the report's selection screen.

To print the Daily Sales Tax Report, perform these tasks:

1. Select the Daily Sales Tax function on the Daily Work menu.

AP Daily Work Menu



- The Daily Sales Tax Report Selection screen appears.

Daily Sales Tax Report Selection Screen

— Daily Sales Tax Report —

Pick Tax Group ID From CA
Thru TXHOUS

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

Make the following selections:

Selection**Description**

Pick Tax Group ID From/Thru

Enter the Tax Group ID range you want to appear on the report.

If you leave these fields blank, all Tax Group IDs are included in the report.

- Select the Output device for the report:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Daily Sales Tax Report

24/1997 7 PM		Builders Supply Daily Sales Tax Report By Tax Group					Page 1		
Loc. Description		Tax Auth. Tax ID		Tax Refundable Account		---- Tax ---- Freight? Misc.?			
California Sales Tax		CA	45-983459823	203800		NO	NO		
ss Description		----Percent----							
		Tax	Ref.	Taxable	Nontaxable	Calculated	Paid	Over/Short	Refundable

Consumer Goods									
806000	4.000	.000		1291.50	.00	51.66			.00
Resale Sales	.000	.000		.00	.00	.00			.00
Exempt Sales	.000	.000		.00	295.00	.00			.00
Ind/Agr Prod.									
806000	6.000	.000		118776.82	.00	7126.64			.00
Interstate Comm									
806000	8.000	.000		.00	.00	.00			.00
Motor Vehicles	.000	.000		.00	.00	.00			.00
Food Products	.000	.000		.00	.00	.00			.00
Clothing	.000	.000		.00	.00	.00			.00
Gasoline	.000	.000		.00	.00	.00			.00
Services	.000	.000		.00	.00	.00			.00

AL FOR LOCATION CA				120068.32	295.00	7178.30	7178.30	.00	.00
				Taxable	Nontaxable	Calculated	Paid	Over/(Short)	Refundable
		=====							
ND TOTAL				120068.32	295.00	7178.30	7178.30	.00	.00
of Report									

Posting Transactions

When you run the Post Transactions function:

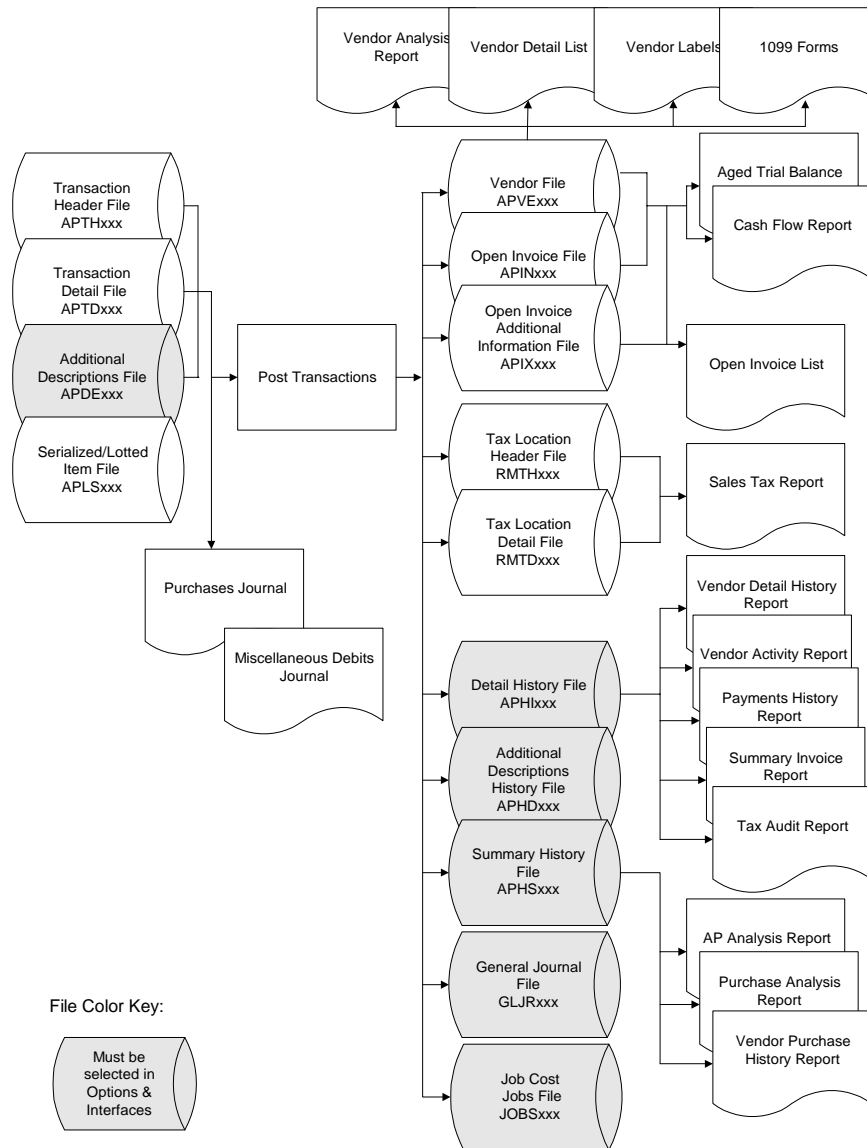
- the purchases and miscellaneous debit entries are moved from the transaction files, APTHxxx and APTDxxx, to the Open Invoice, APINxxx, and Open Invoice Additional Information, APIXxxx, files. Only summarized information is transferred.
- the amount due, amount prepaid, and the purchase and payment history fields in the Vendor file, APVExxx, are updated.
- the transaction files, APTHxxx and APTDxxx, and the Serialized/Lotted Item file, APLSxxx, are cleared for the next group of transactions.
- the detailed line-item information is saved in the Detail History file, APHIxxx, if the option *Keep detail purchase history?* is set to **YES**.³⁶
- summarized information is saved in the Summary History file, APHSxxx, if the option *Keep summary purchase history?* is set to **YES**.
- General Ledger is updated with the purchase and miscellaneous debit information if Accounts Payable is interfaced with General Ledger.
- Job Cost is updated with the purchase and miscellaneous debit information if a Job ID is entered for a line-item and Accounts Payable is interfaced with Job Cost.

If Accounts Payable is interfaced with Inventory, inventory information is *not* updated *during the post* because it is updated *on-line* during transaction entry.

³⁶ Use the Options and Interfaces function on the Company Setup menu in Resource Manager to select options for Accounts Payable.

Posting Transactions Flowchart

This flow chart illustrates how transaction information moves to other data files in Accounts Payable and interfaced applications when transactions are posted:



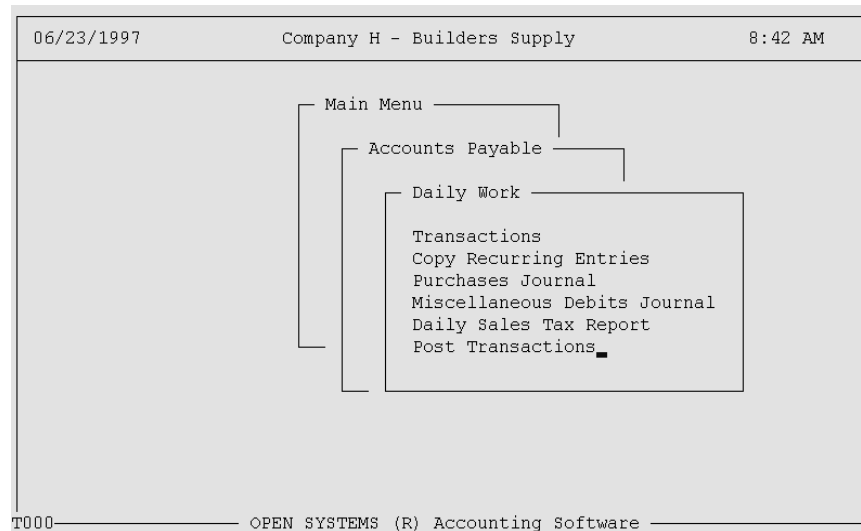
NOTE: Serial and lot number information is updated in Inventory on-line and stored in the APLSxxx file as a transaction is recorded. The Post Transactions function removes the serial and lot number information from the APLSxxx file but this information remains in the Inventory data files and can be accessed thru Inventory.

Before posting transactions:

- ☐ Confirm that transaction entry is completed.
- ☐ Print the Purchases Journal
- ☐ Print the Miscellaneous Debits Journal
- ☐ Print the Daily Sales Tax Report if you are tracking sales taxes for purchases.
- ☐ Back up the company's data files.

To post transactions, complete the following tasks:

1. Select the Post Transactions function on the Daily Work menu.

AP Daily Work Menu

2. The Post Transactions Selection screen appears.

Post Transactions Selection Screen

```

Post Transactions

Have You Completed AP Transaction Entry?
YES

Have You:

-- Printed the Purchases Journal
-- Printed the Miscellaneous Debits Journal
-- Backed Up Your Data Files
YES

Do You Want to Post All Invoices as Held?
NO

Post To:
1. Current Fiscal Year (1999)
2. Last Fiscal Year    (1998)
1

Output device - (P)rinter p(R)eview (F)ile (M)nd

```

Make the following selections:

Selection

Description

Have You Completed AP Transaction Entry?

Select **YES** if all AP transactions are entered; otherwise, select **NO**.

Have You:

Select **YES** if you have completed these tasks; otherwise, select **NO**.

-- Printed the Purchases Journal

-- Printed the Miscellaneous Debits Journal

-- Backed Up Your Data Files

Do You Want to Post All Invoices as Held?

Enter **YES** to post all invoices with a status of **Hold**.

When payments are prepared, invoices with a **Hold** status are not included in payment amounts.

When you are ready to pay the invoices on **Hold**, use the Hold/Release function on the Pay Invoices menu to change the invoice status to **Released**.

Enter **NO** to post invoices with a **Released** status.

Selection**Description**

Post To:

The selection made in the Fiscal Year Selection Window is displayed. You cannot change it.

See the *Fiscal Year Selected For Transactions* section below for a more detailed explanation.

1. Current Fiscal Year (1999)

The current fiscal year is displayed from the APPDxxx table. You cannot change it here.

2. Last Fiscal Year (1998)

The last fiscal year is calculated based on the current fiscal year stored in the APPDxxx table. You cannot change it.

Select the output device you want to use for the Post Transactions Log:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

FISCAL YEAR USED FOR POSTING TRANSACTIONS

The first time you enter the Transactions function after using the Post Transactions function, the Fiscal Year Selection Window appears for you to select which fiscal year--current or last--the transactions should be recorded in.

Purchases Screen With Fiscal Year Selection Window

Purchases					
Vendor ID		Loc ID	Tran No		
Invoice No	PO Number		Type		
Item ID	Description	Quantity	Units	Unit Cost	Ext Cost
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Transactions for: 1. Current Year 2. Last Year 1</p> </div>					
				Entry (of)
Subtotal	Sales Tax	Freight	Misc	Total	
Verification _____ Press <PgDn> to proceed					

If you selected **1. Current Year**:

- entries are made to the current-year General Ledger Journal file, GLJRxxx.
- the period-, quarter-, and year-to-date totals are updated in the Vendor file, APVExxx.
- the transaction information is saved using the current fiscal year in the detail history, APHIxxx, and summary history, APHSxxx, files--if these options were selected.

If you selected **2. Last Year**:

- entries are made to the last year General Ledger Journal file, GLJRxxx.Y??³⁷
- the last year totals are updated in the Vendor file, APVExxx.
- the transaction information is saved as entries for the previous fiscal year in the detail history, APHIxxx, and summary history, APHSxxx, files--if these options were selected.

³⁷ The ?? represents the fiscal year in the file name. If the last fiscal year is 1998, the file extension is .Y98.

Journal Entries Created During Post Transactions

Purchases create entries to these accounts:

					Expense or Inventory
A/P	Sales Tax	Freight	Misc		
DB	DB	DB	DB	DB	DB
CR					

Miscellaneous debits create entries to these accounts:

					Expense or Inventory
A/P	Sales Tax	Freight	Misc		
DB	CR	CR	CR	CR	CR

The expense or the inventory account is specified when purchase or miscellaneous debit transactions are entered.

The other accounts are from the Distribution Code³⁸ assigned to the vendor used for the transaction.

NOTE: Prepayments entered during transaction entry in the Totals/Payments Window are not posted to the cash account until you use the Prepare Checks and Post Payments functions.

³⁸ Distribution codes are set up using the Distribution Codes function on the File Maintenance menu. Distribution codes are assigned to a vendor when the vendor is set up using the Vendor function on the File Maintenance menu.

Post Transactions Log

5/24/1998 17 PM	Builders Supply Post Accounts Payable	Page 1
Amount posted to open invoice file	127541.61	
Vendor file	127541.61	

5/24/1998	Builders Supply		Page	2
17 PM	Post Accounts Payable			
Amount posted to GL period 06	GL Account	Debit	Credit	
Freight	503000	255.00		
Misc	999900	55.00		
1001 Electrical Packa	104400	45000.00		
1001 Refrigerator - B	104400	239.66		
1001 Paint - White -	104400	155.10		
1001 Furnace	104400	1138.32		
1001 Slide by Window	104400	483.42		
1001 Millwork Package	104400	8288.80		
1001 Steel Supports	104400	42032.10		
Freight	503000		15.00	
83423 Exterior Panels	104400		1342.87	
83423 Refrigerator - W	104400		231.02	
83423 Wallpaper - Cont	104400		10.56	
Tax loc CA cls 00	806000	61.32		
Tax loc CA cls 03	806000	5748.26		
Tax loc CA cls 00	806000		9.66	
Tax loc CA cls 03	806000		80.58	
AP	200000		101767.29	
Balance		103456.98	103456.98	
Amount posted to GL period 12	GL Account	Debit	Credit	
30896 Electrical Packa	104000	1717.75		
30896 Plumbing Package	104000	5445.18		
30896 Interior Materia	104000	4278.05		
30896 Exterior Panels	104000	4028.61		
30901 Plumbing Package	104000		1815.06	
57001 Electrical Packa	104400	1740.29		
41067 Interior Materia	104400	5989.27		
41067 Slide by Window	104400	483.42		
41067 Slide by Window	104400	1411.76		
41067 Millwork Package	104400	1036.10		
Tax loc CA cls 03	806000	928.18		
Tax loc CA cls 03	806000	104.42		
Tax loc CA cls 03	806000	535.25		
Tax loc CA cls 03	806000		108.90	
AP	200000		25774.32	
Balance		27698.28	27698.28	
Amount posted to history file.	127541.61			
End of Report				

Material Requisitions

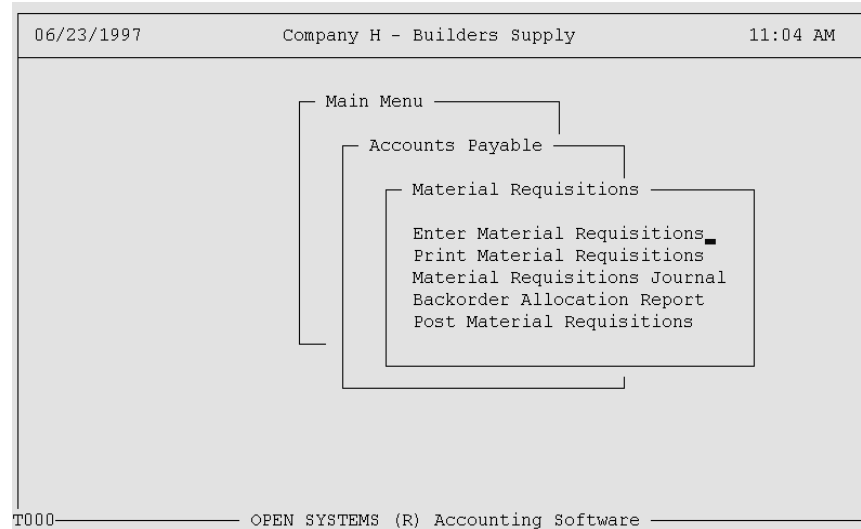
Use Material Requisitions to remove items from inventory that are used internally or for jobs.

If there aren't enough items in stock to fill a material requisition, you can enter a backorder quantity. The requisition remains on file until the entire requisition has been filled.

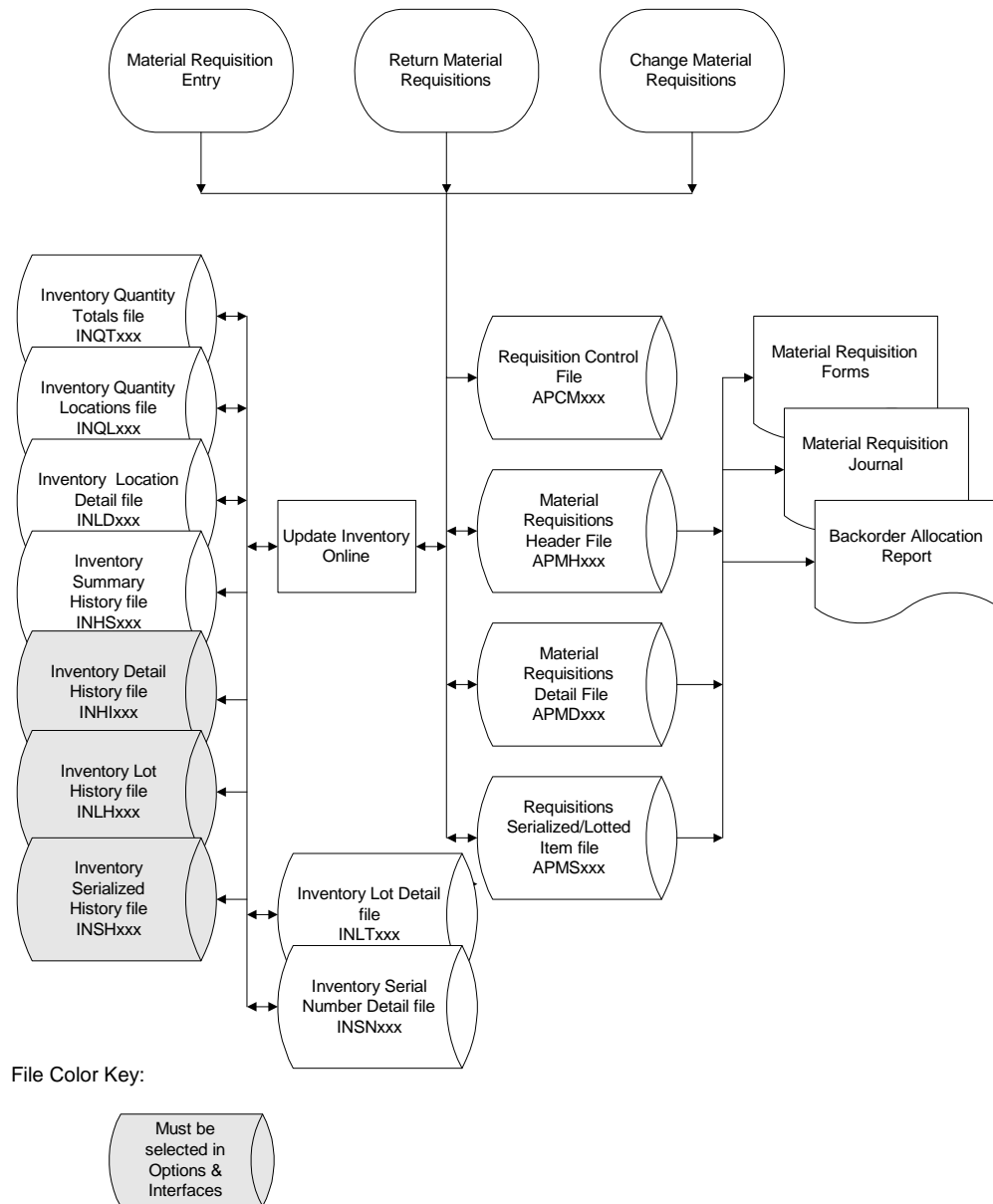
Use the functions on the Material Requisitions menu to:

- enter, return, and change material requisitions
- print material requisitions
- print the Material Requisitions Journal and the Backorder Allocation Report
- post material requisitions

Material Requisitions Menu Screen



Enter Material Requisitions Flowchart



Material Requisitions Processing Checklist

1. ☐ Enter all Material Requisition and Return Material Requisition transactions.
2. ☐ Print the Back Order Allocation Report. Use **3. Change Material Requisitions** on the Material Requisitions Transaction Type menu to fill requisition items that are backordered.
3. ☐ Print the Material Requisitions Journal to review and verify the entries. If you find mistakes, use **3. Change Material Requisitions** on the Material Requisitions Transaction Type menu to make corrections.
4. ☐ When the transactions are correct, print a final copy of the Material Requisitions Journal and save it for the audit trail.
5. ☐ Print the Material Requisitions, if needed.
6. ☐ **BACKUP YOUR DATA FILES.** The next step makes changes to multiple data files.
7. ☐ Post Material Requisitions. Save the posting log as part of the audit trail.

Entering Material Requisitions

Use the Enter Material Requisitions function on the Material Requisitions menu to enter, return or change material requisitions.

Depending on conditions in the system, either the Fiscal Year Selection Window or the Transaction Type Menu appears.

The Fiscal Year Selection Window appears first if:

- Accounts Payable is interfaced with General Ledger **AND**
- last-year files have been created in General Ledger **AND**
- the material requisition transaction files, APMHxxx and APMDxxx, are currently empty.

Enter Material Requisitions Screen With Fiscal Year Selection Window

Enter Material Requisitions				
Transaction No	Date Placed	Loc ID		
Requisition No	Date Needed			
Item ID	Description	Quantity Requested	Units	Quantity Filled
				Ext Cost
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> Transactions for: 1. Current Year 2. Last Year 1 </div>				
				Entry (of)
				Total
Verification _____ Press <PgDn> to proceed				

The Transaction Type Menu appears first when:

- Accounts Payable is not interfaced with General Ledger

OR

- Accounts Payable is interfaced with General Ledger **AND** the transactions files are *not* empty **OR** last-year data files exist in General Ledger.

Selecting the Fiscal Year for Material Requisitions

Once the fiscal year is selected:

- all material requisitions entered are posted to the fiscal year selected.
- since the inventory history files are updated on-line, the fiscal year selected determines which fiscal year includes the transaction information.
- after the Post Material Requisitions function is used, the system prompts you to select the fiscal year the next time you select the Enter Material Requisitions function to enter a new group of transactions.

Enter Material Requisitions Screen With Fiscal Year Selection Window

Enter Material Requisitions				
Transaction No	Date Placed	Loc ID		
Requisition No	Date Needed			
Item ID	Quantity	Units	Quantity	Ext Cost
Description	Requested		Filled	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;">Transactions for: 1. Current Year 2. Last Year 1</div>				
Entry (of)				
				Total
Verification —————				
Press <PgDn> to proceed				

After the fiscal year for the material requisitions is selected, the Transaction Type Menu Appears.

Selecting the Transaction Type

To:

- remove items from inventory - select **1. Enter Material Requisitions**
- return items previously requisitioned to inventory - select **2. Return Material Requisition**
- changes unposted requisitions or returns - select **3. Change Material Requisitions**

Enter Material Requisitions Screen With Transaction Type Menu

Enter Material Requisitions		
Transaction No	Date Placed	Loc ID
Requisition No	Date Needed	
Header Information		
Transaction No	Date 06/23/1997	
Location ID	MN0001	
Requisition No	Transaction Type	
Requested By	1. Enter Material Requisitions	
Date Needed	2. Return Material Requisition	
	3. Change Material Requisitions	
	<input type="radio"/>	
Notes	Actual Ship Date 06/23/1997	
	GL Period 06	
Company H Verify		

Entering A Material Requisition

Three types of information make up each individual material requisition or return:

1. Header Information
This information is entered using the Header Information Screen.
The information entered on this screen is stored in the Material Requisitions Header File, APMHxxx, before transactions are posted.
2. Line-Item Detail Information
This information is entered using the Append Line Window and is displayed on the Line-Item Scrolling Screen.
Before transactions are posted, the basic line-item information is stored in the Material Requisitions Detail File, APMDxxx, and serial and lot number information is stored in the Requisitions Serialized Lotted Item File, APMSxxx.
3. Total and Prepayment information
This information is entered using the Total/Payments Screen.
Before transactions are posted, the totals and payment information is stored in the Material Requisitions Header File, APMHxxx.

ENTERING THE HEADER INFORMATION

When you enter a material requisition, general information about the requisition is specified on the Header Information screen: the requisition number, individual requesting the items, the date the items are needed, where and how the items should be shipped, the ship date, and the GL period assigned to the requisition.

When you select **1. Enter Material Requisitions**, the Material Requisitions Header Information screen appears.

Enter Material Requisitions Header Information Screen

Enter Material Requisitions		
Transaction No	Date Placed	Loc ID
Requisition No	Date Needed	
Header Information		
Transaction No 0008	Date 06/23/1997	
Location ID MN0001	MINNEAPOLIS WAREHOUSE	
Requisition No REQ00002	Ship to: Winstead Hotel 3400 East Main Street St. Paul, MN 55312	
Requested By JJM		
Date Needed 07/10/1997	Ship Via UPS Ground	
Notes Items needed for demo booth setup.	Actual Ship Date 07/01/1997 GL Period 07	
Verification		
Press <PgDn> to proceed		

Enter Material Requisitions Header Information Screen

Enter Material Requisitions		
Transaction No	Date Placed	Loc ID
Requisition No	Date Needed	
Header Information		
Transaction No 0008	Date 06/23/1997	
Location ID MN0001	MINNEAPOLIS WAREHOUSE	
Requisition No REQ00002	Ship to: Winstead Hotel 3400 East Main Street St. Paul, MN 55312	
Requested By JJM		
Date Needed 07/10/1997	Ship Via UPS Ground	
Notes Items needed for demo booth setup.	Actual Ship Date 07/01/1997 GL Period 07	
Verification		
Press <PgDn> to proceed		

The following information defaults in the Header Information:

Field	Description
Transaction No	The transaction number is generated automatically. You cannot change it
Date	<p>If you're entering the first requisition in a group, the system date is displayed; otherwise, the date you assigned to the last requisition is displayed.</p> <p>Press Enter to accept the date, or enter a different requisition date.</p>
Location ID	<p>The Location ID displayed is the default Location ID set up in Company Information on the Company Setup Menu or, the Location ID entered in the Defaults function on the Workstation Configuration menu in Resource Manager. You can change it by using the ↑ to access the field.</p> <p>The Inquiry command, F2 or Esc W, is available to select the location from a list.</p>

Enter the following Header Information:

Field	Description
-------	-------------

Field	Description
Requisition No	Enter the requisition number assigned to the transaction.
Requested By	Enter the name of the person requisitioning the items.
Date Needed	Enter the date the items are needed or press Enter to skip the field. This date is printed on the material requisition form.
Notes	Enter up to two lines, 35 characters each, of information about the requisition, or press Enter to skip this field. The Notes are printed on the material requisition form.
Ship to	In Accounts Payable ³⁹ , press Enter to skip this field. When you don't enter a ship-to-address code, you can use four lines to enter a ship to address.
Ship Via	Enter the ship via information or press Enter to skip this field.
Actual Ship Date	If some or all of the requisition has been filled, enter the date the items were filled. This date is used as the transaction date when the requisition is posted.
GL Period	The fiscal period for the Actual Ship Date defaults into this field. Press Enter to accept it, or enter the fiscal period the requisition should be posted to.

Use the **Proceed** command, **PgDn** or **Esc P**, to save the Header Information and move to the Append Line Window to enter line-items.

Quick Entry on the Header Screen

The quick entry fields for the material requisitions header screen are set up in the QMATxxx table in the Tables function on the File Maintenance menu in Accounts Payable.

If you set the **Quick** field to *Active* in the Defaults function on the Workstation Configuration menu in Resource Manager, you can toggle between quick- and standard-entry mode by pressing **Ctrl F** on the header screen.

When *Quick* appears on the bottom of a screen, quick entry is active.

ENTERING MATERIAL REQUISITION LINE-ITEMS

³⁹ When you are using Purchase Order, you can set up ship-to-address codes to use in this field.

When the **Proceed** command, **PgDn** or **Esc P**, is used to save the Header Information, the Append Line Window appears to begin entering line-items.

Enter Material Requisitions Screen With Append Line Window

Enter Material Requisitions			
Transaction No 0008		Date Placed 06/23/1997	Loc ID
Requisition No REQ00002		Date Needed 07/10/1997	MN0001
Append Line		Entry 001	
Loc ID	MN0001	GL Account	104200
Item ID	250	INVENTORY - WORK-IN-PROCESS	
Desc	Exterior Panels GREY		
GL Desc		Requested	10.0000 CS
		Filled	10.0000
Job ID	100001	Backordered	.0000
Phase ID	A	Unit Cost	1342.8700
Cost Code	1	Ext Cost	13428.70
			Entry (of)
			Total 13428.70
Verification			
Press <PgDn> to proceed			

To record a line-item, enter the following information:

Field	Description
Location ID	<p>The Location ID entered on the header screen is displayed.</p> <p>You can request items from multiple locations on the same requisition.</p> <p>Use the up-arrow key to move the cursor to this field if you want to change the location.</p>
Item ID	<p>If this is an inventory line-item:</p> <ul style="list-style-type: none"> • use the Inquiry command, F2 or Esc W, to select the item from a list. • the inventory Alias and the IN Search commands are available to select an inventory item ID⁴⁰. • the Maintenance command, F6 or Esc F, is available to set up a new item. <p>If this is a noninventory line-item, press Enter to skip this field.</p>
Desc	<p>If this is an inventory line-item, the description for the inventory item defaults in the first line.</p> <p>If this is a non-inventory line-item, enter a description.</p> <p>For both inventory and noninventory line-items, two additional description lines of 35 characters are available for each the line-item. These description lines are printed on the material requisition form.</p>
GL Desc	<p>If the option <i>Post transactions in detail or summary?</i> is set to DETAIL:</p> <ul style="list-style-type: none"> • the description entered here appears in the Description column in the G/L Journal and G/L Activity Reports. • if a description is not entered in this field, the requisition number and item description are posted to the Description field in the Journal file, GLJRxxx.
Job ID	<p>If you are requisitioning the item for a job, enter the job ID.</p> <p>If Accounts Payable is interfaced with Job Cost, use the Inquiry command, F2 or Esc W, to select the job ID from a list.</p>
Phase ID	<p>If you entered a job ID and the requisitioned item is for a specific phase of the job, enter the phase ID.</p> <p>If Accounts Payable is interfaced with Job Cost, use the Inquiry command, F2 or Esc W, to select the phase ID from a list.</p>

⁴⁰ Refer to the Enter Purchases section of this manual for a detailed description on how to use inventory alias' and the **IN Search** commands to select an item ID.

Field	Description
Cost Code	<p>If you entered a job ID, enter a cost code for the requisitioned item.</p> <p>If AP is interfaced with Job Cost, use the Inquiry command, F2 or Esc W, to select the cost code from a list.</p> <p>Cost codes are set up in the Cost Codes function on the File Maintenance menu in Job Cost.</p>

Enter Material Requisitions Screen With Append Line Window

Enter Material Requisitions			
Transaction No 0008	Date Placed 06/23/1997	Loc ID	
Requisition No REQ00002	Date Needed 07/10/1997	MN0001	
Append Line		Entry 001	
Loc ID MN0001	GL Account 104200		
Item ID 250	INVENTORY - WORK-IN-PROCESS		
Desc Exterior Panels			
GREY			
GL Desc	Requested	Quantity	Units
	Filled	10.0000	CS
	Backordered	10.0000	
		.0000	
Job ID 100001	Unit Cost	1342.8700	
Phase ID A	Ext Cost	13428.70	
Cost Code 1			
			Entry (of)
			Total
			13428.70
Verification			
Press <PgDn> to proceed			

Field	Description
GL Account	<p>If you entered a job ID, the WIP account from the Material Requisitions Default Accounts table (DMttt) is displayed. This is the account debited.</p> <p>If you did <i>not</i> enter a job ID, the account number that's displayed is selected in the following order:</p> <ul style="list-style-type: none"> if Accounts Payable is interfaced with Inventory and you entered an item ID, the GL account entered as the Inv Account on the DMttt table is displayed as the account debited. if Accounts Payable is <i>not</i> interfaced with Inventory, or, if the line-item is a noninventory item, the GL account entered as the Exp Account on the Material Requisitions Default Accounts table (DMttt) is displayed as the account debited. <p>You can change the account that's displayed.</p> <p>If Accounts Payable is interfaced with General Ledger, the Inquiry command, F2 or Esc W, is available to select the GL account number from a list.</p>
Requested	Enter the quantity requested. It must be greater than zero.
Units	<p>If this is a noninventory line-item, enter the unit of measure.</p> <p>If this is an inventory line-item, the default unit of measure displays.</p>

Field Description

If the inventory line-item has alternate units of measure set up in Inventory, the **Inquiry** command, **F2** or **Esc W**, is available to select the unit of measure from a list.

Filled Enter the quantity that was shipped to fill the requisition

If this is an inventory line-item, the **On-hand** and **Available** quantities are reduced on-line by the quantity filled.

Enter Material Requisitions Screen With Append Line Window

Enter Material Requisitions			
Transaction No 0008	Date Placed 06/23/1997	Loc ID	
Requisition No REQ00002	Date Needed 07/10/1997	MN0001	
Append Line		Entry 001	
Loc ID MN0001	GL Account 104200		
Item ID 250	INVENTORY - WORK-IN-PROCESS		
Desc Exterior Panels			
GREY			
GL Desc	Requested	Quantity	Units
		10.0000	CS
	Filled	10.0000	
	Backordered	.0000	
Job ID 100001	Unit Cost	1342.8700	
Phase ID A	Ext Cost	13428.70	
Cost Code 1			
			Entry (of)
			Total
			13428.70
Verification			
Press <PgDn> to proceed			

Field Description

Field	Description
Backordered	<p>Enter the quantity backordered.</p> <p>For inventory line-items, the Committed quantity is increased on-line by the quantity backordered.</p> <p>When the requisition is posted, the backordered quantity is moved to the Requested field.</p> <p>The requisition remains open until the backordered quantity is zero.</p>
Unit Cost	<p>If this is an inventory line-item, the unit cost displayed for the item is based on the inventory valuation method selected in Options and Interfaces. The extended cost is calculated and displayed. You cannot change the costs.</p> <p>If this is a noninventory line-item, the system prompts you to enter the extended cost. The unit cost is then calculated and you cannot change it.</p>
Ext Cost	<p>For an inventory item, the cost is calculated by the system and displayed. You cannot change the cost.</p> <p>For a noninventory item, the system prompts you to enter the extended cost and the unit cost is calculated.</p>
Total	<p>The total for the requisition is displayed at the bottom of the screen.</p> <p>Use the Proceed command, PgDn or Esc P, to save the line item information.</p> <p>A blank Append Line Window appears for the next line-item.</p> <p>When line-item entry is complete, use the Exit command, F7 or Esc M, to remove the Append Line Window and move to the line-item scrolling screen.</p>

ENTERING SERIALIZED INVENTORY LINE-ITEMS

When a serialized item is requisitioned, the Serial Number Entry window appears after using the **Proceed** command, **PgDn** or **Esc P**, to save the Append Line Window information.

Refer to the Serialized Line-Items beginning on page 7 an more in-depth description of how to enter serial numbers.

Serial Number Entry Screen With Append Serial Number Window

Enter Material Requisitions			
Serial Number Entry			
Item ID	902	Refrigerator - Almond	
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE	
Units	EA	Requested Qty	1.0000
Serial Number		Unit Cost	
Serial Number (000001 of 000000)		.0000	
Append Serial Number			
Serial No	LTQ8121001	Orig Qty	.0000
		Cost	246.1200
Fulfill Qty	1.0000		
Backord Qty	.0000		
Comment	FOR USE AT TRADE SHOW DEMO		
Verification			
Press <PgDn> to proceed			

To record the serial number information, perform the following tasks:

1. Use the **Append** command to display the Append Serial Number window to enter the serial numbers of the items used to fill the requisition.
2. Enter the serial number, or use the **Inquiry** command, **F2** or **Esc W**, to select the number from a list of serial numbers in stock.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entry. The serial number appears in the Serial Number Entry window.

Repeat steps 2 and 3 to enter any additional serial numbers.

4. When you have completed serial number entry, use the **Exit** command, **F7** or **Esc M**, to remove the Append Serial Number window.
5. Review the serial numbers entered:
 - If you need to edit the serial number information, place the cursor at the serial number and press **Enter**. The Edit Serial Number window appears, you can only edit the **Comment** field.
 - To delete a serial number, place the cursor at the serial number and use the **Delete** command, **F3** or **Esc D**.
6. When the serial number information is correct, use the **Done** command from the command bar to save the line-item and serial number information.
7. A blank Append Line Window appears for the next line-item.
8. When line-item entry is complete, use the **Exit** command, **F7** or **Esc M**, to remove the Append Line Window and move to the line-item scrolling screen.

ENTERING LOTTED INVENTORY LINE-ITEMS

When a lotted item is requisitioned, the Lot Entry window appears after using the **Proceed** command, **PgDn** or **Esc P**, to save the Append Line Window information.

Refer to Entering Purchases, the Entering Lotted Line-Items section beginning on page 7 for a more in-depth description of how to enter lot numbers.

Enter Material Requisitions Screen with Lot Entry Window

Enter Material Requisitions			
Lot Entry			
Item ID 811001	Paint - Ivory - Enamel		
Loc ID MN0001	MINNEAPOLIS WAREHOUSE		
Units GAL	Requested Qty	5.0000	
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Lot Number (000001 of 000000) </div> <div style="text-align: right; margin-top: 10px;">.00</div> </div>			
			Entry (of)
			Total 72.10
Enter = edit, Append, Done			
Company H		Verify	

To record the lot number information, perform the following tasks:

1. Use the **Append** command to display the Append Lot Number window to enter the lot numbers for the items used to fill the requisition.
2. Enter the lot number, or use the **Inquiry** command, **F2** or **Esc W**, to select the number from a list of lot numbers in stock.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entry. The lot number appears in the Lot Entry window.

Repeat steps 2 and 3 to enter any additional lot numbers.

Lot Entry Screen With Append Lot Number Window

Enter Material Requisitions			
Lot Entry			
Item ID 811001	Paint - Ivory - Enamel		
Loc ID MN0001	MINNEAPOLIS WAREHOUSE		
Units GAL	Requested Qty	5.0000	
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Lot Number (000001 of 000000) </div> <div style="text-align: right; margin-top: 10px;">.00</div> </div>			
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Append Lot Number </div> <div> <div style="display: flex; justify-content: space-between;"> <div> Lot No 1201 Orig Qty 5.0000 Fulfill Qty 5.0000 Backord Qty .0000 Comment TRADE SHOW BOOTH </div> <div> Cost 14.4200 Ext Cost 72.10 </div> </div> </div> </div>			
Verification			
Press <PgDn> to proceed			

4. When you have completed lot number entry, use the **Exit** command, **F7** or **Esc M**, to remove the Append Lot Number window.

Enter Material Requisitions Screen with Lot Entry Window

Enter Material Requisitions			
Item ID 811001		Lot Entry	
Loc ID MN0001		Paint - Ivory - Enamel	
Units GAL		MINNEAPOLIS WAREHOUSE	
		Requested Qty	5.0000
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
≥ 1201	5.0000	5.0000	72.10
Lot Number (000001 of 000001)			72.10
Entry (of)			
			Total 72.10
Enter = edit, Append, Done			
Company H		Verify	

5. Review the lot numbers entered:
 - If you need to edit the lot number information, place the cursor at the lot number and press **Enter**. The Edit Lot Number window appears, you can edit the **Orig Qty**, **Fulfill Qty**, **Backord Qty**, and **Comment** fields.
 - To delete a lot number, place the cursor at the lot number and use the **Delete** command, **F3** or **Esc D**.
6. When the lot number information is correct, use the **Done** command from the command bar to save the line-item and lot number information.
7. A blank Append Line Window appears for the next line-item.
8. When line-item entry is complete, use the **Exit** command, **F7** or **Esc M**, to remove the Append Line Window and move to the line-item scrolling screen.

AP Information Menu, Shift F2 or Esc I

When *Info* is displayed at the bottom of the screen, you can use the **Information** command, **Shift F2** or **Esc I**, to view vendor information or vendor comments. If Accounts Payable is interfaced with Inventory, you can also view item information. Refer to the Entering Purchases section, page 7, for details about the information windows.

Enter Material Requisitions Screen With AP Information Menu

Enter Material Requisitions			
Transaction No 0008	Date Placed 06/23/1997	Loc ID	
Requisition No REQ00002	Date Needed 07/10/1997	MN0001	
Append Line		Entry 006	
Loc ID MN0001	GL Account 999900		
Item ID	SUSPENSE		
Desc			
GL Desc	AP Information Menu	d	Quantity Units
Job ID	Vendor Information	red	.0000 EA
Phase ID	Vendor Comments	t	.0000
Cost Code	Item Information		.0000
			.00
150	Plumbing Package	2.0000	1815.06
			Entry (005 of 005)
			Total
			16039.15
Company H Info Verify			

Using the Line-Item Scrolling Screen

When the **Exit** command, **F7** or **Esc M**, is used to exit from the Append Line window, the line-item scrolling screen displays:

- The command options available are displayed in the command bar at the bottom of the screen.
- The number of the line-item where the cursor is located displays in the lower right corner of the screen.
- Use **PgDn**, **PgUp** or the **arrow** keys to move the cursor to a different item.

Enter Material Requisitions Line-Item Scrolling Screen

Enter Material Requisitions				
Transaction No 0008		Date Placed 06/23/1997		Loc ID
Requisition No REQ00002		Date Needed 07/10/1997		MN0001
Item ID	Description	Quantity Requested	Units	Quantity Filled Ext Cost
250	Exterior Panels	10.0000	CS	10.0000 13428.70
902	Refrigerator - Almond	1.0000	EA	1.0000 246.12
450	Slide by Window 24" x 40"	2.0000	EA	2.0000 322.28
350	Entry Door	1.0000	EA	1.0000 226.99
≥ 150	Plumbing Package	2.0000	PKG	2.0000 1815.06
				Entry (005 of 005)
				Total 16039.15
Enter = edit, Append, Header, View, Online, Next trans				
Company H		Info		Verify

Command Action

- Enter = edit** To edit a line-item, move the cursor to that line-item and press **Enter**.
- The Edit Line window appears and you can make changes. Use the **Proceed** command, **PgDn** or **Esc P**, to save the changes.
- Append** Press **A** to add a line-item after the requisitions already entered.
- To insert an item above a specific line-item, move the cursor to the line you want to insert a line-item above. Press the **Insert** key.
- The Insert Line window appears. Enter the information for the line-item and use the **Proceed** command, **PgDn** or **Esc P**, to save it and return to the line-item scrolling screen.
- Header** Press **H** to go back to the header screen to make changes there. Use the **Proceed** command, **PgDn** or **Esc P**, to save the changes and to return to the line-item scrolling screen.
- View** Press **V** to view the line-item where the cursor is located. You cannot change the information when using the View mode.

Enter Material Requisitions Line-Item Scrolling Screen

Enter Material Requisitions				
Transaction No 0008		Date Placed 06/23/1997	Loc ID	
Requisition No REQ00002		Date Needed 07/10/1997	MN0001	
Item ID	Description	Quantity Requested	Units	Quantity Filled
250	Exterior Panels	10.0000	CS	10.0000
902	Refrigerator - Almond	1.0000	EA	1.0000
450	Slide by Window 24" x 40"	2.0000	EA	2.0000
350	Entry Door	1.0000	EA	1.0000
≥ 150	Plumbing Package	2.0000	PKG	2.0000
				Ext Cost
				13428.70
				246.12
				322.28
				226.99
				1815.06
Entry (005 of 005)				
				Total
				16039.15
Enter = edit, Append, Header, View, Online, Next trans				
Company H		Info	Verify	

Command Action

Goto The **Goto** command is available only when there is more than one screen of line-items.

Press **G** to move the cursor to a particular line item.

When the Go To Entry window appears, enter the line-item number, or use the **Inquiry** command, **F2** or **Esc W**, to select the line number from a list.

On-line Press **O** to print this material requisition on-line.

You are prompted to select the output device. Select **(E)nd** if you decide not to print the material requisition.

Next trans Press **N** when you are finished with this material requisition and are ready to enter another. You are returned to the Transaction Type menu.

Deleting a Line-Item

To delete a line item from the line-item scrolling screen, move the cursor to the line-item you want to delete. Use the **Delete** command, **F3** or **Esc D**, to delete the line item.

If this is the only line-item for the material requisition, you must delete the entire transaction. To delete the entire requisition, use the **Delete** command when you are on the Header Information screen for the material requisition.

Returning to the Material Requisitions Menu

When you have finished entering, returning, or changing material requisitions, use the **Exit** command, **F7** or **Esc M**, to return to the Material Requisitions menu.

Returning Material Requisitions

Use the Return Material Requisitions function to return items to inventory that were previously requisitioned for internal use or for a job.

Enter Material Requisitions Screen With Transaction Type Menu

Enter Material Requisitions		
Transaction No	Date Placed	Loc ID
Requisition No	Date Needed	
Header Information		
Transaction No	Date 06/23/1997	
Location ID	MN0001 MINNEAPOLIS WAREHOUSE	
Requisition No	Transaction Type	
Requested By	<div>1. Enter Material Requisitions 2. Return Material Requisition 3. Change Material Requisitions <input checked="" type="checkbox"/></div>	
Date Needed		
Notes	Actual Ship Date 06/23/1997 GL Period 06	
Company H Verify		

Entering Header Information

Enter the information on the header screen just as you would for a requisition, see page 7 for a detailed description of the fields on the header screen.

Use the **Proceed** command, **PgDn** or **Esc P**, to save the header information.

Entering Line-Items

The Append Line window that appears is the same as the Append Line window used for the Enter Material Requisition function. Refer to that section, page 7, for details about the fields--except for those fields described below.

Do not use negative values for the returned quantities. The system automatically makes the correct entries because Return Material Requisition was selected on the Transaction Type menu.

Return Material Requisition Screen With Append Line Window

Return Material Requisition			
Transaction No 0009		Date Placed 06/23/1997	Loc ID
Requisition No RE000003		Date Needed 06/23/1997	MN0001
Append Line Entry 001			
Loc ID MN0001		GL Account 104400	
Item ID 250		INVENTORY - FINISHED GOODS	
Desc Exterior Panels			
GL Desc	Requested	Quantity	Units
	Filled	1.0000	CS
	Backordered	1.0000	
Job ID	Unit Cost	.0000	
Phase ID	Ext Cost	1299.7500	
Cost Code		1299.75	
			Entry (of)
			Total
			1299.75
Verification			
Press <PgDn> to proceed			

Enter the following information:

Field	Description
Requested	Enter the quantity being returned to inventory.
Units	Press Enter to confirm the unit of measure used for the returned items. Or, if the item has alternate units of measure, use the Inquiry command, F2 or Esc W , to select the unit of measure from a list.
Filled	The filled quantity defaults to the quantity requested. You cannot change it.
Backordered	You cannot enter a backordered quantity.
Unit Cost	<p>If this is for an inventory line-item, the unit cost is displayed automatically. You cannot edit the unit cost, but the unit cost is recalculated when the extended cost is changed.</p> <p>If this is a noninventory item, enter an extended cost. The unit cost is calculated by the system.</p>
Ext Cost	<p>If this is an inventory line-item, the calculated extended cost is displayed automatically. You can change the extended cost.</p> <p>If the line entry is for a noninventory item, enter the extended cost. The unit cost is automatically calculated.</p>

Use the **Proceed** command, **PgDn** or **Esc P**, to save the line-item.

QUICK ENTRY FOR LINE-ITEM ENTRY

The fields the cursor stops at are determined by the QXtttt quick-entry table.

When *Quick* is displayed at the bottom of the screen, Quick Entry is active. Use the **Ctrl-F** key combination to toggle Quick Entry on and off.

ENTERING SERIAL NUMBER INFORMATION

If you are requisitioning a serialized item, the Serial Number Entry window appears when you use the **Proceed** command, **PgDn** or **Esc P**, in the Append Line Window. The Entering Purchases section gives a more detailed description of entering serial number information on page 7.

Return Material Requisition Screen With Serial Number Entry Window

Return Material Requisition	
Serial Number Entry	
Item ID 900	Refrigerator - Black
Loc ID MN0001	MINNEAPOLIS WAREHOUSE
Units EA	Requested Qty 1.0000
Serial Number	Unit Cost
Serial Number (000001 of 000000) ----- .0000	
Entry (of)	
Total 239.66	
Enter = edit, Append, Done	
Company H	Verify

The active commands are listed at the bottom of the screen in the command bar.

