



# **Accounts Payable User's Guide**

Version 8.0

4413.AP80

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October 2013

Document No. 4413.AP80

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 software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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## CHAPTER 1

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## Introduction

### Welcome to OSAS

Welcome to the Accounts Payable application for OPEN SYSTEMS Accounting Software® (OSAS®). Accounts Payable helps you manage your company's cash flow by recording the invoices you receive and the payments you make to vendors. Accounts Payable also lends its capabilities to other applications associated with tracking assets (Inventory, for example).

Accounts Payable represents a liability: when you make a payment to vendors, the transactions are expressed as losses to your source of revenue and gains to the assets you paid for. For example, if you purchase inventory items, the transaction represents a loss to your capital and a gain to inventory.

Accounts Payable plugs into Resource Manager, the foundation of OSAS. Consult the [Resource Manager Guide](#) for more information on basic OSAS functionality and details on how Resource Manager works within the OSAS system.

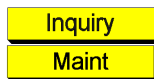
### About This Guide

This guide describes the functions that make up the Accounts Payable application and gives details on how Accounts Payable fits into your existing business workflow. This guide is divided into these sections:

- Chapter 1 introduces OSAS and the Accounts Payable application, and describes the basics of the Accounts Payable system and how to navigate around OSAS.
- Chapter 2, Installation and Conversion, details how to install Accounts Payable using Resource Manager and how to create or convert the data files it requires.
- Chapter 3, Getting Started, gives information and checklists on the steps you need to perform to set up Accounts Payable.
- Chapters 4 through 12 contain function descriptions organized by menu. These chapters mirror the order that appears on the Accounts Payable menu.
- The Appendixes contain supplementary material not directly related to Accounts Payable functionality.
- The Index is a topical reference to the information in the rest of the chapters, and concludes this guide.

## Conventions

This guide uses the following conventions to present information.



When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-30 and page 1-34 for more information on these commands.

When you see the phrase “use the **Proceed (OK)** command” in this guide, press **Page Down** in either text or graphical mode to continue. In graphical mode, you can also click **OK** to proceed.



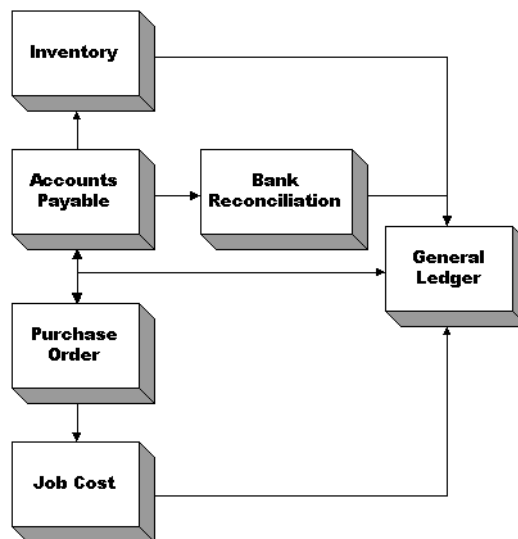
If a function or feature is only available if the Banking application is installed, this banking flag appears in the margin.

# The Accounts Payable System

Use the Accounts Payable system to record invoices you receive and payments you make to vendors. It lends its tracking capabilities to other applications associated with tracking assets (Inventory, for example). It represents a liability; when you make a payment to vendors, the transactions are expressed as losses to your source of revenue and gains to the assets you paid for. For example, if you purchase inventory items, the transaction represents a loss to your capital and a gain to inventory.

## Application Interaction

You can use Accounts Payable as a standalone application, but you get optimal use from it when you interface it with other applications.



Interfacing applications means that the information you enter in one application, you can transfer to and use in other applications, reducing data entry time and errors.

## Menu Structure

The Accounts Payable menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

### **File Maintenance**

Use the functions on the **File Maintenance** menu to set up and maintain information about your vendors. For example, use the **Vendors** function to establish and update information about vendors with which you usually do business.

### **Information Inquiry**

Use the Information Inquiry functions to view (not change) information about vendors, invoices, and history. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

### **Entering Transactions**

After you establish the valid codes and IDs through the File Maintenance functions, you can use the Daily Work functions and the Material Requisitions functions to enter transactions that involve acquiring goods.

### **Daily Work**

Use the Daily Work functions to do daily operations that involve an outside vendor: entering transactions and recurring entries, producing the Purchases and Miscellaneous Debits Journals, and posting transactions. You can choose to group certain transactions by batch, to help streamline entry, printing, and posting tasks.

## Material Requisitions

Use the Material Requisitions functions to do daily operations that involve transferring goods from one part of the company to another: entering and printing requisitions, producing the Material Requisitions Journal and the Backorder Allocation Report, and posting.

## Reports

Accounts Payable offers two categories of reports: management reports and history reports. The management reports show information primarily from the **APINxxx** (Open Invoice) file. The history reports show information from the **APHIxxx** and **APHSxxx** (Detail and Summary History) files and the **APHCxxx** (Check History) file.

Use the reports functions as often as necessary to produce summarized information about current and historical purchases and payments.

## Pay Invoices

After doing your daily work and producing reports, you can use the Pay Invoices functions to prepare the invoices produced as payments, print the checks, and post the payments.

## Master File Lists

Information that you enter in the File Maintenance functions is kept in master files. Use the Master File Lists functions to produce the contents of the files: details about vendors, recurring entries, and so forth.