Use the **Append** command to display the Append Serial Number window and enter serial numbers for the requisitioned items that are being returned.

Serial Number Entry Screen With Append Serial Number Window

Return Material Requisition	
Serial Number Entry	
Item ID 900	Refrigerator - Black
Loc ID MN0001	MINNEAPOLIS WAREHOUSE
Units EA	Requested Qty 1.0000
Serial Number	Unit Cost
Serial Number (000001 of 000000) ----- .0000	
Append Serial Number	
Serial No LTQ6401084	
Orig Qty .0000	Cost 239.6600
Fulfill Qty 1.0000	
Backord Qty .0000	
Comment	NOT USED FOR TRADE SHOW BOOTH
Verification	
Press <PgDn> to proceed	

Enter the serial numbers, cost, and an optional comment for the requisitioned items being returned to inventory. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entry.

The serial number appears in the Serial Number Entry window.

Serial Number Entry Screen With Append Serial Number Window

Return Material Requisition			
Serial Number Entry			
Item ID	900	Refrigerator - Black	
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE	
Units	EA	Requested Qty	1.0000
Serial Number		Unit Cost	
LTQ6401084		239.6600	
Serial Number (000001 of 000001)		239.6600	
Append Serial Number			
Serial No		Orig Qty	.0000
		Cost	.0000
Fulfill Qty	1.0000		
Backord Qty	.0000		
Comment			
Verification			
Press F7 to exit			

When you have completed serial number entry, use the **Exit** command, **F7** or **Esc M**, to remove the Append Serial Number window.

When the serial number information is complete, use the **Done** command from the command bar in the Serial Number Entry window to save the line item and serial number information.

Editing Serial Number Information

Review the serial numbers entered, if you need to edit the serial number information, place the cursor at the serial number and press **Enter**.

Material Requisition Screen With Serial Number Entry Window

Return Material Requisition			
Serial Number Entry			
Item ID	900	Refrigerator - Black	
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE	
Units	EA	Requested Qty	1.0000
Serial Number		Unit Cost	
LTQ6401084		239.6600	
Serial Number (000001 of 000001)		239.6600	
Entry (of)	
		Total	
		239.66	
Enter = edit, Append, Done			
Company H		Verify	

The Edit Serial Number window appears, you can edit the **Cost** and **Comment** fields.

Deleting a Serial Number

To delete a serial number, place the cursor at the serial number in the Serial Number Entry window and then use the **Delete** command, **F3** or **Esc D**.

ENTERING LOT NUMBER INFORMATION

If the requisitioned inventory item you are returning is lotted, the Lot Entry window appears when the **Proceed** command, **PgDn** or **Esc P**, is used in the Append Line Window. The Purchases section gives a more detailed description of entering lot number information on page 7.

Lot Entry Screen With Append Lot Number Window

Return Material Requisition			
Item ID 811001		Lot Entry	
Loc ID MN0001		Paint - Ivory - Enamel	
Units GAL		MINNEAPOLIS WAREHOUSE	
		Requested Qty	2.0000
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
Lot Number (000001 of 000000)			.00
Append Lot Number			
Lot No	1201		
Orig Qty	2.0000	Cost	14.4200 Ext Cost 28.84
Fulfill Qty	2.0000		
Backord Qty	.0000		
Comment	NOT USED FOR TRADE SHOW BOOTH		
Verification			
Press <PgDn> to proceed			

The active commands are listed at the bottom of the screen in the command bar.

Perform the following tasks to record lot number information:

1. Use the **Append** command to display the Append Lot Number window and enter the lot numbers of the requisitioned items being returned to inventory.
2. Enter the **Lot No**, **Orig Qty**, **Fulfill Qty**, **Backord Qty**, **Cost**, and **Comment** information for the items being returned.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entry. The lot number appears in the Lot Entry window.
4. When you have finished entering lot numbers, use the **Exit** command, **F7** or **Esc M**, to remove the Append Lot Number window.
5. Review the lot numbers entered.
6. To edit lot number information in the Lot Entry Window, place the cursor at that lot number and press **Enter**. The Edit Lot Number window appears.
You can edit the **Orig Qty**, **Fulfill Qty**, **Backord Qty**, **Cost**, and **Comment** fields.
7. To delete a lot number from the Lot Entry window, place the cursor at the lot number you want to delete. Use the **Delete** command, **F3** or **Esc D**.
8. When the lot information is complete, use the **Done** command to save the line-item and lot number information.

9. A blank Append Line window appears to enter the next line-item.
10. Use the **Exit** command, **F7** or **Esc M**, to exit from the Append Line window and move to the line-item scrolling screen.

Return Material Requisition Line-Item Scrolling Screen

Return Material Requisition				
Transaction No 0009		Date Placed 06/23/1997	Loc ID	
Requisition No RE000003		Date Needed 06/23/1997	MN0001	
Item ID	Description	Quantity Requested	Units	Quantity Filled Ext Cost
250	Exterior Panels	1.0000	CS	1.0000 1299.75
150	Plumbing Package	1.0000	PKG	1.0000 907.53
Entry (002 of 002)				
				Total 2207.28
Enter = edit, Append, Header, View, Online, Next trans				
Company H Info Verify				

The command options available are displayed at the bottom of the screen.

Refer to the Enter Material Requisitions section on page 7 for details about the commands.

Use the **Exit** command, **F7** or **Esc M**, to return to the Material Requisitions menu, or use the **Next trans** command, to return to the Transaction Type menu to enter the next material requisition transaction.

Changing Material Requisitions

Use the Change Material Requisitions function to edit and delete unposted material requisitions and returned material requisitions, or, to fill backorders.

Before you change or delete unposted requisitions, print the Material Requisitions Journal so that you have the correct transaction numbers.

After you change or delete transactions, print the journal again so that the audit trail is complete.

Return Material Requisitions Screen With Transaction Type Menu

Return Material Requisition		
Transaction No	Date Placed	Loc ID
Requisition No	Date Needed	
Header Information		
Transaction No	Date 06/23/1997	
Location ID	MN0001 MINNEAPOLIS WAREHOUSE	
Requisition No	Transaction Type	
Requested By	1. Enter Material Requisitions	
Date Needed	2. Return Material Requisition	
	3. Change Material Requisitions	
	<input checked="" type="checkbox"/>	
Notes	Actual Ship Date 06/23/1997	
	GL Period 06	
Company H Verify		

You cannot use the Change Material Requisitions function to change requisitions and returned requisitions that you've posted.

To reverse incorrect posted material requisition transactions:

- use the Return Material Requisitions function to reverse posted material requisitions.
- use the Enter Material Requisitions function to reverse posted return material requisitions.

Changing Header Information

When you select **3. Change Material Requisitions** on the Transaction Type menu, the Change Material Requisitions Header Information screen appears.

Perform the following tasks to change header information for a material requisition or a return material requisition:

1. Enter the transaction number of the requisition you want to change. Or, use the **Inquiry** command, **F2** or **Esc W**, to select the transaction number from a list.

Change Material Requisition Header Information Screen

Change Material Requisitions		
Transaction No	Date Placed	Loc ID
Requisition No	Date Needed	
Header Information		
Transaction No 0008	Date 06/23/1997	
Location ID MN0001	MINNEAPOLIS WAREHOUSE	
Requisition No REQ00002	Ship to: Winstead Hotel 3400 East Main Street St. Paul, MN 55312	
Requested By JJM		
Date Needed 07/10/1997	Ship Via UPS Ground	
Notes Items needed for demo booth setup.	Actual Ship Date 07/01/1997	
	GL Period 07	
Verification		
Press <PgDn> to proceed		

2. You can change any information on the Header Information Screen.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes and move to the line-item scrolling screen.

DELETING A MATERIAL REQUISITION TRANSACTION

Perform the following tasks to delete a material requisition or a return material requisition transaction:

1. Enter the transaction number of the requisition/return you want to delete. Or, use the **Inquiry** command, **F2** or **Esc W**, to select the transaction number from a list.
2. The header information for the transaction displays.

To delete the entire transaction, use the **Delete** command, **F3** or **Esc D**.

Changing Line Item Information

When the **Proceed** command, **PgDn** or **Esc P**, is used to save changes on the Header Information screen, the line-item scrolling screen displays.

Change Material Requisitions Line-Item Scrolling Screen

Change Material Requisitions				
Transaction No 0008		Date Placed 06/23/1997		Loc ID
Requisition No REQ00002		Date Needed 07/10/1997		MN0001
Item ID	Description	Quantity Requested	Units	Ext Cost
≥ 250	Exterior Panels	10.0000	CS	13428.70
902	Refrigerator - Almond	1.0000	EA	246.12
450	Slide by Window 24" x 40"	2.0000	EA	322.28
350	Entry Door	1.0000	EA	226.99
150	Plumbing Package	2.0000	PKG	1815.06
Entry (001 of 005)				
				Total 16039.15
Enter = edit, Append, Header, View, Online, Next trans				
Company H		Info		Verify

The active command options are displayed in the command bar at the bottom of the screen. Refer to the Using the Line-Item Scrolling Screen section on page 7 for details about using these commands.

To edit a line-item, complete the following tasks:

1. Use the arrow keys to move the cursor to the line-item you want to change. Press **Enter**.
2. The Edit Line window appears. You can change the **Desc**, **GL Desc**, **Job ID**, **Phase ID**, **Cost Code**, **GL Account**, **Requested** and **Filled** fields.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the changes and return to the line-item scrolling screen.
4. When you have finished making changes, use the:
 - **Exit** command, **F7** or **Esc M**, to return to the Material Requisitions menu
 - **Next trans** command, **N**, to return to the Transaction Type menu.

CHANGING SERIAL NUMBER INFORMATION

If the line-item you selected to edit is a serialized item, the Serial Number Entry window appears after you use the **Proceed** command, **PgDn** or **Esc P**.

Change Material Requisitions Screen With Serial Number Entry Window

Change Material Requisitions			
Serial Number Entry			
Item ID 902			
Loc ID MN0001	MINNEAPOLIS WAREHOUSE		
Units EA	Requested Qty	1.0000	
Serial Number	Unit Cost		
LTQ8121001	246.1200		
Serial Number (000001 of 000001) 246.1200			
150	2.0000 PKG	2.0000	1815.06
Plumbing Package			
Entry (002 of 005)			
			Total
			16039.15
Enter = edit, Append, Done			
Company H	Verify		

The serial number information is displayed and the active command options are listed at the bottom of the screen. For an detailed discussion of these commands, refer to page 7 in the Entering Purchases section of this manual.

Editing Serial Number Information

Perform the following tasks to edit serial number information:

1. Place the cursor at the serial number you want to edit and press **Enter**.
2. The Edit Serial Number window appears. You can edit the **Comment** field for the serial number.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes.
4. When the serial number information is correct, use the **Done** command, **D**, to save the changes and return to the line-item scrolling screen.

Deleting a Serial Number

Perform the following tasks to delete serial number information:

1. Place the cursor at the serial number you want to delete.
2. Use the **Delete** command, **F3** or **Esc D**.
3. When the serial number information is correct, use the **Done** command, **D**, to save the changes and return to the line-item scrolling screen.

Adding a Serial Number

Perform the following tasks to add a serial number:

1. Use the **Append** command, **A**. The Append Serial Number window appears.
2. Enter the new serial number. Or, use the **Inquiry** command, **F2** or **Esc W**, to select the number from a list of serial numbers in stock.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entry.
The serial number appears in the Serial Number Entry window.
4. When serial number entry is complete, use the **Exit** command, **F7** or **Esc M**, to remove the Append Serial Number window.
5. If the serial number information is correct, use the **Done** command, **D**, to save the entry and return to the line-item scrolling screen.

CHANGING LOT NUMBER INFORMATION

If the line-item you selected to change is lotted, the Lot Entry window appears when the **Proceed** command, **PgDn** or **Esc P**, is used in the Edit Line window.

Change Material Requisitions Screen With Lot Entry Window

Change Material Requisitions				
Lot Entry				
Item ID	811001			
Loc ID	MN0001 MINNEAPOLIS WAREHOUSE			
Units	GAL	Requested Qty	5.0000	
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost	
> 1201	5.0000	5.0000	72.10	
Lot Number (000001 of 000001)			72.10	
Entry (001 of 001)				
				Total 72.10
Enter = edit, Append, Done				
Company H Verify				

The active commands are listed at the bottom of the screen in the command bar. Refer to the Entering Purchases section for a more detailed description of these commands on page 7.

Editing Lot Number Information

To edit a lot number, perform the following tasks:

1. Place the cursor at the lot number you want to edit and press **Enter**.
2. The Edit Lot Number window appears. You can edit the **Orig Qty**, **Fulfill Qty**, **Backord Qty**, and **Comment** field for the serial number.

Lot Entry Screen With Edit Lot Number Window

Change Material Requisitions				
Lot Entry				
Item ID	811001			
Loc ID	MN0001			
Units	GAL	MINNEAPOLIS WAREHOUSE		
		Requested Qty	5.0000	
Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost	
1201	5.0000	5.0000	72.10	

Lot Number	(000001 of 000001)		72.10	
Edit Lot Number				
Lot No	1201			
Orig Qty	5.0000	Cost	14.4200	Ext Cost 72.10
Fulfill Qty	5.0000			
Backord Qty	.0000			
Comment	TRADE SHOW BOOTH			
Company H				
				Verify

3. Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes.
4. When the lot number information is correct, use the **Done** command, **D**, to save the changes and return to the line-item scrolling screen.

Deleting a Lot Number

Perform the following tasks to delete a lot:

1. Place the cursor at the lot number you want to delete.
2. Use the **Delete** command, **F3** or **Esc D**.
3. When the lot number is deleted, use the **Done** command, **D**, to save the changes and return to the line-item scrolling screen.

Adding a Lot Number

Perform the following tasks to add a lot number:

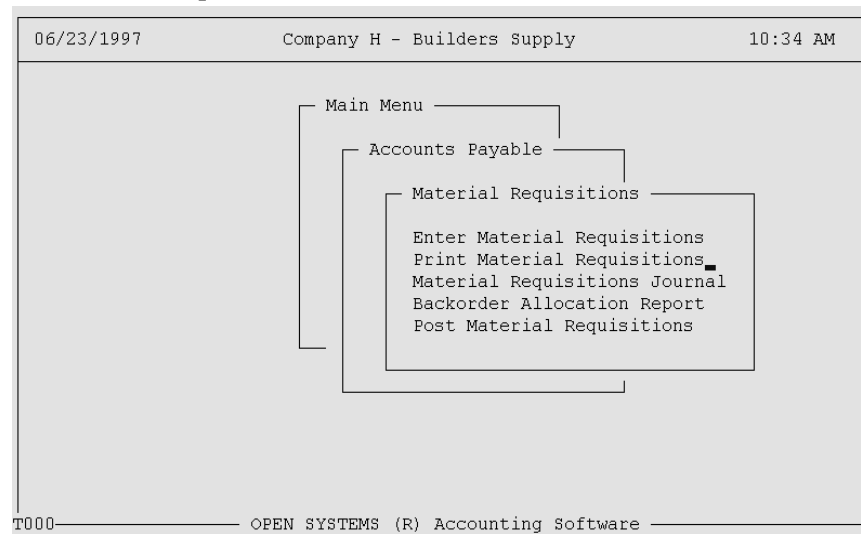
1. Use the **Append** command, **A**. The Append Lot Number window appears.
2. Enter the new lot number. Or, use the **Inquiry** command, **F2** or **Esc W**, to select the number from a list of lot numbers in stock.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entry.
The lot number appears in the Lot Entry window.
4. When lot number entry is complete, use the **Exit** command, **F7** or **Esc M**, to remove the Append Lot Number window.
5. If the lot number information is correct, use the **Done** command, **D**, to save the entry and return to the line-item scrolling screen.

Printing Material Requisitions

Select the Print Material Requisitions function on the Material Requisitions menu to produce material requisition forms for all material requisitions entered and not printed on-line.

You don't need special forms; you can print material requisitions on blank, 8 1/2-by-11 inch paper.

AP Material Requisitions Menu



The Print Material Requisitions Selection screen appears when the Print Material Requisitions function is selected.

Print Material Requisitions Selection Screen

```

      Print Material Requisitions

      Pick Transaction No  From
                          Thru
      Requisition No      From
                          Thru
      Location ID          From
                          Thru

      Print By:
      1. Transaction Number
      2. Requisition Number
      3. Date Needed
      4. Location ID
      3

      Output device - (P)rinter p(R)eview (F)ile (E)nd
  
```

Make the following selections:

Selection	Description
Pick	
Transaction No From/Thru	Enter a range of the transaction numbers to print material requisition forms for. If these fields are left blank, forms are printed for all transaction numbers.
Requisition No	Enter a range of requisition numbers to print material requisition forms for. If these fields are left blank, all requisition numbers are printed.
Location ID	Enter a range of location IDs to print material requisition forms for. If these fields are left blank, all requisition numbers are printed.
Print By	The selection you enter here determines the order that the material requisition forms are printed.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(E)nd - to exit from the selection screen without printing the report

Material Requisition Form

MATERIAL REQUISITION		Requisition Number REQ00002		Page 1		
		Date Needed 07/10/1997				
Order Date 06/23/1997	Ordered By JJM	Ship Via UPS Ground				
Ship From: Loc. ID MN0001 MINNEAPOLIS WAREHOUSE 453 LAKE DRIVE		Ship To: Winstead Hotel 3400 East Main Street St. Paul, MN 55312				
MINNEAPOLIS		MN US 55355				
Items needed for demo booth setup.						
Line	Item/ Description	Loc. ID	Units	Unit Cost/ Extended Cost	Filled/ Requested	Backordered
001	250 Exterior Panels GREY	MN0001	CS	1342.8700 13428.70	10.0000 10.0000	.0000
002	902 Refrigerator - Almond	MN0001	EA	246.1200 246.12	1.0000 1.0000	.0000
	Serial Number: LTQ8121001				1.0000	Ext. Cost 246.12
003	450 Slide by Window 24" x 40"	MN0001	EA	161.1400 322.28	2.0000 2.0000	.0000
004	350 Entry Door	MN0001	EA	226.9900 226.99	1.0000 1.0000	.0000
005	150 Plumbing Package	MN0001	PKG	907.5300 1815.06	2.0000 2.0000	.0000
TOTAL =				16039.15		

Printing The Material Requisitions Journal

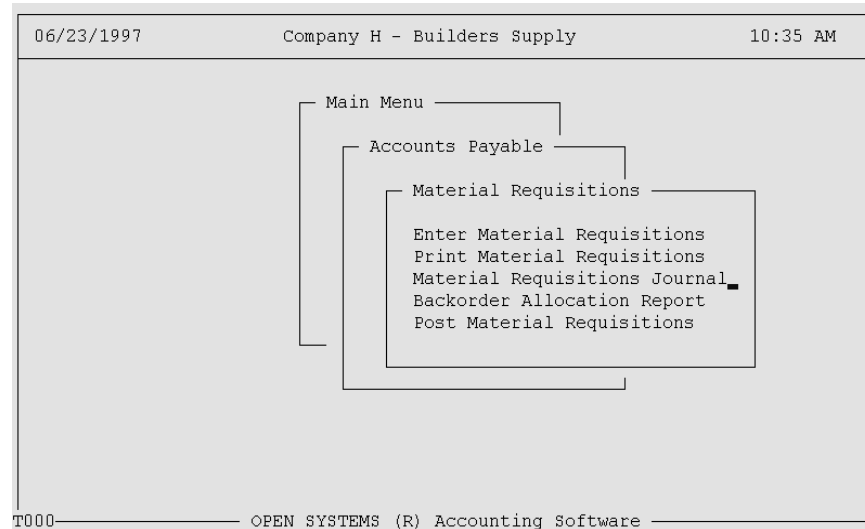
Before you post requisitions, print the Material Requisitions Journal to:

- check for mistakes and omissions
- use as an audit trail for the material requisitions and returned material requisitions.

If you find mistakes, use the Change Material Requisitions function to delete or correct the material requisition transactions. Then print the Material Requisitions Journal again for a complete audit trail.

Use the Material Requisitions Journal function on the Material Requisitions menu to print this report.

Material Requisitions Menu Screen



The Material Requisitions Journal Selection screen appears.

Material Requisitions Journal Selection Screen

Material Requisitions Journal

Pick Requisition No From
Thru

Print:
1. Full Detail
2. Summary Only
1

Print By:
1. Transaction No
2. Requisition No
3. GL Period and Account
4. Item ID
5. Job ID and Phase ID
2

Output device - (P)rinter p(R)eview (F)ile (S)creen (■)nd

To print the Material Requisitions Journal, make the following selections:

Selection	Description
-----------	-------------

Selection**Description**

Pick Requisition No
From/Thru

Select the range of the requisition numbers to list in the journal.

If you leave these fields blank, all requisition numbers are included in the journal.

Print:

1. Full Detail

Select **1** to print a detailed journal that lists each line-item for each material requisition.

2. Summary Only

Select **2** to print a summarized journal that lists only the material requisition header and total information.

Print By:

The selection you enter here determines the order that the material requisition transactions are subtotaled, sorted and listed in the journal.

06/24/1997 2:25 PM		Builders Supply Journal Material Requisition Detail by Requisition Number										Page 1					
The selection you enter here determines the order that the material requisition transactions are subtotaled, sorted and listed in the journal.																	
Tran.	Ent.	St.	Req. No.	-- Date -- Placed	GL Per. Acct.	Cost	Job	Loc.	ID, Item ID	Units	---Quantity--- Filled	Amount					

1. Transaction No																	
Internal Req. No. RE000003																	
0009	001	RET	RE000003	06/23/1997	06	104400			MN0001 250	CS	1.0000	189.75-					
				06/23/1997					Exterior Panels		1.0000						
0009	002	RET	RE000003	06/23/1997	06	104400			MN0001 150	PKG	1.0000	907.53-					
				06/23/1997					Plumbing Package		.0000						
0009	TOT	RET	RE000003	06/23/1997	06							2207.28-					
3. GL Period and Account																	
Internal Req. No. RE000006																	
0010	001	MR	RE000006	06/23/1997	06	104200	001	100001	MN0001 811001	GAL	5.0000	72.10					
				06/23/1997				A	Ivory - Enamel		2.0000						
								Lot Number:									
								1201			5.0000	72.10					
0010	TOT	MR	RE000006	06/23/1997	06							72.10					
4. Item ID																	
Internal Req. No. REQ000002																	
0008	001	MR	REQ000002	06/23/1997	07	104200	001	100001	MN0001 250	CS	8.0000	8014.10					
				07/10/1997				A	Exterior Panels		1.0000						
0008	002	MR	REQ000002	06/23/1997	07	104200	001	100001	MN0001 982	EA	1.0000	246.12					
				07/10/1997				A	Refrigerator - Almond		.0000						
5. Job ID and Phase ID																	
Select the output device you want to use:																	
(P)rinter - to send the report to a printer																	
(P)review - to view what the printed report looks like in a GUI window. The																	
system prompts you to select the printer you want to use for the																	
preview. You can select whether to send the report to a printer.																	
(F)ile - to print the report to a file																	
(S)creen - to print the report to the screen																	
(E)nd - to exit from the selection screen without printing the report																	

						Requisitions	Returns	SUBTOTAL									
						9466.84	2475.78-	6991.06									
						=====	=====	=====									
						9466.84	2475.78-	9466.84									

Material Requisitions Journal																	
GRAND TOTALS																	
End of Report																	

Printing The Backorder Allocation Report

Print the Backorder Allocation Report to find out which backordered requisitions can be filled with the items that have been received in Inventory.

This report shows how the backorders can be filled based on the way you organize the report.

For example:

If you have requisitions that require a quantity of 30 for item 100 but a quantity of only 25 is available and you organize the report by the date the items are needed, the backorders needed soonest will be filled first, until all 25 items are allocated.

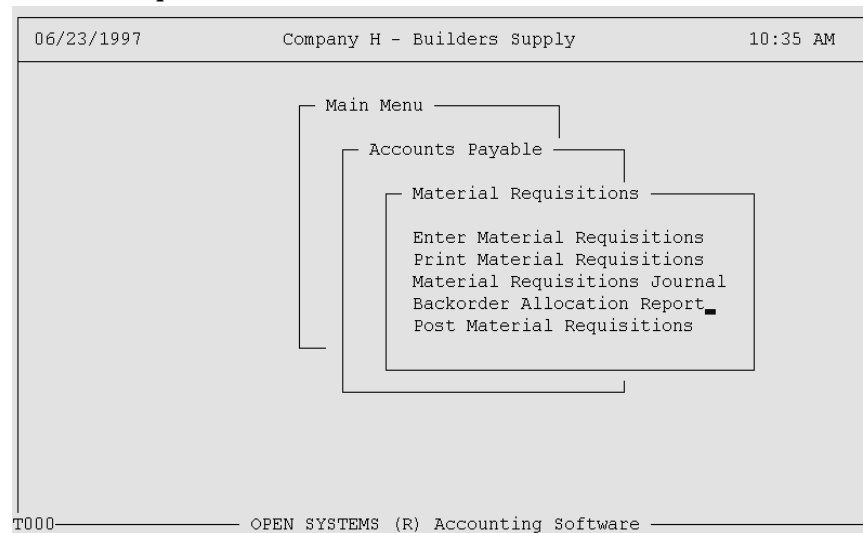
On the other hand, if you organize the report by requisition number, the backorders for requisition number 00000001 will be filled first, the backorders for 00000002 will be filled second, and so on, until all 25 items are allocated.

When the **On Hand** quantity for a backordered inventory item location is zero, the item location isn't listed in the report.

Use the Change Material Requisitions function to fill backorders.

Select the Backorder Allocation Report function on the Material Requisitions menu to print this report.

Material Requisitions Menu Screen



The Backorder Allocation Report Selections screen appears.

Backorder Allocation Report Selection Screen

Backorder Allocation Report	
Pick Requisition No	From
	Thru
Location ID	From
	Thru
Item ID	From
	Thru
Ship-to ID	From
	Thru
Print By:	
1. Date Needed	
2. Requisition Number	
3. Ship-to ID	
1	
Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd	

Make the following selections:

Selection

Description

Selection	Description
Pick	
Requisition No From/Thru	<p>Enter the range of requisition numbers you want to include on the report.</p> <p>The Inquiry command, F2 or Esc W, is available to select the requisition numbers from a list.</p> <p>Leave these fields blank to include all backorders in the report.</p>
Location ID	<p>Enter the range of locations you want included in the report.</p> <p>The Inquiry command, F2 or Esc W, is available to select the location IDs from a list.</p> <p>Leave these fields blank to include all locations in the report.</p>
Item ID	<p>Enter the range of items to include in the report.</p> <p>The Inquiry command, F2 or Esc W, is available to select the item IDs from a list.</p> <p>Leave these fields blank to include all items in the report.</p>
Ship-to ID	<p>Enter the range of ship-to IDs to include in the report.</p> <p>If you entered a value in the Ship to ID field on the header of the material requisitions, you can use those values to select the material requisitions that appear on the report.</p> <p>Leave these fields blank to include all ship-to IDs in the report.</p>
Print By:	<p>The selection you enter here determines the order that transactions are suggested to be filled and listed in the report.</p>
Select the output device you want to use:	
(P)rinter - to send the report to a printer	
p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.	
(F)ile - to print the report to a file	
(S)creen - to print the report to the screen	
(E)nd - to exit from the selection screen without printing the report	

Backorder Allocation Report

06/24/1997 2:26 PM		Builders Supply Backorder Allocation Report By Location ID/Item/Date Needed				Page 1
Loc. ID Description						

MN0001 MINNEAPOLIS WAREHOUSE						
Item ID	Description			Default Unit	Qty. Available	Bin No.

150	Plumbing Package			PKG	17.0000	B-5
Date Needed	Requisition No.	Ship-to ID	Tran No.	On Backorder	Allocated	Line No.

07/10/1997	REQ00002		0008	1.0000	1.0000	005
			Item 150 Total		1.0000	
			Balance Available		16.0000	
Item ID	Description			Default Unit	Qty. Available	Bin No.

250	Exterior Panels			CS	202.0000	G-10
Date Needed	Requisition No.	Ship-to ID	Tran No.	On Backorder	Allocated	Line No.

07/10/1997	REQ00002		0008	4.0000	4.0000	001
			Item 250 Total		4.0000	
			Balance Available		198.0000	
Item ID	Description			Default Unit	Qty. Available	Bin No.

450	Slide by Window 24" x 40"			EA	19.0000	D-14
Date Needed	Requisition No.	Ship-to ID	Tran No.	On Backorder	Allocated	Line No.

07/10/1997	REQ00002		0008	2.0000	2.0000	003
			Item 450 Total		2.0000	
			Balance Available		17.0000	

FIELDS INCLUDED ON THE BACKORDER ALLOCATION REPORT

Field	Description
--------------	--------------------

Field	Description
Qty Available	<p>The quantity available is the item locations' On Hand quantity minus its In Use and Committed quantities.</p> <p>This quantity is shown in the selling unit of measure.</p>
Allocated	<p>For each group of backorders for an inventory item location, the first backorder listed is filled first, the next backorder is filled second, and so on.</p> <p>The system partially fills a backorder if the On Hand quantity reaches zero. The amount in the Allocated column for the remaining backorders for the item location is zero.</p>
Bal Available	<p>The balance available is the Qty Available minus the total quantity that's been allocated. The Balance Available is zero if the quantity backordered is greater than the quantity available.</p>

Posting Material Requisitions

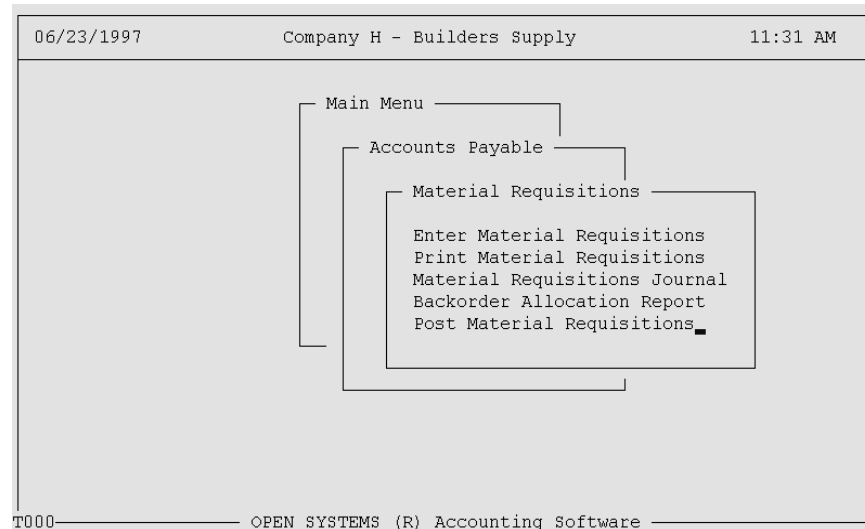
When you post material requisitions:

- the requisitions and returned requisitions are removed from the Material Requisitions transaction files, APMHxxx and APMDxxx.
- if you selected to save detail history, detailed line-item information updates the Detail History file, APHIxxx.
- Backordered transactions remain in the transaction files; the **Backordered** quantity is transferred to the **Requested** field.⁴¹
- If Accounts Payable is interfaced with General Ledger, debit and credit entries are created in the Journal file, GLJRxxx. If you selected to post in detail to the general ledger, entries are made for each line-item. If you selected to post summary information, one entry for the net amount of the debits and credits is made for each account.
- If Accounts Payable is interfaced with Job Cost, the Jobs, JOBSxxx, and Job History, JOHIxxx, files are updated.

NOTE: If Accounts Payable is interfaced with Inventory, the quantities and costs in the Inventory Item Location records are updated *on-line* when you enter requisitions, *not* when you post them.

Select the Post Material Requisitions function on the Material Requisitions menu to post the material requisitions and returns.

Material Requisitions Menu Screen



The Post Material Requisitions Selection screen appears.

⁴¹ Use the Change Material Requisitions function to fill backorders.

Post Material Requisitions Selection Screen

```

----- Post Material Requisitions -----

Have You Completed Material Requisition Entry?
YES

Have You:

-- Printed Material Requisition Forms
-- Printed the Material Requisitions Journal
-- Backed Up Your Data Files
YES

Post To:
1. Current Fiscal Year (1999)
2. Last Fiscal Year (1998)
1

Output device - (P)rinter p(R)evuew (F)ile (E)nd

```

Make the following selections:

Selection**Description**

Have You Completed Material Requisition Entry?

Select **YES** if material requisition and returns entry is complete; otherwise, select **NO**.

Have You:

-- Printed Material Requisition Forms

Select **YES** if you have completed these tasks.

-- Printed the Material Requisitions Journal

Otherwise, select **NO**.

-- Backed Up Your Data Files

Post To:

The selection made in the Fiscal Year Selection Window is displayed. You cannot change it.

1. Current Fiscal Year (1999)

The current fiscal year is displayed from the APPDxxx table. You cannot change it.

2. Last Fiscal Year (1998)

The last fiscal year is calculated based on the current fiscal year stored in the APPDxxx table. You cannot change it.

Select the output device you want to use:

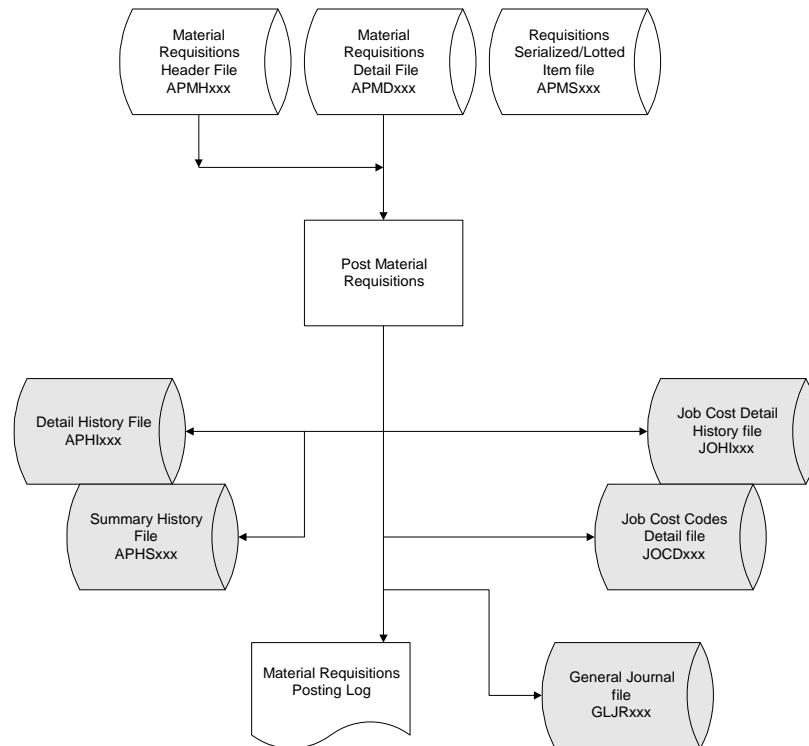
(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

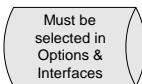
(F)ile - to print the report to a file

(E)nd - to exit from the selection screen without printing the report

Post Material Requisitions Flowchart



File Color Key:



When Material requisitions and miscellaneous expenses are posted, entries are created to these accounts:

Material Inventory	Inventory or Expense	OR	Material Misc	Inventory or Expense
CR	DB		CR	DB

The inventory or expense account(s) are specified when requisitions are entered.

The material inventory and material miscellaneous accounts come from the MRGLxxx table, **unless** the option *Post Material Requisition credit to IN item accounts* is set to **YES**. Then the GL account listed as the Inventory account for the GL Account Code assigned to the item location is credited.

Material Requisitions Posting Log

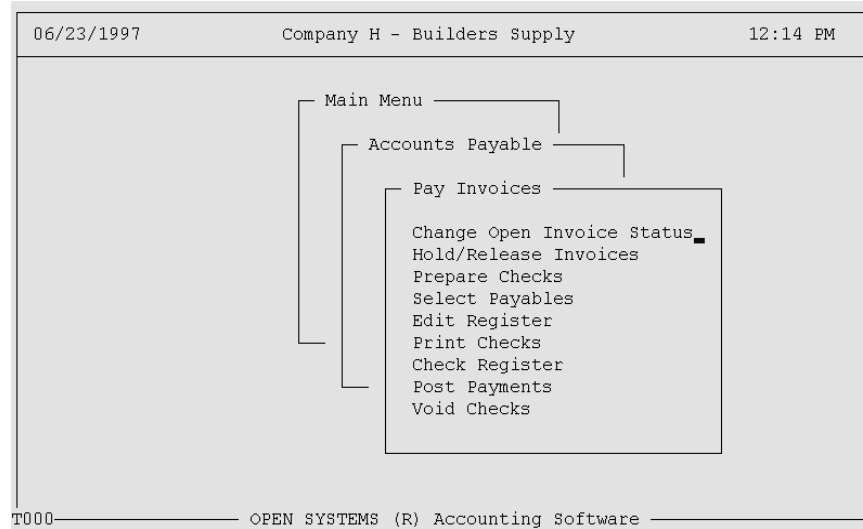
06/24/1997		Builders Supply		Page	1
2:26 PM		Post Material Requisitions			
Amount posted to GL period 06		Debit	Credit		
RERT993 Paint - Ivory -	104000		28.84		
RE000006 Paint - Ivory -	104200	72.10			
REQRE825 Refrigerator - B	104200		239.66		
RE000003 Exterior Panels	104400		1299.75		
RE000003 Plumbing Package	104400		907.53		
Inventory Cr	104400	2403.68			
BALANCE		2475.78	2475.78		
Amount posted to GL period 07		Debit	Credit		
REQ00002 Exterior Panels	104200	8014.10			
REQ00002 Refrigerator - A	104200	246.12			
REQ00002 Entry Door	104200	226.99			
REQ00002 Plumbing Package	104200	907.53			
Inventory Cr	104400		9394.74		
BALANCE		9394.74	9394.74		
Amount posted to history file.	6991.06				
End of Report					

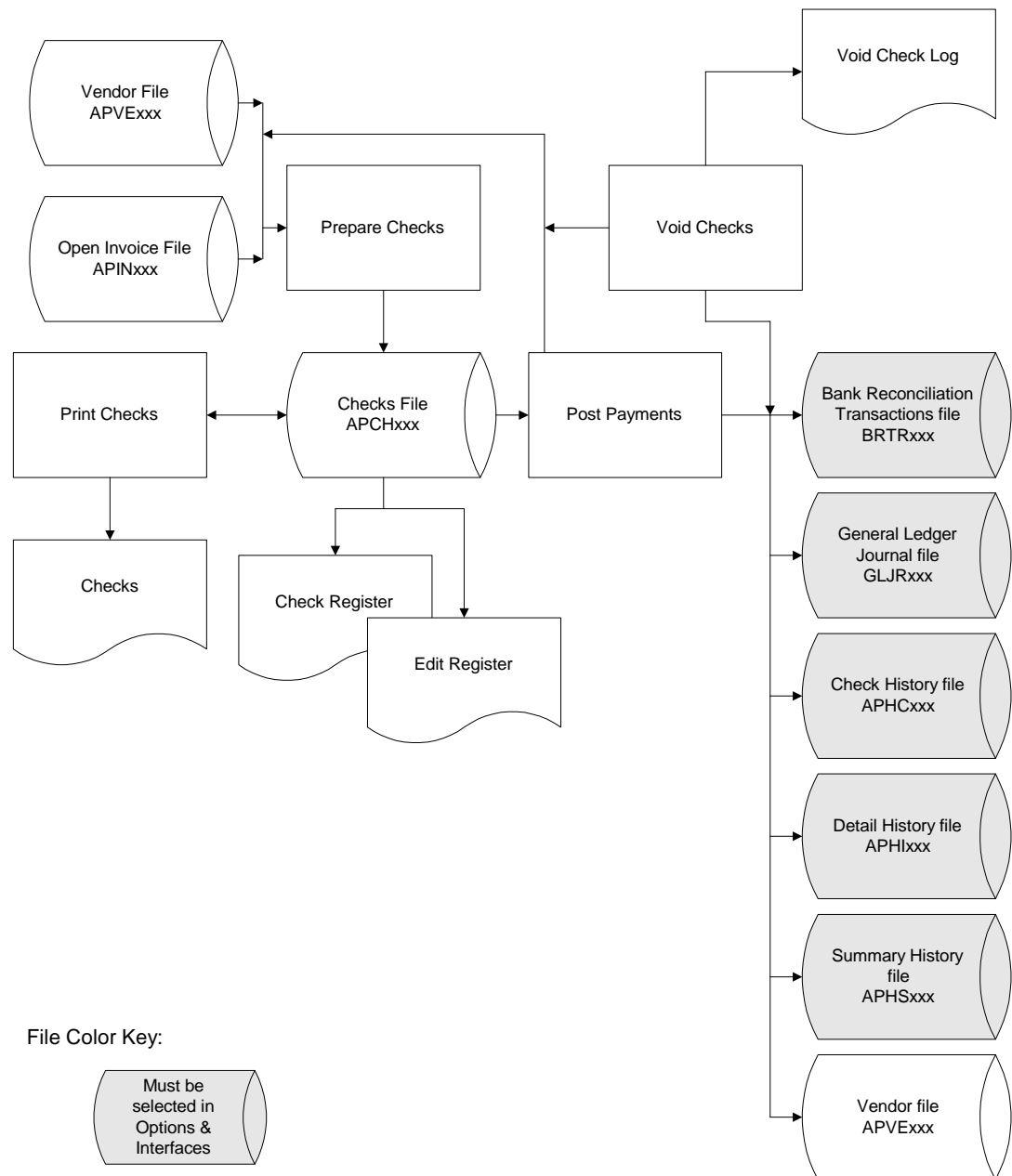
Paying Invoices

Vendor invoices are usually paid on a regular schedule--for example, once every week.

The Pay Invoices menu includes all the functions used to pay invoices that are due.

Pay Invoices Menu Screen



Prepare Checks And Post Payments Flowchart

Pay Invoices Checklist

1. ☐ Enter and post all accounts payable transactions.
2. ☐ Print the Cash Flow Report and the Open Invoice Report selecting **7. All Invoices** to verify the invoices to pay.
3. ☐ If you find any mistakes in the reports, use the Daily Work functions to enter and post correcting entries.
4. ☐ Repeat steps 1-3 until all the entries are correct.
5. ☐ Use the Hold/Release Invoices function or the Change Open Invoice Status function to hold or release invoices for payment.⁴²
6. ☐ Print the Open Invoice Report selecting **1. Released Invoices** using the selection criteria you will enter when you prepare checks.
7. ☐ If there are invoices on the report that you don't want to pay, use the Hold/Release Invoices function or the Change Open Invoice Status function to change their status to *HELD* or *TEMPORARY* so they won't be included in the check amount.
8. ☐ Use the Prepare Checks function to generate entries for prepaid invoices and checks for invoices that are due.
9. ☐ Print the Edit Register to review and verify the checks that have been calculated.
 - If there are invoices missing that you wanted to pay, use the Hold/Release function to release the invoices and use the Prepare Checks function to re-prepare the checks. Enter **YES** when the system prompts you **Checks already on file. Do you want to start over?**
 - If invoices have been included that you don't want to pay, use the Select Payables function to drop the invoices from the batch of checks.
10. ☐ Use the Select Payables function to:
 - view the net prepared amount,
 - view the checks that will print for a vendor,
 - to specify which checks you don't want to print.
11. ☐ Print the prepared checks.
12. ☐ Print the Check Register as a record of the checks that were printed.
13. ☐ Back up the data files. Never begin an operation--such as posting--that makes major changes to the data without first backing up the files.
14. ☐ Use the Post Payments function to update the Accounts Payable Vendor, Open Invoice, and History files. If Accounts Payable is interfaced with the General Ledger and Bank Reconciliation applications, entries are posted to the GL Journal and Bank Reconciliation Transaction files for the payments made. The AP Checks file is cleared.

⁴² You can put a vendor on hold--instead of an individual invoice--by selecting Vendors from the File Maintenance menu and entering **YES** in the **Vendor Hold?** field.

Printing The Open Invoice Report

Print the Open Invoice Report and select **7. All Invoices** to review and verify paid and unpaid invoices.

The Open Invoice Report shows the invoices for the due date and vendors you specify on the selection screen.

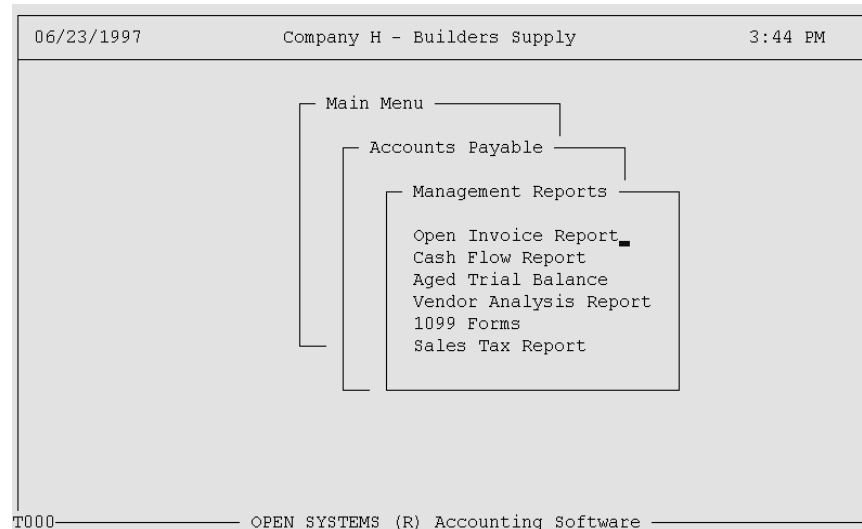
Miscellaneous debits and prepaid transactions are listed on this report, regardless of the due date.

Print this report and select **1. Released Invoices** before you prepare checks. Review and verify the this list of released invoices that will be paid when you run the Prepare Checks function⁴³.

Paid invoices remain in the Open Invoice file, APINxxx, until you enter a date for the **Remove Paid Invoices With Check Dates Before** selection in the Purge Selected Files function on the File Maintenance menu.

Select the Open Invoice Report function on the Management Reports Menu to print this report.

Management Reports Menu



The Open Invoice Report Selection screen appears.

⁴³ If a vendor is on hold, the invoices for that vendor are included in the Open Invoice List. However, checks are not prepared for vendors that are on hold.

Open Invoice Report Selection Screen

```

      Open Invoice Report

Pick Vendor ID From ACE001
                  Thru PL&001

Pick Invoices Due 06/23/1997

Take Discounts Due 06/23/1997

Print:
1. Released Invoices
2. Held Invoices
3. Temporary Hold Invoices
4. All Unpaid Invoices
5. Prepaid Invoices
6. Paid Invoices
7. All Invoices
7

Output device - (P)rinter p(R)eview (F)ile (S)creen (E)nd
  
```

Make the following selections:

Selection	Description
Pick Vendor ID From/Thru	Enter a range of vendors to include in the report.
Pick Invoices Due	All invoices that are due <i>on</i> or <i>before</i> the due date you enter here are included in the report.
Take Discounts Due	Discounts are calculated on all invoices with a due date <i>on</i> or <i>after</i> the discount date entered.
Print:	Select whether to include Released Invoices, Held Invoices, Invoices on Temporary Hold, All Unpaid Invoices, Prepaid Invoices, Paid Invoices or All Invoices in the report.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Open Invoice Report

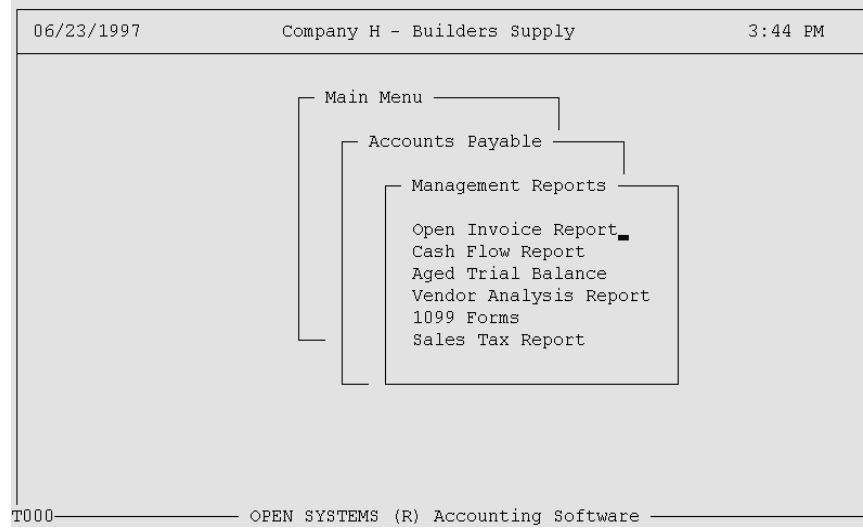
06/24/1997 3:34 PM		Builders Supply Open Invoice Report All Invoices Due as of 06/23/1997 Paid							Page 1		
Vendor ID	Vendor Name	Check Number	PO Number	Invoice Number	St	1099	Invoice Date	Due Date	Invoice Amt.	Discount Amt.	Amount Paid
ACE001	ACE PLUMBING SUPPLY COMPANY	0273360 0273360		30072 30072	P	N	11/04/1995 11/04/1995	07/05/1997 09/30/1997	8000.00 106060.18	80.00 1060.60	7920.00 104999.58
Vendor	ACE001 Current Balance	296080.66	VENDOR TOTAL						114060.18	1140.60	112919.58
BOR001	BORIS CONSTRUCTION COMPANY	0078988	55343	1001	P	N	06/20/1997	06/20/1997	24000.00	.00	24000.00
Vendor	BOR001 Current Balance	121673.31	VENDOR TOTAL						24000.00	.00	24000.00
EDD001	EDDY APPLIANCE CO.	Cash		876920	P	N	12/07/1995	12/17/1995	40232.30-	.00	40232.30-
Vendor	EDD001 Current Balance	2869.90	VENDOR TOTAL						40232.30-	.00	40232.30-
TOTAL									97827.88	1140.60	96687.28
06/24/1997 3:34 PM		Builders Supply Open Invoice Report All Invoices Due as of 06/23/1997							Page 2		
Vendor ID	Vendor Name		PO Number	Invoice Number	St	1099	Invoice Date	Due Date	Invoice Amt.	Discount Amt.	Amount Paid
ACE001	ACE PLUMBING SUPPLY COMPANY			24920 30896 30901 00000036 00000043	H	N	08/12/1995 12/21/1995 12/21/1995 12/21/1995 01/20/1995	08/22/1995 12/31/1995 12/31/1995 12/21/1995 01/30/1995	71406.90 16397.77 1923.96- 3380.61- 361.98	.00 .00 .00 .00 .00	71406.90 16397.77 1923.96- 3380.61- 361.98
Vendor	ACE001 Current Balance	296080.66	VENDOR TOTAL						82862.08	.00	82862.08
ATT001	ATLANTIS TELEPHONE CO.			1712508 1712693 00000044	N		11/15/1995 12/15/1995 02/20/1995	11/25/1995 12/25/1995 03/02/1995	212.00 212.00 723.96	.00 .00 .00	212.00 212.00 723.96
Vendor	ATT001 Current Balance	1147.96	VENDOR TOTAL						1147.96	.00	1147.96
BOR001	BORIS CONSTRUCTION COMPANY			1208 00000039 00000045	N		11/17/1995 05/06/1995 03/20/1995	12/17/1995 06/05/1995 04/19/1995	17080.84 24049.55 1085.94	.00 .00 .00	17080.84 24049.55 1085.94
Vendor	BOR001 Current Balance	121673.31	VENDOR TOTAL						42216.33	.00	42216.33
*****									*****		
TOTAL									512221.84	33.79-	512255.63
GRAND TOTAL									610049.72	1106.81	608942.91
End of Report											

Printing The Cash Flow Report

The Cash Flow Report shows the amount of cash that you can expect to pay out within any three specified periods. This information can assist in projecting the cash position of the company and making sound payment decisions.

Select Cash Flow Report from the Management Reports menu to print this report.

Management Reports Menu Screen



The Cash Flow Report selection screen appears.

Cash Flow Report Selection Screen

```

Cash Flow Report

Pick Vendor ID From ACE001
                        Thru PLA001

Enter Three Dates in increasing
order for Aging Periods
                        06/23/1997
                        07/01/1997
                        07/15/1997

Print:
1. Released Invoices
2. Held Invoices
3. Temporary Hold Invoices
4. All Invoices
4

Display:
Gross Due   YES
Discounts   YES

Output device - (P)rinter p(R)evue (F)ile (S)creen (■)nd

```

Make the following selections:

Selection	Description
Pick Vendor ID From/Thru	Enter a range of vendors to include in the report. If you leave these fields blank, all vendors are included.
Print:	
1. Released Invoices	Select 1 to only include invoices with a status R in the report.
2. Held Invoices	Select 2 to only include invoices with a status H in the report.
3. Temporary Hold Invoices	Select 3 to only include invoices with a status T in the report.
4. All Invoices	Select 4 to include all invoices in the report, regardless of their status.
Enter Three Dates in increasing order for Aging Periods	Enter three aging periods to use for the invoices included in the report. Enter them in chronological order, specifying the earliest date first.
Display:	
Gross Due	Select YES if you want the gross amount due for an invoice printed in the report; otherwise, select NO .
Discounts	Select YES if you want the discount amounts for an invoice printed in the report; otherwise, select NO .

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(**R**)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Cash Flow Report

06/24/1997 3:39 PM				Builders Supply Cash Flow Report All Invoices				Page 1
Vendor Vendor Name								
Inv. No.	St.	Inv. Date	Due Date	06/23/1997	07/01/1997	07/15/1997	Beyond	Total

ACE001 ACE PLUMBING SUPPLY COMPANY								
24920	H	08/12/1995	08/22/1995	Gross Due	71406.90			71406.90
				Discount	714.07			714.07
30820	H	12/09/1995	07/10/1997	Gross Due		10000.00		10000.00
				Discount		100.00		100.00
30820	H	12/09/1995	09/15/1997	Gross Due			202077.98	202077.98
				Discount			2020.78	2020.78
30896		12/21/1995	12/31/1995	Gross Due	16397.77			16397.77
				Discount	163.98			163.98
30901		12/21/1995	12/31/1995	Gross Due	1923.96-			1923.96-
				Discount	19.24-			19.24-
46017		12/21/1995	12/21/1995	Gross Due	3380.61-			3380.61-
				Discount	.00			.00
pd1inv		01/20/1995	01/30/1995	Gross Due	361.98			361.98
				Discount	3.62			3.62

			VENDOR TOTAL GROSS DUE	82862.08	.00	10000.00	202077.98	294940.06
			VENDOR TOTAL DISCOUNT	862.43	.00	100.00	2020.78	2983.21

ATT001 ATLANTIS TELEPHONE CO.								
1712508		11/15/1995	11/25/1995	Gross Due	212.00			212.00
				Discount	.00			.00
1712693		12/15/1995	12/25/1995	Gross Due	212.00			212.00
				Discount	.00			.00
pd2inv		02/20/1995	03/02/1995	Gross Due	723.96			723.96
				Discount	.00			.00

			VENDOR TOTAL GROSS DUE	1147.96	.00	.00	.00	1147.96
			VENDOR TOTAL DISCOUNT	.00	.00	.00	.00	.00

BOR001 BORIS CONSTRUCTION COMPANY								
1001		06/20/1997	06/25/1997	Gross Due		79456.98		79456.98
				Discount		5172.85		5172.85
1208		11/17/1995	12/17/1995	Gross Due	17080.84			17080.84
				Discount	.00			.00
I-39		05/06/1995	06/05/1995	Gross Due	24049.55			24049.55
				Discount	.00			.00
pd3inv		03/20/1995	04/19/1995	Gross Due	1085.94			1085.94
				Discount	.00			.00

			VENDOR TOTAL GROSS DUE	42216.33	79456.98	.00	.00	121673.31
			VENDOR TOTAL DISCOUNT	.00	5172.85	.00	.00	5172.85

* * * * *								
=====								
			GRAND TOTAL GROSS DUE	512221.84	79456.98	10000.00	202077.98	803756.80
			GRAND TOTAL DISCOUNT	7148.37	5172.85	100.00	2020.78	14442.00
End of Report								

COLUMNS ON THE REPORT

The **ST** column on this report displays the status of the invoice:

- an **H** means that the invoice is on hold,
- a blank means that the invoice is released,
- a **T** means that the invoice is temporarily on hold. The status of an invoice on temporary hold changes to released when payments are posted.

Invoices that are due *after the final aging period* specified are listed in the **Beyond** column.

Changing The Status of Open Invoices

There are four different status' for invoices that control invoice payment:

Status	Description
R - Released	the invoice is eligible for payment when it comes due.
H - Hold	the invoice is on hold and is not paid until the status is changed to released.
T - Temporary Hold	the invoice is on hold for the current payment cycle only. When you post checks, the status of the invoice is automatically changed to <i>released</i> .
P - Prepaid	the invoice has already been paid, either during transaction entry or using the Hold/Release function.

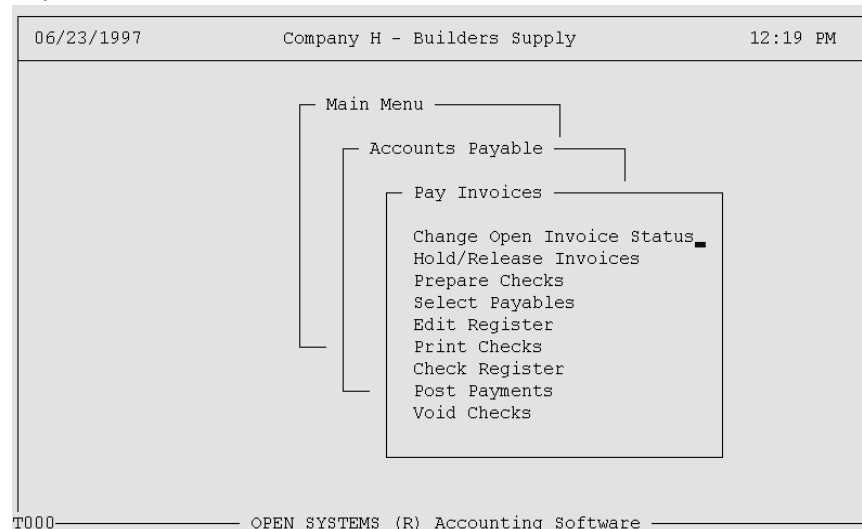
You cannot change the status of a group of invoices to *prepaid* because information about each check is required.

Use the Hold/Release Invoices function to change the status of individual invoices to *prepaid*.

Changing The Payment Status For A Group Of Open Invoices

To change the status for a group of open invoices, use the Change Open Invoice Status function on the Pay Invoices menu.

Pay Invoices Menu Screen



The Change Open Invoice Status Selection screen appears.

Change Open Invoice Status Selection Screen

```

      Change Open Invoice Status
    -----
      Pick  Vendor ID From  ACE001
              Thru    ACE001
      Vendor Priority From
              Thru
      Pick Invoices Due  06/23/1997
      Change Status  Hold
              To  Released
    -----
    Company H          Hold, Released, Temporary          Verify
  
```

Make the following selections:

Selection	Description
Pick	
Vendor ID From/Thru	<p>Select a range of vendors to include in the change of invoice status.</p> <p>If these fields are left blank, all invoices for all vendors are included in the change.</p>
Vendor Priority From/Thru	<p>Select a range of vendor priorities to include in the change of invoice status.⁴⁴</p> <p>If these fields are left blank, all invoices for all vendor priorities are included in the change.</p>
Pick Invoices Due	<p>Invoices due <i>on</i> or <i>before</i> the date entered here are included in the change of invoice status.</p> <p>If you do not enter a date here, the status of all invoices for any other specified ranges are changed--regardless of their due date.</p>

⁴⁴ Vendor priorities are optionally assigned to vendors using the Vendor function on the File Maintenance menu.

Change Open Invoice Status Selection Screen

```

Change Open Invoice Status

Pick Vendor ID From ACE001
                  Thru ACE001
Vendor Priority From
                  Thru

Pick Invoices Due 06/23/1997

Change Status Hold
                To Released

Company H Hold, Released, Temporary Verify

```

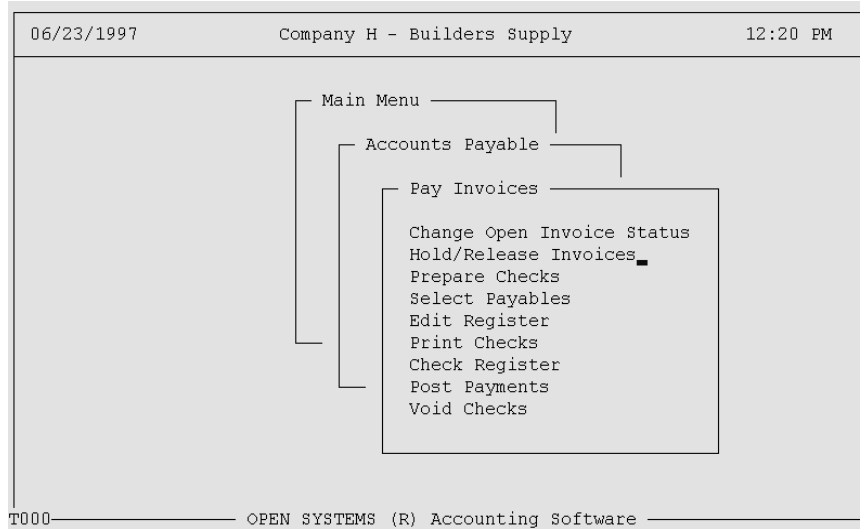
Selection	Description
Change Status	<p>Select Hold to change the status of invoices with the status H.</p> <p>Select Released to change the status of invoices with the status R.</p> <p>Select Prepaid to change the status of invoices with the status P.</p> <p>Select Temporary to change the status of invoices with the status T.</p>
To	<p>Select Hold to change the invoice status to H. Payments are not calculated for invoices with this status.</p> <p>Select Released to change the invoice status to R. Payments are calculated for invoices with this status if they match the other selection criteria.</p> <p>Select Temporary to change the invoice status to T. Invoices placed on temporary hold are not paid during the current payment cycle. After current payments are posted, the T status changes to R, released.</p>
Use the Proceed command, PgDn or Esc P , to change invoice status.	
You are returned to the Pay Invoices menu.	

Changing The Payment Status Of An Individual Open Invoice

Use the Hold/Release Invoices function on the Pay Invoices menu to:

- put an individual invoice on permanent or temporary hold so that it isn't automatically paid when you prepare and print checks.
- release an individual invoice that's on permanent or temporary hold.
- change the due date and discount amount on an invoice.
- split an invoice amount into an unlimited number of installment payments.
- prepay an invoice.

Pay Invoices Menu Screen



The Hold/Release Invoices screen appears.

Hold/Release Invoices Screen

Hold/Release Invoices						
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY			---- Last Payment ----	
Priority	0				Date	07/27/1995
					Amount	42415.70
Invoice	Inv Date	Due Date	1099	Gross Due	Discount	St Chk No
> 24920	08/12/1995	08/22/1995	N	71406.90	714.07	H
30072	11/04/1995	11/14/1995	N	114060.18	1140.60	R
30820	12/09/1995	12/19/1995	N	212077.98	2120.78	H
46017	12/21/1995	12/21/1995	N	-3380.61	.00	R
pdlinv	01/20/1995	01/30/1995	N	361.98	3.62	R
Vendor, First, Last, Next, Prev Enter = edit, cHange status, All, pRepay, Split, Totals, Checks Company H Info Verify						

The commands available appear in the command bar at the bottom of the screen. The capitalized letter is the Hot Key that activates each command.

Command	Action
----------------	---------------

Vendor	Press V to move the cursor to the Vendor ID field. Then, enter the ID for the vendor whose invoices you want to view next.
First	To view the first vendor with an open invoice or payment in the Open Invoice file ⁴⁵ , press F .
Last	Press L , to view the last vendor with an open invoice or payment in the Open Invoice file.
Next	To view the next vendor with an open invoice or payment in the Open Invoice file, press N .
Prev	Press P , to view the previous vendor with an open invoice or payment in the Open Invoice file.
Enter = edit	Move the cursor to the line for the invoice you want to edit. Press Enter to edit information for the open invoice.
	You can change the Due Date and Discount fields for a status <i>R</i> , <i>H</i> , or <i>T</i> invoice.
	You can change the Due Date field for a status <i>P</i> invoice.
cHange status	To toggle between different status' and change an invoice's status, press H .
All	To change the status of all invoices from one type to another type, press A . The All Functions window appears to select the from and to status'.

⁴⁵ The Open Invoice file is APINxxx. The xxx represents the company's ID.

Command Action

pRepay To record the payment of an invoice that was not generated using the Prepare Checks function, press **R**. The Prepay window appears. Enter the check number and date of the prepayment.

Hold/Release Invoices Screen With Prepay Window

Hold/Release Invoices						
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY			---- Last Payment ----	
Priority	0				Date	07/27/1995
					Amount	42415.70
Invoice	Inv Date	Due Date	1099	Gross Due	Discount	St Chk No
Prepay						
30072	11/04/1995	11/14/1995	N	114060.18	1140.60	R
Check #		273360	Check Date		06/23/1997	
Company H Info Verify						

Command Action

Split To split an invoice, press **S**. The Split Payments Window appears. Enter the **First** and **Second Payment** amounts and **Date Due**.

If you need to split these amounts into additional payments, move the cursor to the line for the invoice payment you want to split again and press **S**.

Hold/Release Invoices Screen With Split Payments Window

Hold/Release Invoices						
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY			---- Last Payment ----	
Priority	0				Date	07/27/1995
					Amount	42415.70
Invoice	Inv Date	Due Date	1099	Gross Due	Discount	St Chk No
Split Payments						
30072	11/04/1995	11/14/1995	N	114060.18	1140.60	P 273360
First Payment		8000.00	Date Due	07/05/1997		
Second Payment		106060.18	Date Due	09/30/97		
Company H Info Verify						

Command Action

Totals To view invoice total information for the vendor, press **T**.

Hold/Release Invoices Screen With Vendor Invoice Totals Window

Hold/Release Invoices									
Vendor ID ACE001 ACE PLUMBING SUPPLY COMPANY					---- Last Payment ----				
Priority 0					Date 07/27/1995				
					Amount 42415.70				
Invoice	Inv Date	Due Date	1099	Gross Due	Discount	St	Chk	No	
Vendor Invoice Totals									
24920									7 H
30072									0 P 273360
30072	Held			283484.88	2834.85				0 P 273360
30820	Released			-3018.63	3.62				0 H
30820	Temp			.00	.00				8 H
46017									0 R
pdlinv	Total			280466.25	2838.47				2 R
	Prepaid			114060.18	1140.60				
Press any key... █									
Company H Info Verify									

Command Action

Checks To view check totals, press **C**. The Check Totals Window displays the total of all invoices paid by this check.

Hold/Release Invoices Screen With Check Totals Window

Hold/Release Invoices									
Vendor ID ACE001 ACE PLUMBING SUPPLY COMPANY					---- Last Payment ----				
Priority 0					Date 07/27/1995				
					Amount 42415.70				
Invoice	Inv Date	Due Date	1099	Gross Due	Discount	St	Chk	No	
Check Totals									
Check No	Check Date			Gross Due	Discount			Total	0
273360	06/23/1997			114060.18	1140.60			112919.58	0
Totals				114060.18	1140.60			112919.58	
Press any key... █									
Company H Info Verify									

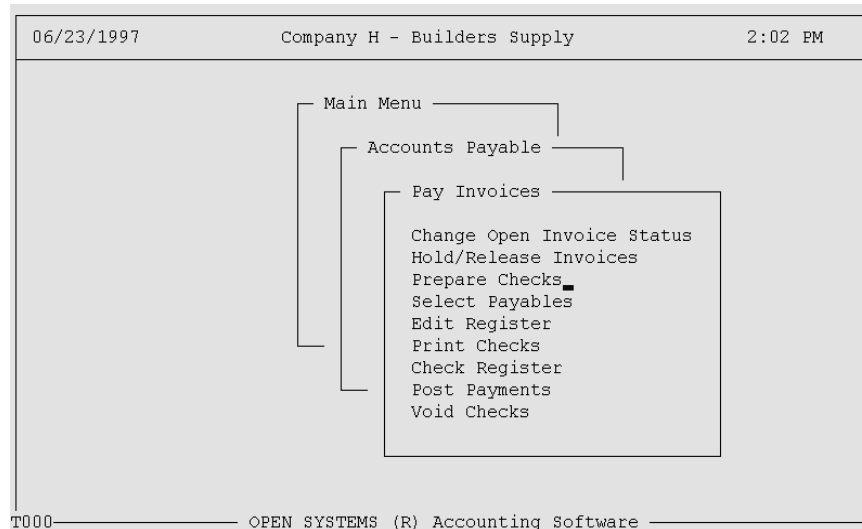
Preparing Checks

This function:

- creates a record in the Checks file, APCHxxx, for released invoices that are due.
- produces a log that shows the totals for both the prepaid invoices and the invoices due on or before the due date specified on the selection screen.

To generate check records for prepaid invoices and invoices due, select the Prepare Checks function on the Pay Invoices menu.

Pay Invoices Menu Screen



The Prepare Checks Selection Screen appears.

If there are currently records in the Checks file, the Prepare Checks selections used to create the records and this message appear:

Checks already on file. Do you want to start over?

This means that there are currently check records in the Checks file.

If the all steps on the Pay Invoices Checklist were completed for the previous pay cycle, the check records for that cycle are erased from the Checks file when the payments are posted. The file should be empty when you begin the Pay Invoices Checklist for the next payment cycle.

If you select **YES** to prepare checks again, the records in the Checks file are erased without posting.

Unless you just used the Prepare Checks function and want to re-prepare, perform the following tasks to review the records remaining in the Checks file:

1. Select **NO**. Use the **Exit** command, **F7** or **Esc M**, to leave the Prepare Check function without erasing the records.
2. Use the Edit Register or Check Register functions on the Pay Invoices menu to list the records in the check file. Review the information.
3. If the information on the Edit or Check Register is for checks that were prepared and printed for the last payment cycle--but were not posted, complete the tasks on the Pay Invoices Checklist.
4. If the information on the Edit or Check Register doesn't need to be processed or posted, return to the Prepare Checks function, enter **YES** to erase the records and start over.

Prepare Checks Selection Screen

Prepare Checks	
Pick Invoices Due	07/31/1997
Vendor ID From	
Thru	
Take Discounts Due	07/31/1997
Date on Checks	07/31/1997
Post to GL Period	07
Output device - (P)rinter p(R)eview (F)ile (■)nd	

Make the following selections to prepare checks for prepaid and released invoices:

Selection	Description
Pick	
Invoices Due	Invoices with a Due Date <i>on</i> or <i>before</i> the date entered here are selected for payment.
	Miscellaneous Debits are always taken when checks are prepared.
	To select <i>only</i> Prepaid invoices, status P , enter a date in the distant past--such as 01/01/1980.
Vendor ID From/Thru	Enter the range of vendors you want to prepare payments for.
Take Discounts Due	Discounts are calculated for invoices with a discount date <i>on</i> or <i>after</i> the date entered here.
Date on Checks	Enter the date that should print on the check.
Post to GL Period	Enter the fiscal period for the payment transaction.
	If Accounts Payable is interfaced with General Ledger, entries are created in the general journal file for the payment transactions when the Post Payments function is run.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Prepare Checks Log

06/23/1997			Builders Supply	Page	1
2:04 PM			Prepare Checks		
Invoices Due 07/31/1997					
Vendors First Thru Last					
Discounts Due 07/31/1997					
Post to GL Period 7					
	Gross	Discount	Net		
Prepaid Checks	17449.13-	1140.60	18589.73-		
Checks to Print	648744.58	.00	648744.58		
TOTALS	631295.45	1140.60	630154.85		
End of Report					

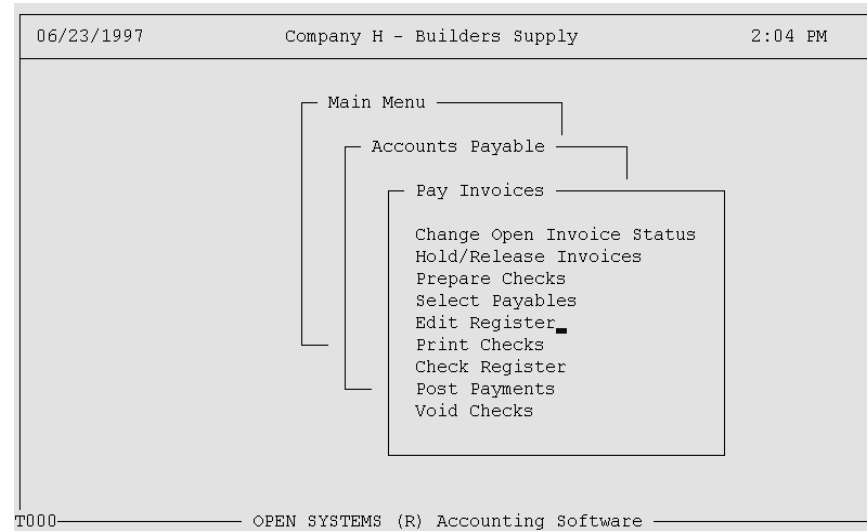
Printing The Edit Register

The Edit Register shows the checks that were calculated using the criteria entered on the Prepare Checks screen.

Before printing the checks, print the Edit Register to review and verify the calculations and the invoices that were selected for payment.

To print an edit register, use the Edit Register function on the Pay Invoices menu.

Pay Invoices Menu Screen



The Edit Register Selection screen appears.

Edit Register Selection Screen

```

      Edit Register
-----
Pick Invoices Due   07/31/1997
Vendor ID From
Thru
Take Discounts Due  07/31/1997
Date on Checks      07/31/1997
Post to GL Period   07

Output device - (P)rinter p(R)eview (F)ile (E)nd

```

The selections made on the Prepare Checks selection screen are displayed.

Select the output device you want to use for the report:

(P)rinter - to send the report to a printer

p(R)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Edit Register

06/23/1997 2:05 PM			Builders Supply Edit Register Prepaid Checks				Page 1	
Vendor ID	Vendor Name	Check Number	Check Invoice	Dates Due	Invoice Number	Gross Amount	Discount Amount	Net Paid 1099?
EDD001	EDDY APPLIANCE CO.	CASH	12/21/1995	12/07/1995 12/17/1995	876920	40232.30- 40232.30-	.00 .00	40232.30- 40232.30- N
THO001	THOMPSON HEATING &	CASH	12/21/1995	12/17/1995 12/27/1995	6877	115277.01- 115277.01-	.00 .00	115277.01- 115277.01- Y
ACE001	ACE PLUMBING SUPPLY COMPANY	0273360	06/23/1997	11/04/1995 07/05/1997	30072	114060.18 8000.00	1140.60 80.00	112919.58 7920.00 N
			11/04/1995	09/30/1997	30072	106060.18	1060.60	104999.58 N
BOR001	BORIS CONSTRUCTION COMPANY	0078988	06/20/1997	06/20/1997	1001	24000.00 24000.00	.00 .00	24000.00 24000.00 N
TOTAL PREPAID						17449.13-	1140.60	18589.73-

06/23/1997 2:05 PM			Builders Supply Edit Register				Page 2	
Vendor ID	Vendor Name	Check Number	Check Invoice	Dates Due	Invoice Number	Gross Amount	Discount Amount	Net Paid 1099?
ACE001	ACE PLUMBING SUPPLY COMPANY	0000000	07/31/1997	12/21/1995 12/31/1995	30896	11455.18 16397.77	.00 .00	11455.18 16397.77 N
			12/21/1995	12/31/1995	30901	1923.96-	.00	1923.96- N
			12/21/1995	12/21/1995	46017	3380.61-	.00	3380.61- N
			01/20/1995	01/30/1995	pd1inv	361.98	.00	361.98 N
ATT001	ATLANTIS TELEPHONE CO.	0000000	07/31/1997	11/15/1995 11/25/1995	1712508	1147.96 212.00	.00 .00	1147.96 212.00 N
			12/15/1995	12/25/1995	1712693	212.00	.00	212.00 N
			02/20/1995	03/02/1995	pd2inv	723.96	.00	723.96 N
BOR001	BORIS CONSTRUCTION COMPANY	0000000	07/31/1997	06/20/1997 06/25/1997	1001	121673.31 79456.98	.00 .00	121673.31 79456.98 N
			11/17/1995	12/17/1995	1208	17080.84	.00	17080.84 N
			05/06/1995	06/05/1995	I-39	24049.55	.00	24049.55 N
			03/20/1995	04/19/1995	pd3inv	1085.94	.00	1085.94 N

TIM001	TIMBERLAND WINDOWS, INC	0000000	07/31/1997	12/21/1995 12/31/1995	41067	9455.80 9455.80	.00 .00	9455.80 9455.80 Y
Check totals on invoices due 07/31/1997 with discounts due 07/31/1997						648744.58	.00	648744.58
GRAND TOTAL						631295.45	1140.60	630154.85
End of Report								

Using The Select Payables Function

After checks have been prepared, use the Select Payables function to:

- review the checks prepared for a vendor
- subtract invoices that you don't want to pay
- remove records for checks you don't want to print.

Use the Select Payables screen to perform these tasks. Choose the Select Payables function on the Pay Invoices menu.

Select Payables Screen

Select Payables						
Vendor ID	BOR001 BORIS CONSTRUCTION COMPANY				---- Last Payment ----	
Priority	0					Date 10/27/1995
					Amount	124661.72
Invoice	Inv Date	Due Date	Drop	Gross Due	Disc Taken	Net Due
>1001	06/20/1997	06/25/1997	N	79456.98	.00	79456.98
1208	11/17/1995	12/17/1995	N	17080.84	.00	17080.84
I-39	05/06/1995	06/05/1995	N	24049.55	.00	24049.55
pd3inv	03/20/1995	04/19/1995	N	1085.94	.00	1085.94
				Vendor Total	Grand Total	Prepaid Total
Prepared				121673.31	648744.58	-18589.73
Dropped				.00	.00	
Net Prepared				121673.31	648744.58	
Drop, All, Summary, Write, Vendor, First, Last, Next, Prev, Goto						
Company H		Info		Verify		

The commands available appear in the command bar at the bottom of the screen. The capitalized letters are the Hot Key that activates the command.

Command Action

- Drop** To exclude an invoice from the group of invoices paid by the check to be printed, move the cursor to the line for the invoice and press **D**.
- All** Press **A** to exclude or include all invoices in the check to be printed.
- Summary** To access the View Payment Summary Window, press **S**. This window summarizes the payment information by vendor for: the amount **Prepared**, the amount **Dropped**, the **Check Amount** and the **Last Payment Amount** and **Date**.

Select Payables Screen With View Payment Summary Window

Select Payables					
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY			---- Last Payment ----
Priority	0				Date 10/27/1995
				Amount	124661.72

View Payment Summary					
Vendor	Prepared	Dropped	Check Amt	Date	----- Last Payment ----- Amount
ACE001	11455.18	.00	11455.18	07/27/1995	42415.70
ATT001	1147.96	.00	1147.96	11/27/1995	212.00
BOR001	121673.31	.00	121673.31	10/27/1995	124661.72
CLE001	214924.70	.00	214924.70	03/27/1995	-71582.69
EDD001	2869.90	.00	2869.90	11/27/1995	1060.00
ELL001	79434.95	.00	79434.95	05/27/1995	721033.20
HEN001	3593.87	.00	3593.87	11/27/1995	530.00
JOH001	19747.45	.00	19747.45	10/27/1995	6803.21
LUM001	3706.82	.00	3706.82		.00
MIL001	16108.15	.00	16108.15	05/27/1995	3466.20
MIN001	53.00	.00	53.00	11/27/1995	53.00
TEL001	212.00	.00	212.00	11/27/1995	212.00

Enter=more, F7 to Exit

Command Action

Write	Press W to write any changes made to the prepared payments to the Checks file, APCHxxx.
Vendor	Press V to move the cursor to the Vendor ID field to select a different vendor's payments to review.
First	Press F to view the first vendor with records in the Checks file.
Last	Press L to view the last vendor with records in the Checks file.
Next	Press N to view the payment information for the next vendor in the Checks file.
Prev	Press P to view the payment information for the previous vendor in the Checks file.
Goto	Press G to use the GoTo window to move to a specific invoice number.

As changes are made to the Checks file, the vendor totals and the grand totals for all checks in the file are displayed at the bottom of the screen and change to reflect your changes.

When you exit from this function, if you have dropped any of the prepared checks the system prompts you with the message: **Write changes?.**

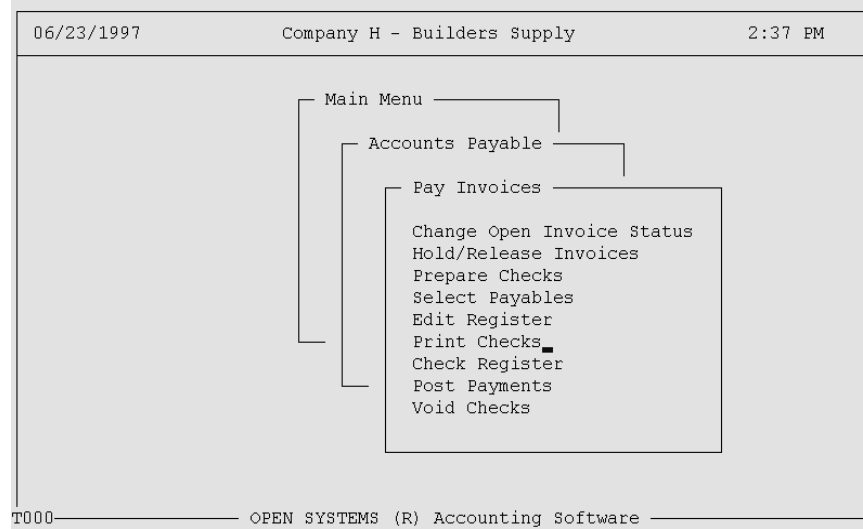
- select **YES** to write the changes and save them. When you write the changes, invoices with *drop* status are removed from the payment records in the Checks file.
- select **NO** to ignore any changes you made and keep the original payment amounts

Before you print checks, print the Edit Register to review and verify any changes you made.

Printing Checks

When you have finished selecting the payables and reviewed the changes by printing the Edit Register, select the Print Checks function on the Pay Invoices menu to print the checks for the records in the Checks file.

Pay Invoices Menu Screen



The Print Checks Selection screen appears.

Print Checks Selection Screen

Print Checks	
Pick Invoices Due	07/31/1997
Vendor ID From	
Thru	
Take Discounts Due	07/31/1997
Date on Checks	07/31/1997
Post to GL Period	7
Use Check Saver?	NO
First Check Number	78989
If Restart, Last Good Check Number	
Is the Form Aligned?	
Output device - (P)rinter p(R)review (F)ile (E)nd	

The dates, vendors, and general ledger period used for the Prepare Checks function are displayed. You cannot change this information.

Make the following selections:

Selection	Description
Use Check Saver?	<p>Select YES if you want to use plain paper to print invoice-paid information instead of the check stubs when more than 11 invoices are paid by a single check. This prevents wasting checks because only the stub(s) are used for the excess invoice-paid information.</p> <p>Select NO if you want the system to void the next check and use its stub for the excess invoice-paid information.</p>
First Check Number	Enter the number on the first check to be printed.
If Restart, Last Good Check Number	If you are reprinting checks because there was a problem, enter the number of the last check number that printed correctly.
Is the Form Aligned?	<p>You are prompted to mount the check forms.</p> <p>Press Return after you mount them, and an alignment X is printed.</p> <p>If the form is not aligned, adjust it. Then enter N for Is Form Aligned? to print the alignment character again.</p> <p>Continue this procedure until the form is aligned.</p>

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(E)nd - to exit from the selection screen without printing the report

Sample Check

YOUR COMPANY NAME HERE 123 MAIN STREET YOUR CITY, STATE, ZIP (123) 456-7890		YOUR BANK NAME CITY, STATE & ZIP 16-86/1220		0100
		DATE	AMOUNT	
		0000100 12/07/1995 *****\$112,155.46		
ONE HUNDRED TWELVE THOUSAND ONE HUNDRED FIFTY-FIVE AND 46/100 DOLLARS				
PAY TO THE ORDER OF:	ACE PLUMBING SUPPLY COMPANY ATTN: ACCOUNTS RECEIVABLE 32 VENTON BLVD OAKLAND CA 92342-0032			
_____ AUTHORIZED SIGNATURE				

⑈000100⑈ ⑈122000661⑈ ⑈012345⑈

YOUR COMPANY NAME HERE		Vendor No.	Vendor Name	Check	0100
		ACE001	ACE PLUMBING SUPPLY COMPANY	0000100	

Trans. Date	Reference	PO No.	Gross Amount	Deduction	Net Amount
11/04/1995	30072		114060.18	.00	114060.18
12/21/1995	30901		1923.96-	19.24-	1904.72-

Check Date	Check No.	Total Gross	Total Ded.	Check Amount
12/07/1995	0000100	112136.22	19.24-	112155.46

After the checks have been printed, check total information is displayed: the number of checks printed, the gross amount, deductions, and total paid.

Use the **List** command, **F8** or **Esc L**, to print a copy of the check totals.

Print Checks Total Information Screen

Print Checks	
Checks Printed	14
Gross	648744.58
Deductions	.00
Total Paid	648744.58
Verification	
Press F7 to exit	
Check printing finished.	

Use the **Exit** command, **F7** or **Esc M**, to return to the Pay Invoices menu after the Check Totals screen is printed.

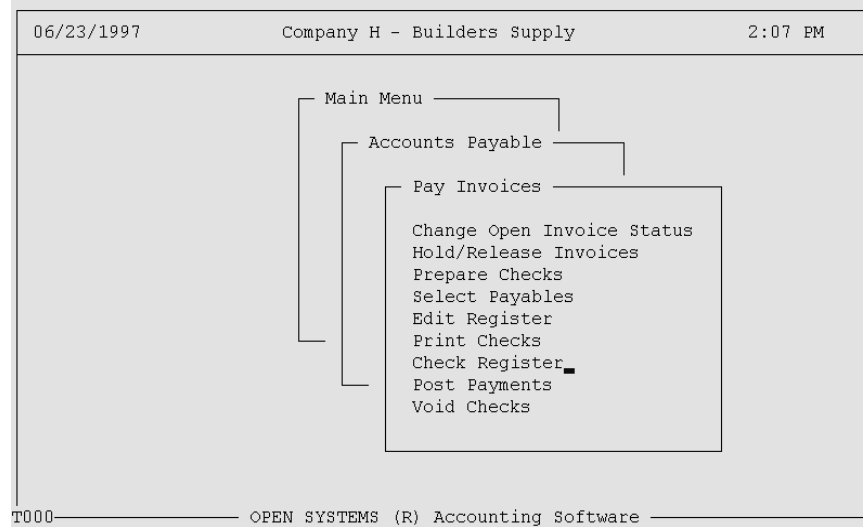
Printing A Check Register

The Check Register is the audit trail for the vendor checks that are issued. It has two sections:

- The first section lists all the checks that were used to prepay invoices since the last time payments were posted.
- The second section lists all the check numbers that were used the last time checks were printed.

Use the Check Register function on the Pay Invoices menu to print this report.

Pay Invoices Menu Screen



The Check Register Selection screen appears.

Check Register Selection Screen

Check Register	
Pick Invoices Due	07/31/1997
Vendor ID From	
Thru	
Take Discounts Due	07/31/1997
Date on Checks	07/31/1997
Post to GL Period	07
Output device - (P)rinter p(R)evuew (F)ile (E)nd	

The selections that default are the selections used for the Prepare Checks function. You cannot change them.

Select the output device you want to use for the Check Register:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(E)nd - to exit from the selection screen without printing the report

Check Register

06/23/1997 2:07 PM		Builders Supply Check Register Prepaid Checks					Page	1
Vendor ID	Vendor Name	Check Number	Check Invoice	Dates Due	Invoice Number	Gross Amount	Discount Amount	Net Paid 1099?
EDD001	EDDY APPLIANCE CO.	CASH	12/21/1995	12/07/1995 12/17/1995	876920	40232.30-	.00	40232.30-
						40232.30-	.00	40232.30- N
THO001	THOMPSON HEATING &	CASH	12/21/1995	12/17/1995 12/27/1995	6877	115277.01-	.00	115277.01-
						115277.01-	.00	115277.01- Y
ACE001	ACE PLUMBING SUPPLY COMPANY	0273360	06/23/1997	11/04/1995 07/05/1997	30072	114060.18	1140.60	112919.58
				11/04/1995 09/30/1997	30072	8000.00	80.00	7920.00 N
						106060.18	1060.60	104999.58 N
BOR001	BORIS CONSTRUCTION COMPANY	0078988	06/20/1997	06/20/1997	1001	24000.00	.00	24000.00
						24000.00	.00	24000.00 N
TOTAL PREPAID						17449.13-	1140.60	18589.73-

06/23/1997 2:07 PM		Builders Supply Check Register					Page	2
Vendor ID	Vendor Name	Check Number	Check Invoice	Dates Due	Invoice Number	Gross Amount	Discount Amount	Net Paid 1099?
ACE001	ACE PLUMBING SUPPLY COMPANY	0078989	07/31/1997	12/21/1995 12/31/1995	30896	11455.18	.00	11455.18
				12/21/1995 12/31/1995	30901	16397.77	.00	16397.77 N
				12/21/1995 12/21/1995	46017	1923.96-	.00	1923.96- N
				01/20/1995 01/30/1995	pd1inv	3380.61-	.00	3380.61- N
						361.98	.00	361.98 N
ATT001	ATLANTIS TELEPHONE CO.	0078990	07/31/1997	11/15/1995 11/25/1995	1712508	1147.96	.00	1147.96
				12/15/1995 12/25/1995	1712693	212.00	.00	212.00 N
				02/20/1995 03/02/1995	pd2inv	212.00	.00	212.00 N
						723.96	.00	723.96 N
BOR001	BORIS CONSTRUCTION COMPANY	0078991	07/31/1997	06/20/1997 06/25/1997	1001	121673.31	.00	121673.31
				11/17/1995 12/17/1995	1208	79456.98	.00	79456.98 N
				05/06/1995 06/05/1995	I-39	17080.84	.00	17080.84 N
				03/20/1995 04/19/1995	pd3inv	24049.55	.00	24049.55 N
						1085.94	.00	1085.94 N
CLE001	CLEVELAND INTERIORS, INC.	0078992	07/31/1997	10/05/1995 10/15/1995	3711	214924.70	.00	214924.70
				10/05/1995 12/15/1995	3711	61200.00	.00	61200.00 N
				12/21/1995 12/21/1995	4100	111413.26	.00	111413.26 N
				06/23/1997 07/03/1997	83423	10355.79-	.00	10355.79- N
				05/08/1995 05/18/1995	klw40i	1689.69-	.00	1689.69- N
				04/20/1995 04/30/1995	pd4inv	52909.00	.00	52909.00 N
						1447.92	.00	1447.92 N

TIM001	TIMBERLAND WINDOWS, INC	0079002	07/31/1997	12/21/1995 12/31/1995	41067	9455.80	.00	9455.80
						9455.80	.00	9455.80 Y
Check totals on invoices due 07/31/1997 with discounts due 07/31/1997						648744.58	.00	648744.58
GRAND TOTAL						631295.45	1140.60	630154.85
End of Report								

Posting Payments

Posting is the last step in the payment cycle. When the checks that were prepared and printed are posted, the following tasks are performed:

- The invoice information is transferred to the History files--if the option to save detail and/or summary was selected.
- The totals and history fields in the Vendor file are updated for the invoices that were paid.
- The Checks file is cleared for the next payment cycle.
- If Accounts Payable is interfaced with General Ledger, the check totals are posted to the GL Journal file, creating summary GL Journal entries for the amounts of the checks and the discounts taken.
- If Accounts Payable is interfaced with Bank Reconciliation, summary entries of the checks are created in the Bank Reconciliation Transactions file for the bank account ID you specify.

When payments are posted, summary entries are made to these accounts:

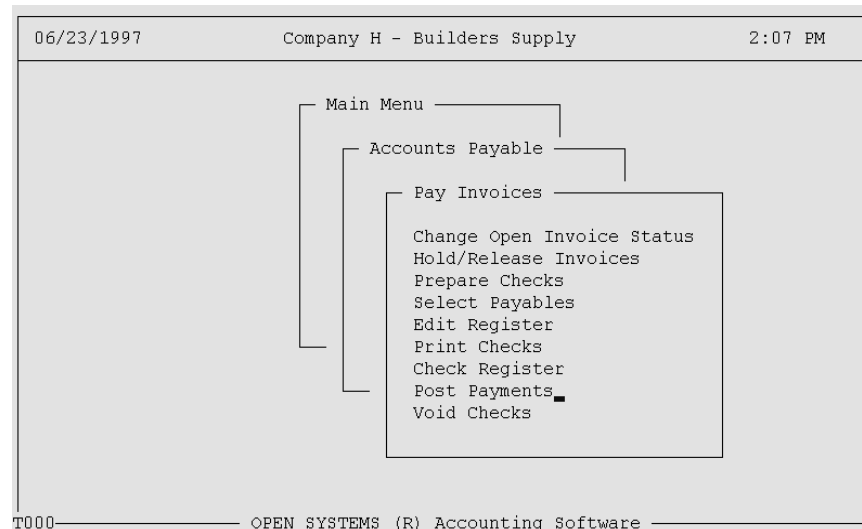
Cash	AP	Discounts
CR	DB	CR

The **AP account** comes from the distribution code for each vendor.

The **cash** and **discounts accounts** are specified in the APGLxxx table. However, if AP is interfaced with Bank Reconciliation, a Bank ID can be selected on the Post Checks selection screen. The cash account assigned to the Bank ID is specified in the Bank Accounts function on the File Maintenance menu in Bank Reconciliation.

To post checks that were prepared and printed, select the Post Payments function on the Pay Invoices menu.

Pay Invoices Menu Screen



The Post Payments Selection screen appears.

Post Payments Selection Screen

Post Payments	
Pick Invoices Due	07/31/1997
Vendor ID From	
Thru	
Take Discounts Due	07/31/1997
Date On Checks	07/31/1997
Post to GL Period	07
Post GL To:	Post 1099 Payments To:
1. Current Fiscal Year (1999)	1. Current Year 1099 Payments
2. Last Fiscal Year (1998)	2. Last Year 1099 Payments
1	1
Bank Account ID	FNB001

Output device - (P)rinter p(R)eview (F)ile (■)nd

The dates, vendors, and general ledger period used for the Prepare Checks function are displayed. You cannot change this information.⁴⁶

Make the following selections:

Selection:	Description:
-------------------	---------------------

⁴⁶ If the checks in the check file have not been printed, a warning message appears. You should exit from the Post Payments function and use the Print Checks and Check Register functions before you run the Post Payments function.

Selection:	Description:
Post GL To:	<p>If Accounts Payable is interfaced with General Ledger and there are last-year files, you can choose to post to the current or to the last fiscal year.</p> <p>If Accounts Payable is <i>not</i> interfaced with General Ledger <i>or</i> there are <i>no last-year files</i>, the system defaults to the current year. You cannot change it.</p> <p>If Accounts Payable is <i>not</i> interfaced with General Ledger, the debit and credit entries that should be made in General Ledger are printed on the posting log and can be used to make manual entries to the GL Journal.</p>
1. Current Fiscal Year (1999)	<p>If you select to post to the current fiscal year, entries are made to the current-year General Ledger Journal file and the period-, quarter-, and year-to-date totals are updated in the Vendor file.</p> <p>The current fiscal year is displayed from the APPDxxx table. You cannot change it.</p>
2. Last Fiscal Year (1998)	<p>If you select to post to the last fiscal year, entries are made to the last year General Ledger Journal file and the last-year totals are updated in the Vendor file.</p> <p>The last fiscal year is calculated based on the current fiscal year stored in the APPDxxx table. You cannot change it.</p>

Selection:	Description:
Post 1099 Payments To:	You can select whether to post the 1099 payments to the current- or last-year 1099 payments field in the vendor file.
1. Current Year 1099 Payments	Select 1 if you have <i>not moved</i> the 1099 payments for the current calendar year to the last-year 1099 payments field.
2. Last Year 1099 Payments	Select 2 if the 1099 payments for the calendar year have been moved to the last-year 1099 payments field.
Bank ID	<p>If Accounts Payable is interfaced with Bank Reconciliation, the default bank account ID from Company Information displays. Press Enter to accept it or enter a different bank account ID.</p> <p>The Inquiry command, F2 or Esc W, is available to select the bank account ID from a list.</p>

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(E)nd - to exit from the selection screen without printing the report

Post Payments Log

07/31/1997		Builders Supply	
2:08 PM		Post Payments	
Invoices Due 07/31/1997			
Vendors First Thru Last			
Discounts Due 07/31/1997			
Post to GL Period 7			
Description	GL Account	Debit	Credit

AP	200000	631295.45	
Discounts	804000		1140.60
Cash	100000		630154.85

	Balance	631295.45	631295.45
Posted to Bank Account			.00
End of Report			

Voiding Checks

There are two ways to void a posted check in Accounts Payable⁴⁷:

1. If the option *Keep detail purchase history?* is set to **YES**,⁴⁸ you can use the Void Checks function to void *posted* checks.