## File Information

The information you enter in Accounts Payable functions is stored in files. Each file falls into one of four categories: vendor files, attribute files, temporary files, and history files. (OSAS does not make a distinction between categories of files. The files are described in terms of categories to give you a better idea of how each fits in.)

## Vendor files

The vendor files serve as permanent sources of vendor information: data stays in the files until you remove it.

The **APVExxx** (Vendor) file holds the following vendor information, which you can enter directly through File Maintenance functions or by updating information from interfaced applications:

- Vendor ID and description
- Vendor name, address, and phone number
- Terms code and distribution code
- Web site and e-mail addresses
- Vendor class and payment priority
- 1099 information
- Amount due

The **APVCxxx** (Vendor Comments) file holds comments about the vendors with which you do business. Initially you enter comments through the **Vendors** function.

## Attribute files

The attribute files hold data that you can assign to each vendor. These attributes often carry their own function names. These files serve as permanent sources of information: data stays in these files until you remove it.

The **APDCxxx** (Distribution Codes) file stores the distribution codes assigned to the vendor in the **Distribution Codes** function. The codes are assigned to vendors and serve as a shorthand method to the General Ledger accounts to which accounts payable, sales tax expense, and freight and miscellaneous charges are posted.

The **APTCxxx** (Terms Codes) file stores the terms codes assigned to the vendor in the **Terms Codes** function. The codes are assigned to information about regular payment terms and serve as a shorthand method to enter the information required to calculate payment discounts. As a result, you can make payments to groups of vendors based on the terms of payment with the defined codes.

The **APRLxxx** and **APRHxxx** (Recurring Entries) files store information about payments you make regularly to vendors. The **APRLxxx** file stores line-item information about each recurring entry; the **APRHxxx** file stores totals information.

The **APBTxxx** (Batch) file stores information about the batches you use to organize your AP invoices and miscellaneous debits when you enter, print and post them.

The **APRDxxx** (Recurring Additional Descriptions) file holds additional descriptions you assign to line items in a recurring entry. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager **Options and Interfaces** function. The additional text is printed on invoices after you copy the entry to the **APTDxxx** and **APTHxxx** files.

The **RMTDxxx** (Tax Location Detail) file stores such tax location information as the location ID, taxable and nontaxable sales and purchases, tax paid, class, percentage, and amount refundable.

The **RMGCxxx** (Group Code) file stores information about tax groups and tax levels.

The **RMTHxxx** (Tax Location Header) file stores information about the tax authority and tax accounts.

### Temporary files

The temporary files store information created from an action you perform and send that information to a different file—usually a history file—when you post.

The **APLSxxx** (Serial Item) file stores information about serial numbers and lots. You can delete and change the information in this file through Accounts Payable functions, but not through Inventory functions.

The **APTDxxx** and **APTHxxx** (Transaction) files store information about unposted purchases and miscellaneous debits. The **APTDxxx** file stores line-item information about each transaction; the **APTHxxx** file stores totals information.

The **APDExxx** (Additional Descriptions) file stores additional descriptions you assign to line items. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager **Options and Interfaces** function.

The **APMDxxx** and **APMHxxx** (Material Requisitions) files store unposted and backordered material requisitions. The **APMDxxx** file stores line-item information about each material requisition; the **APMHxxx** file stores totals information.

The **APINxxx** (Open Invoice) file stores such summary information as the amount due and the due date of the purchases and miscellaneous debits that were posted from the **APTDxxx** and **APTHxxx** files. The items remain on file until they are recorded as paid in full.

The **APCHxxx** (Checks) file stores the latest batch of unposted checks that have been prepared for vendors.

The **APCMxxx** (Requisition Control) file stores a record for each terminal ID with requisitions being entered or edited.

### History files

The history files get information as a result of a post.

The **APHCxxx** (Check History) file stores summary information for posted or voided checks. This file is used only if you elect to save check history in the Resource Manager **Options and Interfaces** function.

The **APHSxxx** (Summary History) file contains information for each item purchased from each vendor in each period. Three types of summary records are created for each vendor: a company record, a vendor record, and an item record. This file is used only if you elect to save summary history in the Resource Manager **Options and Interfaces** function.

The **APHIxxx** (Detail History) file contains detailed information about accounts payable transactions. This file is used only if you elect to save detail history in the Resource Manager **Options and Interfaces** function.

The **APHDxxx** (Additional Descriptions History) file contains additional descriptions from entries posted to the **APHIxxx** file. You can also print these descriptions in the Detail History Report. This file is used only if you elect to use the additional descriptions option in the Resource Manager **Options and Interfaces** function.

## File Interaction

The Accounts Payable system tracks money owed to your vendors. When you enter and post transactions, information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

### Transactions

You can enter two categories of transactions: purchases (or miscellaneous debits) and material requisitions.

### Purchases or Miscellaneous Debits

When you enter purchases or miscellaneous debits, the key unit is the invoice. An invoice holds one or more purchases or miscellaneous debits.

You can copy recurring entries to a purchase. Use the **Recurring Entries** function to define the run codes that identify recurring entries. The information is kept in the **APRLxxx** and **APRHxxx** files. When the purchase is made, enter the run code in the **Transactions** function.

If Accounts Payable interfaces with Inventory and you enter a line item for an inventory item, the on-hand and available quantities in the Inventory item record are reduced for miscellaneous debits and increased for purchases by the quantity you enter.