NOTE: If AP is interfaced with the Bank Reconciliation, the voided check must still be stored in the Bank Reconciliation Transaction file, BRTRxxx, and cannot be marked as cleared in order to use the Void Checks function.

2. If detail history is not selected for the company or, if the voided check is no longer stored in the Detail History file, APHxxx, or the Bank Reconciliation Transaction file, BRTRxx, the check must be manually voided by entering a prepaid miscellaneous debit transaction.

Using the Void Checks Function

When a check is voided using this function:

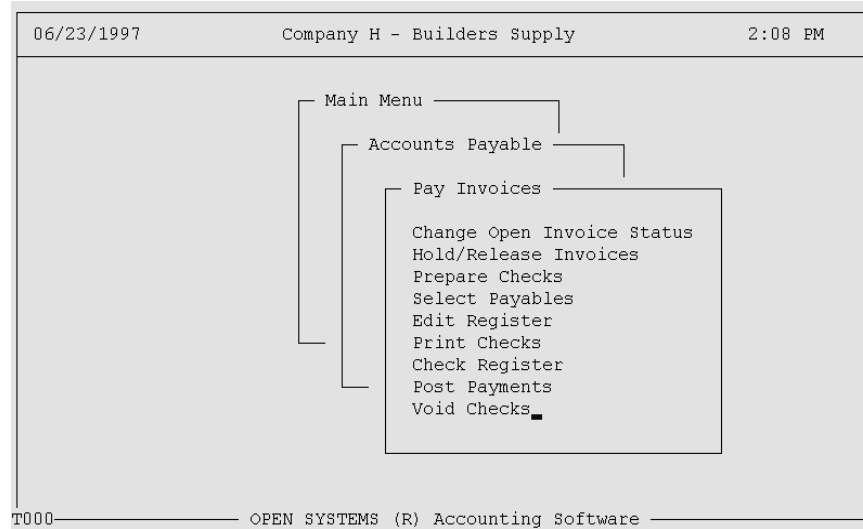
- the invoices paid by the check are automatically recreated in the Open Invoice file, APINxxx.
- the payments and 1099 information in the Vendor file, APVExxx, are automatically updated to reflect the void.
- the detail, APHxxx, and summary, APHSxxx, history files are automatically updated with the void information.
- if Accounts Payable is interfaced with General Ledger, entries are automatically made in the General Journal file, GLJRxxx, to record the voided check. The accounts payable account credited is taken from the default distribution code assigned to the vendor. The cash account debited is taken from the APGLxxx table.
- If Accounts Payable is interfaced with Bank Reconciliation, the Bank Reconciliation Transactions file, BRTRxxx, is automatically updated with the void information. The check is marked as voided and cleared and the check amount is changed to zero.
- a Void Payments Log is printed for the audit trail.

⁴⁷ *Before* checks are posted, use the Select Payables function to drop an invoice for payment if you decide that you don't want to post the prepared or printed check.

⁴⁸ Option selections are made using the Options and Interfaces function on the Company Setup menu in the Resource Manager.

To void a posted check, select the Void Checks function on the Pay Invoices menu.

Pay Invoices Menu Screen



The Void Checks Selection screen appears.

Void Checks Selection Screen

Void Checks			
Date	07/31/1997		
Check No	78989		
Vendor ID	ACE001		
Bank Account	FNB001		
Status on reinstated invoice:			
	1. Released		
	2. Hold		
	3. Temporary Hold		
	3		
Post GL To:	Post 1099 Payments To:		
1. Current Fiscal Year (1999)		1. Current Year 1099 Payments	
2. Last Fiscal Year (1998)		2. Last Year 1099 Payments	
1		1	
Output device - (P)rinter p(R)evue (F)ile (■)nd			

Make the following selections to void a posted check:

Selection:**Description:**

Date

Enter the date of the check you want to void.

Check No

Enter the number of the check.

The **Inquiry** command, **F2** or **Esc W**, is available to select the check number from a list. The list of checks is from the Detail History file, ARHIxxx. All checks with the payment date specified are displayed in the Check History Inquiry window.

If Accounts Payable is interfaced with Bank Reconciliation:

- the check number you want to void must be in the Bank Reconciliation Transaction file, BRTRxxx.
- if the check number is not found in the file or has been marked as cleared, the message *Check is not found in the BRTRxxx file. Cannot Void.* displays.

HINT: You can work around this problem by temporarily turning off the interface to Bank Reconciliation,⁴⁹ or by manually voiding the check.

Vendor ID

The vendor ID from the check number entered is displayed.

⁴⁹ Interfaces are selected using the Options and Interfaces function on the Company Setup menu in the Resource Manager.

Void Checks Selection Screen

Void Checks	
Date	07/31/1997
Check No	78989
Vendor ID	ACE001
Bank Account	FNB001
Status on reinstated invoice:	
1.	Released
2.	Hold
3.	Temporary Hold
3	
Post GL To:	
1.	Current Fiscal Year (1999)
2.	Last Fiscal Year (1998)
1	
Post 1099 Payments To:	
1.	Current Year 1099 Payments
2.	Last Year 1099 Payments
1	
Output device - (P)rinter p(R)review (F)ile (■)nd	

Selection:**Description:**

Status on reinstated invoice:

The invoice(s) paid by the check are recreated in the Open Invoice file, APINxxx, when the check is voided. Select the status for the reinstated invoices(s).

1. Released

Select **1** if you want the reinstated invoices to have the status **R**. This means the invoice(s) may be selected for payment the next time the Prepare Checks function is run.

2. Hold

Select **2** if you want the reinstated invoices to have the status **H**. This means the invoice(s) will *not* be selected for payment until the status is changed to **R**.

3. Temporary Hold

Select **3** if you want the reinstated invoices to have the status **T**. This means the invoice(s) will not be selected for payment the next time the Prepare Checks function is run.

When the checks in that payment cycle are posted, the **T** status is changed to **R** and the invoices may be selected for payment in the next payment cycle.

Post GL To:

If Accounts Payable is interfaced with General Ledger *and* last-year files have been created, select which fiscal year the void information should be posted to.

1. Current Fiscal Year (1999)

Select **1** if the check should be voided in the current fiscal year. The current fiscal year is displayed from the APPDxxx table. You cannot change it.

2. Last Fiscal Year (1998)

Select **2** if the check should be voided in the last fiscal year. The last fiscal year is calculated using the current fiscal year stored in the APPDxxx table. You cannot change it.

Selection:**Description:**

Post 1099 Payments To:

Select whether the check amount should be subtracted from the 1099 Payment total for the current or last- year fields in the Vendor file.

1. Current Year 1099 Payments

Select **1** if the check amount should be subtracted from the current year and you have *not moved* the 1099 payment information .

2. Last Year 1099 Payments

Select **2** if you have moved the 1099 payment information and the check amount should be subtracted from the last-year 1099 payment information.

Select the output device to use for Void Check Log:

(P)rinter - to send the report to a printerp**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.**(F)**ile - to print the report to a file**(E)**nd - to exit from the selection screen without printing the report**Void Check Log**

06/23/1997		Builders Supply	
2:11 PM		Void Payments	
Check Number 78991			
Vendor BOR001			
Post to GL Period 6			
Description	GL Account	Debit	Credit

AP	200000		121673.31
Discounts	804000		.00
Cash	100000	121673.31	

	Balance	121673.31	121673.31
Posted to Bank Account		.00	
End of Report			

Using A Prepaid Miscellaneous Debit Transaction

If you cannot use the Void Checks function to void a check, the check can be “voided” in the system by entering a prepaid miscellaneous debit transaction. To correctly back out all information, enter the prepaid miscellaneous debit using exactly the same information entered when the invoice(s) paid by the check were originally entered in the system.

Miscellaneous debits are entered using the Transactions function on the Daily Work menu and then selecting **2. Miscellaneous Debits** on the Transaction Type menu.

Purchases Screen With Transaction Type Menu

Purchases			
Vendor ID	Loc ID	Tran No	
Invoice No	PO Number	Type	
Header Information			
Tran No	Tran Type	Invoice	
Loc ID	MN0001		
Vendor ID	Transaction Type		/1997
	1. Purchases 2. Miscellaneous Debits 3. Edit Transactions <input checked="" type="checkbox"/>		s
	1099?	NO	
	GL Period	06	
Company H Verify			

Perform the following tasks to record a prepaid miscellaneous debit:

1. Enter the miscellaneous debit header and line-item information.

Refer to the Entering Miscellaneous Debits in the Daily Work section of the Using Accounts Payable chapter of this manual for detailed instructions on how to enter a miscellaneous debit transaction. Remember to enter the miscellaneous debit information exactly as the original invoice information was entered to correctly reverse out all information.

Miscellaneous Debits Line-Item Scrolling Screen

Miscellaneous Debits					
Vendor ID	CLE001	CLEVELAND INTERIORS, INC.	Loc ID	Tran No	0002
Invoice No	34821	PO Number	55-278	MN0001	Type Misc Debit
Item ID	Description	Quantity	Units	Unit Cost	Ext Cost
100	Electrical Package	4.0000	PKG	343.5500	1374.20
≥ 150	Plumbing Package	7.0000	PKG	907.5300	6352.71
Entry (002 of 002)					
Subtotal	Sales Tax	Freight	Misc	Total	
7726.91	.00	.00	.00	7726.91	
Enter = edit, Append, Header, Totals, View, Next trans					
Company H Info					

- After all the header and line-item information has been entered, press **T** to access the totals information.

Miscellaneous Debits Screen With Totals/Payments Window

Miscellaneous Debits																	
Vendor ID	CLE001 CLEVELAND INTERIORS, INC.		Loc ID	Tran No 0002													
Inv	Totals/Payments			Misc Debit													
	Class																
It	Subtotal	7726.91	Amt Paid	.00	Ext Cost												
	Freight	.00	Via Check No														
10	Misc	.00	Payment Date														
	Sales Tax	.00	Online Check?	NO	1374.20												
15	Total	7726.91	Cash Disc	.00	6352.71												
<table border="1"> <thead> <tr> <th></th> <th>Amount</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>First Payment</td> <td>7726.91</td> <td>11/16/1999</td> </tr> <tr> <td>Second Payment</td> <td>.00</td> <td></td> </tr> <tr> <td>Third Payment</td> <td>.00</td> <td></td> </tr> </tbody> </table>							Amount	Due Date	First Payment	7726.91	11/16/1999	Second Payment	.00		Third Payment	.00	
	Amount	Due Date															
First Payment	7726.91	11/16/1999															
Second Payment	.00																
Third Payment	.00																
Entry (002 of 002)																	
Subtotal		7726.91	Sales Tax	.00													
			Freight	.00													
			Misc	.00													
			Total		7726.91												
Company H Info																	

Make sure the Freight, Misc, and Sales Tax amounts match the amounts on the original invoice the check paid.

- Enter the following information:

Field	Description
Amt Paid	Enter the amount paid by the check you want to void. When the Prepare Checks function is run, the amount entered here creates the cash portion of the entry to void the check. It is posted to the cash account stored in the APGLxxx table when checks are posted.
Via Check No	Enter the number of the check you are voiding.
Payment Date	Enter the date of the check you are voiding.
Online Check?	This field is not active for Miscellaneous Debits.
Cash Disc	If a discount was taken when the check being voided was prepared, enter that amount here.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes, or use the **Exit** command, **F7** or **Esc M**, to leave the Totals/Payments window and not save the changes.
- Print the Miscellaneous Debits Journal to verify the information entered is correct. If you find mistakes, select **3. Edit Transactions** on the Transaction Type menu to correct them and reprint the journal for the audit trail.

Refer to Printing The Miscellaneous Debits Journal in the Daily Work section of the Using Accounts Payable chapter of this manual for detailed instructions on printing this report.

6. Use the Post Transactions function on the Daily Work menu to post the miscellaneous debit(s).

Refer to Posting Transactions in the Daily Work section of the Using Accounts Payable chapter for this manual for detailed instructions for using this function.

7. Select the Prepare Checks function on the Pay Invoices menu to prepare entries to the cash and accounts payable account for the voided check(s).

Prepare Checks Selection Screen

```

      Prepare Checks
    -----
    Pick Invoices Due   07/31/1997
      Vendor ID From
      Thru
    Take Discounts Due  07/31/1997
    Date on Checks     07/31/1997
    Post to GL Period   07
  
```

Output device - (P)rinter p(R)evuew (F)ile (M)nd

8. Make the following selection to only prepare records for prepaid transactions:

Selection	Description
Pick	
Invoices Due	To select <i>only</i> the prepaid miscellaneous debits and any prepaid invoices, enter a date in the distant past--such as 01/01/1980.
Vendor ID From/Thru	Leave these fields blank to make sure all prepaid transactions--miscellaneous debits and invoices--have records generated.
Take Discounts Due	You must enter a date, but the system does not calculate discounts for prepaid transactions.
Date on Checks	The date you enter here is the date assigned to the prepaid transactions in the General Journal-- <i>not</i> the date entered for the prepayment.
Post to GL Period	The fiscal period you enter here is the fiscal period assigned to the cash and Accounts Payable entries generated by the prepayment.

9. Print and review the Edit Register to make sure the prepaid transaction information is correct. Save this report as part of the audit trail. If you need to make corrections, use the Transactions function to enter offsetting transactions and then reprint the Edit Register.
10. If you only prepared records for prepaid transactions--not checks--you do not have to use the Print Checks or Check Register functions.
11. Use the Post Payments function to post the cash and accounts payable entries for the voided check(s). Save the Posting Log as part of the audit trail.
12. If the invoices paid by the voided check must still be paid, use the Transactions function on the Daily Work menu to reenter the invoices and process them as you would any other transactions.

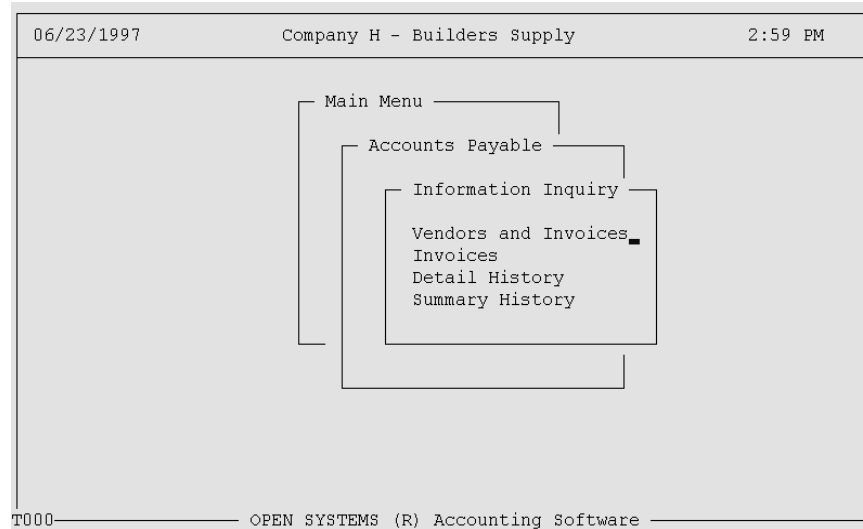
Refer to the Daily Work section in the Using Accounts Payable chapter of this manual for detailed instructions on entering and processing transactions.

INFORMATION INQUIRY

Use the functions on the Information Inquiry menu to view vendor information, invoice information, detail history, or summary history.

You cannot change any information when you use these functions.

Information Inquiry Menu Screen



Vendors and Invoices

When you select Vendors and Invoices, the Vendor Inquiry screen appears.

In the **Vendor ID** field:

- enter the ID for the vendor's information you want to look at,
- **OR**, use the **Inquiry** command, **F2** or **Esc W**, to look up and select the ID from the list that appears,
- **OR**, press **Enter** to view information for the first vendor in the file.

The vendor's information is displayed.

Vendor Inquiry Screen

Vendor Inquiry	
Vendor ID ACE001	Terms Code AP0003 2/10,n/30
Name ACE PLUMBING SUPPLY COMPANY	Reg 2.0% 10 DAYS NET 30
Address 1 6769 GOLDEN GATE DRIVE	
Address 2	Distribution Code 01
Address 3	Vendor Class PROD
Ct/St/Cou SAN FRANCISCO CA	Payment Priority 0
Zip Code 35454-5548	Vendor Hold? NO
Phone No (309)555-5321 Fax (309)555-5488	Tax Group CA
Contact BILL HUMPHREY	GL Account 104000
Our Acct	
Pay to:	1099:
Name ACE PLUMBING SUPPLY COMPANY	Form Code No form
Address 1 32 VENTON BLVD	Recipient ID
Address 2	Field Indic
Address 3	Foreign Addr? NO
Ct/St/Cou OAKLAND CA	2nd TIN Not? NO
Zip Code 92342-0032	
Phone No (309)555-0399	Amount Due 283484.88
Attention ACCOUNTS RECEIVABLE	Amount Prepaid .00
Vendor, First, Last, Next, Prev, History, Invoices, Comments	
Company H	Verify

The commands available are displayed in the command bar at the bottom of the screen. The Hot Key for each command is capitalized.

Command:	Action:
----------	---------

Vendor	Press V to return to the Vendor ID field to enter a different vendor ID
First	Press F to move to the first vendor in the file
Last	Press L to go to the last vendor in the file.
Next	Press N to look at the next vendor in the file
Prev	Press P to look at the previous vendor.

Command:**Action:**

History

Press **H** to view purchase or payment history for this vendor.Press **Enter** to return to the Vendor Inquiry Screen.**Vendor History Inquiry Screen**

Vendor History Inquiry				
Vendor ID	ACE001			
Name	ACE PLUMBING SUPPLY COMPANY			
	Date	Amount	Number	
Last Purchase	12/21/1995	16397.77		
Last Payment	07/31/1997	11455.18	0078989	
	Period to Date	Qtr to Date	Year to Date	Last Year
Purchases	223533.16	337593.34	822420.08	712995.11
Payments	124374.76	124374.76	557368.89	688518.85
Discounts Taken	1140.60	1140.60	1569.04	4473.53
Discounts Lost	148.36	148.36	4996.12	388.76
1099 Payments			.00	.00
Enter = Vendor Inquiry				
Company H				Verify

Command:**Action:**

Invoices

Press **I** to scan the open invoices for this vendor.Press **Enter** to return to the Vendor Inquiry Screen.**Vendor Inquiry Invoices Screen**

Invoices							
Vendor ID	ACE001 ACE PLUMBING SUPPLY COMPANY				--- Last Payment ---		
					Date	07/31/1997	
					Amount	11455.18	
Sorted By: Invoice Number							
Inv No	PO No	Type	Inv Date	Due Date	Discount Amt	Gross Amount	
Chk No		Stat	Check Date				
> 24920		INVC	08/12/1995	08/22/1995	714.07	71406.90	
		HOLD					
30820		INVC	12/09/1995	07/10/1997	100.00	10000.00	
		HOLD					
30820		INVC	12/09/1995	09/15/1997	2020.78	202077.98	
		HOLD					
Total Prepaid			.00		Total		283484.88
Enter = vendor inquiry, Vendor, First, Last, Next, Prev, Sort							
Company H				Info	Verify		

Command: **Action:**Comments Press **C** to view the comments for this vendor.Press **Enter** to return to the Vendor Inquiry Screen.**Vendor Inquiry Screen With Vendor Comment Inquiry Window**

Vendor Inquiry			
Vendor ID	ACE001	Terms Code	AP0003 2/10,n/30
Name	ACE PLUMBING SUPPLY COMPANY	Reg	2.0% 10 DAYS NET 30
Address 1	6769 GOLDEN GATE DRIVE		
Address 2		Distribution Code	01
Vendor Comment Inquiry			
Vendor ID	ACE001	Ref:	
Name	ACE PLUMBING SUPPLY COMPANY	End Date	
Date	Ref	Seq	Comment
12/18/1995	0	001	CALLED SARA WE ARE SENDING THE CHECK TODAY
12/14/1995	0	001	VENDOR DEMANDS PAYMENT NOW!!!
11/30/1994	0	001	LISA CALLED ABOUT PAST DUE BALANCE
05/12/1994	1	001	JANE CALLED REQUESTING PAYMENT.
(N)ew Ref, (H)ome, <Enter> for Vendor Inquiry			

Invoices

When you select Invoices from the Information Inquiry menu, the invoices screen appears.

Invoices Inquiry Screen

Invoices									
Vendor ID		--- Last Payment ---							
		Date							
		Amount							
Sorted By:									
Inv No	PO No	Type	Inv Date	Due Date	Discount Amt	Gross Amount			
Chk No		Stat	Check Date						
Total Prepaid					Total				
Company H Info Inquiry									

In the **Vendor ID** field:

enter the ID for the vendor's information you want to look at,

OR, use the **Inquiry** command, **F2** or **Esc W**, to look up and select the ID from the list that appears,

OR, press **Enter** to view information for the first vendor in the file.

The vendor's information is displayed.

Invoices Inquiry Screen

Invoices						
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY			--- Last Payment ---	
					Date	06/23/1997
					Amount	-121673.31
Sorted By: Invoice Number						
	Inv No	PO No	Type	Inv Date	Due Date	Discount Amt
	Chk No		Stat	Check Date		Gross Amount
>	1001	55343	INVC	06/20/1997	06/25/1997	5172.85
			TEMP			79456.98
	1208		INVC	11/17/1995	12/17/1995	.00
			TEMP			17080.84
	I-39	00000039	INVC	05/06/1995	06/05/1995	.00
			TEMP			24049.55
	pd3inv	00000045	INVC	03/20/1995	04/19/1995	.00
			TEMP			1085.94
Total Prepaid			.00		Total	121673.31
Vendor, First, Last, Next, Prev, Sort						
Company H	Info			Verify		

The commands available are displayed in the command bar at the bottom of the screen. The Hot Key for each command is capitalized.

Command:

Action:

Vendor	Press V to return to the Vendor ID field to enter a different vendor ID
First	Press F to move to the first vendor in the file
Last	Press L to go to the last vendor in the file.
Next	Press N to look at the next vendor in the file
Prev	Press P to look at the previous vendor.
Sort	Press S to change the sort order of the invoices.

Each time you press **S**, the **Sorted By:** field toggles between the three sorts available: invoice number, invoice date, or invoice due date.

Detail History

If you elected to save Detail History⁵⁰, you can select Detail History from the Information Inquiry menu.

The Detail History Inquiry screen appears.

Detail History Inquiry Screen

Detail History

Vendor ID	
PO Number	*
Start Date	

TP Invoice	Inv Date	Item No	Quantity	Units	Amount
PO No	Chk Date	Description or Job			

Company H

Inquiry

In the **Vendor ID** field:

enter the ID for the vendor’s information you want to look at,

OR

use the **Inquiry** command, **F2** or **Esc W**, to look up and select the ID from the list that appears,

OR

press **Enter** to view information for the first vendor in the file.

⁵⁰ Detail History is saved if the option *Keep detail purchase history?* is set to **YES**. Options are selected using the Options and Interfaces function on the Company Setup Menu in the Resource Manager.

The vendor's detail history information displays.

Detail History Inquiry Screen

Detail History						
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY				
PO Number	*			Start Date	01/01/1995	
TP	Invoice	Inv Date	Item No	Quantity	Units	Amount
IN	16988	02/17/1995	150	120.0000	PKG	108253.20
	14019070		Plumbing Package			
IN	16988	02/17/1995			CAR	114748.39
	14019070		Invoice Total			
PY	16988	02/17/1995				114748.39
		03/27/1995	Chk No 0012123			
IN	17044	02/11/1995	460	116.0000	EA	19965.92
	14019072		Slide by Window 30"			
IN	17044	02/11/1995			CAR	21163.88
	14019072		Invoice Total			
PY	17044	02/11/1995				21163.88
		03/27/1995	Chk No 0012123			
Vendor, First, Last, Next, Prev Header, Totals, vIew, Goto inv						
Company H				Verify		

The commands available are displayed in the command bar at the bottom of the screen. The Hot Key for each command is capitalized.

Command:

Action:

Vendor	Press V to return to the Vendor ID field to enter a different vendor ID
First	To look at the history for the first vendor in the file, press F .
Last	To look at the history for the last vendor in the file, press L .
Next	Press N to look at history for the next vendor in the file
Prev	To look at the history for the previous vendor in the file, press P .
Header	press H to: <ul style="list-style-type: none"> move the cursor moves to the PO Number field. The * wildcard defaults into this field to retrieve all purchase orders for the vendor. To look at a specific purchase order, enter the number of the purchase order and press Enter. access the Start Date field. Enter a date and press Enter to view history as of the specified start date. This field is blank by default to retrieve all detail history for all dates in the file.

Command: **Action:**

Totals To view invoice totals, move the cursor to a line-item for the invoice and press **T**.

Detail History Inquiry Screen With Invoice Totals Window

Detail History					
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY			
PO Number	*		Start Date	01/01/1995	
Invoice Totals					
Invoice No 16988					t
Subtotal	Sales Tax	Freight	Misc	Total	0
108253.20	6495.19	.00	.00	114748.39	9
Press any key...					9
	03/27/1995	Chk No 0012123			
IN 17044	02/11/1995	460	116.0000 EA	19965.92	
14019072		Slide by Window 30"			
IN 17044	02/11/1995		CAR	21163.88	
14019072		Invoice Total			
PY 17044	02/11/1995			21163.88	
	03/27/1995	Chk No 0012123			
Company H Verify					

Command:**Action:**

view

To display additional information for a line-item, move the cursor to the line-item and press **I** to use the view command.

The date displayed in the scroll region for payments is the invoice date, *not* the check date.

To view the check date and other check information, move the cursor to the PY transaction for the invoice number and press **I**.

Detail History Inquiry Screen With View Line Window For Invoice

Detail History					
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY			
PO Number	*				Start Date 01/01/1995
TP Invo	View Line				Amount
PO N	Seq No 000273	Type	Invoice	Invoice No 16988	
IN 1698					108253.20
1401	Invoice Date 02/17/1995		GL Account 104000		
IN 1698			GL Period 02		114748.39
1401	Date Received				
PY 1698					114748.39
	PO Number 14019070				
IN 1704	PO Date				19965.92
1401					
IN 1704	Item ID 150		Loc	MN0001	21163.88
1401	Desc Plumbing Package				
PY 1704					21163.88
	Qty Purchased	Units	Unit Cost	Ext Cost	
	120.0000	PKG	902.1100	108253.20	
Press any key...					
Company H Verify					

Detail History Inquiry Screen With View Line Window for Payment

Detail History					
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY			
PO Number	*				Start Date 01/01/1995
TP Invoic	View Line				Amount
PO No	Seq No 000299	Type	Payment	Invoice No 16988	
IN 16988					108253.20
140190	Gross Due	114748.39		Invoice Date 02/17/1995	
IN 16988	Net Paid	114748.39			114748.39
140190	Discount	.00			
PY 16988					114748.39
	Check No 0012123			Payment Date 03/27/1995	
IN 17044	Press any key...				19965.92
14019072	Slide by Window 30"				
IN 17044	02/11/1995			CAR	21163.88
14019072					
PY 17044	02/11/1995		Invoice Total		21163.88
	03/27/1995	Chk No 0012123			
Company H Verify					

Command:**Action:**

Goto inv

To view a specific invoice number: press **G**, then enter the invoice number.**Detail History Inquiry Screen With Go To Invoice Window**

Detail History			
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY	
PO Number	*	Start Date	01/01/1995
TP Invoice	Inv Date	Item No	< Detail History Inquiry >
PO No			Invoice Vendor TP Item
IN 16988		Go To Invoice: [REDACTED]	13298 ACE001 1 CAR
14019		Inqui	13298 ACE001 7
IN 16988	02/17/1995		13299 ACE001 1 550
14019070		Invoice Total	13299 ACE001 1 CAR
PY 16988	02/17/1995		13299 ACE001 7
	03/27/1995	Chk No 00121	14211 ACE001 1 100
IN 17044	02/11/1995	460	14211 ACE001 1 CAR
14019072		Slide by Win	14211 ACE001 7
IN 17044	02/11/1995		14388 ACE001 1 610
14019072		Invoice Total	14388 ACE001 1 CAR
PY 17044	02/11/1995		>14388 ACE001 7
	03/27/1995	Chk No 00121	
Company H _____ Verify _____			

Summary History Inquiry Screen

Summary History				
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY		
Fiscal Year	1995			
Period	Purchases	Disc Taken	Disc Lost	Payments
1	361.98	.00	200.03	20002.73
2	135912.27	.00	.00	.00
3	309735.71	.00	1359.12	135912.27
4	19124.73	.00	3097.36	309735.71
5	94197.01-	.00	191.25	19124.73
6	42844.14	.00	.00	.00
7	.00	1569.04	148.36	72593.45
8	71406.90	.00	.00	.00
9	.00	.00	.00	.00
10	.00	.00	.00	.00
11	114060.18	.00	.00	.00
12	208697.37	.00	.00	.00
YTD	807946.27	1569.04	4996.12	557368.89
Enter = next vendor, New ID, View period ■ Verify				
Company H				

The commands available are displayed in the command bar at the bottom of the screen. The Hot Key for each command is capitalized.

Command:**Action:**

Enter = next vendor

Press **Enter** to view at the next vendor's summary history.

New ID

Press **N** to enter a different vendor ID and/or fiscal year.

Command: Action:

View period Press **V** to look at the vendor's item and job history for a particular fiscal period.

 Enter the fiscal period to view.

 For each item purchased during the period, the item number or job number, line type (I or J), quantity, units, and cost of goods are displayed. Use the **Exit** command, **F7** or **Esc M**, to go back to the menu.

 Press **Enter** to return to the Summary History Inquiry screen.

Exit to the Menu Use the **Exit** command, **F7** or **Esc M**.

Summary History Screen With View Period Prompt

Summary History				
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY		
Fiscal Year	1995			
Period	Purchases	Disc Taken	Disc Lost	Payments
1	361.98	.00	200.03	20002.73
2	135912.27	.00	.00	.00
3	309735.71	.00	1359.12	135912.27
4	19124.73	.00	3097.36	309735.71
5	94197.01-	.00	191.25	19124.73
6	42844.14	.00	.00	.00
7	.00	1569.04	148.36	72593.45
8	71406.90	.00	.00	.00
9	.00	.00	.00	.00
10	.00	.00	.00	.00
11	114060.18	.00	.00	.00
12	208697.37	.00	.00	.00
YTD	807946.27	1569.04	4996.12	557368.89
Enter period to view 12				
Company H Verify				

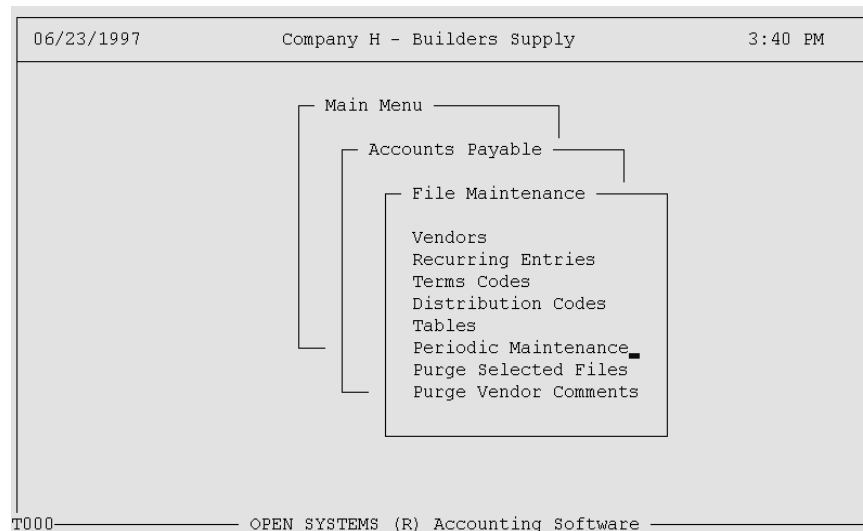
PERIODIC PROCESSING

At the end of each accounting period, use the Periodic Maintenance function on the File Maintenance menu to prepare the system for the next fiscal period's, quarter's, or year's activity.

If applicable, 1099 forms are printed at the end of the calendar year. Use the 1099 Forms function on the Management Reports menu to print 1099-MISC forms or produce magnetic media submitted to the Internal Revenue Service.

Use the Purge Selected Files function on the File Maintenance menu to remove outdated information from the Open Invoice, Detail History, Summary History or the Recurring Entries files. By purging outdated information from these data files, it prevents the files from becoming extremely large and interfering with system performance.

AP File Maintenance Menu



Periodic Processing Checklist

1. ☐ Make sure that all transactions and payments for the period, quarter, or year have been entered and posted as described in the Daily Work and Pay Invoices sections.
2. ☐ Print the Vendor Analysis Report, and back up the data files (see the *Resource Manager User's Guide*). Since periodic processing makes major changes to the data files, it is important to make a backup first.
3. ☐ Produce any summary or detail history reports needed for the accounting period.
4. ☐ Backup data files.
5. ☐ Print the Sales Tax Report (on the Management Reports menu or the Application Setup menu in Resource Manager).
6. ☐ If the company uses Accounts Receivable/Sales Order, wait until closing that application to perform this step; otherwise, use the Clear Sales Tax function on the Application Setup menu in Resource Manager to clear the sales and use taxes paid during the reporting period.
CAUTION: This function clears values for both AP/PO and AR/SO and is only performed once. Before using this function, make sure all reports have been printed.
7. ☐ Verify that no one is using the AP/PO system.
8. ☐ Use the Periodic Maintenance function to advance the current fiscal period and to clear totals for the accounting period in the Vendor file.
 - At the end of a fiscal period, select **Period-End Maintenance**. In the Vendor file, APVExxx, period-to-date totals are cleared and any temporary vendor without unposted transactions, open invoices, or paid invoices are deleted.
 - At the end of the quarter, select **Quarter-End Maintenance** to clear the period- and quarter-to-date totals and delete any temporary vendor without unposted transactions, open invoices, or paid invoices from the Vendor file.
 - At the end of the year, select **Year-End Maintenance**⁵². Year-to-date totals in the Vendor file are transferred to the Last Year fields. Period-, quarter-, and year-to-date totals are cleared, and any temporary vendor without unposted transactions, open invoices, or paid invoices are deleted from the Vendor file.
9. ☐ Print the Vendor Comments List from the Master Lists menu.
10. ☐ Use the Purge Vendor Comments function on the File Maintenance Menu to purge outdated comments.
11. ☐ Use the Purge Selected Files function to delete:
 - unnecessary paid invoices
 - excess detail and summary
 - unneeded check detail information from the Check History file
 - out-of-date recurring entries from the Recurring Entry Header and Detail files.Purging outdated information from these files keeps from becoming too large for the system to process effectively.
12. ☐ At the end of the calendar year, if 1099 forms have not been printed before you need to enter transactions for then new calendar year, select **YES** to move the 1099 YTD payments to last year. You can choose to print 1099-MISC forms from the current YTD payments field or the last-year field.

⁵² A Year-End Checklist for Accounts Payable/Purchase Order is included as Appendix C.

Printing the Vendor Analysis Report

Print the Vendor Analysis Report *before* you perform periodic maintenance. This report summarizes the purchasing activity for the vendors you specify. It can help you analyze your relationship with vendors. It provides a hard copy of the summarized purchase activity that is removed during Periodic Maintenance.

To print this report, select the Vendor Analysis Report function on the Management Reports menu.

Management Reports Menu Screen

The screenshot shows a menu screen with a header bar containing the date '06/23/1997', the company name 'Company H - Builders Supply', and the time '3:38 PM'. The main area displays a hierarchical menu structure with three levels: 'Main Menu' at the top, 'Accounts Payable' in the middle, and 'Management Reports' at the bottom. The 'Management Reports' menu is expanded, showing a list of options: 'Open Invoice Report', 'Cash Flow Report', 'Aged Trial Balance', 'Vendor Analysis Report' (which is highlighted with a cursor), '1099 Forms', and 'Sales Tax Report'. At the bottom of the screen, there is a status bar with the text 'T000 OPEN SYSTEMS (R) Accounting Software'.

```
graph TD
    MainMenu[Main Menu] --- AccountsPayable[Accounts Payable]
    AccountsPayable --- ManagementReports[Management Reports]
    ManagementReports --- OpenInvoiceReport[Open Invoice Report]
    ManagementReports --- CashFlowReport[Cash Flow Report]
    ManagementReports --- AgedTrialBalance[Aged Trial Balance]
    ManagementReports --- VendorAnalysisReport[Vendor Analysis Report]
    ManagementReports --- 1099Forms[1099 Forms]
    ManagementReports --- SalesTaxReport[Sales Tax Report]
```

The Vendor Analysis Report Selection screen appears.

Vendor Analysis Report Selection Screen

```

Vendor Analysis Report

Pick Vendor ID From ACE001
Thru PLA001

Select:
Period to Date History      YES
Quarter to Date History     YES
Year to Date History        YES
Last Year History           YES

Print Addresses?           NO

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

```

Make the following selections:

Selection:**Description:**

Pick Vendor ID From/Thru

Enter a range of vendors to include on the report.

The **Inquiry** command, **F2** or **Esc W**, is available to select the Vendor ID from a list.

If you leave these fields blank, all vendors are included on the report.

Select:

Period to Date History

Select **YES** if you want the period to date purchase information included on the report; otherwise, select **NO**.

Quarter to Date History

Select **YES** if you want the quarter to date purchase information included on the report; otherwise, select **NO**.

Year to Date History

Select **YES** if you want the year to date purchase information included on the report; otherwise, select **NO**.

Last Year History

Select **YES** if you want the purchase information for Last Year included on the report; otherwise, select **NO**.

Print Addresses?

Select **YES** if you want the vendor's address information included on the report; otherwise, select **NO**.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Vendor Analysis Report

06/23/1997 3:39 PM		Builders Supply Vendor Analysis Report						Page	2
Vendor ID	Vendor Name	---Terms---		Balance Due	Last Purch.	Purchases	Payments	Disc.	Taken
Phone	Address	%	Days	Prepaid	Last Paymnt.				
Fax									

LUM001	LUMMOX HEATING & AIR COND	0.0	30	.00	10/20/1995 PTD	3706.82	3706.82		.00
(715) 555-2300				.00	07/31/1997 QTD	3706.82	3706.82		.00
(715) 555-8665					YTD	3706.82	3706.82		.00
					L/Y	.00	.00		.00
MIL001	MILLWORK LUMBER & CABINET	2.0	10	.00	12/21/1995 PTD	16108.15	16108.15		.00
(800) 322-5456				.00	07/31/1997 QTD	16108.15	16108.15		.00
(800) 322-8789					YTD	27311.29	59246.80		.00
					L/Y	599601.55	564384.20		3281.84
MIN001	MINNEAPOLIS WATER DEPARTM	0.0	10	53.00	12/15/1995 PTD	53.00	53.00		.00
(456) 558-5121				.00	07/31/1997 QTD	159.00	159.00		.00
(456) 558-7898					YTD	583.00	530.00		.00
					L/Y	159.00	159.00		.00
PLA001	PLASTICS & METAL FABRICAT	2.0	10	18208.15	12/05/1995 PTD	18208.15	.00		.00
(102) 789-8899				.00	12/27/1994 QTD	18208.15	.00		.00
(102) 789-8898					YTD	18208.15	.00		.00
					L/Y	505797.65	500892.64		4905.01

TOTAL				450714.82	PTD	447983.61	449729.26		1140.60
				.00	QTD	832032.78	584904.19		1140.60
					YTD	2248979.68	2065366.00		4403.66
					L/Y	2868596.23	2579519.12		17572.31

End of Report									

Printing the Sales Tax Report

Print the Sales Tax Report for a record of the sales taxes paid to each tax location. Print this report *before* you use the Clear Sales Tax function. The amounts that appear in this report are removed from the Tax Location Detail file by the Clear Sales Tax function.

CAUTION: If you are also using Accounts Receivable/Sales Order, make sure you have printed this report for both sales and purchases before using the Clear Sales Tax function.

The Sales Tax Report can be printed from three different menus. To print the Sales Tax Report, select the Sales Tax Report function on either the Management Reports menu in Accounts Payable/Purchase Order, the Periodic Processing menu in Accounts Receivable/Sales Order, or the Application Setup menu in Resource Manager.

Sales Tax Report Selection Screen

Sales Tax Report	
Pick Tax Authority	From
	Thru
Tax Location	From
	Thru
Print By:	
1.	Tax Location
2.	Tax Authority
2	
Print:	
Sales	NO
Purchases	YES
Output device - (P)rinter p(R)evue (F)ile (S)creen (■)nd	

Sales Tax Report Selection Screen

Sales Tax Report	
Pick Tax Authority From	Thru
Tax Location From	Thru
Print By:	
1. Tax Location	
2. Tax Authority	
2	
Print:	
Sales	NO
Purchases	YES
Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd	

Make the following selections:

Selection	Description
-----------	-------------

Pick

- | | |
|-------------------------|---|
| Tax Authority From/Thru | Enter the range of tax authorities to include in the report.

Leave these fields blank to include all tax authorities in the report. |
| Tax Location From/Thru | Enter the range of tax locations to include in the report.

The Inquiry command, F2 or Esc W , is available to select the Tax Authority from a list.

Leave these fields blank to include all tax locations in the report. |

Print By:

- | | |
|------------------|--|
| 1. Tax Location | Select 1 to print the report in tax location order and produce subtotals for each tax location. |
| 2. Tax Authority | Select 2 to group tax locations by tax authority and print subtotals for each tax location and tax authority. |

Print

- | | |
|-----------|--|
| Sales | Select YES if you want the amounts accumulated for sales taxes printed on the report; otherwise, select NO . |
| Purchases | Select YES if you want the amounts accumulated for taxes paid on purchases printed on the report; otherwise, select NO . |

Select the output device you want to use:

- (P)rinter - to send the report to a printer
- p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.
- (F)ile - to print the report to a file
- (S)creen - to print the report to the screen
- (E)nd - to exit from the selection screen without printing the report

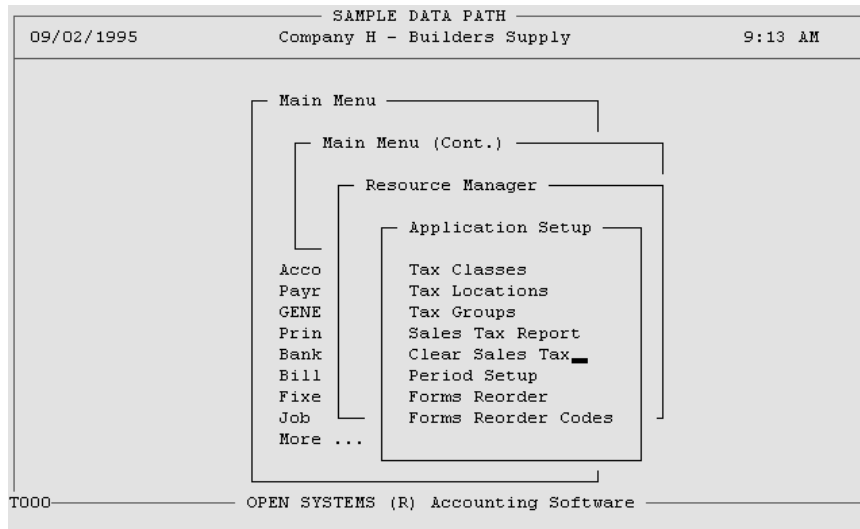
Sales Tax Report

12/03/1995		Builders Supply		Page 1	
11:23 AM		Sales Tax Report			
		By Tax Location			
		General Ledger Accounts		--- Tax on ---	
Tax Loc Name	Level Tax Auth. Tax ID	Tax Liability	Refundable	Frnt.	Misc.
CA California Sales Tax	1 CA 45-983459823	203800	203800	NO	NO
Tax Description Sales Tax					
Class	Taxable Nontaxable	Tax	Calculated	Over/Short	
00 Consumer Goods 4.000	Sales 15432.14 5498.65	789.21	617.29	171.92	
01 Resale Sales .000	Sales .00 .00	.00	.00	.00	
02 Exempt Sales .000	Sales .00 .00	.00	.00	.00	
03 Ind/Agr Prod. 6.000	Sales .00 .00	.00	.00	.00	
04 Interstate Comm 8.000	Sales .00 .00	.00	.00	.00	
05 Motor Vehicles .000	Sales .00 .00	.00	.00	.00	
06 Food Products .000	Sales .00 .00	.00	.00	.00	
07 Clothing .000	Sales .00 .00	.00	.00	.00	
08 Gasoline .000	Sales .00 .00	.00	.00	.00	
09 Services .000	Sales .00 .00	.00	.00	.00	
TOTAL FOR LOCATION CA	Sales 15432.14 5498.65	789.21	617.29	171.92	
	Taxable Nontaxable	Tax	Calculated	Over/Short	
GRAND TOTAL	Sales 15432.14 5498.65	789.21	617.29	171.92	
End of report					

Clearing the Sales and Use Tax Values

The Clear Sales Tax function clears the **Taxable Sales, Nontaxable Sales, Tax Collected**, fields for sales tax and the **Taxable Purchases, Nontaxable Purchases, Tax Paid, and Tax Refundable** fields for sales tax on purchases in the tax locations records. Then, new figures are accumulated for the next sales tax reporting period. You can clear tax locations for a range of taxing authorities and/or a range of tax locations.

RM Application Setup Menu



The information cleared by this function is stored in the Tax Location Detail file, RMTDxxx.

Before using the function, make sure you have printed the Sales Tax Report. If you are also using Accounts Receivable/Sales Order, print the Sales Tax report for both sales and purchases before using the Clear Sales Tax function.

To clear purchase and sales tax amounts, select the Clear Sales Tax function from the Application Setup menu in the Resource Manager. The Clear Sales Tax selection screen appears.

Clear Sales Tax Selection Screen

Clear Sales Tax

Have You:
--Printed the Sales Tax Report?
YES

Pick Tax Authority From
Thru
Tax Location From
Thru

Company H Quick Inquiry Verify
F1=Help F2=Inq F3=Del F4=Othr F5=Aban F6= F7=Exit F8=List

Make the following selections:

Selection

Description

Have You:

--Printed the Sales Tax Report?

Select **YES** if you have already printed the Sales Tax Report; otherwise select **NO**⁵³.

You must have printed the Sales Tax Report in order to proceed.

Pick

Tax Authority From/Thru

Enter the range of the tax authorities to clear. The tax amounts accumulated in the **Sales Tax, Purch Tax, Tax Collected**, and **Tax Paid** fields are cleared.

Leave these fields blank to clear the fields for all tax authorities.

Tax Location From/Thru

Enter the range of the tax locations to clear. The tax amounts accumulated in the **Sales Tax, Purch Tax, Tax Collected**, and **Tax Paid** fields are cleared.

Use the **Inquiry** command, **F2** or **Esc W**, to select the tax locations from a list.

Tax Location Screen Changes

To view the information for a Tax Location, select the Tax Locations function on the Application Setup menu in the Resource Manager.

Tax Locations Screen - Before Running the Clear Sales Tax Function

		Tax Locations			
Tax Location	MN	Name	Minnesota Sales Tax		
Tax Level	1	Tax ID	23-876182734		
Authority	MN	Tax on: Freight?	NO	Misc?	NO
Tax Liability Acct	203800	Tax Refundable Acct	203800		
Class Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid	
00 Consumer Goods	6.500	6.500	1307.00	.00	
01 Resale Sales	0.000	0.000	.00	.00	
02 Exempt Sales	0.000	0.000	.00	.00	
03 Ind/Agr Prod.	0.000	0.000	.00	.00	
04 Interstate Comm	0.000	0.000	.00	.00	
05 Motor Vehicles	0.000	0.000	.00	.00	
06 Food Products	0.000	0.000	.00	.00	
07 Clothing	0.000	0.000	.00	.00	
08 Gasoline	0.000	0.000	.00	.00	
09 Services	0.000	0.000	.00	.00	
Total			1307.00	.00	
Calculated			1307.01	.00	
Over/Short			-.01	.00	
Enter = edit, Tax Loc, First, Last, Next, Prev, View, Header					
Company H		Quick		Verify	
F1=Help	F2=	F3=Del	F4=Othr	F5=Aban	F6=
F7=Exit		F8=List			

Each tax location has tax class codes you specify in the Tax Class function. Each tax class can have different percents and can be either taxable or nontaxable. This is the Tax Location screen **BEFORE** using the Clear Sales Tax function.

⁵³You are prompted to print the Sales Tax Report because the fields that store the values included on the report are cleared when you use this function.

Tax Locations Screen - With Edit Line Window

Tax Locations	
Tax Location CA	Name California Sales Tax
Tax Level 1	Tax ID 45-983459823
Authority CA	Tax on: Freight? NO Misc? NO
Edit Line	
Tax Class 00	Description Consumer Goods
	Taxable Sales 15432.14
Sales Tax Percent 4.000	Nontaxable Sales 5498.65
Purch Tax Percent 4.000	Tax Collected 789.21
Refundable Percent 0.000	
Expense Acct 806000	Taxable Purchases 15432.14
	Nontaxable Purchases 5498.65
	Tax Paid 789.21
	Tax Refundable .00
08 Gasoline 0.000 0.000	.00 .00
09 Services 0.000 0.000	.00 .00
	Total 93.04 .00
	Calculated 93.05 .00
	Over/Short -.01 .00
Verification	
Press <PgDn> to proceed	

To view the **Taxable Purchases**, **Nontaxable Purchases**, and **Tax Refundable** fields, place the cursor at the **Tax Class** and press **Enter**. The Edit Line window appears. The fields are displayed here.

Tax Locations Screen - After Running the Clear Sales Tax Function

Tax Locations	
Tax Location MN	Name Minnesota Sales Tax
Tax Level 1	Tax ID 23-876182734
Authority MN	Tax on: Freight? NO Misc? NO
Tax Liability Acct 203800	Tax Refundable Acct 203800
Class Description	Sales Tax Purch Tax Tax Collected Tax Paid
00 Consumer Goods	6.500 6.500 .00 .00
01 Resale Sales	0.000 0.000 .00 .00
02 Exempt Sales	0.000 0.000 .00 .00
03 Ind/Agr Prod.	0.000 0.000 .00 .00
04 Interstate Comm	0.000 0.000 .00 .00
05 Motor Vehicles	0.000 0.000 .00 .00
06 Food Products	0.000 0.000 .00 .00
07 Clothing	0.000 0.000 .00 .00
08 Gasoline	0.000 0.000 .00 .00
09 Services	0.000 0.000 .00 .00
	Total .00 .00
	Calculated .00 .00
	Over/Short .00 .00
Enter = edit, Tax Loc, First, Last, Next, Prev, View, Header	
Company H	Quick Verify
F1=Help F2=	F3=Del F4=Othr F5=Aban F6= F7=Exit F8=List

This is the tax location screen **AFTER** using the Clear Sales Tax function. The **Tax Collected** and **Tax Paid** columns have been cleared in order to begin accumulating tax information for the next tax reporting period.

Place the cursor at the Tax Class and press **Enter** to display the **Taxable Purchases**, **Nontaxable Purchases**, and **Tax Refundable** fields.

Tax Locations Screen - With Edit Line Window

Tax Location		CA		Tax Locations	
Tax Level		1		Name California Sales Tax	
Authority		CA		Tax ID 45-983459823	
				Tax on: Freight? NO Misc? NO	
Edit Line					
Tax Class	00	Description		Consumer Goods	
		Taxable Sales			.00
Sales Tax Percent	4.000	Nontaxable Sales			.00
Purch Tax Percent	4.000	Tax Collected			.00
Refundable Percent	0.000				
Expense Acct	806000	Taxable Purchases			.00
		Nontaxable Purchases			.00
		Tax Paid			.00
		Tax Refundable			.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
		Total		.00	.00
		Calculated		.00	.00
		Over/Short		.00	.00
Verification					
Press <PgDn> to proceed					

Performing Periodic Maintenance

Use the Periodic Maintenance function to perform the following tasks:

- clear summarized purchase information for period-, quarter-, or year to date,
- delete temporary vendors without any unposted transactions or any open invoices or paid invoices in the Open Invoice file, APINxxx, from the Vendor file, APVExxx.
- move the amount in the **1099 Payments Year to Date** column to the **Last Year** column, when selected,
- update the fiscal period stored in the APPDxxx table to the new fiscal period,
- update the fiscal year stored in the APPDxxx table to the new fiscal year, if **Year-End Maintenance** is selected.

The summarized purchase information for period-, quarter-, and year to date is stored in the Vendor file, APVExxx, and is displayed on the Vendor History Information Screen.

Vendor History Information Screen

History Information				
Vendor ID	BOR001			
Name	BORIS CONSTRUCTION COMPANY			
	Date	Amount	Number	
Last Purchase	11/17/1995	17080.84	00001208	
Last Payment	10/27/1995	124661.72	0012488	
	Period to Date	Qtr to Date	Year to Date	Last Year
Purchases	25135.49	42216.33	187039.36	109402.29
Payments	.00	124661.72	144823.03	109402.29
Discounts Taken	.00	.00	.00	.00
Discounts Lost	.00	.00	.00	.00
1099 Payments			.00	.00
Company H Verify				

The fiscal period and year are stored in the Fiscal Year/Period Table - APPDxxx, in the Accounts Payable Table file, APTB.

APPDxxx - Fiscal Year/Period Table Screen

Table ID APPDH			Description Fiscal	Year/Period Table
Number of Cols 3			Column Length 12	Type N
PERIOD	FISCAL YEAR	PERIODS/YEAR		
12.00	1995.00	12.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		

Verification Press <PgDn> to proceed

Period-End Maintenance and Quarter-End Maintenance increment the **PERIOD** column by one.

Year-End Maintenance resets the **PERIOD** column to **1** and increments the **FISCAL YEAR** column by one.

When you are ready to perform periodic maintenance, select the Periodic Maintenance function on the File Maintenance menu.

File Maintenance Menu Screen

06/23/1997

Company H - Builders Supply

3:40 PM

Main Menu

Accounts Payable

File Maintenance

Vendors

Recurring Entries

Terms Codes

Distribution Codes

Tables

Periodic Maintenance

Purge Selected Files

Purge Vendor Comments

T000 OPEN SYSTEMS (R) Accounting Software

The Periodic Maintenance Selection screen appears.

Periodic Maintenance Selection Screen

```
----- Periodic Maintenance -----
Have You Printed the Vendor Analysis Report and Backed Up Your Data Files?
      YES

      Choose One:
        1. Period-End Maintenance
        2. Quarter-End Maintenance
        3. Year-End Maintenance
        1

      Move 1099 Payments YTD to Last Year? NO

      Current Period/Fiscal Year 12/1995

Verification -----
      Press <PgDn> to proceed
```

Make the following selections:

Selection:

Have You Printed the Vendor Analysis Report and Backed Up Your Data Files?

Choose One:

1. Period-End Maintenance

Description:

Select **YES** if you have performed these tasks; otherwise, select **NO**.

Select **1** to perform the following tasks:

- clear the summarized purchase information in the **Period to Date** column on the Vendor History Information screen,
- increment the fiscal period stored in the APPDxxx table by one,
- delete temporary vendors without any unposted transactions and open or paid invoices from the Vendor file.

NOTE: If you are running *both* Accounts Payable and Purchase Order on your system, Periodic Processing:

- advances the fiscal period--and at year-end, the fiscal year-- in **both** applications when you run periodic maintenance in either one of the applications.
- *does not* check the transaction files for *both* applications for unposted transactions when deleting temporary vendors. The system only checks the transaction files for the application you are using to run Periodic Maintenance. Therefore, if you are using Accounts Payable to perform periodic maintenance and a temporary vendor only has unposted transactions in the Purchase Order transaction files but no open invoices or payments, then the temporary vendor is deleted.

Periodic Maintenance Selection Screen

```
----- Periodic Maintenance -----  
  
Have You Printed the Vendor Analysis Report and Backed Up Your Data Files?  
YES  
  
Choose One:  
1. Period-End Maintenance  
2. Quarter-End Maintenance  
3. Year-End Maintenance  
1  
  
  
  
  
Move 1099 Payments YTD to Last Year? NO  
  
Current Period/Fiscal Year 12/1995  
  
----- Verification -----  
Press <PgDn> to proceed
```

Selection:

2. Quarter-End Maintenance

Description:Select **2** to perform the following tasks:

- clear the summarized purchase information in the **Period-** and **Quarter to Date** columns on the Vendor History Information screen,
- increment the fiscal period stored in the APPDxxx table by one,
- delete temporary vendors without any unposted transactions, open invoices, or paid invoices from the Vendor file.

If you perform quarter-end maintenance, you don't need to perform period-end maintenance. Quarter-end performs both the period- and quarter-end maintenance tasks.

Selection:

3. Year-End Maintenance

Description:Select **3** to:

- move the summarized purchase information from the **Year to Date** column to the **Last Year** column on the Vendor History Information screen.
- clear the summarized purchase information in the **Period-** and **Quarter-** and **Year to Date** columns on the Vendor History Information screen,
- reset the fiscal period stored in the APPDxxx table to **1**,
- increment the fiscal year stored in the APPDxxx table by one,
- delete temporary vendors without any unposted transactions, open invoices, or paid invoices from the Vendor file.

If you perform year-end maintenance, you don't need to perform period- or quarter-end maintenance. Year-end maintenance performs the period-, quarter-, and year-end maintenance tasks.

Move 1099 Payments YTD to Last Year?

If this is the end of the calendar year and you want to be able to start accumulating 1099 information for the new calendar year, enter **YES** to move the amount in the **Year to Date** column for the **1099 Payments** to the **Last Year** column; otherwise, select **NO** to leave the **1099 Payments** total in the **Year to Date** column.

You can use either the **1099 Payments Year to Date** or **Last Year** fields to print 1099 forms.

Use the **Proceed** command, **PgDn** or **Esc P**, to begin periodic maintenance processing.

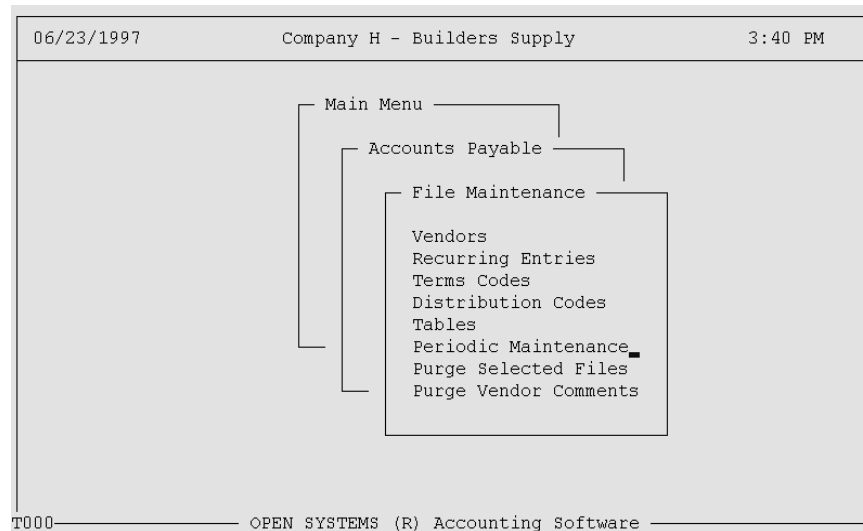
Purging Information From Data Files

Use the Purge Selected Files function any time you need to remove outdated information from the Open Invoice, Detail History, Summary History or the Recurring Entries files. This function can be performed at any time during the year, not just at period-, quarter-, or year-end. You can delete information from more than one file at a time.

By occasionally purging outdated information from these data files, it prevents these files from becoming extremely large and interfering with the performance of the system.

To remove outdated information, select the Purge Selected Files function on the File Maintenance menu.

Accounts Payable File Maintenance Menu Screen



The Purge Selected Files Selection screen appears.

Purge Selected Files Selection Screen

```

Purge Selected Files

Have You Backed Up Your Data Files? YES

Remove Paid Invoices With Check Dates Before      12/31/1991
Remove Detail History With Invoice Dates Before    12/31/1991
Remove Summary History Before Period/Fiscal Year  12/1991
Remove Check History With Check Dates Before
Remove Recurring Entries With Cutoff Dates Before 12/31/1996

Verification
Press <PgDn> to proceed
  
```

Make the following selections

Selections:**Description:**

Have You Backed Up Your Data Files?

Select **YES** if you have made a backup of the data files; otherwise, select **NO**. Since this function deletes information from the files, this is an important precaution.

Remove Paid Invoices With Check Dates Before

Enter a date to remove paid invoices from the Open Invoice file. Paid Invoices are removed based on the date of the check that paid the invoice. Invoices paid by a check **BEFORE** the date entered here are deleted from the APINxxx file.

Before deleting paid invoices, print the Aged Trial Balance report using the date you want to enter here as the cutoff date to see which paid invoices will be deleted.

Leave the field blank if you **DO NOT** want to delete any paid invoices from the Open Invoice file.

Remove Detail History With Invoice Dates Before

Enter a date to remove transactions from the Detail History file. Invoices are deleted based on the date of the invoice. Invoices with a date **BEFORE** the date entered here are removed from the APHIxxx file.

Before removing detail history, print the Detail History and Payment History reports using the date you want to enter here in the **Date Thru** field on the report selection screen to review the transactions that will be deleted.

Leave the field blank if you **DO NOT** want to delete any invoices from the Detail History file.

Purge Selected Files Selection Screen

Purge Selected Files	
Have You Backed Up Your Data Files? YES	
Remove Paid Invoices With Check Dates Before	12/31/1991
Remove Detail History With Invoice Dates Before	12/31/1991
Remove Summary History Before Period/Fiscal Year	12/1991
Remove Check History With Check Dates Before	
Remove Recurring Entries With Cutoff Dates Before	12/31/1996
Verification	
Press <PgDn> to proceed	

Selections:**Description:**

Selections:**Description:**

Remove Summary History
Before Period/Fiscal Year

Enter a fiscal period and year to delete information from the summary history file. Summary history is deleted based on the period and year specified. Summary history information **BEFORE** the fiscal period and fiscal year entered here are deleted from the APHSxxx file.

Before deleting summary history, print the AP Analysis, Purchase Analysis, and/or Vendor Purchase History reports using the period and fiscal year you want to enter here in the **Report Period** and **Fiscal Year** fields to preview the information that will be deleted from the file.

Leave the field blank if you **DO NOT** want to delete any summary history information from the Summary History file.

Remove Check History With
Check Dates Before

Enter a date to delete checks from the Check History file. Checks are removed based on the check date. Checks dated **BEFORE** the date entered here are removed from the APHCxxx file.

Before deleting check history, print the Check History Report using the date you want to enter here in the **Date Thru** field to review the information that will be deleted from the file.

Leave the field blank if you **DO NOT** want to delete any check history information from the Check History file.

Purge Selected Files Selection Screen

Purge Selected Files	
Have You Backed Up Your Data Files? YES	
Remove Paid Invoices With Check Dates Before	12/31/1991
Remove Detail History With Invoice Dates Before	12/31/1991
Remove Summary History Before Period/Fiscal Year	12/1991
Remove Check History With Check Dates Before	
Remove Recurring Entries With Cutoff Dates Before	12/31/1996
Verification	
Press <PgDn> to proceed	

Selections:**Description:**

Selections:**Description:**

Remove Recurring Entries
With Cutoff Dates Before

Enter a date to remove recurring entries from the Recurring Entries files. Recurring entries are deleted based on the cutoff date assigned to them during setup. Recurring entries assigned a cutoff date BEFORE the date entered here are deleted from the Recurring Additional Descriptions, APRDxxx , Recurring Entries Detail, APRLxxx, and Recurring Entries Header, APRHxxx files.

Before deleting recurring entries, print the Recurring Entries List entering the cutoff date you want to enter here in the **Cutoff Date Thru** field to preview the recurring entries that will be deleted.

Leave the field blank if you DO NOT want to delete any recurring entries from the recurring entries files.

Use the **Proceed** command, **PgDn** or **Esc P**, to begin removing information from the files selected.

Purging Vendor Comments

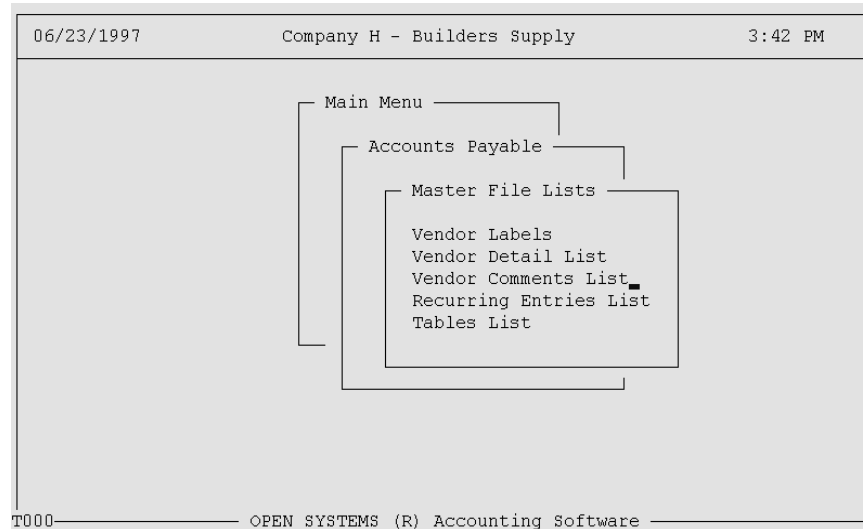
To remove outdated comments from the Vendor Comments file, APVCxxx, use the Purge Vendor Comments function on the File Maintenance menu.

Previewing The Vendor Comments To Purge

If you want to print a list of the vendor comments before they are deleted, use the Vendor Comments function on the Master File Lists menu. To produce a list of the comments that will be deleted, use the same selections for **Vendor ID**, **Date**, and **Reference ID From/Thru** for the Vendor Comments List as you plan to use in the Purge Vendor Comments function.

Select Vendor Comments from the Master File Lists menu to print a list of the comments on file.

Accounts Payable File Maintenance Menu Screen



The Vendor Comments List Selection screen appears.

Vendor Comments List Selection Screen

Vendor Comments List

Pick Vendor ID From
Thru
Date From
Thru
Reference ID From
Thru

Print By:
1. Vendor ID and Date
2. Vendor ID and Reference ID
1

Output device - (P)rinter p(R)eview (F)ile (E)nd

Make the following selections:

Selection:

Pick Vendor ID From/Thru

Date From/Thru

Reference ID From/Thru

Print By:

1. Vendor ID and Date

2. Vendor ID and Reference ID

Description:

Enter the range of vendor IDs for the comments you plan to delete.

The **Inquiry** command, **F2** or **Esc W**, is available to select the vendor IDs from a list.

If you leave these fields blank, comments for all vendors are included on the report.

Enter the date range for the comments you plan to delete.

If you leave these fields blank, comments for all dates are included on the report.

Enter the range of the Reference IDs for the comments you plan to delete.

If you leave these fields blank, comments for all reference IDs are included on the report.

Select **1** to have comments printed in Vendor ID order first and then by date for each Vendor ID.

Select **2** to have comments printed in Vendor ID order first and then by Reference ID for each Vendor ID.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Vendor Comment List

06/23/1997 3:43 PM Builders Supply
Vendor Comments List
By Vendor ID and Date Page 1

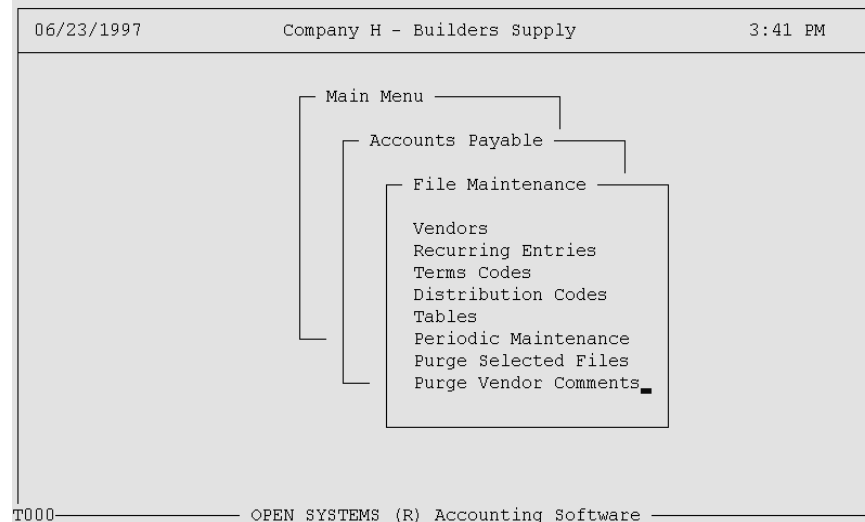
Vendor	Description/ Date	Ref.	Comment
ACE001	ACE PLUMBING SUPPLY COMPANY		
	12/18/1995 0		CALLED SARA WE ARE SENDING THE CHECK TODAY
	12/14/1995 0		VENDOR DEMANDS PAYMENT NOW!!!
	11/30/1994 0		LISA CALLED ABOUT PAST DUE BALANCE
	05/12/1994 1		JANE CALLED REQUESTING PAYMENT.
BOR001	BORIS CONSTRUCTION COMPANY		
	12/12/1994 0		SPOKE TO JOAN. CREDIT MEMO NOT REC'D FOR INV 2345
	11/30/1994 0		VENDOR AGREED TO SEND CREDIT MEMO.
	06/22/1994 0		CALLED BORIS. CREDIT NOT REC'D FOR 3/23/94 RETURN
	05/12/1994 1		REQUESTED NEW PAYMENT DATE VENDOR DEMANDS PAYMENT BY 5-20-89.
CLE001	CLEVELAND INTERIORS, INC.		
	05/19/1994 1		BOB FROM A/R DEPARTMENT SAID WE UNDERPAID THEM.
EDD001	EDDY APPLIANCE CO.		
	05/06/1994 0		EDDY'S NEEDS AT LEAST A PARTIAL PAYMENT SOON.
ELL001	ELLIS ELECTRICAL SUPPLY		
	05/10/1994 0		I TOLD SHARI I WOULD SEND PAYMENT ON 5-25-89.
JOH001	JOHNSON DOOR COMPANY, INC.		
	05/07/1994 0		REQUESTED BILL TO FAX A COPY OF INV. # 53838.
MIL001	MILLWORK LUMBER & CABINETS		
	05/13/1994 0		CALLED FOR A CREDIT MEMO FOR INV # 484849.
PLA001	PLASTICS & METAL FABRICATORS		
	12/14/1995 0		OUR BALANCE MATCHES THEIRS AS OF 11-30-90
	11/08/1994 0		BILL CALLED ABOUT PAST DUE BAL. AGREED TO PAY SOON
	05/16/1994 0		CALLED VENDOR ABOUT EXTRA CHARGES ON INV # 383630
THO001	THOMPSON HEATING &		
	12/14/1995 0		ASKED JULIE FOR A FAX COPY OF INV # 39393 RECEIVED FAX BUT IT IS NOT OUR INVOICE
	05/28/1994 0		MARY CALLED ABOUT PAST DUE BALANCE.
TIM001	TIMBERLAND WINDOWS, INC		
	11/08/1994 0		CALLED AND TOLD THEM THE CHECK IS IN THE MAIL.

End of Report

Deleting Vendor Comments

When you are ready to delete outdated vendor comments, select the Purge Vendor Comments function on the File Maintenance menu.

Accounts Payable File Maintenance Menu Screen



The Purge Vendor Comments selection screen appears.

Purge Vendor Comments Selection Screen

```
-----Purge Vendor Comments-----

      Pick Vendor ID From ACE001
                        Thru PLA001
          Date From 01/01/1995
                        Thru 12/31/1995
      Reference ID From
                        Thru

Verification -----
                        Press <PgDn> to proceed
                        Purging vendor comments
```

Make the following selections:

Selection:**Description:**

Pick Vendor ID From/Thru

Enter the range of vendor IDs you want to delete comments for.

The **Inquiry** command, **F2** or **Esc W**, is available to select the vendor IDs from a list.

If you leave these fields blank, comments for all vendors can be deleted, based on the other criteria selected.

Date From/Thru

Enter the range of dates for the comments you want to delete.

If you leave these fields blank, comments for all dates can be deleted, based on the other criteria selected.

Reference ID From/Thru

Enter the range of the Reference IDs for comments you want to delete.

If you leave these fields blank, comments for all reference IDs can be deleted, based on the other criteria selected.

Use the **Proceed** command, **PgDn** or **Esc P**, to delete the vendor comment records that match the criteria entered on the selection screen.

1099 Reporting

The 1099 form summarizes Year-to-Date payments to vendors for a calendar year. Print these forms after you have finished entering and posting payments for the calendar year. The Open Systems Accounts Payable and Purchase Order applications are designed to print on the 1099-MISC form.

If you are submitting 1099s for more the 250 vendors, you must file for approval and submit the information on magnetic media to the Internal Revenue Service. See the appropriate IRS circular containing all the guidelines. The Open Systems Accounts Payable and Purchase Order applications are designed to produce magnetic media for Miscellaneous Income.

1099 MISC Form For 1998

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0115		Miscellaneous Income
PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents \$	1998 Form 1099-MISC	
		2 Royalties \$		
		3 Other income \$		
PAYER'S Federal identification number	RECIPIENT'S identification number	4 Federal income tax withheld \$	5 Fishing boat proceeds \$	Copy 1 For State Tax Department
RECIPIENT'S name		6 Medical and health care payments \$	7 Nonemployee compensation \$	
		8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	
Street address (including apt. no.)		10 Crop insurance proceeds \$	11 State income tax withheld \$	
		12 State/Payer's state number	13	
City, state, and ZIP code				
Account number (optional)				

Form **1099-MISC** Department of the Treasury - Internal Revenue Service

Setting Up 1099 Vendors

To set up 1099 payment tracking for a vendor, select the Vendors function from the File Maintenance menu.

File Maintenance Menu Screen

The screenshot shows the File Maintenance Menu Screen. At the top, the date is 09/03/1997, the company is Company H - Builders Supply, and the time is 9:34 PM. The main menu is displayed with a tree structure: Main Menu, Accounts Payable, and File Maintenance. The File Maintenance menu is expanded, showing the following options: Vendors, Recurring Entries, Terms Codes, Distribution Codes, Tables, Periodic Maintenance, Purge Selected Files, and Purge Vendor Comments. The Vendors option is highlighted. At the bottom, the text reads: P000 OPEN SYSTEMS (R) Accounting Software.

The Vendor selection screen appears.

Vendor Selection Screen

The screenshot shows the Vendor Selection Screen. At the top, the title is Vendors. The screen displays the following information: Vendor ID: ACE001, Vendor Name: ACE PLUMBING SUPPLY COMPANY. Below this, it asks: Do you want to maintain: General Information (YES), History Information (NO), and Vendor Comments (NO). At the bottom, there is a Verification section with the text: Press <PgDn> to proceed.

Make the following selections:

1. Enter the Vendor ID you want to set up to track 1099 information.
2. Select **YES** for General Information and **NO** for History Information and Vendor Comments.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to move to the vendor's General Information screen.

Vendor General Information Screen

General Information	
Vendor ID ACE001	Terms Code AP0003 1/10,n/30
Name ACE PLUMBING SUPPLY COMPANY	Reg 1.0% 10 DAYS NET 30
Address 1 6769 GOLDEN GATE DRIVE	
Address 2	Distribution Code 01
Address 3	Vendor Class PROD
Ct/St/Cou SAN FRANCISCO CA	Payment Priority 0
Zip Code 35454-5548	Vendor Hold? NO
Phone No (309) 555-5321 Fax (309) 555-5488	Tax Group CA
Contact BILL HUMPHREY	GL Account 104000
Our Acct	
Pay to:	1099:
Name ACE PLUMBING SUPPLY COMPANY	Form Code Individual
Address 1 32 VENTON BLVD	Recipient ID [REDACTED]
Address 2	Field Indic
Address 3	Foreign Addr? NO
Ct/St/Cou OAKLAND CA	2nd TIN Not? NO
Zip Code 92342-0032	
Phone No (309) 555-0399	Amount Due 397545.06
Attention ACCOUNTS RECEIVABLE	Amount Prepaid .00
Company H Verify	

Use the **1099:** section of the General Information screen to set up a vendor to track 1099 information. Use the **Tab** key to move to the **Form Code** field and enter the following information:

Field	Description
-------	-------------

Form Code ⁵⁴	Enter: I if the vendor files as an individual
-------------------------	--

B if the vendor files as a business
--

N if the vendor does not require a 1099 form

When you set a vendor up with an **I** or **B**, you can choose which invoice payments should update the 1099 payments amount when you enter transactions or through the Hold/Release function.

⁵⁴ If you change the Form Code field for a vendor from an I or B to an N and the vendor has a value other than zero displayed in the 1099 payments **Year to Date** or **Last Year** fields on the vendor's History Information screen, you will receive a warning message telling you that 1099 payments exist. Change the values in these fields to zero if you do not want the vendor to receive a 1099-MISC form.

Vendor General Information Screen

General Information	
Vendor ID TH0001	Terms Code AP0004 2/10,n/30
Name THOMPSON HEATING &	Reg 2.0% 10 DAYS NET 30
Address 1 AIR CONDITIONING	Distribution Code 01
Address 2 P.O. BOX 99388	Vendor Class PROD
Address 3	Payment Priority 0
Ct/St/Cou MINNEAPOLIS MN	Vendor Hold? NO
Zip Code 55555-0545	Tax Group CA
Phone No (666) 545-5454 Fax (666) 545-8785	GL Account 104400
Contact JODY JOHNSON	
Our Acct	
Pay to:	1099:
Name	Form Code Business
Address 1	Recipient ID 12-4589888
Address 2	Field Indic 9 - Direct Sales
Address 3	Foreign Addr? NO
Ct/St/Cou	2nd TIN Not? NO
Zip Code	
Phone No	Amount Due 164361.49
Attention	Amount Prepaid .00
Valid entries are 1-3, 5-9, A AND C.	
Company H	

Field Description

The following fields are active for an **I** or **B Form Code** vendor:

Recipient ID Enter the vendor's tax identification number (TIN).

Field Indic Enter the field indicator number that corresponds to the box number on the 1099-MISC form that should be used to print the year-to-date payment amount for the vendor:

1 rents

2 royalties

3 other income

5 fishing boat proceeds

6 medical and health payments

7 nonemployee compensation

8 payments in lieu of dividends or interest

9 direct sales

A crop insurance proceeds

C gross attorney fees

Foreign Addr? Enter **YES** if the vendor has a foreign address; otherwise enter **NO**

2nd TIN Not? Enter **YES** if the Internal Revenue Service has notified your company at least twice in the past three years that the vendor's tax identification number is incorrect; otherwise enter **NO**.

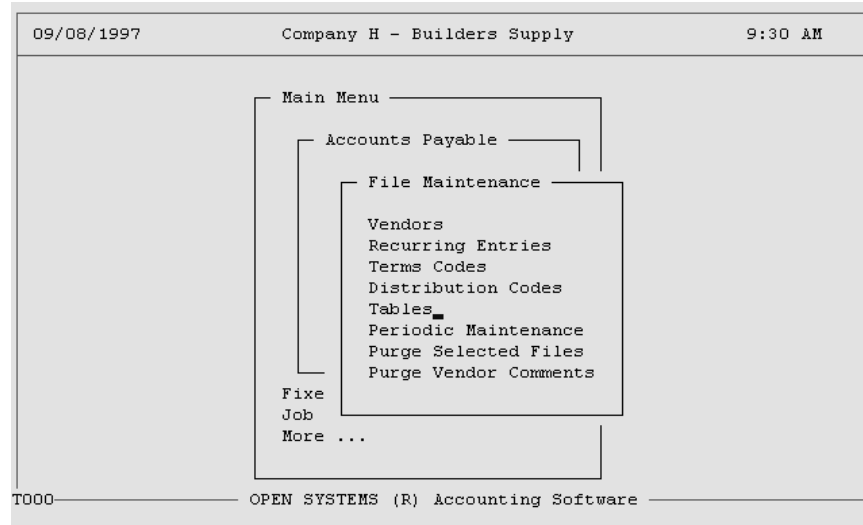
Setting Up 1099 Tables

Two tables are used by the system when 1099 forms are printed:

- the Tax Identification Numbers table, D1099xxx, which is company specific and stores the federal and state TIN information
- the 1099 Form Minimums table, F1099, that stores the IRS minimum payment amounts for each type of 1099.

To create or edit these tables, select the Tables function on the File Maintenance menu. For more detailed instructions on setting up these tables, refer to the Setting Up and Maintaining Tables beginning on page 7.

File Maintenance Menu Screen



The Tax Identification Numbers Table, D1099xxx

The D1099xxx table stores the company's federal and state tax identification numbers that print on the 1099 form. This table *must* be company specific, so one must be created for each company on the system that needs to print 1099s.

D1099xxx Table Screen

Table ID D1099H		Description Tax Identification Numbers Table	
Number of Cols	2	Column Length	12
Type	A		
Description	Tax ID		
Federal TIN	469-78-3627		
State TIN	MN 12-723422		

Company H _____ Verify _____

The 1099 Forms Minimums Table, F1099

The F1099 table stores the Internal Revenue Service minimum amount that must be paid to a vendor before a 1099-MISC form is printed for the vendor. This table cannot be company specific since the minimums stored in the table are set by the IRS and applies to all companies producing 1099s.

The field indicators are listed in the **Box** column and correspond to the box number on the 1099-MISC forms issued by the Internal Revenue Service. The amount of the minimum payment required before a 1099 is printed for a vendor is listed in the **Limit** column.

NOTE: Accounts Payable/Purchase Order does not track field indicator types **4 - Fed tax wh** and **B - Golden Parachutte Payments** and, therefore, does not produce a 1099 for these field indicator types.

F1099 Table Screen

Table ID F1099		Description 1099 Form minimums table	
Number of Cols	2	Column Length	16
Type	A		
Rox	Limit		
1 - Rent	600		
2 - Royalties	10		
3 - Other Income	0		
4 - Fed tax wh	0		
5 - Fishing Boat	0		
6 - Medical	600		
7 - Nonemployee	600		
8 - Substitute	10		
9 - Direct Sales	5000		
A - Crop Insur	600		
B - Gold Paracut	0		
C - Gross Attorn	0		

Company H

Printing 1099 Forms

The 1099 form summarizes your payments to the vendor for the calendar year. If you have to submit 1099s for more than 250 vendors, you must apply for approval to file on magnetic media. After you get approval, you file the 1099 information on a diskette. See the circular containing procedure guidelines from the Internal Revenue Service for details about submitting 1099-MISC forms. A copy of the 1099 form must be sent to both the vendor and the Internal Revenue Service.

Management Reports Menu Screen

The screenshot shows a menu screen with a header bar containing the date 09/03/1995, the company name Company H - Builders Supply, and the time 9:02 PM. The main menu is displayed with a tree structure: Main Menu, Accounts Payable, and Management Reports. The Management Reports menu is expanded, showing the following options: Open Invoice Report, Cash Flow Report, Aged Trial Balance, Vendor Analysis Report, 1099 Forms (highlighted with a cursor), and Sales Tax Report. The footer of the screen displays the text P000 OPEN SYSTEMS (R) Accounting Software.

```
graph TD
    MainMenu[Main Menu] --> AccountsPayable[Accounts Payable]
    AccountsPayable --> ManagementReports[Management Reports]
    ManagementReports --> OpenInvoiceReport[Open Invoice Report]
    ManagementReports --> CashFlowReport[Cash Flow Report]
    ManagementReports --> AgedTrialBalance[Aged Trial Balance]
    ManagementReports --> VendorAnalysisReport[Vendor Analysis Report]
    ManagementReports --> 1099Forms[1099 Forms]
    ManagementReports --> SalesTaxReport[Sales Tax Report]
```

Use the 1099 Forms function on the Management Reports menu to:

- print 1099-MISC forms
- produce magnetic media
- print a worksheet that lists the 1099 vendors.

Before printing the 1099 forms, it is recommended that you print a 1099 worksheet to review and verify the information that will be printed on the forms. If you need to correct 1099 information, select the General and History Information options in the Vendor function on the File Maintenance menu.

Vendor History Information Screen

History Information				
Vendor ID	TH0001			
Name	THOMPSON HEATING &			
	Date	Amount	Number	
Last Purchase	12/17/1999	-115277.01		
Last Payment	11/06/1999	-115277.01	0000000	
	Period to Date	Qtr to Date	Year to Date	Last Year
Purchases	-115277.01	49084.48	707810.24	132845.56
Payments	-115277.01	-115277.01	541151.63	130188.65
Discounts Taken	.00	.00	2297.12	2656.91
Discounts Lost	.00	.00	3495.60	.00
1099 Payments			541151.63	130188.65
Verification				
Press <PgDn> to proceed				

You can select whether the value printed for Nonemployee Compensation is taken from the **Year to Date** or **Last Year** columns of the 1099 Payments row.

1099 Forms Selection Screen

1099 Forms	
Pick Vendor ID From	
Thru	
Field Indicator From	
Thru	
Print Type:	Print Using:
1. Standard Forms	1. Current Year 1099 Payments
2. Laser Forms	2. Last Year 1099 Payments
3. Magnetic Media	2
4. Worksheet	
4	
Federal Tax ID	469-78-3627
Payer's State Number	MN 12-723422
Output device - (P)rinter (F)ile (M)nd	

Select the following:

1. Enter the range of vendors to print on the 1099 forms, magnetic media or worksheet.
2. Enter a range of field indicators to list. The field indicator number corresponds to the boxes on the 1099-MISC form.
3. You can elect to produce: 1099-MISC forms, prepare magnetic media, or produce a worksheet.
4. If you have already transferred the 1099 YTD amounts to the **Last Year** field during periodic maintenance, select **2. Last Year 1099 Payments**, otherwise select **1. Current Year 1099 Payments**.

1099 Forms Selection Screen

1099 Forms

Pick Vendor ID From
Thru

Field Indicator From
Thru

Print Type:

1. Standard Forms
2. Laser Forms
3. Magnetic Media
4. Worksheet

2

Print Using:

1. Current Year 1099 Payments
2. Last Year 1099 Payments

1

Federal Tax ID 469-78-3627
Payer's State Number MN 12-723422

Message

Mount forms for copy 1:

F1=Help F2= F3= F4=Othr F5=Aban F6= F7=Exit F8=List

5. Press **Enter** to accept the Federal Tax ID and Payer's State Number displayed from the D1099xxx table; or change them.
6. You are prompted to mount the forms⁵⁵.
7. Press **Enter** to print an alignment form. If the form is aligned, enter **YES** at the prompt *Is Form Aligned?*

If it is not aligned, adjust the forms and then enter **NO**. Another alignment test is printed. Repeat this step until the form is aligned.

⁵⁵ Use plain paper to print the worksheet.

1099 Worksheet

12/27/1995	Builders Supply	Page	1
2:43 PM	1099 Worksheet		
Vendor Vendor	Form Recipient	Field	YTD 1099
ID Name	Code ID	Indicator	Payments

THO001 THOMPSON HEATING &	B 12-4589888	9	656428.64
TIM001 TIMBERLAND WINDOWS, INC	B 78-5456788	9	125909.77

12/27/1995	Builders Supply	Page	2
	1099 Worksheet		
Totals			
Total For Box 1 - Rents			0.00
Total For Box 2 - Royalties			0.00
Total For Box 3 - Other Income			0.00
Total For Box 4 - Fed. Tax Wh.			0.00
Total For Box 5 - Fishing Boat			0.00
Total For Box 6 - Medical Pymts.			0.00
Total For Box 7 - Nonemployee			0.00
Total For Box 8 - Substitute			0.00
Total For Box 9 - Direct Sales		782,338.41	
Total For Box 10 - Crop Insurance		0.00	
Total For All Vendors		782,338.41	
Total number of vendors	2		
End of Report			

Printing 1099 Forms to Magnetic Media

When you select Magnetic Media on the 1099 Forms screen, the Create Output File screen appears.

Create Output File Screen

```

Create Output File
-----
Number of Records in Input File:      16
Output File Name:                     IRSTAX.OUT
Number of Records for Output File:    6
Prefix for Output File:               C:/OSAS/sample/

Verification
-----
Press <PgDn> to proceed

```

Perform these tasks to prepare magnetic media for 1099 reporting:

1. If you have used this function before, a work file may already exist. If a work file has already been created, this prompt appears:

Output file already exists. Do you want to start over?

To start over, enter **Y**. To complete the function with the existing file, enter **N**.

2. Make the following selections:

Field	Selection
Number of Records in Input File:	The number of records in the input file is displayed.
Output File Name:	The name of the file produced, IRSTAX.OUT, is displayed.
Number of Records for Output File:	The number of records in the output file is displayed.
Prefix for Output File:	The path for the OSAS data directory defaults in the Prefix for the Output File field. Press Enter to accept it, or enter a different path. This is the path where the output file is located.

3. Use the **Proceed** command, **PgDn** or **Esc P**, to move to the next screen, Report 1099 Forms on Magnetic Media, and enter the following information.

Report 1099 Forms on Magnetic Media Screen

```

Report 1099 Forms on Magnetic Media
-----
Payment Year      1998
Foreign Corporation? N
Federal EIN       469783627      Replacement Alpha
Run Type          1 Original      Character

Payer
Name              Builders Supply
Street Address    1157 Valley Park Dr
City              Shakopee
State, Zip        MN 55379
Phone Number
Control Code
Payer Name Control

Transfer Agent
Name
Street Address
City
State, Zip
Phone Number

1=Original, 2=Test, 3=Correction, 4=Replacement
Company H

```

Field

Selection

Payment Year

The payment year is displayed. It is one year earlier than the system date. Press **Enter** to accept it or enter a different year.

Foreign Corporation?

If your company is a foreign corporation, enter **Y** in the **Foreign corporation?** field; otherwise, press **Enter** to accept **N**.

Federal EIN

The **Federal EIN** field displays the company's Federal Employer Identification Number. Press **Enter** to accept it, or enter a different number. Do not enter hyphens, letters, all 9s or 0s.

Run Type

Enter **1** in the **Run Type** field if you are preparing 1099 forms to send to the IRS.

Enter **2** if you are preparing a test file to send to the IRS.

Enter **3** if you are correcting 1099 forms you have already sent to the IRS.

Enter **4** if the media you originally submitted to the IRS was returned to you and the media being produced now is to be resubmitted to the IRS.

Replacement Alpha
Character

When **4** is selected for the **Run Type** field, the cursor stops here. Enter the alpha/numeric character that appears immediately after the TCC number on Form 9267, the Media Tracking Slip, returned with the original media submitted to the IRS.

Field	Selection
Payer	
Name	The company name, address, and phone number are displayed as the payer name, address, and phone number. Press Enter to accept the company name, or enter a different name. If you do not enter a different name, the cursor skips over the address and the Phone Number fields.
Street Address	
City, State, Zip	
Phone Number	
Control Code	Enter the 5 character Transmitter Control Code (TCC) assigned by the Internal Revenue Service. A TCC must be obtained from the IRS in order to file 1099s on magnetic media.
Payer Name Control	Enter the 4 character name control number found on the mailing label of the Package 1099 sent to you by the IRS--usually in December.
Transfer Agent	
Name	Enter the transfer agent's name. If you are not using a transfer agent, press Enter to skip this field. The cursor skips over the transfer agent address lines if you do not enter a transfer agent's name.
Street Address	If you entered a transfer agent's name, the cursor stops in these fields. Enter this information for the transfer agent.
City, State Zip	
4.	Use the Proceed command, PgDn or Esc P , to save the information and move to the Transmitter T Record Screen. Review the defaulted transmitter information and edit it if necessary.

Transmitter T Record Screen

TRANSMITTER T RECORD	
Transmitter's Information	
Transmitter's Name	Builders Supply, Inc.
Company's Name	Builders Supply, Inc.
Company's Street Address	1157 Valley Park Dr
Company's City	Shakopee
Company's State, Zip	MN 55379
Transmitters TIN	469783627
Transmitter Control Code	11111
CONTACT INFORMATION	
Contact Name	Linda C. Bourne
Phone Number	612/403-5700
Verification	
Press <PgDn> to proceed	

5. Use the **Proceed** command, **PgDn** or **Esc P**, to save the transmitter information and move to the Output 1099 Forms to Magnetic Media screen.
6. When you save the entries on the Transmitter T Record screen, the Output 1099 Forms to Magnetic Media screen appears.

Select **1** if you need to edit the output file.

Select **2** if the 1099 information is correct and you are ready to output the information to the magnetic media.

Output 1099 Forms to Magnetic Media Screen

Output 1099 Forms to Magnetic Media	
1. Edit Intermediate File	
2. Output 1099s to Magnetic Media	
■	
Company H	
Verify	

EDITING THE FILE

When you select **1 Edit Intermediate File**, the Edit Intermediate File screen is displayed.

A temporary intermediate file with one record for each vendor is created. The file is arranged by vendor ID, and you must edit the records in that order.

You can edit: recipient ID, company name and address, account number, second TIN notification flag, name control code, type of TIN number flag, and the box that corresponds to the field indicator you setup for the vendor in the Vendor function on the File Maintenance menu.

You cannot change the value in box 9.

Edit Intermediate File Screen

Edit Intermediate File			
Builders Supply 1157 Valley Park Dr Shakopee MN 55379 612-496-2465		1	.00
		2	.00
		3	.00
		1 9 9 8	
469783627	124589888	4	.00
THOMPSON HEATING &		6	.00
AIR CONDITIONING	P.O. BOX 9	8	.00
MINNEAPOLIS MN 555550545		10	.00
AIR CONDITIONING		12	.00
		5	.00
		7	.00
		9	X
		11	.00
		13	.00
Name Control XXXX			
Type of TIN 1			
Account number (optional)			
Company H			

After you finish reviewing a vendor's record, use the **Proceed** command, **PgDn** or **Esc P**, to move to the next vendor. Although you can change any of the fields, you will not usually need to edit a 1099 form.

If you finish making changes before you get to the last record in the file, use the **Exit** command, **F7** or **Esc M**. The message *Save Changes?* appears. Press **Y** to save your changes or **N** to cancel your changes.

After you respond to the *Save Changes?* prompt or use the **Proceed** command, **PgDn** or **Esc P**, to save the last record in the file, the Output 1099 Forms to Magnetic Media screen reappears.

OUTPUTTING 1099S TO MAGNETIC MEDIA

You can select whether to edit the file again or output the edited file to magnetic media.

Output 1099 Forms to Magnetic Media

Output 1099 Forms to Magnetic Media

1. Edit Intermediate File
2. Output 1099s to Magnetic Media

2

Verification Press <PgDn> to proceed

F1=Help F2= F3= F4=Othr F5=Aban F6= F7=Exit F8=List

To transfer the file to a diskette, select **2. Output 1099s to Magnetic Media**.

Output 1099 Forms to Magnetic Media Screen

Output 1099 Forms to Magnetic Media

Insert a blank DOS formatted diskette in the output drive.

Print audit YES

Output Drive ID A:\

Verification Press <PgDn> to proceed

F1=Help F2= F3= F4=Othr F5=Aban F6= F7=Exit F8=List

On a **DOS** based operating system the screen shown above displays:

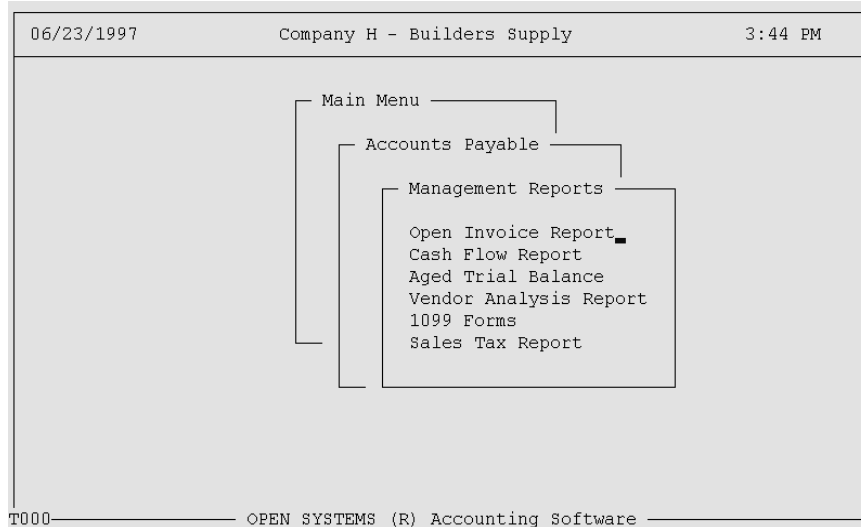
1. Insert a blank 3.5 inch or 5.25 inch DOS formatted diskette in the drive.
2. Select **YES** to produce an audit log of the information written to the diskette.