Information about unposted purchases and miscellaneous debits is stored in the **APTDxxx** and **APTHxxx** files.

If you selected the option to use additional descriptions, you can enter 10 lines of additional descriptive text about each line item. The additional text is stored in the **APDExxx** file and is printed in the Purchases and Miscellaneous Debits Journals.

When you post purchases and miscellaneous debits, several things happen, depending on your option settings:

- Information about purchases and miscellaneous debits is moved from the **APTDxxx** and **APTHxxx** files to the **APINxxx** file.
- Each vendor's company and vendor records are updated in the **APHSxxx** file.
- The amount due, amount prepaid, and purchase and payment history fields are updated in the **APVExxx** file.
- If you keep detail and summary history, the **APHIxxx** file is updated by detailed line-item and totals information, and the **APHSxxx** file is updated by summary line-item and totals information.
- If Accounts Payable interfaces with General Ledger, debit and credit entries are made to the accounts payable, sales tax, freight, miscellaneous, and expense accounts in the **GLJRxxx** (General Ledger Journal) file.
- The Resource Manager tax files are updated.
- If Accounts Payable interfaces with Job Cost, the job and phase records are updated by cost information in the **JOBSxxx** file.
- The **APLSxxx**, **APTDxxx**, and **APTHxxx** files are cleared.

### Batching

Using the batching function in your daily work increases your productivity and enables you to better control your daily transactions. Using the batch function allows you to group certain transactions by batch, to help streamline entry, printing, and posting tasks.

### Material Requisitions

When you enter material requisitions, the key unit is the requisition. A requisition holds one or more requisitioned items.

If Accounts Payable interfaces with Inventory, the line items are first filled from current stock. The remainder is backordered.

Information about unposted and backordered material requisitions is stored in the **APMDxxx** and **APMHxxx** files.

When you post material requisitions, several things happen, depending on your option settings:

- Backorders are created in the **APMDxxx** and **APMHxxx** files for partially filled requisitions.
- Fully filled requisitions are removed from the **APMDxxx** and **APMHxxx** files, and serial numbers are removed from the **APMSxxx** file.
- The **APHIxxx** file is updated by detailed line-item and totals information.
- If Accounts Payable interfaces with General Ledger, debit and credit entries are made to the accounts payable, material inventory, and miscellaneous material accounts in the **GLJRxxx** file.
- If Accounts Payable interfaces with Job Cost, the job and phase records are updated by cost information. The **JOHIxxx** file is automatically updated; the **JOBSxxx** file is optionally updated.

### Preparing Payments and Paying Invoices

Use the Pay Invoices functions to prepare payments and pay your bills. These Accounts Payable functions are optional; you could go through an entire Accounts Payable work cycle without using the functions. Since it is likely that you make many of your payments by check, these functions are useful because you can send the information directly from the **APINxxx** file to the **APCHxxx** file and then to the checks themselves.

Before you prepare checks, place disputed (open) invoices on hold and release held invoices that can be paid. To place all invoices on hold or release all held invoices for one or more vendors, use the **Change Open Invoice Status** function. To place individual invoices on hold or release some invoices that are on hold, use the **Hold/Release Invoices** function.

Use the **Prepare Checks** function to indicate to the **APCHxxx** file the released invoices that are due to be paid. When checks are prepared, a log showing which invoices were prepared is produced.

To look at which invoices have checks prepared and remove an invoice from the list. If necessary, use the **Select Payables** function.

Before you print the checks, you might want to produce the Edit Register to get a list of the checks cleared to print.

Use the **Print Checks** function to print the checks. If you elected to save check history in the AP Options and Interfaces, the record is sent to the **APHCxxx** file.

After you print the checks, print the Check Register for an audit trail of the vendor checks you printed.

When you have printed all the checks and are ready to post, use the **Post Payments** function. Information is moved from the **APCHxxx** file to the **APHIxxx** and **APHSxxx** files, and the general ledger account numbers of the checks are stored in the **APHCxxx** file.

If you spot checks that should not have printed or if printed checks are lost or destroyed, use the **Void Checks** function to void them.

## Producing Reports

The **APVExxx** file provides information for several reports:

- The Vendor Analysis Report shows the balances and cumulative purchases for vendors and summarizes the purchasing activity with your vendors.
- The Vendor Detail List shows general information about your vendors.
- Use the vendor labels as mailing labels or as a quick reference of the vendors that are on file.
- The 1099 Forms summarize your year-to-date payments to vendors. You can print forms or save the data on magnetic media.

The **APINxxx** and **APVExxx** files provide information for several reports:

- The Open Invoice Report shows the invoices that remain unpaid and miscellaneous debits from the **APINxxx** file.
- The Cash Flow Report shows the amount of cash you can expect to pay out within three user-defined periods from the **APINxxx** and **APVExxx** files.
- The Aged Trial Balance shows the open invoice balances broken down into five aging periods—current, 30, 60, 90, and 120+ days.

The **APVCxxx** file provides the information for the Vendor Comments List.

The **APRLxxx**, **APRHxxx**, and **APRDxxx** files provide information for two reports:

- The Copy Recurring Entries Report shows the total recurring entries transferred to the **APTDxxx** and **APTHxxx** files. If problems occur during the process, an error log is included in the report.
- The Recurring Entries List serves as a reference when you copy entries to the **APTDxxx** and **APTHxxx** files.

The **APCHxxx** file provides information for the Edit Register and for checks.

The **APMDxxx** and **APMHxxx** files provide information for the material requisition forms and the Backorder Allocation Report. Produce this report to find out which backordered requisitions you can fill when goods are received in Inventory.

The **APHCxxx** file provides information for the Check History Report, which shows summary information for printed and voided checks.

The **APHIxxx** file provides information for several reports:

- The Detail History Report shows the purchases and returns you made.
- The Vendor Activity Report shows what you are purchasing, from whom you are purchasing it, and how often you purchase it.
- The Payment History Report shows paid invoices, check numbers and dates, and payment types.

- The Summary Invoice History Report shows vendor and invoice summary totals.
- The Tax Audit Report shows the tax breakdown by vendor, invoice number, and tax location.

The **APHSxxx** file provides information for several reports:

- The AP Analysis Report shows the statuses of your company's payables.
- The Purchase Analysis Report shows your company's purchases and discounts taken and lost.
- The Vendor Purchase History Report shows how much you purchased from vendors.

### Posting Payments

When you use the **Post Payments** function to post the checks you printed, several things happen:

- Invoices that are paid in full change to paid status, and the check numbers and dates are added to the **APINxxx** file.
- The totals in the **APVExxx** file are updated for the invoices you paid.
- The **APCHxxx** file is cleared for the next check cycle.
- The **APHCxxx** file is updated with the checks' general ledger account numbers if you elected to keep check history in the Resource Manager **Options and Interfaces** function.
- The invoice and payment information is transferred to the **APHIxxx** and **APHSxxx** files if you elected to keep summary and invoice history in the Resource Manager **Options and Interfaces** function.
- If Accounts Payable interfaces with General Ledger, debit and credit entries are made to the cash, accounts payable, and discount accounts in the **GLJRxxx** file.

- If Accounts Payable interfaces with Bank Reconciliation, disbursement entries are created in the **BRTRxxx** file for the checks posted.

### Periodic Maintenance

When you do periodic maintenance, several things happen:

- Totals are transferred from the **APVExxx** file to the last-year fields, and period-, quarter-, and year-to-date totals are cleared.
- At the end of the calendar year, 1099 YTD payments are moved to last year.

The following chart shows the effects of periodic maintenance on the **APVExxx** file:

Value	Updated (+ or -)	Increased	Decreased
General Information	Use the Vendors function		
Vendor Comments	Use the Vendors function		
Purchases PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Payments PTD, QTD, YTD, and LY		Post payments	Post payments
Discount Taken PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Discount Lost PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Last Purchase Number		Post transactions	Post miscellaneous debits
Last Purchase Date		Post transactions	Post miscellaneous debits

Value	Updated (+ or -)	Increased	Decreased
Last Purchase Amount		Post transactions	Post miscellaneous debits
Last Payment Date		Post payments	Post payments
Last Check Number		Post payments	Post payments
Last Payment Amount		Post payments	Post payments
YTD 1099 Payments		Post payments	Post payments
Last-Year 1099 Payments		Post payments	Post payments

### Purging Selected Files

After your files become too large, you should clear data through the **Periodic Maintenance** function and the **Purge Vendor Comments** function.

The following list shows the effects of purging selected files:

- Paid invoices with check dates before the date you specify are removed from the **APINxxx** file.
- Detail history with invoice dates before the date you specify is removed from the **APHIxxx** file.
- Summary history before the period/fiscal year you specify is removed from the **APHSxxx** file.
- Check history with check dates before the date you specify is removed from the **APHCxxx** file.
- Recurring entries with cutoff dates before the date you specify is removed from the **APRLxxx**, **APRHxxx**, and **APRDxxx** files.
- Temporary vendors with zero balances are removed from the **APVExxx** file.

## Productivity Reports

Accounts Payable includes a number of productivity reports in Microsoft Excel® format. These reports connect directly to your OSAS data via the ODBC/JDBC driver (included with OSAS version 8.0) and allow you to use spreadsheet tools to manipulate the data as you want and produce charts and graphs to visualize trends.

The spreadsheet reports are listed on the **Productivity Reports** menu. Double-click a report name to automatically launch Excel or any other spreadsheet program capable of opening an Excel-formatted spreadsheet to open the report. Use the selection boxes to filter the information that appears in the report, or use the tools within your spreadsheet software to create charts and graphs from the report's data.



# Starting OSAS

OSAS runs on an operating system supported by 150 MB of permanent storage and 4 MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

**In Windows** To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

**In Other Operating Systems** To start OSAS on an operating system other than Windows, enter osas at the operating system prompt. If your operating system has graphical capabilities, you can also use the OSAS shortcut to start OSAS.

**Using Parameters** You can use the -u, -c, and -t parameters in OSAS shortcut properties or after the **osas** command so that the system automatically uses the appropriate user ID and company ID to save time logging in.

In Windows, open the OSAS shortcut's properties and enter these parameters after the path in the **Target** field (as in the example below; be sure to use the correct directories for your system).

```
C:\basis\bin\bbj.exe osasstrt.txt -q -tT00 -cD:\osas80\progrm\config.bbx - -  
uSam -cH
```

**Note:** In Windows, the **-u** and **-c** parameters must follow the separation dash.

In other operating systems, enter the parameters after the osas command, as in this example:

```
osas -t T2 -c B
```

**Note:** You can enter these parameters in any order, but you must leave a space between the parameter mark (**-t** or **-c**) and the parameter itself.

Refer to the [Resource Manager Guide](#) for more information on these parameters.