If you are using a **XENIX** or **UNIX** operating system, the IRSTAX file must be ported to DOS before you can submit it to the IRS. The government does not accept tar formatted media. You can use the **dosecp** command to port the file.

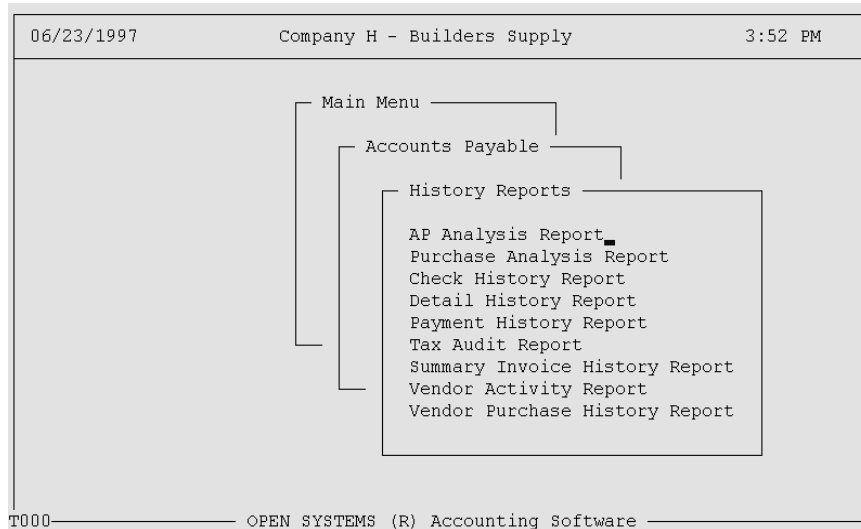
REPORTS

Reports for Accounts Payable information are organized on two menus:

Management Report Menu



History Reports Menu Screen

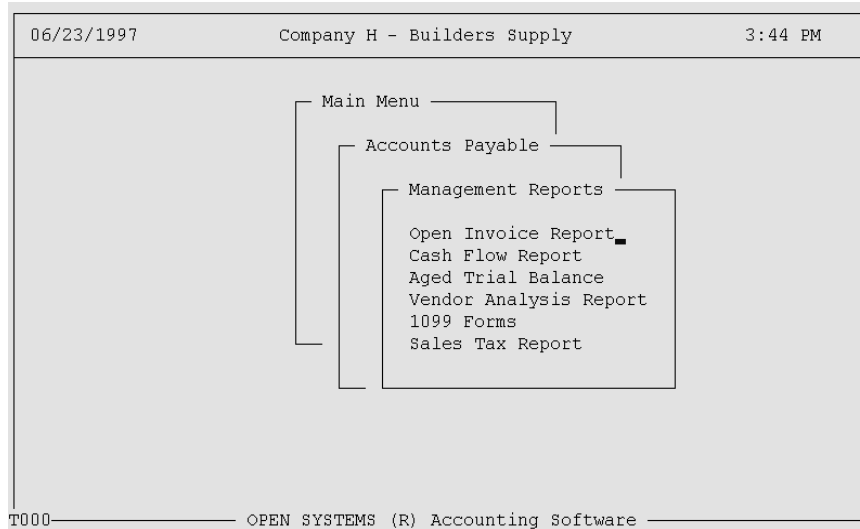


Management Reports

Use the functions on the Management Reports menu to print the following reports:

- Open Invoice Report shows the open invoices.
- Cash Flow Report shows the projected cash flow for three aging dates.
- Aged Trial Balance shows open invoices aged by five date selections.
- Vendor Analysis Report shows the balances for vendors.
- 1099 Forms, a 1099 worksheet, or to prepare 1099 magnetic media.
- Sales Tax Report shows the sales and use taxes paid to each tax location.

Management Report Menu



Printing The Open Invoice Report

The Open Invoice Report shows the invoices for the due date and vendors you specify. Miscellaneous debits and prepaids are included on the report regardless of the due dates.

Refer to the Pay Invoices section of this manual for detailed instructions beginning on page 7 on using the Open Invoice List Selection screen.

Open Invoice Report Selection Screen

```
Open Invoice Report

Pick Vendor ID From ACE001
                      Thru PLA001

Pick Invoices Due 06/23/1997

Take Discounts Due 06/23/1997

Print:
1. Released Invoices
2. Held Invoices
3. Temporary Hold Invoices
4. All Unpaid Invoices
5. Prepaid Invoices
6. Paid Invoices
7. All Invoices
7

Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd
```


Open Invoice Report

06/24/1997 3:34 PM		Builders Supply Open Invoice Report All Invoices Due as of 06/23/1997 Paid							Page 1		
Vendor ID	Vendor Name	Check Number	PO Number	Invoice Number	St	1099	Invoice Date	Due Date	Invoice Amt.	Discount Amt.	Amount Paid

ACE001	ACE PLUMBING SUPPLY COMPANY	0273360		30072	P	N	11/04/1995	07/05/1997	8000.00	80.00	7920.00
		0273360		30072	P	N	11/04/1995	09/30/1997	106060.18	1060.60	104999.58

Vendor	ACE001 Current Balance	296080.66	VENDOR TOTAL						114060.18	1140.60	112919.58
BOR001	BORIS CONSTRUCTION COMPANY	0078988	55343	1001	P	N	06/20/1997	06/20/1997	24000.00	.00	24000.00
Vendor	BOR001 Current Balance	121673.31	VENDOR TOTAL						24000.00	.00	24000.00
EDD001	EDDY APPLIANCE CO.	Cash		876920	P	N	12/07/1995	12/17/1995	40232.30-	.00	40232.30-
Vendor	EDD001 Current Balance	2869.90	VENDOR TOTAL						40232.30-	.00	40232.30-

TOTAL									97827.88	1140.60	96687.28
06/24/1997 3:34 PM		Builders Supply Open Invoice Report All Invoices Due as of 06/23/1997							Page 2		
Vendor ID	Vendor Name		PO Number	Invoice Number	St	1099	Invoice Date	Due Date	Invoice Amt.	Discount Amt.	Amount Paid

ACE001	ACE PLUMBING SUPPLY COMPANY			24920	H	N	08/12/1995	08/22/1995	71406.90	.00	71406.90
				30896	N		12/21/1995	12/31/1995	16397.77	.00	16397.77
				30901	N		12/21/1995	12/31/1995	1923.96-	.00	1923.96-
			00000036	46017	N		12/21/1995	12/21/1995	3380.61-	.00	3380.61-
			00000043	pdlinv	N		01/20/1995	01/30/1995	361.98	.00	361.98

Vendor	ACE001 Current Balance	296080.66	VENDOR TOTAL						82862.08	.00	82862.08
ATT001	ATLANTIS TELEPHONE CO.			1712508	N		11/15/1995	11/25/1995	212.00	.00	212.00
				1712693	N		12/15/1995	12/25/1995	212.00	.00	212.00
			00000044	pd2inv	N		02/20/1995	03/02/1995	723.96	.00	723.96

Vendor	ATT001 Current Balance	1147.96	VENDOR TOTAL						1147.96	.00	1147.96
BOR001	BORIS CONSTRUCTION COMPANY			1208	N		11/17/1995	12/17/1995	17080.84	.00	17080.84
			00000039	I-39	N		05/06/1995	06/05/1995	24049.55	.00	24049.55
			00000045	pd3inv	N		03/20/1995	04/19/1995	1085.94	.00	1085.94
Vendor	BOR001 Current Balance	121673.31	VENDOR TOTAL						42216.33	.00	42216.33

TOTAL									512221.84	33.79-	512255.63
GRAND TOTAL									610049.72	1106.81	608942.91
=====											
End of Report											

Printing The Cash Flow Report

The Cash Flow Report shows the amount of cash needed to pay invoices for three aging periods that you specify. This information assists in projecting the cash position of the company and making sound payment decisions.

For detailed instructions on using the Cash Flow Report Selection screen refer to page 7 in the Pay Invoices section of this manual.

Cash Flow Report Selection Screen

Cash Flow Report	
Pick Vendor ID From ACE001 Thru PLA001	Print: 1. Released Invoices 2. Held Invoices 3. Temporary Hold Invoices 4. All Invoices 4
Enter Three Dates in increasing order for Aging Periods 06/23/1997 07/01/1997 07/15/1997	Display: Gross Due YES Discounts YES
Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd	

Cash Flow Report

06/24/1997 3:39 PM				Builders Supply Cash Flow Report All Invoices				Page 1	
Vendor Vendor Name									
Inv. No.	St.	Inv. Date	Due Date	06/23/1997	07/01/1997	07/15/1997	Beyond	Total	

ACE001 ACE PLUMBING SUPPLY COMPANY									
24920	H	08/12/1995	08/22/1995	Gross Due	71406.90				71406.90
				Discount	714.07				714.07
30820	H	12/09/1995	07/10/1997	Gross Due		10000.00			10000.00
				Discount		100.00			100.00
30820	H	12/09/1995	09/15/1997	Gross Due			202077.98		202077.98
				Discount			2020.78		2020.78
30896		12/21/1995	12/31/1995	Gross Due	16397.77				16397.77
				Discount	163.98				163.98
30901		12/21/1995	12/31/1995	Gross Due	1923.96-				1923.96-
				Discount	19.24-				19.24-
46017		12/21/1995	12/21/1995	Gross Due	3380.61-				3380.61-
				Discount	.00				.00
pd1inv		01/20/1995	01/30/1995	Gross Due	361.98				361.98
				Discount	3.62				3.62

			VENDOR TOTAL	GROSS DUE	82862.08	.00	10000.00	202077.98	294940.06
			VENDOR TOTAL	DISCOUNT	862.43	.00	100.00	2020.78	2983.21

ATT001 ATLANTIS TELEPHONE CO.									
1712508		11/15/1995	11/25/1995	Gross Due	212.00				212.00
				Discount	.00				.00
1712693		12/15/1995	12/25/1995	Gross Due	212.00				212.00
				Discount	.00				.00
pd2inv		02/20/1995	03/02/1995	Gross Due	723.96				723.96
				Discount	.00				.00

			VENDOR TOTAL	GROSS DUE	1147.96	.00	.00	.00	1147.96
			VENDOR TOTAL	DISCOUNT	.00	.00	.00	.00	.00

BOR001 BORIS CONSTRUCTION COMPANY									
1001		06/20/1997	06/25/1997	Gross Due		79456.98			79456.98
				Discount		5172.85			5172.85
1208		11/17/1995	12/17/1995	Gross Due	17080.84				17080.84
				Discount	.00				.00
I-39		05/06/1995	06/05/1995	Gross Due	24049.55				24049.55
				Discount	.00				.00
pd3inv		03/20/1995	04/19/1995	Gross Due	1085.94				1085.94
				Discount	.00				.00

			VENDOR TOTAL	GROSS DUE	42216.33	79456.98	.00	.00	121673.31
			VENDOR TOTAL	DISCOUNT	.00	5172.85	.00	.00	5172.85

=====									
			GRAND TOTAL	GROSS DUE	512221.84	79456.98	10000.00	202077.98	803756.80
			GRAND TOTAL	DISCOUNT	7148.37	5172.85	100.00	2020.78	14442.00

End of Report									

Printing The Aged Trial Balance

The Aged Trial Balance shows the open invoice balances broken down into five aging periods that you define. You also select whether:

- to age invoices by the invoice date or the invoice due date
- to include zero balance vendors in the report
- to include only past due vendors in the report
- to include only paid invoices in the report.

Information included in this report is stored in the Vendor, APVExxx, and Open Invoice, APINxxx, files.

Aged Trial Balance Selection Screen

Aged Trial Balance			
Pick Vendor ID	From ACE001	Age By:	
	Thru PLA001	1. Invoice Date	
Vendor Class	From	2. Invoice Due Date	
	Thru	1	
Vendor Priority	From		
	Thru	Print By:	
Distribution Code	From	1. Vendor ID	
	Thru	2. Vendor Name	
		3. Vendor Class	
Aging Date	06/23/1996	4. Vendor Priority	
Cutoff Date	06/23/1996	5. Distribution Code	
		1	
Aging Breaks:	Days	Date	
Current	---	06/23/1996	Zero Balance Vendors? NO
Past Due 1	30	05/24/1996	Past Due Vendors Only? NO
Past Due 2	60	04/24/1996	Full Detail? YES
Past Due 3	90	03/25/1996	Print Page Breaks? NO
Past Due 4	120	02/24/1996	Print Invoice Totals? YES
			Print Paid Invoices? NO
Output device - (P)rinter p(R)evue (F)ile (S)creen (■)nd			

To print this report, make the following selections:

Selection	Description
Pick	
Vendor ID From/Thru	Enter the range of vendor IDs to include in the report. The Inquiry command, F2 or Esc W , is available to select the vendor IDs from a list.
Vendor Class From/Thru	Enter a range of the vendor classes assigned to the vendors to include in the report
Vendor Priority From/Thru	Enter a range of the vendor priorities assigned to the vendors you want to include in the report.
Distribution Code From/Thru	Enter a range of the distribution codes assigned to the vendors to include on the report. The Inquiry command, F2 or Esc W , is available to select the distribution codes from a list. NOTE: When you leave the From/Thru fields blank for a pick, all of the possible selections for that pick are included in the report.
Aging Date	Enter the date the system should use to age the open invoices.
Cutoff Date	The date entered here determines which invoices and payments appear on the report. Invoices dated <i>ON</i> or <i>BEFORE</i> the date entered here are included in the report. Payments <i>ON</i> or <i>BEFORE</i> the date entered here are included in the report when YES is selected for Print Paid Invoices? Payments dated <i>AFTER</i> the date entered here are not included in the report if NO is selected for Print Paid Invoices .
Aging Breaks:	The dates displayed in these fields are based on default aging periods of 30 days and the date entered for the Cutoff Date . Press Enter to accept the defaults. You can change the defaulted dates. Enter the number of days for the aging period in the Days column. The Date column is calculated based on the number entered in the Days column.
Age By:	
1. Invoice Date	This selection uses the date of the invoice to ages the open invoices.
2. Invoice Due Date	This selection uses the due date calculated for the invoice to age the open invoices.
Print By:	The selection you enter here determines the order that open invoices are subtotaled, sorted, and listed in the report.

Selection	Description
Zero Balance Vendors?	Select YES if you want vendors with a zero balance included in the report; otherwise, select NO .
Past Due Vendors Only?	Select YES if you only want vendors with past due balances included in the report; otherwise, select NO .
Full Detail?	Select YES if you want the individual open invoices for each vendor included in the report; otherwise, select NO to have the total of the open invoices for each vendor listed on the report..

Aged Trial Balance Selection Screen

Aged Trial Balance			
Pick Vendor ID	From ACE001	Age By:	
	Thru PLA001	1. Invoice Date	
Vendor Class	From	2. Invoice Due Date	
	Thru	1	
Vendor Priority	From		
	Thru	Print By:	
Distribution Code	From	1. Vendor ID	
	Thru	2. Vendor Name	
		3. Vendor Class	
Aging Date	06/23/1996	4. Vendor Priority	
Cutoff Date	06/23/1996	5. Distribution Code	
		1	
Aging Breaks:	Days Date		
Current	--- 06/23/1996	Zero Balance Vendors?	NO
Past Due 1	30 05/24/1996	Past Due Vendors Only?	NO
Past Due 2	60 04/24/1996	Full Detail?	YES
Past Due 3	90 03/25/1996	Print Page Breaks?	NO
Past Due 4	120 02/24/1996	Print Invoice Totals?	YES
		Print Paid Invoices?	NO
Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd			

Selection**Description****Print Page Breaks?**

If you selected to **Print By: 3-Vendor Class, 4-Vendor Priority, or 5-Distribution Code**, select **YES** to produce a page break each time the vendor class, vendor priority, or distribution code changes; other wise select **NO**.

Print Invoice Totals?

When you select **YES** for **Full Detail?** you can access this selection.

If you have divided an invoice into multiple payments or you use the same invoice number for all purchases from a vendor, select **YES** to have multiple entries for the same invoice number totaled on the report.

Otherwise, select **NO** and multiple entries for the same invoice number are listed, but not totaled.

Print Paid Invoices?

Select **YES** if you want to include paid invoices dated **ON** or **BEFORE** the **Cutoff Date** in this report.

When **NO** is selected, the system checks the date of the payment against the **Cutoff Date**. If the payment date is **AFTER** the **Cutoff Date**, the invoice is included in the report, but the payment is not.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Aged Trial Balance

06/23/1996 3:46 PM		Builders Supply Detail Aged Trial Balance Aged By Invoice Date Sorted By Vendor ID						Page	1
Invoice	St.	Inv. Date	Amount	Current	31-60	61-90	91-120	Over 120	Future

ACE001	ACE	PLUMBING SUPPLY COMPANY	(309)	555-5321	Class PROD	Distribution 01	Vendor Priority 0		
24920	H	08/12/1995	71406.90					71406.90	
30072	Z	11/04/1995	8000.00					8000.00	
30072	Z	11/04/1995	106060.18					106060.18	
30072	TOTAL		114060.18	.00	.00	.00	.00	114060.18	.00
30820	H	12/09/1995	10000.00					10000.00	
30820	H	12/09/1995	202077.98					202077.98	
30820	TOTAL		212077.98	.00	.00	.00	.00	212077.98	.00
30896	Z	12/21/1995	16397.77					16397.77	
30901	Z	12/21/1995	1923.96-					1923.96-	
46017	Z	12/21/1995	3380.61-					3380.61-	
pd1inv	Z	01/20/1995	361.98					361.98	
VENDOR ACE001 TOTAL			409000.24	.00	.00	.00	.00	409000.24	.00

ATT001	ATLANTIS	TELEPHONE CO.	(800)	458-8585	Class UTIL	Distribution 01	Vendor Priority 1		
1712508	Z	11/15/1995	212.00					212.00	
1712693	Z	12/15/1995	212.00					212.00	
pd2inv	Z	02/20/1995	723.96					723.96	
VENDOR ATT001 TOTAL			1147.96	.00	.00	.00	.00	1147.96	.00

BOR001	BORIS	CONSTRUCTION COMPANY	(612)	458-2423	Class PROD	Distribution 01	Vendor Priority 0		
1208	T	11/17/1995	17080.84					17080.84	
I-39	T	05/06/1995	24049.55					24049.55	
pd3inv	T	03/20/1995	1085.94					1085.94	
VENDOR BOR001 TOTAL			42216.33	.00	.00	.00	.00	42216.33	.00

CLE001	CLEVELAND	INTERIORS, INC.	(800)	846-0333	Class PROD	Distribution 01	Vendor Priority 0		
3711	Z	10/05/1995	61200.00					61200.00	
3711	Z	10/05/1995	111413.26					111413.26	
3711	TOTAL		172613.26	.00	.00	.00	.00	172613.26	.00
3855	H	12/11/1995	27295.48					27295.48	
4100	Z	12/21/1995	10355.79-					10355.79-	
klw40i	Z	05/08/1995	52909.00					52909.00	
pd4inv	Z	04/20/1995	1447.92					1447.92	
VENDOR CLE001 TOTAL			243909.87	.00	.00	.00	.00	243909.87	.00

EDD001	EDDY	APPLIANCE CO.	(219)	459-8721	Class PROD	Distribution 01	Vendor Priority 0		
876447	Z	11/15/1995	1060.00					1060.00	
pd5inv	Z	05/20/1995	1809.90					1809.90	
VENDOR EDD001 TOTAL			2869.90	.00	.00	.00	.00	2869.90	.00

* * * * *									

PLA001	PLASTICS & METAL	FABRICATORS	(102)	789-8899	Class PROD	Distribution 01	Vendor Priority 0		
7475417	H	12/05/1995	18208.15					18208.15	
GRAND TOTAL			840049.69	.00	.00	.00	.00	840049.69	.00
=====									
End of Report									

Codes listed in the St. (Status) Column

Z = Paid Invoice

P = Prepaid

H = Hold

T = Temporary Hold

Blank = Released

Using the *Print Paid Invoices?* Field

Since paid invoices remain in the Open Invoice file, APINxxx, until you purge them using the Purge Selected Files function on the AP File Maintenance menu,⁵⁶ paid invoices and payments can be included on the Aged Trial Balance report.

Aged Trial Balance Selection Screen

Aged Trial Balance			
Pick Vendor ID	From ACE001	Age By:	
	Thru PLA001	1. Invoice Date	
Vendor Class	From	2. Invoice Due Date	
	Thru	1	
Vendor Priority	From	Print By:	
	Thru	1. Vendor ID	
Distribution Code	From	2. Vendor Name	
	Thru	3. Vendor Class	
Aging Date	06/23/1996	4. Vendor Priority	
Cutoff Date	06/23/1996	5. Distribution Code	
		1	
Aging Breaks:	Days	Date	
Current	---	06/23/1996	Zero Balance Vendors? NO
Past Due 1	30	05/24/1996	Past Due Vendors Only? NO
Past Due 2	60	04/24/1996	Full Detail? YES
Past Due 3	90	03/25/1996	Print Page Breaks? NO
Past Due 4	120	02/24/1996	Print Invoice Totals? YES
			Print Paid Invoices? NO
Output device - (P)rinter p(R)ewiew (F)ile (S)creen (■)nd			

WHEN YES IS SELECTED FOR *PRINT PAID INVOICES?*

The system looks at *all* invoices--both paid and unpaid--in the Open Invoice file that are dated *ON* or *BEFORE* the **Cutoff Date**.

WHEN NO IS SELECTED FOR *PRINT PAID INVOICES?*

The system checks the payment date against the **Cutoff Date**. If the payment date is *AFTER* the **Cutoff Date**, then the invoice paid is included in the report, but the payment is not.

⁵⁶ Refer to the Periodic Maintenance section of this manual for detailed instructions on using the Purge Selected Files function on page 7.

SOME EXAMPLES:

The following examples illustrate how the value selected for *Print Paid Invoices?* works with the other selections on the Aged Trial Balance Selection screen to determine which invoices and payments are included on the Aged Trial Balance report.

This table represents the information stored in the Open Invoice file, APINxxx, used for the examples. The letters in () are used to show what information prints on the Aged Trial Balance Report.

Invoice Date	Amount	Payment Date
4/30	\$100 (a)	5/15 (b)
5/10	\$150 (c)	5/20 (d)
5/25	\$200 (e)	Unpaid
5/30	\$100 (f)	6/10 (g)
6/05	\$100 (h)	Unpaid

Selections Used for the Examples:

- **Aging Date** 4/01
- **Age By** – 1. Invoice Date

The table below summarizes the selections made for the **Cutoff Date** and **Aging Date** and what information is included on the Aged Trial Balance Report for examples below.

Remember that:

- the **Cutoff Date** determines *what* shows on the report.
- the **Aging Date** determines *which aging column* the information prints in on the report.

<i>Print Paid Invoices?</i> = YES		<i>Print Paid Invoices?</i> = NO	
Cutoff Date Used	Information Printed	Cutoff Date Used	Items Printed
Example 1: 4/30	(a) printed	4/30	(a) printed
Example 2: 5/18	(a) and (c) printed	5/18	(c) printed
Example 3: 5/20	(a) and (c) printed	5/20	None printed
Example 4: 5/31	(a), (c), (e), & (f) printed	5/31	(e) & (f) printed

Example Explanations**Example 1:**

The reason (a) prints on the report when *Print Paid Invoices?* = **YES**, is because the Invoice Date is *ON* the **Cutoff Date** and all other Invoice Dates are *AFTER* the **Cutoff Date**.

The reason (a) still prints when *Print Paid Invoices?* = **NO**, is because the payment was made on 5/15 which is *AFTER* the **Cutoff Date** of 4/30.

So, on 4/30 that invoice had not yet been paid and should show on the report. (If the report had actually been printed on 4/30, the payment would not have been processed yet.)

Example 2:

When *Print Paid Invoices?* = **YES**, (a) and (c) print because they are the only two invoices with Invoice Dates *ON* or *BEFORE* the **Cutoff Date** of 5/18.

When *Print Paid Invoices?* = **NO**, only (c) prints because the Payment Date for (a) is *BEFORE* the **Cutoff Date**, but (c) has a Payment Date that is *AFTER* the **Cutoff Date** and so had not been paid as of 5/18.

Example 3:

When *Print Paid Invoices?* = **YES**, (a) and (c) print because they are the only two invoices with Invoice Dates *ON* or *BEFORE* the **Cutoff Date** of 5/20.

When *Print Paid Invoices?* = **NO**, however, no invoices print because the Payment Dates of (a) and (c) are *ON* or *BEFORE* the **Cutoff Date** and so were paid by 5/20.

Example 4:

When *Print Paid Invoices?* = **YES**, (a), (c), (e), and (f) are printed because they are the invoices with Invoice Dates *ON* or *BEFORE* the **Cutoff Date** of 5/31.

When *Print Paid Invoices?* = **NO**, only (e) and (f) print because the Payment Dates for (a) and (c) are *ON* or *BEFORE* the **Cutoff Date** and so were paid by 5/31.

However, (e) has not been paid and the Payment Date for (f) is *AFTER* the **Cutoff Date**, so both of these invoices were unpaid as of 5/31.

Printing The Vendor Analysis Report

This report summarizes the purchasing activity for the vendors you specify. It can help you analyze your relationship with vendors. Print the Vendor Analysis Report *before* you perform periodic processing.

Detail information on using the Vendor Analysis Report Selection screen begins on page 7 in the Periodic Processing section of this manual.

Vendor Analysis Report Selection Screen

Vendor Analysis Report	
Pick Vendor ID From ACE001 Thru PLA001	
Select:	
Period to Date History	YES
Quarter to Date History	YES
Year to Date History	YES
Last Year History	YES
Print Addresses?	NO
Output device - (P)rinter p(R)ewiew (F)ile (S)creen (■)nd	

Vendor Analysis Report

06/23/1997 3:39 PM		Builders Supply Vendor Analysis Report						Page	2
Vendor ID Phone Fax	Vendor Name Address	---Terms--- % Days	Balance Due Prepaid	Last Purch. Last Paymnt.		Purchases	Payments	Disc. Taken	
LUM001 (715) 555-2300 (715) 555-8665	LUMMOX HEATING & AIR COND	0.0 30	.00 .00	10/20/1995 PTD 07/31/1997 QTD		3706.82 3706.82 3706.82	3706.82 3706.82 3706.82	.00 .00 .00	
				YTD L/Y		.00 .00	.00 .00	.00 .00	
MIL001 (800) 322-5456 (800) 322-8789	MILLWORK LUMBER & CABINET	2.0 10	.00 .00	12/21/1995 PTD 07/31/1997 QTD		16108.15 16108.15 27311.29	16108.15 16108.15 59246.80	.00 .00 .00	
				YTD L/Y		599601.55 564384.20	564384.20	.00 3281.84	
MIN001 (456) 558-5121 (456) 558-7898	MINNEAPOLIS WATER DEPARTM	0.0 10	53.00 .00	12/15/1995 PTD 07/31/1997 QTD		53.00 159.00 583.00	53.00 159.00 530.00	.00 .00 .00	
				YTD L/Y		159.00 159.00	159.00	.00 .00	
PLA001 (102) 789-8899 (102) 789-8898	PLASTICS & METAL FABRICAT	2.0 10	18208.15 .00	12/05/1995 PTD 12/27/1994 QTD		18208.15 18208.15 18208.15	.00 .00 .00	.00 .00 .00	
				YTD L/Y		505797.65 500892.64	500892.64	.00 4905.01	
		TOTAL	450714.82 .00	PTD QTD YTD L/Y		447983.61 832032.78 2248979.68 2868596.23	449729.26 584904.19 2065366.00 2579519.12	1140.60 1140.60 4403.66 17572.31	
End of Report									

Printing 1099 Forms

The 1099 form summarizes payments made to a vendor for the calendar year. Use the 1099 Forms function to print 1099-MISC forms, produce magnetic media, or print a worksheet that lists the 1099 vendors.

For detailed instructions on how to set up 1099 vendors and use the 1099 Forms Selection screen, refer to page 7 in the Periodic Processing section of this manual.

1099 Forms Selection Screen

1099 Forms	
Pick Vendor ID From	
Thru	
Field Indicator From 1	
Thru 9	
Print Type:	Print Using:
1. Standard Forms	1. Current Year 1099 Payments
2. Laser Forms	2. Last Year 1099 Payments
3. Magnetic Media	1
4. Worksheet	
4	
Federal Tax ID	469-78-3627
Payer's State Number	MN 12-723422
Output device - (P)rinter p(R)evue (F)ile (M)nd	

1099 Worksheet

12/27/1998	Builders Supply	Page	1
2:43 PM	1099 Worksheet		
Vendor Vendor	Form Recipient	Field	YTD 1099
ID Name	Code ID	Indicator	Payments

THO001 THOMPSON HEATING &	B 12-4589888	9	656428.64
TIM001 TIMBERLAND WINDOWS, INC	B 78-5456788	9	125909.77

12/27/1998	Builders Supply	Page	2
	1099 Worksheet		
Totals			
Total For Box 1 - Rents			0.00
Total For Box 2 - Royalties			0.00
Total For Box 3 - Other Income			0.00
Total For Box 4 - Fed. Tax Wh.			0.00
Total For Box 5 - Fishing Boat			0.00
Total For Box 6 - Medical Pymts.			0.00
Total For Box 7 - Nonemployee			0.00
Total For Box 8 - Substitute			0.00
Total For Box 9 - Direct Sales			782,338.41
Total For Box 10 - Crop Insurance			0.00
Total For All Vendors			782,338.41
Total number of vendors	2		
End of Report			

Printing The Sales Tax Report

Print the Sales Tax Report for a record of the sales and use taxes paid to each tax location. This report must be printed *before* you use the Clear Sales Tax function. The amounts that appear in this report are removed from the Tax Location Detail file when you use the Clear Sales Tax function.

Refer to page 7 in the Periodic Processing section of this manual for complete instructions on using the Sales Tax Report Selection Screen.

Sales Tax Report Selection Screen

Sales Tax Report	
Pick Tax Authority From	Thru
Tax Location From	Thru
Print By:	
1. Tax Location	
2. Tax Authority	
2	
Print:	
Sales	NO
Purchases	YES
Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd	

Sales Tax Report

12/03/1995 Builders Supply Page 1
 11:23 AM Sales Tax Report
 By Tax Location

Tax Loc Name		Level	Tax Auth.	Tax ID	General Ledger Accounts		--- Tax on ---	
					Tax Liability	Refundable	Frnt.	Misc.
CA	California Sales Tax	1	CA	45-983459823	203800	203800	NO	NO

Tax Class	Description	Sales Tax		Taxable	Nontaxable	Tax	Calculated	Over/Short
00	Consumer Goods	4.000	Sales	15432.14	5498.65	789.21	617.29	171.92
01	Resale Sales	.000	Sales	.00	.00	.00	.00	.00
02	Exempt Sales	.000	Sales	.00	.00	.00	.00	.00
03	Ind/Agr Prod.	6.000	Sales	.00	.00	.00	.00	.00
04	Interstate Comm	8.000	Sales	.00	.00	.00	.00	.00
05	Motor Vehicles	.000	Sales	.00	.00	.00	.00	.00
06	Food Products	.000	Sales	.00	.00	.00	.00	.00
07	Clothing	.000	Sales	.00	.00	.00	.00	.00
08	Gasoline	.000	Sales	.00	.00	.00	.00	.00
09	Services	.000	Sales	.00	.00	.00	.00	.00

TOTAL FOR LOCATION CA			Sales	15432.14	5498.65	789.21	617.29	171.92

			Taxable	Nontaxable	Tax	Calculated	Over/Short
=====							
GRAND TOTAL	Sales		15432.14	5498.65	789.21	617.29	171.92

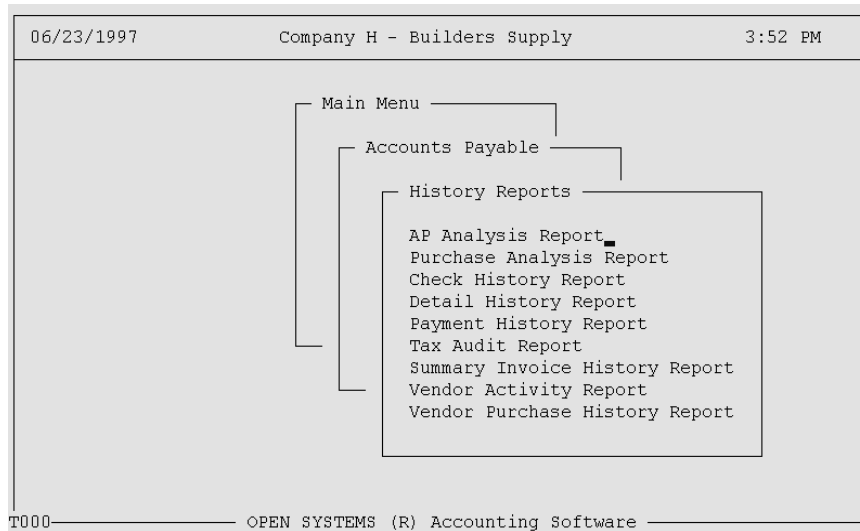
End of report

History Reports

Use the functions on the History Reports menu to print:

- the AP Analysis Report to show the status of the company's payables.
- the Purchase Analysis Report for a list of the company's purchases and the discounts taken and lost.
- the Check History Report to review summary information for printed and voided checks.
- the Detail History Report for detailed information about the company's purchasing history.
- the Payments History Report to review information about the company's payment history.
- the Tax Audit Report to list the sales and use tax breakdown by vendor, invoice number, and tax location.
- the Summary Invoice History Report for vendor and invoice summary totals.
- the Vendor Activity Report to show which vendors the company is buying from and the types of payments made.
- the Vendor Purchase History Report to review how much the company has purchased from individual vendors.

History Reports Menu Screen



Printing The AP Analysis Report

The AP Analysis Report provides an analysis of the company's payables. The information used to produce this report is stored in the Summary History file, APHSxxx, so you must select **YES** for the option *Keep Summary Purchase History?* in the Options and Interfaces function⁵⁷ to be able to produce this report.

Since the Fiscal Year/Period Table for the company, APPDxxx, is used to post information to the Summary History file, this table must be setup and then properly maintained by using the Periodic Maintenance function on the File Maintenance menu. The system reads backwards through the Summary History file to find data for the previous fiscal periods. If you didn't perform periodic maintenance for a fiscal period, the data stored in the Summary History file is inaccurate for that fiscal period.

This report compares the payables of the period specified on the AP Analysis Report Selection screen with the payables for the previous fiscal period, an average of the payables for the three previous fiscal periods, and the payables for the same fiscal period in the previous fiscal year.

The report has three sections:

- the first section shows the total purchases and the outstanding payables
- the second section shows the total payments, the amounts that were prepaid and paid on account, and the amounts that were eligible and ineligible for a discount
- the third section shows the total discounts that were available, taken, and lost.

An asterisk (*) is displayed next to a column when no summary history is available for that fiscal period, or if there is insufficient summary history for the range of periods.

⁵⁷ The Options and Interfaces function is located on the Company Setup Menu in Resource Manager. Refer to the Implementing AP section of this manual for detailed instructions on using this function.

AP Analysis Report Selection Screen

```
AP Analysis Report

Report Period  12
Fiscal Year    1999

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd
```

To print the report, make the following selections:

Selection	Description
Report Period	The current fiscal period that is stored in the Fiscal Year/Period Table for the company, APPDxxx, is displayed. Press Enter to accept it or enter a different fiscal period.
Fiscal Year	The current fiscal year that is stored in the Fiscal Year/Period Table for the company, APPDxxx, is displayed. Press Enter to accept it or enter a different fiscal year.

Select an Output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

AP Analysis Report

06/23/1997 3:53 PM			Builders Supply AP Analysis Report For Period 12/1999						Page 1		
Accounts Payable											
--- Current Period ---			3-Period Average			Prior Period			Same Period Last Year		
Amount	%Purch.		Amount	%Purch.	%Curr.	Amount	%Purch.	%Curr.	Amount	%Purch.	%Curr.

Total Purchases	113896.51	100.00	238420.38	100.00	209.33	295519.65	100.00	259.46	476020.54	100.00	417.94
Accounts Payable	113896.51	100.00	386048.70	161.92	338.95	666997.71	225.70	585.62	365099.43	76.70	320.55
Payments											
--- Current Period ---			3-Period Average			Prior Period			Same Period Last Year		
Amount	%Pymts.		Amount	%Pymts.	%Curr.	Amount	%Pymts.	%Curr.	Amount	%Pymts.	%Curr.

Total Payments	.00	.00	51434.92	100.00	.00	2067.00	100.00	.00	484253.88	100.00	.00
Paid on Account	.00	.00	51434.92	100.00	.00	2067.00	100.00	.00	484253.88	100.00	.00
Prepayments	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Eligible-Disc	.00	.00	706.67	1.37	.00	1060.00	51.28	.00	466448.82	96.32	.00
Ineligible-Disc	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Discounts											
--- Current Period ---			3-Period Average			Prior Period			Same Period Last Year		
Amount	%Avail. %Elig.		Amount	%Avail. %Elig.	%Curr.	Amount	%Avail. %Elig.	%Curr.	Amount	%Avail. %Elig.	%Curr.

Disc Available	.00	.00	14.13	100.00	.00	21.20	100.00	.00	5494.49	100.00	.00
		.00		2.00			2.00			1.18	
Disc Taken	.00	.00	.00	.00	.00	.00	.00	.00	5479.97	99.74	.00
		.00		.00			.00			1.17	
Disc Lost	.00	.00	14.13	100.00	.00	21.20	100.00	.00	14.52	.26	.00
		.00		2.00			2.00			.00	
End of Report											

Printing The Purchase Analysis Report

The Purchase Analysis Report provides an analysis of the company's purchases based on the fiscal period you specify on the Purchase Analysis Selection screen and for the previous twelve fiscal periods.

The information included in this report is stored in the Summary History file, so you must select **YES** for the option *Keep Summary Purchase History?* in the Options and Interfaces function⁵⁸ in order to produce this report.

Since the Fiscal Year/Period Table for the company, APPDxxx, is used to post information to the Summary History file, this table must be setup and then properly maintained by using the Periodic Maintenance function on the File Maintenance menu. The system reads backwards through the Summary History file to find data for the previous fiscal periods. If you didn't perform periodic maintenance for a fiscal period, the data stored in the Summary History file is inaccurate for that fiscal period.

The report has two parts:

- the first part shows the current and previous fiscal year's purchases and discounts taken and lost for the fiscal period selected, the quarter, and year.
- the second part of the report shows the purchases and discounts taken and lost for the selected fiscal period and the previous 12 fiscal periods.

If there is insufficient summary history for the range of fiscal periods needed to produce the report, a warning message is displayed on the Purchase Analysis Report Selection screen when the fiscal period and year are selected for the report. When the report is printed, an asterisk (*) is printed next to a column when no summary history is available for that fiscal period, or if there is insufficient summary history for the range of fiscal periods.

Purchases Analysis Report Selection Screen With Warning

The screenshot shows a window titled "Purchase Analysis Report". Inside, the "Report Period" is set to "12" and the "Fiscal Year" is set to "1999". At the bottom, a "Message" box displays the warning: "Warning: Summary history not available for all comparisons."

⁵⁸ The Options and Interfaces function is located on the Company Setup Menu in Resource Manager. Refer to the Implementing AP section of this manual for detailed instructions on using this function.

Purchase Analysis Report Selection Screen

Purchase Analysis Report

Report Period 12
Fiscal Year 1999

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

To produce the report, make the following selections:

Selection	Description
Report Period	The current fiscal period stored in the Fiscal Year/Period Table for the company, APPDxxx, is displayed. Press Enter to accept it or enter a different fiscal period.
Fiscal Year	The current fiscal year stored in the Fiscal Year/Period Table for the company, APPDxxx, is displayed. Press Enter to accept it or enter a different fiscal year.

Select an output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Purchase Analysis Report

06/23/1998 3:54 PM	Builders Supply Purchase Analysis Report For Period 12/1999					Page 1
Current Year			Last Year			
Current Period	Quarter-to-Date	Year-to-Date	Current Period	Quarter-to-Date	Year-to-Date	
Purchases	113896.51	715261.14	2918470.35	476020.54	907971.50	3439231.76 *
Discounts Taken	.00	.00	6978.52	5479.97	5479.97	25414.12 *
Discounts Lost	.00	42.40	23971.03	14.52	388.76	388.76 *
12-Month Trend						
Purchases		Discounts Taken		Discounts Lost		
Amount	%Curr.	Amount	%Curr.	Amount	%Curr.	
Current Period	113896.51	100.00	.00	.00	.00	
Back 1 Period	295519.65	259.46	.00	.00	21.20	.00
Back 2 Periods	305844.98	268.53	.00	.00	21.20	.00
Back 3 Periods	155495.57	136.52	.00	.00	.00	.00
Back 4 Periods	75309.75	66.12	.00	.00	.00	.00
Back 5 Periods	3540.87	3.11	3897.96	.00	14173.43	.00
Back 6 Periods	268694.57	235.91	.00	.00	5158.99	.00
Back 7 Periods	14735.32	12.94	.00	.00	4961.13	.00
Back 8 Periods	746079.05	655.05	277.74	.00	5097.36	.00
Back 9 Periods	594504.15	521.97	802.82	.00	2854.72	.00
Back 10 Periods	306499.00	269.10	.00	.00	312.24	.00
Back 11 Periods	67821.57	59.55	2000.00	.00	1688.74	.00
Back 12 Periods	476020.54	417.94	5479.97	.00	14.52	.00
End of Report						

Printing The Check History Report

This report provides summary information for checks printed and voided in Accounts Payable. The Check History file, APHCxxx, stores the information printed on the report. Therefore, the option *Do you want to keep check history?* must be set to **YES** in order to print this report⁵⁹.

The report includes the following information for each check listed:

- check number
- check date
- whether the check has been voided
- vendor
- pay-to name
- the GL Account number for the cash account credited for the check amount
- whether the check was a prepayment or paid a released invoice
- the check amount

If there is a gap in the check number sequence, an asterisk (*) is placed by the check number out of sequence.

Check History Report Selection Screen

Check History Report

Pick Check No From
 Thru

 Date From
 Thru

 Vendor ID From
 Thru

 GL Account From
 Thru

Print By:

1. GL Account
2. Check Number
3. Vendor ID

1

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)nd

⁵⁹ Option settings are selected using the Options and Interfaces function on the Company Setup Menu in Resource Manager.

Make the following selections to print the report.

Selection	Description
Pick	
Check No From/Thru	Enter the range of check numbers you want included in the report. The Inquiry command, F2 or Esc W , is available to select the check numbers from a list of the checks stored in the Check History file. Leave the From/Thru fields blank to include all of the check numbers stored in the Check History file in the report
Date From/Thru	Enter a range of dates for checks that you want to include in the report.
Vendor ID From/Thru	Enter a range of vendor IDs for the checks that you want to print on the report.
GL Account From/Thru	Enter the range of GL account numbers for the cash accounts to produce a list of the checks issued in Accounts Payable for each of the cash accounts in the range.

Print By:

- | | |
|-----------------|---|
| 1. GL Account | Select 1 to group the checks by the GL account for the cash account they were drawn on and list them in the GL account number order. This sort produces subtotals for each GL account number included in the report. |
| 2. Check Number | Select 2 to list the checks included on the report in check number order. |
| 3. Vendor ID | Select 3 to group the checks by the ID of the vendor they were issued to and list the vendors in vendor ID order. This sort produces subtotals for each vendor ID included in the report. |

Select an output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Check History Report

06/23/1997		Builders Supply					
Page 1		Check History Report					
3:54 PM		Printed by GL Account					
Check No.	Check Date	Void?	Vendor	Pay-to Name	GL Account	Check Type	Check Amt.
0078988	06/20/1997	NO	BOR001	BORIS CONSTRUCTION COMPANY	100000	Prepaid	24000.00
0078989	07/31/1997	NO	ACE001	ACE PLUMBING SUPPLY COMPANY	100000	Released	11455.18
0078990	07/31/1997	NO	ATT001	ATLANTIS TELEPHONE CO.	100000	Released	1147.96
0078991	07/31/1997	YES	BOR001	BORIS CONSTRUCTION COMPANY	100000	Released	121673.31
0078992	07/31/1997	NO	CLE001	CLEVELAND INTERIORS, INC.	100000	Released	214924.70
0078993	07/31/1997	NO	EDD001	EDDY APPLIANCE CO.	100000	Released	2869.90
0078994	07/31/1997	NO	ELL001	ELLIS ELECTRICAL SUPPLY	100000	Released	79434.95
0078995	07/31/1997	NO	HEN001	HENNEPIN MUNICIPAL UTILITIES	100000	Released	3593.87
0078996	07/31/1997	NO	JOH001	JOHNSON DOOR COMPANY, INC.	100000	Released	19747.45
0078997	07/31/1997	NO	LUM001	LUMMOX HEATING & AIR CONDITION	100000	Released	3706.82
0078998	07/31/1997	NO	MIL001	MILLWORK LUMBER & CABINETS	100000	Released	16108.15
0078999	07/31/1997	NO	MIN001	MINNEAPOLIS WATER DEPARTMENT	100000	Released	53.00
0079000	07/31/1997	NO	TEL001	TELL & JACOBY	100000	Released	212.00
0079001	07/31/1997	NO	THO001	THOMPSON HEATING &	100000	Released	164361.49
0079002	07/31/1997	NO	TIM001	TIMBERLAND WINDOWS, INC	100000	Released	9455.80
0273360	06/23/1997	NO	ACE001	ACE PLUMBING SUPPLY COMPANY	100000	Prepaid	112919.58
Total for GL Account 100000							785664.16
GRAND TOTAL							785664.16
* Gap in sequence							

Printing A Detail History Report

Use this report to review the purchases, returns, miscellaneous debits and material requisition transactions for the company. The report can be printed in a detail or summary format. When printed in detail, the report lists the individual line-items for each invoice included on the report. The summary format only prints totals for the selected sort.

Since the information included in this report is stored in the Detail History file, APHIxxx, **YES** must be selected for the option, *Keep Detail Purchase History?*.⁶⁰

If you selected **YES** for the options *Use additional descriptions?* and *Keep additional description in history?*, you can elect to include the additional description history information in the report.

Detail History Report Selection Screen

Detail History Report			
Pick Vendor ID	From ACE001	Location ID	From
	Thru ACE001		Thru
Invoice No	From	Job ID	From
	Thru		Thru
Date	From 06/30/1994	GL Account	From
	Thru 06/30/1997		Thru
Item ID	From	GL Period	From
	Thru		Thru
Print By:	1. Vendor ID	Print Type:	Print For:
	2. Invoice No	1. Detail	1. Base Units
	3. Item ID	2. Summary	2. Purchase Units
	4. Location ID	1	1
	5. Job ID		
	6. GL Account	Print Additional Descriptions?	YES
	7. GL Period		
	8. PO Number		
	1		
Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd			

⁶⁰ Use the Options and Interfaces function on the Company Setup Menu in Resource Manager to select settings for options.

Detail History Report Selection Screen

Detail History Report			
Pick Vendor ID	From ACE001	Location ID	From
	Thru ACE001		Thru
Invoice No	From	Job ID	From
	Thru		Thru
Date	From 06/30/1994	GL Account	From
	Thru 06/30/1997		Thru
Item ID	From	GL Period	From
	Thru		Thru
Print By:	1. Vendor ID	Print Type:	Print For:
	2. Invoice No	1. Detail	1. Base Units
	3. Item ID	2. Summary	2. Purchase Units
	4. Location ID	1	1
	5. Job ID		
	6. GL Account	Print Additional Descriptions?	YES
	7. GL Period		
	8. PO Number		
	1		
Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd			

Make the following selections for the report:

Selection**Description**

Pick

Vendor ID From/Thru

Enter the range of vendor IDs for the transactions you want to include in the report.

The **Inquiry** command, **F2** or **Esc W**, is available to select the IDs from a list.

Leave the **From/Thru** fields blank to include transactions for all vendors in the report.

Invoice No From/Thru

Enter the range of invoice numbers to include in the report.

If you leave these fields blank, then all invoices stored in the Detail History file are included in the report.

Date From/Thru

Enter the date range for transactions you want to include in the report.

If you leave these fields blank, then all transactions stored in the Detail History file are included in the report--regardless of their date.