## Logging In

After you start OSAS, the login screen appears.



To log in to OSAS, enter your **User ID**, the **Company ID** you want to work with, and your **Password**. If you want to save your password so that you do not need to enter it again, select the **Save Password?** check box (or enter **Y** in text mode) to save your information. This check box appears only if the **Remember Password?** option is selected for your user ID in the **Users** function in Resource Manager.

Check the **Change Password?** box to change your password upon logging in. You will be prompted to enter and confirm your new password.

Finally, press **Enter** or click **OK** to log in.

This screen appears only after you have set up the system, including setting up users. See the *Resource Manager Guide* for information on setting up users and roles.

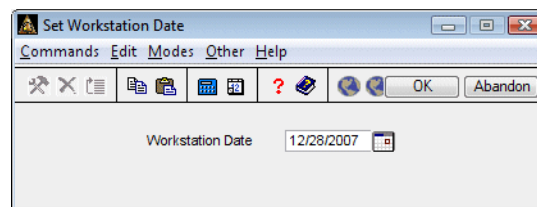
## Roles

Roles limit use of the system and protect sensitive information. Each role allows access to specific applications, menus, and functions. If you cannot select a menu or function, your assigned role is not authorized for it. Use the **Roles** function in Resource Manager to set up roles.

## Workstation Date



To change the workstation date, select **Workstation date** from the **File** menu, click the **Change Date** button on the toolbar, or press **F6**.



When the Workstation Date box appears, use the button or your keyboard to enter the date and press **Enter**.



# Navigating OSAS

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OSAS menus and functions are available in two modes: graphical and text. The graphical mode allows both keyboard and mouse commands and uses data entry fields and buttons similar to those found in any graphical software program. The text mode presents information in a simpler text format and uses keyboard commands to access functions and move around the screen. If you use an operating system that does not have graphical capabilities, the text mode is the only mode available.

You can use either text or graphical function screens independently of the main menu. For example, you can use text function screens while using the graphical main menu, and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

When available, press **Shift+F5** to switch between graphical and text menu modes, or press **Shift+F6** to switch between modes on function screens. You can also use the Resource Manager **Defaults** function to select the default mode to use for the main menu and function screens.

In text mode, use the **Page Up**, **Page Down**, arrow, and **Enter** keys to move between menus, select and enter functions, and move around function screens. When a list of commands appears at the bottom of a function screen, press the highlighted letter to use a command. These methods also work in graphical mode, or you can use the mouse to click on fields and command buttons.

## Graphical Mode

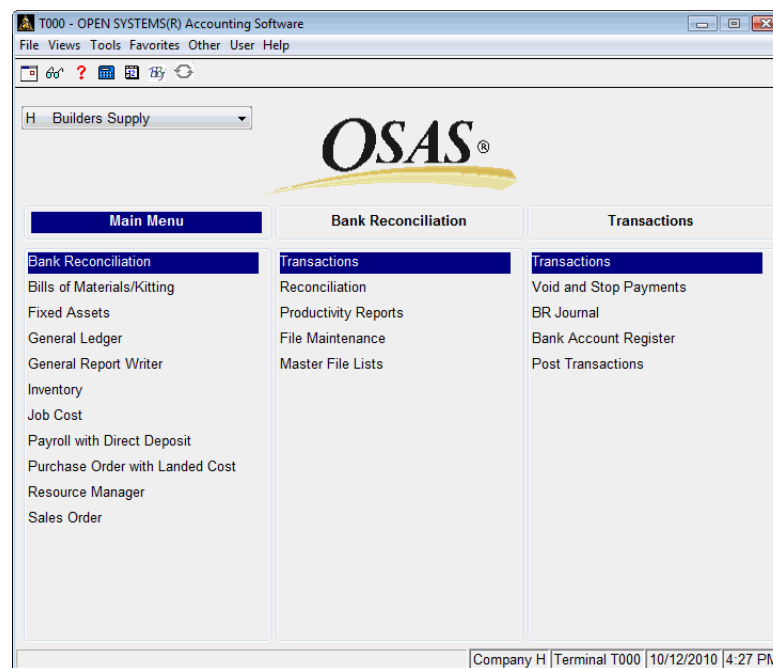
If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

## Main Menu

If you use graphical mode, the main menu is available in two flavors: graphical and MDI. To switch between the two styles, press **Shift+F5**.

### Graphical Main Menu

The graphical main menu is shown below.



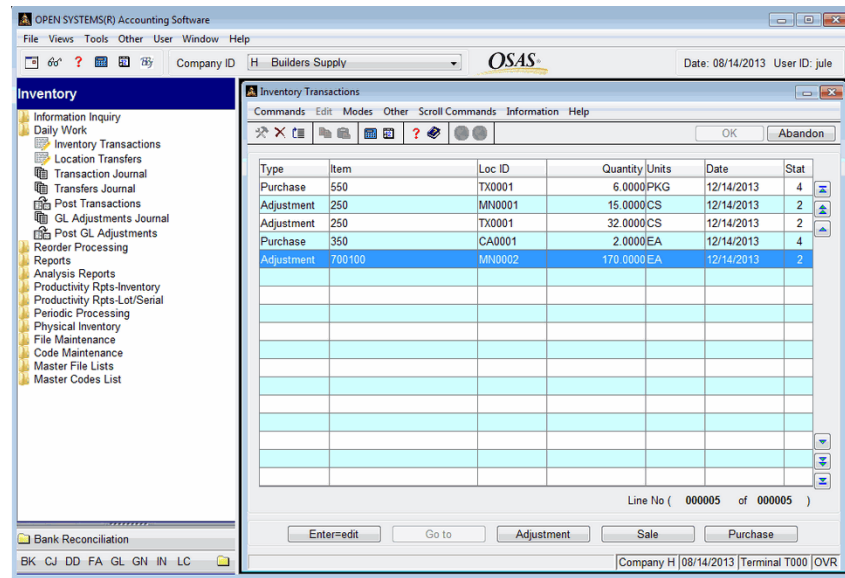
You can move around the graphical menu in these ways:

- Click an application to view that application's menu. Click a menu item to view its functions. Double-click a function name to enter that function.
- To exit from the graphical menu, click a different application or menu name or press **Tab** to return to the main menu.
- To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

## MDI Main Menu

The MDI menu centralizes all OSAS functionality in one location: applications, menus and functions appear in a navigation pane on the left side of the screen, and function screens appear in the large pane on the right.

Using this menu, you can open more than one function screen at a time and move or minimize screens as needed. However, you cannot open two functions that lock the same data file at the same time.



You can move around the MDI menu these ways:

- To view an application's menus, click that application's tab.
- To view the functions a menu contains, click the menu name. The menu expands to list the functions it contains. Click the function name to enter the function. The function screen appears in the right pane.
- To exit from a menu, click a different menu name or application tab. To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

## Function Screens

Graphical screens contain the same functionality as text screens, presented in a graphical format that includes easy access to commands via the mouse.

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

You can move around the screen in these ways:

- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **Page Down** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

## Menus

Both the graphical main menu and graphical function screens contain drop-down menus that give you access to additional commands without using the function keys. While you can use the function keys to access commands in graphical mode, you may find it easier to access command through these menus.

To access a menu's commands, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination.

Refer to the [Resource Manager Guide](#) for more information on the menus available in OSAS and their commands.

### Shortcut Menu

OSAS gives you quick access to commands relating to the screen you're using via a shortcut menu. The commands that are available depend on the function and the field you are currently using. To use these commands, click the right mouse button and select the command from the menu that appears.

On the main menu, the shortcut menu gives you access to commands that help you manage your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. On function screens, this menu helps you access help documentation, move around the function screen, work with EIS dashboards, and so on.

### Other Commands Menu

The **Other Commands** (or **F4**) menu is available on both graphical and text menu and function screens and gives you access to additional utilities and commands not directly related to the function you're currently using. Among other things, these commands open calculators or allow you to view or enter additional information. In text mode, press **F4** twice on the menu or once on function screens to access this menu.

Consult Appendix A in the [Resource Manager Guide](#) for more information on the commands available on the **Other Commands** menu.

### Information Menu

The **Information** (or **Shift+F2**) menu is available in some graphical or text function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents
- Address Lookup

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Consult Appendix A in the *Resource Manager Guide* for more information on how to use the functions on the **Information** menu.

#### **Favorites Menu**

The **Favorites** menu gives you quick access to the OSAS functions you use most by allowing you to add selections for entire menus or particular functions to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

The **Favorites** menu saves you time by eliminating the need to switch between applications. You can add functions from several different applications to the **Favorites** menu and access them all there rather than switching between applications on the main menu to access the functions you need.

To add a function to the **Favorites** menu, select the function you want to add and press **F10**. Press **F2** to switch to the **Favorites** menu to confirm that your selection was added.

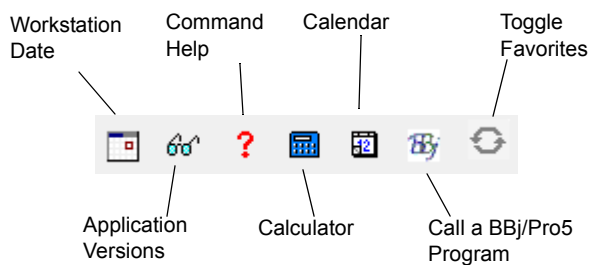
To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

## Toolbars

As with menus, graphical screens also contain toolbars that give you fast access to the most frequently used OSAS commands. The toolbar for the main menu differs slightly from that of function screens.

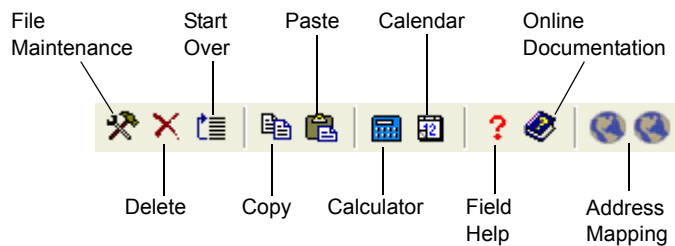
### Main Menu Toolbar

The toolbar for the main menu is shown below. Click a button to access that command.



### Function Screen Toolbar

The toolbar for function screens is shown below. Click a button to access that command.



## Date Fields



If you use graphical mode, click the **Calendar** button when it appears next to date fields to open a calendar so that you can select the date you want to enter into that field.

## Browse



If you use graphical mode, you can use the **Browse** button when it appears next to fields to navigate to directories and files and automatically enter file paths into that field. Click the **Browse** button to open the Select Directory/File screen, then navigate to the directory or file and click **Open** to automatically enter the file path in the field.

## Inquiry



The Inquiry command helps you look up and select valid entries for fields that are connected to master file records. For example, when you use the Inquiry command in a **Batch ID** field, OSAS lists all batches you have set up so that you can select the one you want to enter in that field. When the **Inquiry** button appears next to a field, you can either click the button or press **F2** to open the Inquiry screen and search for valid entries.

## Maintenance



The Maintenance command allows you to enter or edit master file records on the fly from within functions. For example, you can use the Maintenance command to add a new customer or item from within the **Transactions** function. The Maintenance command is available when the **Maintenance** button appears on the toolbar. Click the button or press **F6** to open the File Maintenance function associated with that field and enter or edit a new master file record.

## Address Mapping



When you are working with a screen that contains an address, you can use the **Address Mapping** command to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

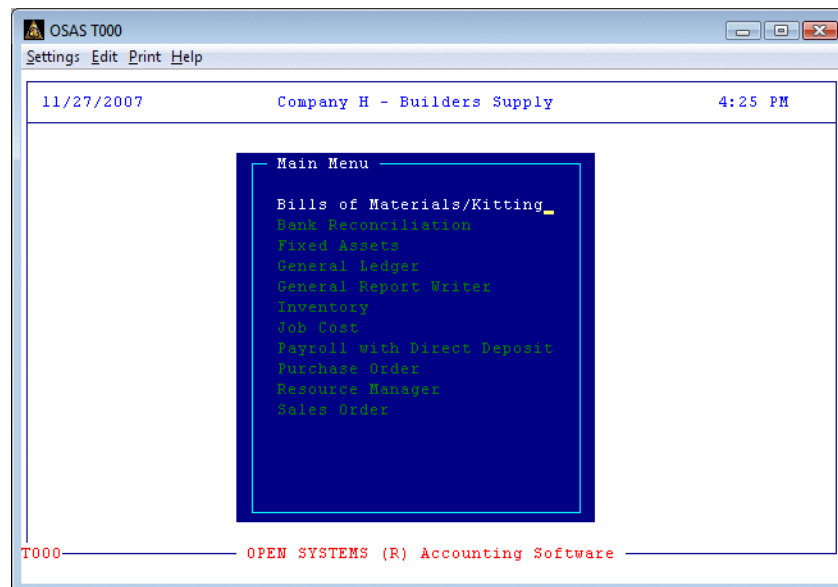
**Note:** Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

## Text Mode

The OSAS text mode is available on all operating systems. If you use OSAS on an operating system that does not have graphical capabilities, the text mode is the only mode available. In text mode, all screens are presented in an easy-to-use textual interface that you navigate through using keyboard commands.

### Main Menu

The text main menu is shown below.



When you select an application, the application's menu is superimposed over the main menu. Selecting an entry on an application menu opens a function screen or a submenu.

You can move around the text main menu in these ways:

- Use the arrow keys to move the cursor up and down to highlight the application you want. Then press **Enter** to select it.

- Press the first letter of the application you want to move the cursor to the first application beginning with that letter. Continue to press the letter key or the down arrow until the application you want is highlighted, then press **Enter** to select it.
- Use the mouse to click an application to view that application's menu.
- To move to the first application on the menu, press **Home**. To move to the last application on the menu, press **End**.
- On an application menu, press **Page Up** to move to the menu immediately behind it. If you are several levels away from the main menu, you can return to the main menu by pressing **Page Up** repeatedly or by pressing **Tab** once.
- To exit from OSAS, press **F7**.

## Function Screens

Like the text menu, OSAS text function screens can be used on all operating systems and in combination with graphical menus.

OSAS T000

Settings Edit Print Help

Orders

Header Information

Batch ID 000002  
Our Order No Date 11/27/2007 Status New  
Loc ID MN0001

Sold to:

Transaction Type

1. New Order  
2. Shipped Order  
3. Change Order  
4. Verify Order  
5. Miscellaneous Credits  
6. Price Quote  
7. Blanket Order

Sales Rep 1 Percent 100.0  
Sales Rep 2 Percent  
Cust Level  
Terms Code  
Terms Desc Type  
Terms % .0 Days Net Days  
Order No  
Order Date  
Inv No Date

GL Period 11  
Taxable? NO  
Tax Group  
Description

Company H Verify

You can move around the screen these ways:

- Press **Enter** or the down arrow to move from field to field.
- To use a command that is listed in the command bar, press the highlighted letter.
- Use hot key commands to access information screens or to toggle commands on and off. Refer to Appendix B in the *Resource Manager Guide* for more information on these commands and their corresponding hot keys.
- If a screen contains more than one section, press **Page Down** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as in the example and on Transaction and File Maintenance screens), select the appropriate option and press **Enter**.
- To exit the screen and return to the menu, press **F7**.

## Menus

Like the graphical mode, the text mode also includes menus that give you access to commands that open additional utilities, show additional information about the task at hand, or set up a custom menu that contains frequently-used commands.

Refer to Appendix A in the *Resource Manager Guide* for full details about the menus available in OSAS.

### Other Commands

The **Other Commands** (or **F4**) menu gives you access to additional utilities and commands not directly related to the function you're currently using. In text mode, press **F4** twice on the menu or once on function screens to access this menu. See page 1-27 for more information on this menu.

### Information Menu

The **Information** (or **Shift+F2**) menu gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. In text mode, this menu is available when the Info flag appears at the bottom of a function screen.

The commands on the menu are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors. See page 1-27 for more information.