Selection	Description
Item ID From/Thru	<p>Enter a range of inventory item IDs to include in the report.</p> <p>The Inquiry command, F2 or Esc W, is available to select the IDs from a list.</p> <p>Leave these fields blank to include transactions for all inventory items in the report.</p>
Location ID From/Thru	<p>If you only want to include transactions for inventory items from specific locations, enter the range of Location IDs.</p> <p>The Inquiry command, F2 or Esc W, is available to select the Location IDs from a list.</p> <p>Leave these fields blank to include transactions for all inventory locations in the report.</p>
Job ID From/Thru	<p>If Accounts Payable is interfaced with Job Cost, enter a range of Job IDs to only include transactions for those jobs on the report.</p> <p>If Accounts Payable is interfaced with Job Cost, the Inquiry command, F2 or Esc W, is available to select the Job IDs from a list.</p> <p>Leave these fields blank to include transactions for all jobs in the report.</p>
GL Account From/Thru	<p>Enter a range of GL account numbers for the transactions that you want to include in the report.</p> <p>If Accounts Payable is interfaced with General Ledger, the Inquiry command, F2 or Esc W, is available to select the GL Accounts from a list.</p> <p>Leave these fields blank to include transactions for all GL Accounts in the report.</p>
GL Period From/Thru	<p>Enter a range of fiscal periods for the transactions you want included in the report.</p> <p>Leave these fields blank to include transactions for all fiscal periods in the report.</p>

Detail History Report Selection Screen

Detail History Report			
Pick Vendor ID	From ACE001	Location ID	From
	Thru ACE001		Thru
Invoice No	From	Job ID	From
	Thru		Thru
Date	From 06/30/1994	GL Account	From
	Thru 06/30/1997		Thru
Item ID	From	GL Period	From
	Thru		Thru
Print By: 1. Vendor ID		Print Type:	Print For:
2. Invoice No		1. Detail	1. Base Units
3. Item ID		2. Summary	2. Purchase Units
4. Location ID		1	1
5. Job ID		Print Additional Descriptions? YES	
6. GL Account			
7. GL Period			
8. PO Number			
1			
Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)end			

Selection

Description

Print By:

These selections determine how the report is sorted and subtotaled.

1. Vendor ID

Select **1** to have the transactions listed in the report grouped by the Vendor ID. This sort produces vendor ID subtotals.

2. Invoice No

Select **2** to print transactions in sequence by invoice number. Subtotals of the line-items for each invoice are produced by this sort.

3. Item ID

Select **3** to group transactions by Item IDs. Subtotals for each Item ID are produced by this sort.

4. Locations ID

Select **4** to group transactions by Location ID. This sort produces subtotals for each location.

5. Job ID

Select **5** to group transactions by Job ID and produce a subtotal for each Job ID.

6. GL Account

Select **6** to group transactions by the GL Account number associated with each transaction. Subtotals for each GL Account number are produced by this sort.

7. GL Period

Select **7** to sort transactions by the fiscal period assigned to the transaction. This sort produces subtotals for each fiscal period included in the report.

8. PO Number

Select **8** to group transactions by purchase order number. This sort produces subtotals for purchase orders with multiple line-items.

Selection	Description
Print Type:	
1. Detail	Select 1 if you want individual line-items listed in the report.
2. Summary	Select 2 if you want transactions summarized as totals in the report.
Print For:	If an inventory item has multiple units of measure, this selection determines the unit of measure the quantities in the report represent.
1. Base Units	Select 1 to have quantities on the report displayed in the Base Unit of Measure for the inventory items in the report.
2. Purchase Units	Select 2 if you want the quantities in the report to reflect the unit of measure used for the transaction.
Print Additional Descriptions?	If you elected to use additional descriptions in Options and Interfaces, you can select whether the additional descriptions for transactions appear in the report. Select YES to print the additional descriptions; otherwise select NO .
Select an output device for the report:	
(P)rinter - to send the report to a printer	
p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.	
(F)ile - to print the report to a file	
(S)creen - to print the report to the screen	
(E)nd - to exit from the selection screen without printing the report	

Detail History Report

06/23/1997 3:56 PM		Builders Supply Detail History Report Detail by Vendor ID							Page 1	
Vendor ID Name	Invoice	Date	P.O.	GL Period GL Account	Job Phase	Cost Code	Loc. ID, Item ID Description	Units	Quantity Unit Cost	Ext. Cost

-										
VENDOR	ACE001	ACE PLUMBING SUPPLY COMPANY								
ACE001	12905	07/14/1994	14019014	07 104000			MN0001 100 Electrical Package	PKG	300.0000 346.2400	103872.00
ACE001	12985	07/09/1994	14019016	07 104000			MN0001 150 Plumbing Package	PKG	150.0000 882.9700	132445.50
ACE001	13108	07/14/1994	14019022	07 104000			MN0001 400 Interior Materials	PKG	300.0000 840.8300	252249.00
ACE001	13298	07/11/1994	14019025	07 104000			MN0001 460 Slide by Window 30" X 40"	EA	130.0000 173.4400	22547.20
ACE001	13299	07/08/1994	14019026	07 104000			MN0001 550 Millwork Package	PKG	40.0000 1001.6700	40066.80
ACE001	14211	09/22/1994	14019033	09 104000			MN0001 100 Electrical Package	PKG	105.0000 336.2400	35305.20
ACE001	14388	10/09/1994	14019037	10 104000			MN0001 610 Standard Window 30" X 40"	EA	10.0000 137.0200	1370.20
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 100 Electrical Package	PKG	10.0000 340.7200	3407.20
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 150 Plumbing Package	PKG	5.0000 874.5600	4372.80
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 250 Exterior Panels	CS	16.0000 1298.2400	20771.84
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 400 Interior Materials	PKG	10.0000 842.3700	8423.70
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 450 Slide by Window 24" x 40"	EA	2.0000 157.1800	314.36
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 460 Slide by Window 30" X 40"	EA	20.0000 171.5500	3431.00
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 600 Standard Window 24" X 40"	EA	1.0000 120.5900	120.59
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 200100 Furnace	EA	20.0000 367.6300	7352.60
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 200200 Water Heater	EA	20.0000 223.0300	4460.60
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 200300 Air Conditioner	EA	20.0000 419.8700	8397.40
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 200400 Water Softener	EA	20.0000 125.2300	2504.60
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 200500 Sump Pump	EA	20.0000 45.5900	911.80
ACE001	15200	11/05/1994	14019042	11 104000			MN0001 200600 Humidifier	EA	20.0000 72.1000	1442.00
ACE001	15701	12/11/1994	14019061	12 104000			MN0001 460 Slide by Window 30" X 40"	EA	110.0000 171.5500	18870.50
ACE001	16988	02/17/1995	14019070	02 104000			MN0001 150 Plumbing Package	PKG	120.0000 902.1100	108253.20

ACE001	46017	12/21/1995	00000036	12 104400			MN0001 100 Electrical Package	PKG	1.0000- 343.5500	343.55-
ACE001	pdlinv	01/20/1995	00000043	01 104000			MN0001 reorder testing reorder	each	1.0000 348.0600	348.06
VENDOR ACE001 TOTAL								-----		
								3190.0000	1448511.43	
GRAND TOTAL								=====		
									1448511.43	
End of Report										

Printing A Payment History Report

This report lists paid invoice numbers, the invoice date, check numbers, check dates, vendor ID and name, payment types, the gross amount, deductions, and net paid. You can print a detailed or a summarized report. A detailed report lists each individual transaction. The summarized report lists only totals for the sort selected.

Information on this report comes from the transactions and payments that are stored in the Detail History file, APHIxxx. If you did not select **YES** for the option *Keep detail purchase history?*,⁶¹ you cannot produce this report.

Payments History Report Selection Screen

```

Payment History Report

Pick Vendor ID  From
                Thru
Invoice No     From
                Thru
Date           From 01/01/1995
                Thru 01/01/1997
Check No       From
                Thru

Print By:
1. Vendor ID
2. Invoice No
3. Check No
1

Print Type:
1. Detail
2. Summary
1

Output device - (P)rinter p(R)eview (F)ile (S)creen (M)nd

```

Make the following selections to produce this report:

Selection	Description
Pick:	
Vendor ID From/Thru	Enter a range of the vendor IDs for the payments to include in the report.
Invoice No From/Thru	Enter the range of invoice numbers for the payments to include in the report.
Date From/Thru	Enter the date range of the payments to include in the report.
Check No From Thru	Enter the range of check numbers for the payments to include in the report.

⁶¹ Use the Options and Interfaces function on the Company Setup Menu in the Resource Manager to select option settings.

Payments History Report Selection Screen

Payment History Report	
Pick Vendor ID	From
	Thru
Invoice No	From
	Thru
Date	From 01/01/1995
	Thru 01/01/1997
Check No	From
	Thru
Print By:	
1. Vendor ID	1. Detail
2. Invoice No	2. Summary
3. Check No	1
1	
Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd	

Selection**Description****Print By:**

The sort you select determines how the transactions on the report are grouped and subtotaled.

1. Vendor ID

Select **1** to group payments by vendor ID. A subtotal is printed for each vendor.

2. Invoice No

Select **2** to group payments by the invoice number paid and print a subtotal for each invoice.

3. Check No

Select **3** to print payments in check number sequence. When printed in detail, each individual invoice paid by the check is listed. The summary version of the report only prints the total amount for each check.

Print Type:

1. Detail

Select **1** if you want the individual payment transactions listed on the report.

2. Summary

Select **2** if you want the individual payment transactions summarized as a total on the report.

Select an output device for the report:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Payment History Report

06/23/1997 3:57 PM		Builders Supply Payment History Report Detail by Vendor ID						Page	1
Vendor ID	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	Gross Amount	Deductions	Net Paid	Payment Type
ACE001	ACE PLUMBING SUPPLY COMPANY	0012086	01/27/1995	15701	12/11/1994	20002.73	.00	20002.73	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012123	03/27/1995	16988	02/17/1995	114748.39	.00	114748.39	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012123	03/27/1995	17044	02/11/1995	21163.88	.00	21163.88	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012147	04/27/1995	18911	03/11/1995	309735.71	.00	309735.71	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012208	05/27/1995	19021	04/06/1995	19124.73	.00	19124.73	
ACE001	ACE PLUMBING SUPPLY COMPANY	CASH	07/27/1995	20342	05/24/1995	-94197.01	.00	-94197.01	PREPAID
ACE001	ACE PLUMBING SUPPLY COMPANY	0012321	07/27/1995	22110	06/01/1995	42844.14	428.44	42415.70	
VENDOR ACE001 TOTALS						433422.57	428.44	432994.13	
ATT001	ATLANTIS TELEPHONE CO.	0012100	02/01/1995	1710989	01/15/1995	212.00	.00	212.00	
ATT001	ATLANTIS TELEPHONE CO.	0012124	03/27/1995	1711101	02/15/1995	212.00	.00	212.00	
ATT001	ATLANTIS TELEPHONE CO.	0012148	04/27/1995	1711284	03/15/1995	212.00	.00	212.00	
ATT001	ATLANTIS TELEPHONE CO.	0012209	05/27/1995	1711406	04/15/1995	212.00	.00	212.00	
ATT001	ATLANTIS TELEPHONE CO.	0012322	07/27/1995	1711672	06/15/1995	212.00	.00	212.00	
ATT001	ATLANTIS TELEPHONE CO.	0012400	08/27/1995	1711807	07/15/1995	212.00	.00	212.00	
ATT001	ATLANTIS TELEPHONE CO.	0012426	09/27/1995	1711999	08/15/1995	212.00	.00	212.00	
ATT001	ATLANTIS TELEPHONE CO.	0012487	10/27/1995	1712141	09/15/1995	212.00	.00	212.00	
ATT001	ATLANTIS TELEPHONE CO.	0012501	11/27/1995	1712371	10/15/1995	212.00	.00	212.00	
VENDOR ATT001 TOTALS						1908.00	.00	1908.00	
BOR001	BORIS CONSTRUCTION COMPANY	0012101	02/01/1995	409	01/15/1995	20161.31	.00	20161.31	
BOR001	BORIS CONSTRUCTION COMPANY	0012488	10/27/1995	551	09/15/1995	124661.72	.00	124661.72	
VENDOR BOR001 TOTALS						144823.03	.00	144823.03	
CLE001	CLEVELAND INTERIORS, INC.	CASH	03/27/1995	1450	11/08/1994	-100000.00	.00	-100000.00	PREPAID
CLE001	CLEVELAND INTERIORS, INC.	CASH	03/27/1995	1450	11/08/1994	-10921.11	.00	-10921.11	PREPAID
CLE001	CLEVELAND INTERIORS, INC.	CASH	03/27/1995	1507	12/15/1994	40141.24	802.82	39338.42	PREPAID
VENDOR CLE001 TOTALS						-70779.87	802.82	-71582.69	
EDD001	EDDY APPLIANCE CO.	0012102	02/01/1995	872711	01/01/1995	7875.23	.00	7875.23	
EDD001	EDDY APPLIANCE CO.	0012323	07/27/1995	874997	06/15/1995	1590.00	31.80	1558.20	
EDD001	EDDY APPLIANCE CO.	0012489	10/27/1995	876007	09/15/1995	1060.00	.00	1060.00	
EDD001	EDDY APPLIANCE CO.	0012502	11/27/1995	876201	10/15/1995	1060.00	.00	1060.00	
EDD001	EDDY APPLIANCE CO.	CASH	12/21/1995	876920	12/07/1995	-40232.30	.00	-40232.30	PREPAID
VENDOR EDD001 TOTALS						-28647.07	31.80	-28678.87	
ELL001	ELLIS ELECTRICAL SUPPLY	0012087	01/27/1995	42106	12/05/1994	15663.93	.00	15663.93	
ELL001	ELLIS ELECTRICAL SUPPLY	0012210	05/27/1995	48001	04/04/1995	721033.20	.00	721033.20	
VENDOR ELL001 TOTALS						736697.13	.00	736697.13	
* * * * *									
TIM001	TIMBERLAND WINDOWS, INC	0012090	01/27/1995	34712	12/01/1994	93594.63	.00	93594.63	
TIM001	TIMBERLAND WINDOWS, INC	0012153	04/27/1995	37874	03/27/1995	13887.06	277.74	13609.32	
TIM001	TIMBERLAND WINDOWS, INC	0012494	10/27/1995	41005	09/06/1995	18705.82	.00	18705.82	
VENDOR TIM001 TOTALS						126187.51	277.74	125909.77	
GRAND TOTAL						2250211.76	5837.92	2244373.84	
End of Report									

Printing The Tax Audit Report

This report lists the individual transactions for each tax group. The tax location for each tax level in the tax group is listed along with the amount of tax calculated for each tax level for each individual transaction.

The information shown on this report is stored in the Detail History file, APHIxxx. Therefore, the *Keep detail purchase history?* option must be set to **YES** in order to produce this report⁶².

Tax Audit Report Selection Screen

----- Tax Audit Report -----

Pick Tax Group From MN
Thru MNMPLS

Vendor ID From
Thru

Invoice Date From
Thru

Output device - (P)rinter p(R)eview (F)ile (S)creen (M)end

⁶² Use the Options and Interfaces function on the Company Setup Menu in Resource Manager to select option settings.

Make the following selections for the report:

Selection	Description
------------------	--------------------

Pick:

Tax Group From/Thru	Enter the range of tax groups that you want to include in the report. The Inquiry command, F2 or Esc W , is available to select the Tax Groups from a list. Leave these fields blank to include all Tax Groups in the report.
Vendor ID From/Thru	Enter the range of the vendor IDs you want included in the report. The Inquiry command, F2 or Esc W , is available to select the Tax Groups from a list. Leave these fields blank to include all Vendor IDs in the report.
Invoice Date From/Thru	Enter a date range for the invoices you want to include in the report. Leave these fields blank to include all invoices stored in the Detail History file in the report.

Select an output device for the report:

(P)rinter - to send the report to a printer

p**(R)**eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Tax Audit Report

06/23/1997 3:58 PM				Builders Supply Tax Audit Report					Page 1
Invoice Date	Invoice Number	Vendor ID	Invoice Subtotal	Level 1 Tax Level 1 Ref.	Level 2 Tax Level 2 Ref.	Level 3 Tax Level 3 Ref.	Level 4 Tax Level 4 Ref.	Level 5 Tax Level 5 Ref.	

Tax Group MN				MN					
10/20/1995	pd10inv	LUM001	3480.58	226.24	.00	.00	.00	.00	

Tax Group MN	TOTAL		3480.58	226.24	.00	.00	.00	.00	
=====									
GRAND TOTALS			3480.58	226.24	.00	.00	.00	.00	

Printing A Summary Invoice History Report

Print this report to review summarized transaction information for individual vendors. This report lists summarized information for each invoice and debit memo as well as a subtotal for each vendor ID included in the report. Information listed for each invoice includes:

- Vendor ID
- Purchase Order Number
- Fiscal Period
- Transaction Type
- Invoice Subtotal
- Sales Tax
- Freight
- Miscellaneous Charges
- Invoice Total.

The information on the report is stored in the Detail History file, APHIxxx. So, the option *Keep detail purchase history?* must be set to **YES** in order to produce this report.

Summary Invoice History Report Selection Screen

```
Summary Invoice History Report

Pick Vendor      From ACE001
                  Thru ACE001
Invoice No       From
                  Thru
Invoice Date     From
                  Thru

Output device -  (P)rinter p(R)evuew (F)ile (S)creen (■)nd
```

Summary Invoice History Report Selection Screen

```

Summary Invoice History Report
-----
Pick Vendor      From ACE001
                  Thru ACE001
Invoice No       From
                  Thru
Invoice Date     From
                  Thru

Output device -  (P)rinter p(R)evuew (F)ile (S)creen (E)nd
  
```

To print this report, make the following selections:

Selection	Description
-----------	-------------

Pick:

Vendor From/Thru	<p>Enter the range of vendor IDs you want to include in the report.</p> <p>The Inquiry Command, F2 or Esc W, is available to select the vendor IDs from a list.</p> <p>Leave these fields blank to include all vendor IDs in the report.</p>
Invoice No	<p>Enter the range of invoice numbers to include in the report.</p> <p>Leave these fields blank to include all invoice numbers stored in the Detail History file in the report.</p>
Invoice Date	<p>Enter the range of dates for the invoices you want to include in the report.</p> <p>Leave these fields blank to include invoices for all dates stored in the Detail History file in the report.</p>

Select an output device for the report:

- (P)rinter - to send the report to a printer
- p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.
- (F)ile - to print the report to a file
- (S)creen - to print the report to the screen
- (E)nd - to exit from the selection screen without printing the report

Summary Invoice History Report

06/23/1997 3:58 PM		Builders Supply Summary Invoice History Report							Page 1	
Vendor Invoice	Inv. Date	PO No.	Per.	Tran.	Type	Subtotal	Sales Tax	Freight	Miscellaneous	Total
ACE001 12905	07/14/1994	14019014	07		Invoice	103872.00	6232.32	.00	.00	110104.32
ACE001 12985	07/09/1994	14019016	07		Invoice	132445.50	7946.73	.00	.00	140392.23
ACE001 13108	07/14/1994	14019022	07		Invoice	252249.00	15134.94	.00	.00	267383.94
ACE001 13298	07/11/1994	14019025	07		Invoice	22547.20	1352.83	.00	.00	23900.03
ACE001 13299	07/08/1994	14019026	07		Invoice	40066.80	2404.01	.00	.00	42470.81
ACE001 14211	09/22/1994	14019033	09		Invoice	35305.20	2118.31	.00	.00	37423.51
ACE001 14388	10/09/1994	14019037	10		Invoice	1370.20	82.21	.00	.00	1452.41
ACE001 15200	11/05/1994	14019042	11		Invoice	65910.49	3954.64	.00	.00	69865.13
ACE001 15701	12/11/1994	14019061	12		Invoice	18870.50	1132.23	.00	.00	20002.73
ACE001 16988	02/17/1995	14019070	02		Invoice	108253.20	6495.19	.00	.00	114748.39
ACE001 17044	02/11/1995	14019072	02		Invoice	19965.92	1197.96	.00	.00	21163.88
ACE001 18911	03/11/1995	14019078	03		Invoice	292203.50	17532.21	.00	.00	309735.71
ACE001 19021	04/06/1995	14019086	04		Invoice	18042.20	1082.53	.00	.00	19124.73
ACE001 20342	05/24/1995	14019092	05		Invoice	88865.10-	5331.91-	.00	.00	94197.01-
ACE001 22110	06/01/1995	14019094	06		Invoice	40419.00	2425.14	.00	.00	42844.14
ACE001 24920	08/12/1995	14019105	08		Invoice	67365.00	4041.90	.00	.00	71406.90
ACE001 30072	11/04/1995	14019125	11		Invoice	107603.94	6456.24	.00	.00	114060.18
ACE001 30820	12/09/1995	14019140	12		Invoice	200073.55	12004.43	.00	.00	212077.98
ACE001 30896	12/21/1995		12		Invoice	15469.59	928.18	.00	.00	16397.77
ACE001 30901	12/21/1995		12		Debit Memo	1815.06-	108.90-	.00	.00	1923.96-
ACE001 46017	12/21/1995	00000036	12		Debit Memo	3189.26-	191.35-	.00	.00	3380.61-
ACE001 pdlinv	01/20/1995	00000043	01		Invoice	348.06	13.92	.00	.00	361.98
Vendor ACE001 ACE PLUMBING SUPPLY COMPANY TOTAL						1448511.43	86903.76	.00	.00	1535415.19
GRAND TOTALS						1448511.43	86903.76	.00	.00	1535415.19

Printing A Vendor Activity Report

The Vendor Activity Report shows what's been purchased, the vendor it was purchased from, and how often it was purchased. The detail version of this report lists the individual line-items for each transaction while the summary version lists only the transaction totals.

Information stored in the Detail History file, APHIxxx, is used to produce this report, therefore, the option *Keep detail purchase history?* must be set to **YES** to be able to produce the report.⁶³

If the options *Use additional descriptions?* and *Keep additional description in history?* are set to **YES**, you can include additional descriptions in the report.

Vendor Activity Report Selection Screen

Vendor Activity Report	
Pick Vendor ID	From ACE001
	Thru BOR001
Invoice No	From
	Thru
Date	From
	Thru
Print By:	Print Type:
1. Vendor ID	1. Detail
2. Invoice No	2. Summary
1	1
Print Additional Descriptions? YES	
Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd	

⁶³ Use the Options and Interfaces functions on the Company Setup Menu in Resource Manager to select option settings.

To print this report, make the following selections:

Selection	Description
Pick	
Vendor ID From/Thru	Enter the range of vendor IDs to include on the report. The Inquiry command, F2 or Esc W , is available to select the vendor IDs from a list. Leave these fields blank to include all vendor IDs in the report.
Invoice No From/Thru	Enter the range of invoice numbers to include in the report. If you leave these fields blank, all invoice numbers stored in the Detail History file are included in the report.
Date From/Thru	Enter the date range for the invoices to include in the report. Leave these fields blank to include invoices for all dates stored in the Detail History file.
Print By:	
1. Vendor ID	Select 1 to group transactions by vendor ID and produce subtotals for each vendor ID.
2. Invoice No	Select 2 to print transactions in invoice number sequence.
Print Type:	
1. Detail	Select 1 to list the line-items, subtotal, tax, freight, and miscellaneous charges for each transaction.
2. Summary	Select 2 to list only the total amount invoiced and paid as well as any balance due for each transaction.
Print Additional Descriptions?	If you select to print the report in detail, select YES to include additional descriptions on the report; otherwise select NO .

Select an output device for the report:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Vendor Activity Report

06/23/1997 3:59 PM		Builders Supply Vendor Activity Report Detail by Vendor							Page 1	
Vendor Name	ID Invoice Number	Invoice Date	Type							

ACE001	12905	07/14/1994	Invoice							
ACE PLUMBING SUPPLY COMPANY										
Invoice	P.O. Number	General Ledger Per. and Acct.	Job Phase	Cost Code	Loc. ID, Item ID	Units	Quantity Unit Cost	Ext. Cost		

	14019014	07 104000			MN0001 100 Electrical Package	PKG	300.0000 346.2400	103872.00		

Subtotal	103872.00	Tax	6232.32	Freight	.00	Misc.	.00	Total	110104.32	

Payment Check No.		Date	Gross Amount	Deductions	Net Amount					

0000001		08/27/1994	110104.32	1101.04	109003.28					

Invoiced		Gross Paid	Deductions	Net Paid	Balance					

12905	TOTAL	110104.32	110104.32	1101.04	109003.28	.00				

ACE001	12985	07/09/1994	Invoice							
ACE PLUMBING SUPPLY COMPANY										
Invoice	P.O. Number	General Ledger Per. and Acct.	Job Phase	Cost Code	Loc. ID, Item ID	Units	Quantity Unit Cost	Ext. Cost		

	14019016	07 104000			MN0001 150 Plumbing Package	PKG	150.0000 882.9700	132445.50		

Subtotal	132445.50	Tax	7946.73	Freight	.00	Misc.	.00	Total	140392.23	

Payment Check No.		Date	Gross Amount	Deductions	Net Amount					

0000001		08/27/1994	140392.23	.00	140392.23					

Invoiced		Gross Paid	Deductions	Net Paid	Balance					

12985	TOTAL	140392.23	140392.23	.00	140392.23	.00				

ACE001	13108	07/14/1994	Invoice							

VENDOR BOR001	TOTAL	399898.63	278225.32	.00	278225.32	121673.31				

Invoiced		Gross Paid	Deductions	Net Paid	Balance					
=====										
GRAND TOTAL	1939005.78	1533847.59	6042.57	1527805.02	405158.19					

End of Report										

Printing A Vendor Purchase History Report

The Vendor Purchase History Report shows what has been purchased from individual vendors. Item detail can be selected to include the item IDs and the quantities of each item purchased.

The information included in this report is stored in the Summary History file, APHSxxx, and uses the fiscal period stored in the Fiscal Year/Period Table for the company, APPDxxx.

In order to produce this report:

- the option *Keep summary purchase history?* must be set to **YES** in Options and Interfaces⁶⁴
- since the Fiscal Year/Period Table for the company, APPDxxx, is used to post information to the Summary History file, this table must be setup⁶⁵ and then properly maintained by using the Periodic Maintenance function on the File Maintenance menu.

Vendor Purchase History Report Selection Screen

Vendor Purchase History Report			
Pick Vendor ID	From	ATT001	
	Thru	CLE001	
Vendor Class	From		
	Thru		
Print By:			
1. Vendor ID			
2. Vendor Name			
3. Vendor Class			
1			
Print Item Detail? YES			
Report Period 12			
Fiscal Year 1999			
Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd			

⁶⁴ The Options and Interfaces functions is on the Company Setup Menu in Resource Manager.

⁶⁵ Use the Tables function on the File Maintenance Menu to setup the APPDxxx table.

Vendor Purchase History Report Selection Screen

```

Vendor Purchase History Report

Pick Vendor ID      From ATTO01
                   Thru  CLE001

Vendor Class From
                   Thru

Print By:
  1. Vendor ID
  2. Vendor Name
  3. Vendor Class
  1

Print Item Detail? YES

Report Period  12
Fiscal Year    1999

Output device - (P)rinter p(R)evuew (F)ile (S)creen (■)nd

```

Make the following selections to print this report:

Selection**Description**

Pick:

Vendor ID From/Thru

Enter the range of vendor IDs you want to include in the report.

The **Inquiry** command, **F2** or **Esc W**, is available to select the vendor IDs from a list.

To include all vendors in the report, leave these fields blank.

Vendor Class From/Thru

Enter a range for the vendor classes you want to include in the report.

Leave these fields blank to include all vendor classes in the report.

Print By:

1. Vendor ID

Select **1** to print the purchase history information in vendor ID order. If printed in detail, subtotals are printed for each vendor ID.

2. Vendor Name

Select **2** to print the purchase history information alphabetically by the vendor name. If printed in detail, subtotals are printed for items and jobs for each vendor.

3. Vendor Class

Select **3** to group the purchase history information by vendor class and produce subtotals for each vendor class. If printed in detail, subtotals are printed for items and jobs for each vendor.

Selection	Description
Print Item Detail?	Select YES to list individual inventory item and Job IDs and print subtotals for each vendor. Select NO to print only totals for each vendor.
Report Period	The current fiscal period stored in the Fiscal Year/Period Table for the company, APPDxxx, is displayed. Press Enter to accept it or you can change it.
Fiscal Year	The current fiscal year stored in the Fiscal Year/Period Table for the company, APPDxxx, is displayed. Press Enter to accept it or you can change it.

Select an output device for the report:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Vendor Purchase History Report

12/23/1999 4:00 PM	Builders Supply Vendor Purchase History Report with Job and Item Detail for Period 12/1999 By Vendor ID			Page 1
Vendor ID Item ID	--Quantity Purchased--		Purchases--	
	Quantity	UOM	Amount	%Tot.
ATT001 ATLANTIS TELEPHONE CO.			212.00	.19
	1.0000	EA	200.00	94.34
TOTAL Items and Jobs			200.00	94.34
BOR001 BORIS CONSTRUCTION COMPANY			.00	.00
TOTAL Items and Jobs			.00	.00
CLE001 CLEVELAND INTERIORS, INC.			16939.69	14.87
100	10.0000	PKG	3435.50	20.28
250	10.0000	CS	13428.70	79.27
300	15.0000	EA	330.15	1.95
400	8.0000	PKG	6844.88	40.41
450	5.0000-	EA	805.70-	4.76-
550	7.0000-	PKG	7252.70-	42.81-
TOTAL Items and Jobs			15980.83	94.34
GRAND TOTALS - All Purchases			17151.69	15.06
- Items and Jobs			16180.83	14.21
End of Report				

INFORMATION ON THE REPORT

The information printed on the vendor line is from the vendor's record in the Summary History file for the specified period and year.

The %Tot column is calculated as follows⁶⁶:

$$\frac{\text{Vendor Record Purchases Total}}{\text{Company Record Purchases Total for the Fiscal Year \& Period Specified}}$$

The amounts listed on the **GRAND TOTALS** lines are the sum of the amounts printed on the report. The **GRAND TOTALS** line for the %Tot column is calculated as follows:

$$\frac{\text{GRAND TOTALS AMOUNT}}{\text{Company Record Purchases Total for the Fiscal Year \& Period Specified}}$$

The %Tot may be less than 100.00 if the report is printed for a range of vendor IDs or classes.

⁶⁶ These values are stored in the Summary History file, APHSxxx.

AP CASE STUDY

Preliminary Setup

Complete the following steps to install the data files for Ozland, Inc.--the case study company.

1. Make a backup of your sample data directory, **C:/OSAS/Sample** if you installed using the default path.
2. Unzip the **OZ_AP.Zip** file into the Sample data directory--if you selected the default path suggested during installation, **C:/OSAS/Sample**.

CAUTION: Ozland, Inc. uses **1** as its company ID. If you have created a sample company with a company ID **1**, its data will be overwritten by the Ozland data. Call Open Systems Training Department for assistance.

In Open Systems, at the Main Menu, press **F5**, or **Esc X**, to switch to the **Sample** data path. You should see **Sample Data Path** displayed at the top of the screen.

3. To create the Ozland, Inc. company in Open Systems:
 - a) Select Resource Manager, Company Setup, Company Information.
 - b) Enter **1** in the Company ID field. Press **Enter** at the **Copy From** field.
 - c) Enter Ozland, Inc. in the **Company Name** field and press **PgDn**, or **Esc P**.
 - d) Press **F7**, or **Esc M**, to exit to the Main Menu.
4. At the Main Menu, switch to the Ozland Company by pressing **F3** or **Esc D**. Enter **1**, the Ozland, Inc. company ID, and press **Enter**.
5. If you have the Inventory and General Ledger applications, you should interface Accounts Payable with General Ledger and Inventory to use the Ozland Case Study as well as create data files for these applications:
 - a) Select Resource Manager, Company Setup, Data File Creation.
 - b) To create data files for GL, IN and AP, enter their application IDs. Otherwise, just create data files for AP.
 - c) Select **NO**, when prompted with the message **GL (or IN or AP) Data Files already exist. Do you want this task to erase them?**
 - d) When all application IDs have been entered, press **PgDn**, or **Esc P**, to add the applications to the Ozland Main Menu.
6. In Resource Manager, Company Setup, Options and Interfaces, set the interfaces to General Ledger and Inventory to **YES**.
7. If you only want to use the Purchase Order exercises, complete Exercises 1 - 5 for the AP Case Study using the functions on the Purchase Order File Maintenance menu. Then turn to the Purchase Order Training Manual for the exercises using the order processing functions.

Exercises

Make sure you are in the sample data path, in company **1--Ozland, Inc.**

Set the workstation date to **1/27/1991**. (Use the F6 key.)

Implementing AP

1. Select **Tables** from the Accounts Payable File Maintenance menu to change/verify tables. Refer to page 7 in the Implementing Accounts Payable Section for more information about the tables.

Create an **APGL** table that is company-specific for Ozland Inc., Company ID **1**. Change the APGL1 table to indicate the correct General Ledger accounts for Ozland, Inc. If a location specific account is used, select the general ledger accounts for Eden Prairie.

2. Select **Distribution Codes** from the Accounts Payable File Maintenance menu to setup a distribution code for Ozland's vendors. Refer to page 7 in the Implementing Accounts Payable section for more information about distribution codes. Enter **01** for the code and use the description **Standard A/P Vendors**.

Enter the General Ledger accounts, or use the **Inquiry** command, **F2** or **Esc W**, to look up and select the accounts from a list. Select the Eden Prairie general ledger account if a location specific account is used.

3. Create vendor records for the manufacturers that Ozland purchases inventory from and for the utility companies that it pays regularly. Refer to page 7 in the Implementing Accounts Payable section for more information on adding vendors.

Use the **Maintenance** command, **F6** or **Esc F**, to create terms codes for each vendor. All terms are regular terms.

Use the purpose of payment information to determine which General Ledger account to include in the vendor record.

O'Ryan Construction receives a 1099.

Select **Vendors** from the File Maintenance menu to add the following vendors:

HINT: Use a consistent format when setting up ID's. Try to make them as descriptive as possible. For instance, use the first three characters of the vendor name and add numbers to the end so that all ID's are the same length; this method allows for additions.

- | | |
|-----------------------------------|-----------------------------------|
| a) Minnesota Electric Association | Contact: John Bloch |
| 1450 Kentucky Street | Our Acct No: 634929 |
| Minneapolis, MN US 55332 | Terms Code: 01 Terms: net/15 days |
| Phone: 612-358-0011 | Class: UTIL |
| Fax: 612-358-0012 | Purpose of payment: utility bill |

- | | |
|---|--|
| b) O’Ryan Construction
456 Harmony Lane
St. Louis Park, MN US 55413
Phone: 612-448-0808
Fax: 612-448-3906
Contact: Jane Alexander
Our Acct No: OZL001 | Terms Code: 02 Terms: net/10 days
Class: UTIL
Purpose of payment: building rent
1099 Form Code = B (for business)
1099 Recipient ID = 23-23232-23
Field Indicator = 1 (for rents) |
| c) Children’s Paradise
6706 Mill Road
Oshkosh, WI US 86325
Phone: 715-557-0954
Fax: 715-557-0955 | Contact: Susan Hamstead
Our Acct No: 71358
Terms Code: 03 Terms: 2%/15 days, net 30
Class: INVE
Purpose of payment: inventory purchased |

4. Select **Vendor Detail List** from the Master File Lists menu to check your work.
5. Ozland has a lease for its stores and warehouses through the end of the year with O’Ryan Construction. The monthly rent is \$4000 for the Crystal location and \$5000 for the Eden Prairie location. The invoice number 123456 and the purchase order number is 2000. They have made the January payment. Use the Recurring Entries function to track this liability for the rest of the year. Enter a starting date of January 1, a cutoff date of December 31, and twelve payments with eleven payments remaining. Refer to the help screens and page 7 in the Implementing Accounts Payable section for more information on setting up recurring entries.
6. Select **Recurring Entries List** from the Master File Lists menu to display the Recurring Entries List to the screen and verify your entries.

Using Accounts Payable

7. Select **Transactions** from the Daily Work menu to add the following journal entries:
 - The Eden Prairie warehouse received a shipment and invoice number 67867 from Children’s Paradise for the following items; the freight charge is \$45.00.

Item	Qty Received	Unit Cost	Serial #s
------	--------------	-----------	-----------

Country Toddler jumpsuit- red-24 mos.	10	\$8.00	
Country Toddler jumpsuit- blue-48 mos.	11	\$8.00	
Baby Magic Food Processor	2	\$27.50	1578-bmfp-1006
			1578-bmfp-1007

- Ozland received telephone bills for both stores. The bills are \$74.50 for the Eden Prairie store and \$84.25 for the Crystal store and the invoice number is 67868. The bill is due 25 days from the date it was issued. How can you add this new vendor during purchase entry?

Use the **Info** command, **Shift F2** or **Esc I**, to access the Vendor Comments window to add a comment for Midwest Telephone indicating who set up this vendor and the date the information was entered. Record this amount due to:

Midwest Telephone Contact: Dan Miller
579 Decatur Drive Our Acct No: 898331
Minneapolis, MN US 55643 Class: UTIL
Phone: 612-444-9898
Fax: 612-444-9733

- The Crystal store had a special order from a local school for 20 Sunshine Company blue Formica desks. Since Ozland didn't have the desks in stock, it drop shipped them from the manufacturer. Ozland paid for the desks, but they received a bill for \$65 on invoice number 67869 for shipping and handling from Courier Deluxe, the delivery company. Ozland doesn't expect to work directly with the delivery company in the future, so enter it as a temporary vendor.

Hint: Enter the freight charge as a non-inventory line-item.

Record the liability to:

Courier Deluxe
4489 Pleasant View Drive
Grand Rapids, MI 66789
Terms: n/15

8. Select **Purchases Journal** from the Daily Work menu to proof your work. Use the Transactions function to correct any mistakes.
9. After examining the telephone bill more carefully, Dorothy noticed an additional installation fee. Use the **Edit Transactions** function from the Transactions menu to add a line item for the \$40 installation fee for the Crystal store.
10. Record the liability for February rent expense.
What function will you use to record this?

HINT: The system date must be between the starting date and the cutoff date on the recurring entry or it will not be copied.
11. Select **Purchases Journal** from the Daily Work menu to proof your work. Use the **Edit Transactions** function to correct any mistakes.
12. Select **Post Transactions** from the Daily Work menu. Do not post the invoices as held.
13. When the receiving clerk examined the shipment from Children's Paradise, she noticed that one of the food processors was damaged in shipment. Ozland will return serial number 1578-

bmfp-1007 to Children's Paradise for credit. Select **Miscellaneous Debits** from the Transactions menu to record the return.

14. Select **Miscellaneous Debits Journal** from the Daily Work menu to proof your work. Use the **Edit Transactions** function to correct any mistakes.
15. Select **Post Transactions** from the Daily Work menu. Don't post invoices as held.
16. Select **Open Invoice List** from the Management Reports menu to determine which invoices are due by February 10. Take discounts due as of February 1. Select to print all invoices. Dorothy will review this list to determine whether she will pay all of the invoices that are due or put some of them on hold.
17. Select **Prepare Checks** from the Pay Invoice menu to create checks for all released invoices on which payment is due. The date on the checks should be February 2.
18. Select **Edit Register** from the Pay Invoice menu to verify the checks that are prepared.
19. Select **Print Checks** from the Pay Invoices menu to create checks for all released invoices on which payment is due. The date on the checks should be February 2. The first check number is 734221.
20. Select **Check Register** from the Pay Invoices menu for an audit trail of the checks that you printed. The prepaid checks will also be included on this report.
21. Select **Post Payments** from the Pay Invoices menu to post the checks that you have prepared and printed. This will clear the checks file and update the vendor, open invoice, and history files.
22. Select **Payments History** from the History Reports menu to see if the payments posted correctly. If nothing is printed on this report, what did you do wrong?

1.

APGL1 Table

```

      APTB
Table ID APGL1      Description General Ledger Accounts
Number of Cols      2      Column Length 12      Type A
DESCRIPTION  GL ACCOUNT
-----
Discounts      5010-02-00
Cash           1000-02-00

```

2.

Distribution Code Setup Screen

```

Distribution Codes
-----

Distribution Code 01

Description          Standard AP Vendors

GL Accounts:
  Payables           2000-00-00    Accounts Payable
  Sales Tax          2080-00-00    Sales Tax Payable
  Freight            5020-02-00    Freight In-Eden Prairie
  Miscellaneous      8000-02-00    SUSPENSE Account-Eden Prairie

Verification
-----

Press <PgDn> to proceed

```

4. This is the Vendor Detail List.

01/27/1991 12:52 PM	Ozland Vendor Detail List By Vendor ID	Page 1																														
<p>CHP001 Children's Paradise 6706 Mill Road</p> <p>Oshkosh WI US 86325 Contact: Susan Hamstead Phone: (715) 557-0954 Fax: (715) 557-0955</p>																																
<p>PAY TO:</p> <p>Attn: Phone: Our Acct: 71358</p>																																
<p>1099:</p> <p>Payment Priority: 0 GL Account: 1060-02-00 Vendor Class: INVE Vendor Hold? No Distrib Code: 01</p> <p>Form Code: N No form Recipient ID: Field Indicator: Foreign Address? No 2nd TIN Not? No</p>																																
<p>Terms Code: 03 2/15,n/30 Reg 2.0% 15 DAYS NET 30 Tax Group: MNTAX</p>																																
<p>Amount Due: .00 Amount Prepaid: .00</p>																																
<table border="0"> <thead> <tr> <th></th> <th>Date</th> <th>Amount</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Last Purchase</td> <td></td> <td>.00</td> <td>00000000</td> </tr> <tr> <td>Last Payment</td> <td></td> <td>.00</td> <td>00000000</td> </tr> </tbody> </table>				Date	Amount	Number	Last Purchase		.00	00000000	Last Payment		.00	00000000																		
	Date	Amount	Number																													
Last Purchase		.00	00000000																													
Last Payment		.00	00000000																													
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	Period to Date	Qtr to Date	Year to Date	Last Year																												
Purchases	.00	.00	.00	.00																												
Payments	.00	.00	.00	.00																												
Discounts Taken	.00	.00	.00	.00																												
Discounts Lost	.00	.00	.00	.00																												
1099 Payments			.00	.00																												

01/27/1991 12:52 PM	Ozland Vendor Detail List By Vendor ID	Page 2		
MEA001 Minnesota Electric Association 1450 Kentucky Street	PAY TO:			
Minneapolis MN US 55332				
Contact: John Bloch	Attn:			
Phone: (612) 358-0011	Phone:			
Fax: (612) 358-0012	Our Acct: 634929			
	1099:			
Payment Priority: 0	Form Code:	N No form		
GL Account: 6020-02-00	Recipient ID:			
Vendor Class: UTIL	Field Indicator:			
Vendor Hold? No	Foreign Address? No			
Distrib Code: 01	2nd TIN Not? No			
Terms Code: 01 n/15				
Reg .0% 0 DAYS NET 15				
Tax Group: MNTAX				
Amount Due: .00	Amount Prepaid:	.00		
Last Purchase Date	Amount	Number		
Last Payment	.00	00000000		
	.00	00000000		
Purchases	Period to Date	Qtr to Date	Year to Date	Last Year
Payments	.00	.00	.00	.00
Discounts Taken	.00	.00	.00	.00
Discounts Lost	.00	.00	.00	.00
1099 Payments			.00	.00

01/27/1991 12:52 PM	Ozland Vendor Detail List By Vendor ID	Page 3																														
<p>ORC001 O'Ryan Construction 456 Harmony Lane</p> <p>St. Louis Park MN US 55413 Contact: Jane Alexander Phone: (612) 448-0808 Fax: (612) 448-3906</p>																																
<p>PAY TO:</p> <p>Attn: Phone: Our Acct: OZL001</p>																																
<p>1099:</p> <table border="0"> <tr> <td>Payment Priority: 0</td> <td>Form Code: B Business</td> </tr> <tr> <td>GL Account: 6040-02-00</td> <td>Recipient ID: 23-23232-23</td> </tr> <tr> <td>Vendor Class: UTIL</td> <td>Field Indicator: 1 - Rents</td> </tr> <tr> <td>Vendor Hold? No</td> <td>Foreign Address? No</td> </tr> <tr> <td>Distrib Code: 01</td> <td>2nd TIN Not? No</td> </tr> </table>			Payment Priority: 0	Form Code: B Business	GL Account: 6040-02-00	Recipient ID: 23-23232-23	Vendor Class: UTIL	Field Indicator: 1 - Rents	Vendor Hold? No	Foreign Address? No	Distrib Code: 01	2nd TIN Not? No																				
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Vendor Hold? No	Foreign Address? No																															
Distrib Code: 01	2nd TIN Not? No																															
<p>Terms Code: 02 n/10 Reg .0% 0 DAYS NET 10 Tax Group: MNTAX</p>																																
<p>Amount Due: .00 Amount Prepaid: .00</p>																																
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	Period to Date	Qtr to Date	Year to Date	Last Year																												
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Payments	.00	.00	.00	.00																												
Discounts Taken	.00	.00	.00	.00																												
Discounts Lost	.00	.00	.00	.00																												
1099 Payments			.00	.00																												

6. Recurring Entries List

01/27/1991		Ozland										Page	1
12:58 PM		Recurring Entries List											
By Recurring Number													
Run	Recurring	Ent	Vendor	Invoice	GL Account	Job	Cost	Item Description	Quantity	Units	Extended		
Code	Number	No.	Order No.	Phase	Code	GL Description					Cost		

01	RE000001	001	ORC001	123456	6040-02-00			Montly rent - Eden Prairie	1.00	Month	5000.00		
				2000									
01	RE000001	002	ORC001	123456	6040-01-00			Monthly Rent - Crystal	1.00	Month	4000.00		
				2000									
					Starting Bal./	Start Date/	Tot. Pmts./	Subtotal/	Freight		Total		
					Remaining Bal.	Cutoff Date	Rem. Pmts.	Sales Tax	Miscellaneous				

01	RE000001	TOT	ORC001	123456		.00	01/01/1991	12	9000.00	.00	9000.00		
		1099		2000		.00	12/31/1991	11	.00	.00			
					Remaining Bal.	Subtotal	Sales Tax	Freight	Miscellaneous	Total			
=====													
GRAND TOTAL					.00	9000.00	.00	.00	.00	9000.00			
End of Report													

8. Purchases Journal

01/27/1991 4:06 PM						Ozland Purchases Journal Detail by Transaction Number						Page 1
Vendor Tax Grp.	Tran. Ent.	Inv. No. PO Number	Tax Class Date	GL Per. Description	Acct. Description	Cost Code	Job Phase	Loc. ID, Item ID Item Description	Units	Quantity	Amount	
CHP001	0003	67867	00	01	1060-02-00			02 CT02-01824	EACH	11.0000	88.00	
	001		01/27/1991					Country Toddler jumpsuit-red-24 mos				
CHP001	0003	67867	00	01	1060-02-00			02 CT02-01648	EACH	11.0000	88.00	
	002		01/27/1991					Country Toddler jumpsuit-blue-48 mo				
CHP001	0003	67867	02	01	1060-02-00			02 BM06-030	EACH	2.0000	55.00	
	003		01/27/1991					Baby Magic Food Processor				
								Serial Number:				
								1578-BMFP-1006		1.0000	27.50	
								1578-BMFP-1007		1.0000	27.50	
CHP001	Children's Paradise				Amount		Sales Tax	Freight	Misc.	Total	Prepaid	
MNTAX	0003	67867		01	231.00		.00	45.00	.00	276.00	.00	
	TOT		01/27/1991		Discount		Amount 1	Date 1	Amount 2	Date 2	Amount 3	
1099?	N	Check No.			5.52		270.48	02/11/1991			Date 3	
MIT001	0004	67868	00	01	6020-02-00			01	Month	1.0000	74.50	
	001		01/27/1991					Eden Prairie Telephone Bill				
MIT001	0004	67868	00	01	6030-01-00			01	Month	1.0000	84.25	
	002		01/27/1991					Crystal Telephone Bill				
MIT001	Midwest Telephone				Amount		Sales Tax	Freight	Misc.	Total	Prepaid	
MNTAX	0004	67868		01	158.75		.00	.00	.00	158.75	.00	
	TOT		01/27/1991		Discount		Amount 1	Date 1	Amount 2	Date 2	Amount 3	
1099?	N	Check No.			.00		158.75	02/21/1991			Date 3	
+00001	0005	67869	00	01	4010-02-00			01	EA	1.0000	65.00	
	001		01/27/1991					Freight Invoice 67869				
+00001	Courier Deluxe				Amount		Sales Tax	Freight	Misc.	Total	Prepaid	
MNTAX	0005	67869		01	65.00		.00	.00	.00	65.00	.00	
	TOT		01/27/1991		Discount		Amount 1	Date 1	Amount 2	Date 2	Amount 3	
1099?	N	Check No.			.00		65.00	02/11/1991			Date 3	
GRAND TOTAL						454.75	.00	45.00	.00	499.75	.00	
End of Report												

10. Use the Copy Recurring Entries function to record the liability for February rent expense.

1	Ozland		Page	1
4:09 PM	Copy Recurring Entries Report			
Purchase No.	Run Code	Error Messages		

2000	1	No errors occurred during copy		
Total amount posted to transaction file		9,000.00		
End of Report				

01/27/1991 4:29 PM		Ozland Purchases Journal Detail by Transaction Number										Page	1
Vendor Tax Grp.	Tran. Ent.	Inv. No. PO Number	Tax Class Date	GL Per. Description	Acct. Description	Cost Code	Job Phase	Loc. ID, Item Description	Units	Quantity	Amount		
CHP001	0003	67867	00	01	1060-02-00			02 CT02-01824	EACH	10.0000	80.00		
	001		01/27/1991					Country Toddler jumpsuit-red-24 mos					
CHP001	0003	67867	00	01	1060-02-00			02 CT02-01648	EACH	11.0000	88.00		
	002		01/27/1991					Country Toddler jumpsuit-blue-48 mo					
CHP001	0003	67867	02	01	1060-02-00			02 BM06-030	EACH	2.0000	55.00		
	003		01/27/1991					Baby Magic Food Processor					
								Serial Number:					
								1578-bmfp-1006		1.0000	27.50		
								1578-bmfp-1007		1.0000	27.50		
CHP001	Children's Paradise				Amount		Sales Tax	Freight	Misc.	Total	Prepaid		
MNTAX	0003	67867		01	223.00		.00	45.00	.00	268.00	.00		
	TOT		01/27/1991		Discount	Amount 1	Date 1	Amount 2	Date 2	Amount 3	Date 3		
1099?	N	Check No.			5.36	262.64	02/11/1991						
MIT001	0004	67868	00	01	6020-02-00			01 Eden Prairie Telephone Bill	Month	1.0000	74.50		
	001		01/27/1991										
MIT001	0004	67868	00	01	6030-01-00			01 Crystal Telephone Bill	Month	1.0000	84.25		
	002		01/27/1991										
MIT001	0004	67868	00	01	6020-01-00			01 Installation Fee	EA	1.0000	40.00		
	003		01/27/1991										
MIT001	Midwest Telephone				Amount		Sales Tax	Freight	Misc.	Total	Prepaid		
MNTAX	0004	67868		01	198.75		.00	.00	.00	198.75	.00		
	TOT		01/27/1991		Discount	Amount 1	Date 1	Amount 2	Date 2	Amount 3	Date 3		
1099?	N	Check No.			.00	198.75	02/21/1991						
+00001	0005	67869	00	01	4010-02-00			01 Freight Invoice 67869	EA	1.0000	65.00		
	001		01/27/1991										
+00001	Courier Deluxe				Amount		Sales Tax	Freight	Misc.	Total	Prepaid		
MNTAX	0005	67869		01	65.00		.00	.00	.00	65.00	.00		
	TOT		01/27/1991		Discount	Amount 1	Date 1	Amount 2	Date 2	Amount 3	Date 3		
1099?	N	Check No.			.00	65.00	02/11/1991						
ORC001	0006	123456	00	01	6040-02-00				Month	1.0000	5000.00		
	001	2000	01/27/1991					Montly rent - Eden Prairie					
ORC001	0006	123456	00	01	6040-01-00				Month	1.0000	4000.00		
	002	2000	01/27/1991					Monthly Rent - Crystal					

Case Study - 431

12. This is the Posting Log produced when transactions are posted. It shows the detail for the general ledger accounts that have been affected by the post.

01/27/1991 5:12 PM	Ozland Post Accounts Payable	Page 1
Amount posted to open invoice file	9531.75	
Vendor file	9531.75	

01/27/1991 5:12 PM	Ozland Post Accounts Payable			Page 2
Amount posted to GL period 01	GL Account	Debit	Credit	
Freight	5020-02-00	45.00		
67867 Country Toddler	1060-02-00	80.00		
67867 Country Toddler	1060-02-00	88.00		
67867 Baby Magic Food	1060-02-00	55.00		
67869 Freight Invoice	4010-02-00	65.00		
67868 Installation Fee	6020-01-00	40.00		
67868 Eden Prairie Tel	6020-02-00	74.50		
67868 Crystal Telephon	6030-01-00	84.25		
123456 Monthly Rent - C	6040-01-00	4000.00		
123456 Montly rent - Ed	6040-02-00	5000.00		
AP	2000-00-00		9531.75	
Balance		9531.75	9531.75	
Amount posted to history file.	9531.75			
End of Report				

14. Miscellaneous Debits Journal

01/27/1991 5:25 PM		Ozland Miscellaneous Debits Journal Detail by Transaction Number										Page	1
Vendor	Tran.	Inv. No.	Tax Class	GL Per.	Acct.	Cost	Job	Loc.	ID, Item ID	Units	Quantity	Amount	
Tax Grp.	Ent.	PO Number	Date	Description		Code	Phase	Item	Description				

CHP001	0001	67867	02	01 1060-02-00				02	BM06-030	EACH	1.0000	27.50	
	001		01/27/1991						Baby Magic Food Processor				
									Serial Number:				
									1578-bmfp-1007		1.0000	27.50	
CHP001	Children's Paradise				Amount		Sales Tax		Freight	Misc.	Total	Prepaid	
MNTAX	0001	67867		01	27.50		.00		.00	.00	27.50	.00	
	TOT		01/27/1991	Discount	Amount 1		Date 1	Amount 2	Date 2	Amount 3	Date 3		
1099?	N	Check No.			.55		26.95	02/11/1991					
=====													
GRAND TOTAL					27.50		.00		.00	.00	27.50	.00	
End of Report													

15. This posting log reflects the miscellaneous debit from exercise #13.

01/27/1991 5:26 PM		Ozland Post Accounts Payable								Page	1
Amount posted to open invoice file					27.50-						
Vendor file					27.50-						

01/27/1991 5:26 PM		Ozland Post Accounts Payable		Page	2
Amount posted to GL period 01		GL Account	Debit	Credit	
67867	Baby Magic Food	1060-02-00		27.50	
AP		2000-00-00	27.50		
Balance			27.50	27.50	
Amount posted to history file.		27.50-			
End of Report					

16. Open Invoice Report

01/27/1991 5:44 PM		Ozland Open Invoice Report All Invoices Due as of 02/10/1991						Page 1
Vendor ID	Vendor Name	PO Number	Invoice Number	St 1099 Date	Invoice Due Date	Invoice Amt.	Discount Amt.	Net Amount
CHP001	Children's Paradise		67867	N	01/27/1991 02/11/1991	27.50-	.55-	26.95-
Vendor	CHP001 Current Balance	240.50	VENDOR TOTAL			27.50-	.55-	26.95-
ORC001	O'Ryan Construction	2000	123456	Y	01/27/1991 01/27/1991	9000.00	.00	9000.00
Vendor	ORC001 Current Balance	9000.00	VENDOR TOTAL			9000.00	.00	9000.00
TOTAL						8972.50	.55-	8973.05
GRAND TOTAL						8972.50	.55-	8973.05
End of Report								

17. Prepare Checks

01/27/1991
5:46 PM
Invoices Due 02/10/1991

Vendors First Thru Last

Discounts Due 02/01/1991

Post to GL Period 2

<

18. Edit Register

01/27/1991 5:46 PM		Ozland Edit Register						Page 1
Vendor ID	Vendor Name	Check Number	Check Invoice	Dates Due	Invoice Number	Gross Amount	Discount Amount	Net Paid 1099?
ORC001	O'Ryan Construction	0000000	02/02/1991			9000.00	.00	9000.00
			01/27/1991	01/27/1991	123456	9000.00	.00	9000.00 Y
Check totals on invoices due 02/10/1991 with discounts due 02/01/1991						9000.00	.00	9000.00
GRAND TOTAL						9000.00	.00	9000.00
End of Report								

19. Print Checks

Print Checks Totals Screen

Print Checks	
Checks Printed	1
Gross	9000.00
Deductions	.00
Total Paid	9000.00
Verification	
Press F7 to exit	
Check printing finished.	

Check Printed to Plain Paper

NINE THOUSAND AND 00/100 DOLLARS		02/02/1991 0734221 *****\$9,000.00			
O'RYAN CONSTRUCTION 456 HARMONY LANE ST. LOUIS PARK MN 55413					
Ozland					
		Vendor No.	Vendor Name	Check	
		ORC001	O'Ryan Construction	0734221	
Trans. Date	Reference	PO No.	Gross Amount	Deduction	Net Amount
01/27/1991	123456	2000	9000.00	.00	9000.00
Acct. No. OZL001					
Check Date	Check No.	Total Gross	Total Ded.	Check Amount	
02/02/1991	0734221	9000.00	.00	9000.00	

20. Check Register

01/27/1991 6:03 PM		Ozland Check Register							Page 1
		----- Dates -----							
Vendor ID	Vendor Name	Check Number	Check Invoice	Due	Invoice Number	Gross Amount	Discount Amount	Net Paid	1099?

ORC001	O'Ryan Construction	0734221	02/02/1991			9000.00	.00	9000.00	
			01/27/1991	01/27/1991	123456	9000.00	.00	9000.00	Y
Check totals on invoices due 02/10/1991 with discounts due 02/01/1991						9000.00	.00	9000.00	
						=====			
GRAND TOTAL						9000.00	.00	9000.00	
End of Report									

21. Post Payments Log

02/02/1991
6:03 PM

Ozland
Post Payments

Invoices Due 02/10/1991

Vendors First Thru Last

Discounts Due 02/01/1991

Post to GL Period 2

Description	GL Account	Debit	Credit
AP	2000-00-00	9000.00	
Discounts	5010-02-00		.00
Cash	1000-01-00		9000.00
	Balance	9000.00	9000.00
Posted to Bank Account SNL001			9000.00
End of Report			

22. Payment History Report

01/27/1991 6:05 PM				Ozland Payment History Report Detail by Vendor ID				Page 1	
Vendor ID	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	Gross Amount	Deductions	Net Paid	Payment Type

ORC001	O'Ryan Construction	0734221	02/02/1991	123456	01/27/1991	9000.00	.00	9000.00	
VENDOR ORC001 TOTALS						9000.00	.00	9000.00	
						=====	=====	=====	
GRAND TOTAL						9000.00	.00	9000.00	
End of Report									

APPENDIX

Appendix A - Setting Up To Track Sales and Use Taxes

The following functions must be set up in order to track sales and use taxes:

- Tax Classes are set up for each type of goods or services that are taxed at a specific rate. Tax classes are assigned to each line-item of a transaction.
- Tax Locations are set up to specify the tax rates for each individual tax authority.
- Tax Location Groups are used to group together Tax Locations and assign the tax rates used for transactions.

Perform the following tasks if you need to track the sales tax you pay to various tax authorities:

1. Set up or modify tax classes so that they conform to tax regulations.
2. Set up tax locations for the individual tax authorities you report to. For example, a municipal, a state, a province, a county, or a national government.
3. Set up tax location groups. Tax location groups may be a single tax authority or a group of tax authorities. For example, a state and a city sales tax can be grouped together as one tax location group.

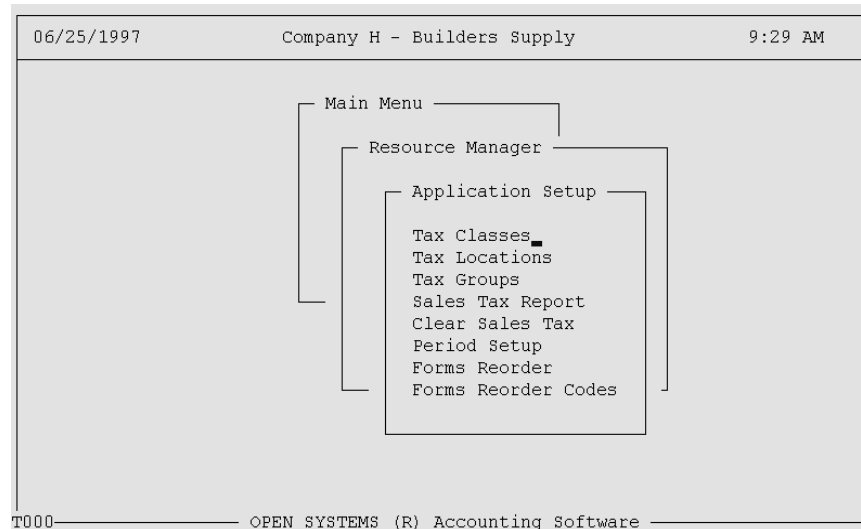
If an authority charges sales or use tax on the tax amount paid to another tax authority, select the tax location levels in the Tax on Tax Level window.

4. Assign the tax location group to vendors, recurring entries, or individual transactions.
5. At the end of the reporting period for each tax authority:
 - Print the Sales Tax Report on the Management Reports menu.
 - Use the Clear Sales Tax function on the Application Setup menu in Resource Manager to clear the accumulated sales and use tax amounts from the tax location records. This prepares the tax location's records to begin accumulating new values for the next reporting period.

Setting Up And Maintaining Tax Classes

Use the functions on the Application Setup menu in Resource Manager to set up use and sales taxes.

Application Setup Menu Screen



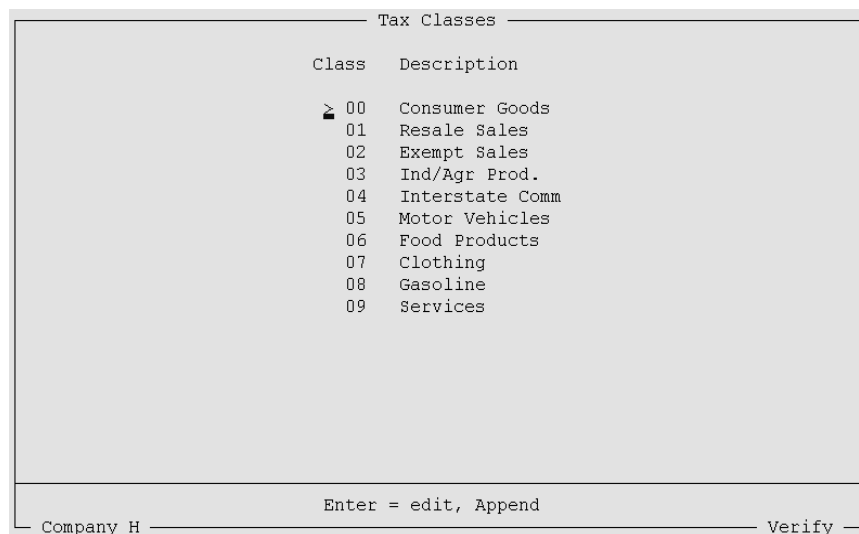
Tax classes define the tax category of the line-items purchased or sold. A tax percentage for each class is set up for each tax location. When Tax Classes are assigned to individual inventory items in Inventory they automatically default when the inventory item is selected as a line-item for a transaction.

Adding a tax class

Perform the following tasks to add a tax class:

1. Select the Tax Classes function on the Application Setup menu. The Tax Classes screen appears.

Tax Classes Screen



- Press **A** to use the Append command to add a tax class.

Tax Classes Screen - Append Mode

Tax Classes	
Class	Description
00	Consumer Goods
01	Resale Sales
02	Exempt Sales
03	Ind/Agr Prod.
04	Interstate Comm
05	Motor Vehicles
06	Food Products
07	Clothing
08	Gasoline
09	Services
10	

Enter = edit, Append

Company H

- A new tax class is automatically added in sequence. Enter the description and press **Enter** to save the tax class.

Tax Classes Screen - Append Mode

Tax Classes	
Class	Description
00	Consumer Goods
01	Resale Sales
02	Exempt Sales
03	Ind/Agr Prod.
04	Interstate Comm
05	Motor Vehicles
06	Food Products
07	Clothing
08	Gasoline
09	Services
10	Health P

Enter = edit, Append

Company H

Verify

NOTE: Once a tax class has been added, it cannot be deleted. You can only edit the description field for the tax class.

Modifying a Tax Class

Perform the following tasks to edit the description for a tax class:

1. Select the Tax Classes function on the Application Setup menu. The Tax Classes screen appears.
2. Press **E** to use the Edit command to change the description of a Tax Class.

Tax Classes Screen - Edit Mode

Class	Description
00	Consumer Goods
01	Resale Sales
02	Exempt Sales
03	Ind/Agr Prod.
04	Interstate Comm
05	Motor Vehicles
06	Food Products
07	Clothing
08	Gasoline
09	Services
10	Health Products

Enter = edit, Append

Company H

3. Enter the new description and press **Enter** to save the change.

Setting Up And Maintaining Tax Locations

Set up a tax location for each tax authority that you must report sales or use taxes to. When you set up each tax authority, you specify the tax rate that the tax authority applies to each tax class.

ADDING A TAX LOCATION

Perform the following tasks to edit the tax class information:

1. Select the Tax Locations function on the Application Setup menu. The Tax Locations screen appears.

Tax Locations Screen

Tax Locations	
Tax Location MNDULH	Name [REDACTED]
Tax Level	Tax ID
Authority	Tax on: Freight? Misc?
Tax Liability Acct	Tax Refundable Acct
Class Description	Sales Tax Purch Tax Tax Collected Tax Paid
Total Calculated Over/Short	
Company H	

2. Enter the following information in the header section of the screen:

Field	Description
Tax Location	Enter the ID to use for the new tax location.
Name	Enter the tax authority's name.
Tax Level	The tax level determines the sequence that the tax is calculated when assigned to a Tax Group. This is important when "tax on tax" is calculated.
Tax ID	Enter the identification number assigned to this company by the tax authority.
Authority	Enter the two-character code for the tax authority. This field is used to summarize tax locations when reporting sales and use taxes.
Tax on: Freight?	If freight charges are subject to sales or use taxes by this tax authority, select YES ; otherwise select NO .
Misc?	If miscellaneous charges are subject to sales or use taxes by this tax authority, select YES ; otherwise select NO .
Tax Liability Acct	Enter the general ledger liability account that the tax amounts calculated are posted to. When Accounts Payable is interfaced with General Ledger, the Inquiry command, F2 or Esc W , is available to select the account number from a list.
Tax Refundable Acct	Enter the general ledger account that the refundable portion of the tax is posted to. This field applies to taxes paid or collected in Canada only. Press Enter to skip this field. When Accounts Payable is interfaced with General Ledger, the Inquiry command, F2 or Esc W , is available to select the account number from a list.

3. Use the **Proceed** command, **PgDn** or **Esc P**, to move to the lower section of the screen. The tax classes are listed here.

Tax Locations Screen

Tax Location		Name		Tax ID		Tax on: Freight?		Misc?	
MNDULH		Duluth, MN		5678-22-123		NO		NO	
Tax Level	2	Tax ID							
Authority	MN	Tax on: Freight?	NO	Misc?	NO				
Tax Liability Acct	220005	Tax Refundable Acct							

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	0.000	0.000	.00	.00
01	Resale Sales	0.000	0.000	.00	.00
02	Exempt Sales	0.000	0.000	.00	.00
03	Ind/Agr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				.00	.00
Calculated				.00	.00
Over/Short				.00	.00

Enter = edit, Tax Loc, First, Last, Next, Prev, View, Header, Goto Class
Company H

4. Move the cursor to the tax class you want to set up for the tax authority and press **Enter**. The Edit Line window appears.

Tax Locations Screen with Edit Line Window

Tax Locations		Edit Line	
Tax Location	MNDULH	Name	Duluth, MN
Tax Level	2	Tax ID	5678-22-123
Authority	MN	Tax on: Freight?	NO
		Misc?	NO
Tax Class	00	Description	Consumer Goods
Sales Tax Percent	0.000	Taxable Sales	.00
Purch Tax Percent	0.000	Nontaxable Sales	.00
Refundable Percent	0.000	Tax Collected	.00
Expense Acct		Taxable Purchases	.00
		Nontaxable Purchases	.00
		Tax Paid	.00
		Tax Refundable	.00
08	Gasoline	0.000	0.000
09	Services	0.000	0.000
		Total	.00
		Calculated	.00
		Over/Short	.00
Company H			

5. Enter the following information for the tax class:

Field	Description
Tax Class	The tax class you selected to work with is displayed. You cannot change it.
Description	The description for the tax class selected is displayed. You cannot change it here; it can be edited using the Tax Classes function on the Application Setup Menu in Resource Manager.
Sales Tax Percent	If this tax authority collects a sales tax for the tax class, enter the percentage amount here. Enter the percent as a whole number, not in the decimal format. For example, for 5.5% enter 5.5.
Purch Tax Percent	If this tax authority collects a purchase or use tax for the tax class, enter the percentage amount here. Enter the percent as a whole number, not in the decimal format.
Refundable Percent	Enter the percentage amount of the tax for this tax class that is refundable. Refundable taxes only apply to taxes collected by Canadian tax authorities.
Expense Acct	Enter the general ledger account number used to expense the purchase or use tax. When Accounts Payable is interfaced with General Ledger, the Inquiry command, F2 or Esc W , is available to select the account number from a list.

Field	Description
Taxable Sales	Enter the amount of taxable sales for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when sales transactions are posted.
Nontaxable Sales	Enter the sales amount that is <i>not</i> subject to tax by the tax authority for the current reporting period. Once the tax location is set up, the system updates this value when sales transactions are posted.
Tax Collected	Enter the amount of tax collected for sales in the tax authority's current reporting period. Once the tax location is set up, the system updates this value when sales transactions are posted.
Taxable Purchases	Enter the amount of taxable purchases for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.
Nontaxable Purchases	Enter the amount of nontaxable purchases for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.
Tax Paid	Enter the amount of tax paid during the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.
Tax Refundable	Enter the amount of the tax that is refundable for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.

Tax Locations Screen with Edit Line Window

Tax Locations		Tax Locations	
Tax Location	MNDULH	Name	Duluth, MN
Tax Level	2	Tax ID	5678-22-123
Authority	MN	Tax on: Freight?	NO
		Misc?	NO
Edit Line			
Tax Class	00	Description	Consumer Goods
		Taxable Sales	.00
Sales Tax Percent	3.500	Nontaxable Sales	.00
Purch Tax Percent	3.000	Tax Collected	.00
Refundable Percent	0.000		
Expense Acct	550001	Taxable Purchases	.00
		Nontaxable Purchases	.00
		Tax Paid	.00
		Tax Refundable	.00
08	Gasoline	0.000	0.000
09	Services	0.000	0.000
			.00
			.00
		Total	.00
		Calculated	.00
		Over/Short	.00
Verification			
Press <PgDn> to proceed			

6. Use the **Proceed** command, **PgDn** or **Esc P**, to save the tax class information.

Tax Locations Screen

Tax Location		Tax Locations	
Tax Location	MNDULH	Name	Duluth, MN
Tax Level	2	Tax ID	5678-22-123
Authority	MN	Tax on: Freight?	NO
Tax Liability Acct	220005	Tax Refundable Acct	Misc? NO

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	3.500	3.000	.00	.00
01	Resale Sales	0.000	0.000	.00	.00
02	Exempt Sales	0.000	0.000	.00	.00
03	Ind/Agr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				.00	.00
Calculated				.00	.00
Over/Short				.00	.00

Enter = edit, Tax Loc, First, Last, Next, Prev, View, Header, Goto Class
Company H

Deleting A Tax Class From A Tax Location

Perform the following tasks to delete a tax class:

1. On the Tax Locations screen, move the cursor to the tax class you want to delete.
2. Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the **Delete** command again to confirm deleting the tax class from the tax location.

Setting Up And Maintaining Tax Groups

Use this function to group tax locations together when sales or purchases are taxed by more than one tax authority; for example state and county sales/use taxes. When tax groups are set up, you can also specify whether *tax on tax* should be calculated.

This example illustrates how to use tax groups:

Suppose that Minnesota has a state sales tax and Minneapolis has a city sales tax. Sales in Minneapolis incur two sales taxes: one owed to the state of Minnesota and the other to the city of Minneapolis. A tax group is created that contains both tax locations--the state of Minnesota and the city of Minneapolis. When this tax group is used for a transaction, taxes due to both tax authorities are calculated.

TAX ON TAX

Tax on tax means that a taxing authority not only calculates its tax based on the price of goods and services, but also on the taxes charged by another tax authority. When the system calculates *tax on tax*, the Level 1 tax is calculated and subtotaled. Then the Level 2 tax is calculated on that subtotal. You can create up to five tax levels.

Tax on tax is used primarily outside of the United States. Goods and Services Tax (GST) and Provincial Sales Tax (PST) are examples of taxes that can require *tax on tax* calculations.

This example illustrates how to use tax groups to calculate *tax on tax*:

Suppose that Canada has a goods and services tax (GST) and Quebec has a provincial state tax (PST) that also taxes the GST amount for a sale. When the tax group is set up, Canada is the Level 1 tax location and Quebec is the Level 2 tax location. When Quebec is entered as the Level 2 tax, **YES** is selected for the **Tax on Tax Level 1?** prompt. Sales or Purchase transactions recorded with this tax group incur taxes for the Canadian GST tax calculated on the amount of goods and services. Taxes for Quebec PST tax are calculated on the subtotal of the goods and services plus the amount of the Canadian GST tax.

Adding a Tax Group

To add a tax group, perform the following tasks:

1. Select the Tax Groups function from the Application Setup menu in Resource Manager. The Tax Groups screen appears.

Tax Groups Screen

Tax Groups						
Group ID	Description	Reporting Method	One	Two	Three	Four Five
CA	California	Combined	CA			
MD	Maryland	Combined	MD			
MN	Minnesota	Combined	MN			
MNMPLS	Minneapolis, MN	Combined	MN	MNMPLS		
TX	Texas	Combined	TX			
TXHOUS	Houston, TX	Combined	TX	TXHOUS		

Enter = edit, Append

Company H Verify

2. Press **A** to use the **Append** command to add a tax group.

Tax Groups Screen - Append Mode

Tax Groups						
Group ID	Description	Reporting Method	One	Two	Three	Four Five
CA	California	Combined	CA			
MD	Maryland	Combined	MD			
MN	Minnesota	Combined	MN			
MNMPLS	Minneapolis, MN	Combined	MN	MNMPLS		
TX	Texas	Combined	TX			
TXHOUS	Houston, TX	Combined	TX	TXHOUS		

Company H

3. Enter the following information:

Field	Description
Group ID	Enter the ID you want to use for the tax group.
Description	Enter a description for the tax group.
Reporting Method	
Combined	Select Combined if you want the tax amount for all tax locations in the tax group to be added together and printed as one total sales tax amount on invoices.
Separate	Select Separate if you want the individual tax amounts for each tax location in the group printed on the invoice.
Tax Levels:	Enter the tax locations you want to group together in this tax group in the appropriate level for the tax location. You can group five tax levels into one tax group. Tax locations must be entered in the tax level field for the tax level they were assigned when they were setup in Tax Locations. The Inquiry command, F2 or Esc W , is available to select the tax locations from a list.

Tax Groups Screen - Append Mode

Group ID Description		Tax Groups					
		Reporting	Tax Levels				
		Method	One	Two	Three	Four	Five
CA	California	Combined	CA				
MD	Maryland	Combined	MD				
MN	Minnesota	Combined	MN				
MNMPLS	Minneapolis, MN	Combined	MN	MNMPLS			
TX	Texas	Combined	TX				
TXHOUS	Houston, TX	Combined	TX	TXHOUS			
MNDULT	Duluth, MN	Combined					

Valid entries are Combined and Separate.

Company H

4. The *Tax on Tax* Level prompt appears after you enter the second tax level:

Tax Groups Screen With *Tax on Tax* Level Prompt

Group ID Description		Tax Groups		Tax Levels				
Group	ID	Description	Reporting Method	One	Two	Three	Four	Five
CA		California	Combined	CA				
MD		Maryland						
MN		Minnesota						
MNMPLS		Minneapolis, MN						
TX		Texas						
TXHOUS		Houston, TX						
MNDULT		Duluth, MN						

Company H Maint - Inquiry

- Select **YES** if the amount of tax calculated for the previous tax location level should be added to the transaction total before calculating the tax for this tax location level. The tax is calculated as follows:

(Transaction Total + Tax Calculated for the previous Tax Location Level) * Tax Percent for this Tax Location Level

- Select **NO** if the amount of tax for this tax location should only be based on the amount of the transaction total for goods and services. The tax is calculated:

Transaction Total * Tax Location Level Percent

An Example:

Transaction Total: \$1000

Tax Level:	1	2	3	4	5
Tax Percent:	5%	5%	5%	5%	5%
Tax on Tax:		Y	Y	Y	Y

Calculations:

Level 1: $(\$1000 * 5\%) = \50

Level 2: $(\$1000 + \$50) * 5\% = \$52.50$

Level 3: $(\$1000 + \$50 + \$52.50) * 5\% = \55.13

Level 4: $(\$1000 + \$50 + \$52.50 + \$55.13) * 5\% = \$57.88$

Level 5: $(\$1000 + \$50 + \$52.50 + \$55.13 + \$57.88) * 5\% = \60.78

Total for the order including tax = $\$1000 + \$50 + \$52.50 + \$55.13 + \$57.88 + \$60.78 = \$1276.29$

- The tax group is saved when you press **Enter** in the field for the last Tax Level entered.

Tax Groups Screen

Tax Groups							
Group ID	Description	Reporting Method	One	Two	Three	Four	Five
CA	California	Combined	CA				
MD	Maryland	Combined	MD				
MN	Minnesota	Combined	MN				
MNDULT	Duluth, MN	Separate	MN	MNDULH			
MNMPLS	Minneapolis, MN	Combined	MN	MNMPLS			
TX	Texas	Combined	TX				
TXHOUS	Houston, TX	Combined	TX	TXHOUS			

Enter = edit, Append

Company H

Editing Tax Group Information

Perform the following tasks to edit a tax group:

- Move the cursor to the Group ID for the tax group you want to edit and press **Enter**.

Tax Groups Screen - Edit Mode

Tax Groups							
Group ID	Description	Reporting Method	One	Two	Three	Four	Five
CA	California	Combined	CA				
MD	Maryland	Combined	MD				
MN	Minnesota	Combined	MN				
MNDULU	Duluth, MN	Separate	MN	MNDULH			
MNMPLS	Minneapolis, MN	Combined	MN	MNMPLS			
TX	Texas	Combined	TX				
TXHOUS	Houston, TX	Combined	TX	TXHOUS			

Company H

- Edit the information for the tax group. When you press **Enter** at the field for the last Tax Level entered, the changes are saved.

Deleting a Tax Group

Complete the following steps to delete a tax group:

1. Move the cursor to the Group ID of the tax group you want to delete.
2. Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the **Delete** command again to confirm deleting the tax group.

Tax Groups Screen - Delete Mode

			Tax Groups				
Group ID	Description	Reporting Method	One	Two	Three	Four	Five
CA	California	Combined	CA				
MD	Maryland	Combined	MD				
MN	Minnesota	Combined	MN				
MNDULT	Duluth, MN	Separate	MN	MNDULH			
MNMPLS	Minneapolis, MN	Combined	MN	MNMPLS			
TX	Texas	Combined	TX				
TXHOUS	Houston, TX	Combined	TX	TXHOUS			

Verification	Press F3 to delete tax group MNDULT
--------------	--

Periodic Processing for Sales and Use Taxes

At the end of the reporting period for each tax authority, perform the following tasks:

1. Print the Sales Tax Report for the tax authority. This report contains the accumulated tax information for the reporting period.

This function is located on the Management Reports menu in Accounts Payable and the Application Setup menu in Resource Manager. Refer to page 7 in the Periodic Processing section of this manual for detailed instructions on how to use this function.

2. Use the Clear Sales Tax function to remove the accumulated tax information for the current reporting period. This function prepares the tax location record to begin accumulating values for the next reporting period.

This function is located on the Application Setup menu in Resource Manager. Refer to page 7 in the Periodic Processing section of this manual for detailed instructions on how to use this function.

Appendix B - AP Data Files

General Information Files

Accounts Payable Codes File (APCDxxx)

The Codes file stores the codes and descriptions for terms codes and distribution codes.

Accounts Payable Table File (APTB)

Each application has a Table file that holds the tables needed by its programs. The file is named xxTB, where xx is the two-character program prefix. The sample table file for the application is copied into the data directory at time of installation. There is one record for each table used by Accounts Payable. Tables may be company specific or shared by two or more companies.

History Files

Accounts Payable Check History File (APHCxxx)

The Check History file contains information about checks and other payments made to your vendors. If the option switch is on, records are added to the file as you post checks. There is one summarized record for each check, including voided checks.

Accounts Payable Additional Descriptions History File (APHDxxx)

If the options are set to use additional descriptions and save additional description history, the Additional Descriptions History file contains the additional description from transactions that have been posted to the AP Detail History file.

Accounts Payable Detail History File (APHIxxx)

If you select the option to save detail history, the Detail History files stores detail information about past purchases and payments in a compact form so that you can keep them on file for an extended period of time. Line-item and totals information is added to this file as you post orders to the Open Invoice and Vendor files. Payment information is added to this file as you post payments to the Vendor file. There are three types of records in this file: line-item, payment, and totals. Use the History Reports menu to print reports using the information stored in this file. Records can be erased from this file by using the Purge Selected Files function on the Periodic Processing menu.

Accounts Payable Summary History File (APHSxxx)

If you elect to save summary history in the Options table, the Summary History file contains information about purchases and discounts for a particular year and period. Summarized transaction information is added to the file as you post transactions and payments. There are three types of records: company, vendor, and item/other. Use the History Reports menu to print reports using the information stored in this file. Records can be erased from this file by using the Purge Selected Files function on the Periodic Processing menu.

Material Requisition Files**Before Posting****Accounts Payable Requisition Control File (APCMxxx)**

The Requisition Control file contains a terminal record for each terminal ID that is currently entering or editing material requisitions. When the material requisition being worked on is exited, it's terminal record is removed from this file. A control record contains the next available material requisition number.

Accounts Payable Materials Requisitions Detail File (APMDxxx)

The Material Requisitions Detail file holds the detail information for material requisitions and returned material requisitions line-items. Line-item records are created during material requisitions and returned material requisitions entry and remain in the file until they are fully filled, shipped, and posted. Shipped line-item quantities are removed from inventory immediately. When you post, the shipped quantities are removed from each material requisition and the shipped amounts are posted to General Ledger.

Accounts Payable Material Requisitions Header File (APMHxxx)

The Material Requisitions Header file stores header and totals information for material requisitions and returned material requisitions from the time they are entered until they are fully filled, shipped, and posted.

Accounts Payable Material Requisitions Serialized/Lotted Item File (APMSxxx)

The Requisitions Serialized/Lotted Item file keeps a record of the serial/lot numbers entered in Material Requisitions so that you can change and delete serial/lot numbers for unposted material requisitions entered through the Material Requisitions functions.

Recurring Entries Files**Accounts Payable Recurring Additional Descriptions File (APRDxxx)**

The Recurring Additional Descriptions file contains the additional description information entered in the Recurring Entries function on the File Maintenance menu.

Accounts Payable Recurring Entries Header File (APRHxxx)

If you regularly pay the same amounts to some vendors, you can set up recurring entries and then periodically copy the recurring entries to the transaction files when they come due. Recurring entries are set up in the Recurring Entries function on the File Maintenance menu. The Recurring Entries Header file holds header and totals information for the recurring entries entered through the Recurring Entries function. The line-item information is stored in the Recurring Entries Detail file, APRLxxx. Records can be removed from this file by deleting the recurring entry using the Edit Recurring Entries function or the Purge Selected Files function.

Accounts Payable Recurring Entries Detail File (APRLxxx)

The Recurring Entries Detail file holds the line-item information for the recurring entries entered through the Recurring Entries function. The header and totals information for recurring entries are stored in the Recurring Entries Header file, APRHxxx. Records can be removed from this file by deleting the recurring entry using the Edit Recurring Entries function or the Purge Selected Files function.

Transaction Files**Before Posting****Accounts Payable Checks File (APCHxxx)**

The Checks file stores the data to be printed on the checks. A check record is created from each open invoice to be paid when you run the Prepare Checks function. The file is cleared when you post the payments.

The first record, a control record, summarizes the checks in the file. The data for each check consists of one check record, which contains the check information, followed by several invoice records, one for each invoice listed on the remittance advice.

Prepaid checks are placed at the beginning of the file, before the checks to be printed. Prepaid checks are in order by check number. Checks to be paid are in order by vendor ID.

Accounts Payable Control File (APCTxxx)

The Control file stores one record for each terminal ID that is currently entering or editing transactions or recurring entries. When the transaction or recurring entry being worked on is exited, the entry for it is removed from this file. A control record contains the next available transaction number.

Accounts Payable Additional Descriptions File (APDExxx)

The Additional Descriptions file contains the additional description entered during transaction entry.

Accounts Payable Serialized/Lotted Item File (APLSxxx)

The Serialized/Lotted Item file keeps a record of the serial/lot numbers entered in the Accounts Payable transactions so that you can change and delete previously entered serial/lot numbers before transactions are posted. There is one record for each serial/lot number.

Accounts Payable Transaction Detail File (APTDxxx)

The Transaction Detail file holds the line-item detail information for the purchases and returns entered through the Purchases and Miscellaneous Debits functions. The Transaction Detail file is erased when the Post Transactions function is used. The information is posted to the Vendor and Open Invoice files. If the options are selected, this information is also posted to the Detail History, Summary History, and General Journal files.

Accounts Payable Transaction Header File (APTHxxx)

The Transaction Header file holds the header and totals information for the purchases and returns entered through the Purchases and Miscellaneous Debits functions. The Transaction Header file is erased when the Post Transaction function is used. The information is posted to the Vendor and Open Invoice files. And, if the options are selected, the information is also posted to the Detail History, Summary History, and General Journal files.

After Posting**Accounts Payable Open Invoice File (APINxxx)**

The Open Invoice file stores records for unpaid invoices. The invoice records are created when you post transactions. Records for open invoices are removed from the file using the Purge Selected Files function on the File Maintenance menu.

Accounts Payable Open Invoice Additional Information File (APIXxxx)

The Open Invoice Additional Information file stores additional data for open invoices. The records are created when you post transactions. The record for an open invoice's additional invoice information is removed from the file when the open invoice is purged.

Vendor Files**Accounts Payable Vendor Comments File (APVCxxx)**

The Vendor Comments file stores comments about the vendors you do business with. Initially you enter comments through the Vendors function. You can also add them later when you enter transactions.

Accounts Payable Vendor File (APVExxx)

The Vendor file stores information about the vendors you purchase goods or services from. To add, change, and delete vendor records, use the Vendors function. Vendor account information, including the balance due and historical purchase information is stored in this file. These balances are updated automatically when you post transactions. There is one record for each vendor.

Appendix C - Checklists

Setup Checklist

Planning

- ☐ Read the *Resource Manager User's Guide*
- ☐ Read the *Accounts Payable User's Guide*
- ☐ Collect and Organize the Data
- ☐ Plan the Implementation Schedule
- ☐ Set Up a Backup Schedule

Set Up in Resource Manager

- ☐ Fiscal year and periods
- ☐ Select Options and Interfaces Used During Setup
- ☐ Tax Information (See Appendix A)

Set Up in Accounts Payable:

- ☐ Set Up/Verify Tables (x=company id, t=terminal id)
 - ☐ APGLxxx ☐ DMtttt
 - ☐ APPDxxx ☐ DISCxxx
 - ☐ MRGLxxx ☐ D1099xxx
 - ☐ APPDxxx ☐ F1099
 - ☐ DFtttt ☐ Q?tttt (?=C,D,E,H,M,MAT,P,X,)
- ☐ Set Up the Terms Codes
- ☐ Set Up the Distribution Codes
- ☐ Set Up Vendors
- ☐ Set Up Recurring Entries
- ☐ Enter Initial Balances for Vendors (Summary or Detail)

Complete Set Up in Resource Manager for Accounts Payable:

- ☐ Set Up Access Codes
- ☐ Reset Options and Interfaces for Using the System

Daily Work Processing Checklist

1. ☐ Enter all purchase and miscellaneous debit transactions.
2. ☐ Use the Copy Recurring Entries function to copy recurring entries that are due.
3. ☐ Print the Daily Sales Tax Report and the Purchases and Miscellaneous Debits Journals. Review these reports for accuracy.
4. ☐ If you find mistakes, use **3. Edit Transactions** on the Transaction Type Menu in Transactions to correct them. Reprint the reports to verify the corrections and as part of the audit trail.
5. ☐ Repeat steps 1-4 until all transactions are entered and correct.
6. ☐ **BACKUP YOUR DATA FILES.** Major changes to multiple data files are during the next step.
7. ☐ Post transactions. Keep the posting log produced by this function as part of the audit trail.

Material Requisitions Processing Checklist

1. ☐ Enter all Material Requisition and Return Material Requisition transactions.
2. ☐ Print the Back Order Allocation Report. Use **3. Change Material Requisitions** on the Material Requisitions Transaction Type menu to fill requisition items that are backordered.
3. ☐ Print the Material Requisitions Journal to review and verify the entries. If you find mistakes, use **3. Change Material Requisitions** on the Material Requisitions Transaction Type menu to make corrections.
4. ☐ When the transactions are correct, print a final copy of the Material Requisitions Journal and save it for the audit trail.
5. ☐ Print the Material Requisitions, if needed.
6. ☐ **BACKUP YOUR DATA FILES.** The next step makes changes to multiple data files.
7. ☐ Post Material Requisitions. Save the posting log as part of the audit trail.

Pay Invoices Checklist

1. ☐ Enter and post all accounts payable transactions.
2. ☐ Print the Cash Flow Report and the Open Invoice Report selecting **7. All Invoices** to verify the invoices to pay.
3. ☐ If you find any mistakes in the reports, use the Daily Work functions to enter and post correcting entries.
4. ☐ Repeat steps 1-3 until all the entries are correct.
5. ☐ Use the Hold/Release Invoices function or the Change Open Invoice Status function to hold or release invoices for payment.⁶⁷
6. ☐ Print the Open Invoice Report selecting **1. Released Invoices** using the selection criteria you will enter when you prepare checks.
7. ☐ If there are invoices on the report that you don't want to pay, use the Hold/Release Invoices function or the Change Open Invoice Status function to change their status to *HELD* or *TEMPORARY* so they won't be included in the check amount.
8. ☐ Use the Prepare Checks function to generate entries for prepaid invoices and checks for invoices that are due.
9. ☐ Print the Edit Register to review and verify the checks that have been calculated.
 - If there are invoices missing that you wanted to pay, use the Hold/Release function to release the invoices and use the Prepare Checks function to reprepare the checks. Enter **YES** when the system prompts you **Checks already on file. Do you want to start over?**
 - If invoices have been included that you don't want to pay, use the Select Payables function to drop the invoices from the batch of checks.
10. ☐ Use the Select Payables function to:
 - view the net prepared amount,
 - view the checks that will print for a vendor,
 - to specify which checks you don't want to print.
11. ☐ Print the prepared checks.
12. ☐ Print the Check Register as a record of the checks that were printed.
13. ☐ Back up the data files. Never begin an operation--such as posting--that makes major changes to the data without first backing up the files.
14. ☐ Use the Post Payments function to update the Accounts Payable Vendor, Open Invoice, and History files. If Accounts Payable is interfaced with the General Ledger and Bank Reconciliation applications, entries are posted to the GL Journal and Bank Reconciliation Transaction files for the payments made. The AP Checks file is cleared.

⁶⁷ You can put a vendor on hold--instead of an individual invoice--by selecting Vendors from the File Maintenance menu and entering **YES** in the **Vendor Hold?** field.

Periodic Processing Checklist

1. ☐ Make sure that all transactions and payments for the period, quarter, or year have been entered and posted as described in the Daily Work and Pay Invoices sections.
2. ☐ Print the Vendor Analysis Report, and back up the data files (see the *Resource Manager User's Guide*). Since periodic processing makes major changes to the data files, it is important to make a backup first.
3. ☐ Produce any summary or detail history reports needed for the accounting period.
4. ☐ Backup data files.
5. ☐ Print the Sales Tax Report (on the Management Reports menu or the Application Setup menu in Resource Manager).
6. ☐ If the company uses Accounts Receivable/Sales Order, wait until closing that application to perform this step; otherwise, use the Clear Sales Tax function on the Application Setup menu in Resource Manager to clear the sales and use taxes paid during the reporting period.
CAUTION: This function clears values for both AP/PO and AR/SO and is only performed once. Before using this function, make sure all reports have been printed.
7. ☐ Verify that no one is using the AP/PO system.
8. ☐ Use the Periodic Maintenance function to clear totals for the accounting period in the Vendor file.
 - At the end of a fiscal period, select **Period-End Maintenance**. In the Vendor file, APVExxx, period-to-date totals are cleared and temporary vendors without any transactions, open invoices, or paid invoices are deleted.
 - At the end of the quarter, select **Quarter-End Maintenance** to clear the period- and quarter-to-date totals and delete temporary vendors without any transactions, open invoices, or paid invoices from the Vendor file.
 - At the end of the year, select **Year-End Maintenance**. Year-to-date totals in the Vendor file are transferred to the Last Year fields. Period-, quarter-, and year-to-date totals are cleared, and temporary vendors without any transactions, open invoices, or paid invoices are deleted from the Vendor file.
9. ☐ Print the Vendor Comments List from the Master Lists menu.
10. ☐ Use the Purge Vendor Comments function on the File Maintenance Menu to purge outdated comments.
11. ☐ Use the Purge Selected Files function to delete:
 - unnecessary paid invoices
 - excess detail and summary
 - unneeded check detail information from the Check History file
 - out-of-date recurring entries from the Recurring Entry Header and Detail files.Purging outdated information from these files keeps from becoming too large for the system to process effectively.
12. ☐ At the end of the calendar year, if 1099 forms have not been printed before you need to enter transactions for then new calendar year, select **YES** to move the 1099 YTD payments to last year. You can choose to print 1099-MISC forms from the current YTD payments field or the last-year field.

Year-End Checklist For AP/PO, Version 6.0 and 5.2x

- 1.____ Make sure all purchase transactions, orders, material requisitions and miscellaneous debits have been entered and posted.
- 2.____ Complete and post the final payment cycle for the year.
- 3.____ Print the Vendor Analysis, AP Analysis, Purchase Analysis, Purchase History, and Payment History Reports.
- 4.____ (*OPTIONAL*) Print or save additional reports.
- 5.____ **Backup data files.**
- 6.____ Print the Sales Tax Report (located in Resource Manager, Application Setup).
- 7.____ If using Accounts Receivable/Sales Order wait until closing that application, to perform this step. Otherwise, use Clear Sales Tax to clear sales tax paid on purchases.

CAUTION: This function will clear values for both AP/PO and AR/SO and is only done once, make sure you have all reports printed.

- 8.____ If you need to print 1099's: perform these tasks:
 - ____ Verify the D1099xxx and F1099tables (File Maintenance, Tables)
 - ____ Print and review the 1099 worksheet information for accuracy
 - ____ As needed, adjust any YTD payments amounts
 - ____ Print 1099's⁶⁸
- 9.____ Verify no one is using the AP/PO system.
- 10.____ Select Year-End Maintenance in Periodic Maintenance function on the File Maintenance Menu. Use it to accomplish these tasks:
 - transfer YTD totals to the last-year fields in the Vendor file
 - clear the period-to-date, quarter-to-date and year-to-date amounts in the Vendor file
 - delete temporary vendors with no open invoices
 - select whether to move the YTD 1099 payments amount to the last-year field⁶⁹
 - set the period in the APPDxxx table to 1 and increment the fiscal year by one
- 11.____ Print the Vendor Comments List from the Master Lists menu.
- 12.____ Use the Purge Vendor Comments function on the File Maintenance Menu to purge vendor comments.
- 13.____ Use the Purge Selected Files function on the File Maintenance Menu for the following tasks:
 - remove unnecessary paid invoices
 - delete out-of-date recurring entries
 - remove excess detail and summary history
 - delete unneeded check history
- 14.____ (*OPTIONAL*) Use the Vendor function in File Maintenance to delete inactive vendors. Use the File Rebuild/Verify function on the Data File Maintenance menu in Resource Manager to rebuild the APVExxx file.

⁶⁸ You can also produce 1099's after you complete year-end maintenance. You can post payments to the last-year 1099 payments field. When you have entered all the payments for last year, make sure you are in the last year files, select 1099 Forms and print them using the 1099 payments amount from last year.

⁶⁹ This is performed at calendar year end only.

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