**Favorites Menu**

The **Favorites** menu allows you add the OSAS menus or functions you use most frequently to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

To add a function to the **Favorites** menu, select the function you want to add from the main menu and press **F10**. To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again. See page 1-28 for more information on this menu.

**Commands and Flags**

Both the text menu and text function screens let you use commands to drill down to more information, change companies, switch to sample data, and perform tasks related to the function you are using. These commands are analogous to the commands contained on drop-down menus in graphical mode.

You access commands by pressing the hot key combination for the command you want to use. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Refer to Appendix B in the *Resource Manager Guide* for a list of all OSAS commands and their associated hot keys.

Not all commands are available for every function or field; when a command is available, a flag appears at the bottom of the function screen. Common flags include **Quick**, **Info**, **Maint**, **Inquiry**, and **Verify**.

- The **Quick** flag reminds you that you are using the Quick Entry mode to skip fields that are not required. Press **Ctrl+F** to toggle quick entry on and off.
- When the **Info** flag appears, press **Shift+F2** to access the **Information** menu to access additional information about a customer, vendor, item, job, bill of material, or employee. See page 1-27 for more information on this menu.

### Maint

- When the **Maint** flag appears, press **F6** to launch the appropriate File Maintenance function to edit a master file record or enter a new one “on the fly.” When you finish, press **F7** to return to the function you were using.

### Inquiry

- When the **Inquiry** flag appears, press **F2** to use the **Inquiry** command to look up additional information and select valid entries for the field you are in.
- The **Verify** flag reminds you that you are using verification. When this flag appears, you must provide verification when you press **Page Down** or use the **Proceed (OK)** command. Press **Ctrl+V** to toggle verification on and off.

## Command Bar

The command bar appears at the bottom of function screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices.

Enter = edit, Append, Header, Totals, View, Online, Next trans

The commands that are available depend upon the function you are using, and are analogous to the command buttons available on graphical screens. Press the highlighted key to use a command.

## Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

Verification — Press <PgDn> to proceed

## Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command menu to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

The **Address Mapping** command is available when the **Map** flag appears at the bottom of the screen. To view a map of the first address on the screen, press **Shift+F4**. To view a map of the second address (if present), press **Shift+F5**. The second command is not available when there is only one address.

**Note:** Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

# Reports

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OSAS applications contain a variety of reports that help you make the best decisions for your business. With reports, you can view transaction summaries, print audit trails of activity managed through OSAS functions, make lists of your basic master file information for reference, and analyze all aspects of your company's cash flow.

This section summarizes the basics of using reports. For detailed information on a specific report, see that report's description in the appropriate section.

## Selecting a Range of Information

To produce a report, you must specify what information you want to include in the report.

- To produce a report that includes all information available, leave the **From-Thru** fields on the report screen blank. For example, if you want to include information about all the vendors you work with in a report, leave the **Vendor ID From** and **Thru** fields blank.
- To limit the amount of information in the report, enter a range in the **From-Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter **ACE001** in both the **Vendor ID From** and **Thru** fields. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.
- You can also choose a non-contiguous list of values for inclusion in the report using the **Inquiry (F2)** command at the **From** field. In the inquiry window, you can select the **Tag** check mark next to any selection you want to include. In fields where you've tagged individual choices, the selection will appear as an asterisk in the From/Thru fields after the selection.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

## Sorting

Information for reports is sorted first by a space ( ), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3, . . . 19, 20. However, since OSAS sorts in alphabetical order, rather than numerical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items could be labeled 000001 through 000020.

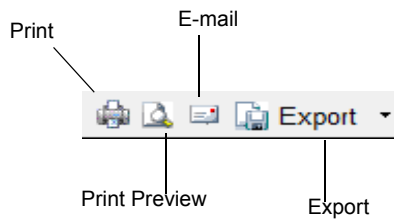
## Outputting Reports

You can output reports in a variety of ways, including printing, previewing the report on the screen, emailing the document to a recipient of your choosing, or exporting the report or form to certain file formats. The screen mode you use, either graphical or text-based, controls which output options are available to you.

## Choosing Output Types

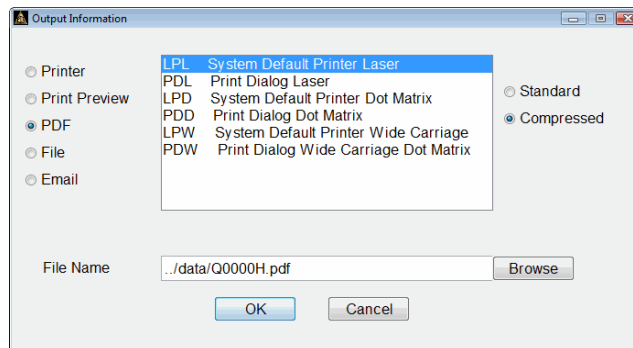
The type of report output available depends on whether you are generating a report, or a form such as an invoice, purchase order, packing slip, etc.

- If you use graphical screens to generate a report (as opposed to a form), the reports toolbar appears on the report criteria screen.



Once you finish making your selections on the report criteria screen, click your desired output option to begin generating the report. Alternatively, you can output to your default method based on your user preference settings.

- If you use graphical screens, and you are printing a form (such as an invoice, purchase order, packing slip, and so on), the Output Information dialog box appears after you select the range of information to include in the report.



Select the radio button next to the type of output you want. Select a printer from the list, and specify a file name if necessary. Click **OK** to complete the process.

- If you use text screens, the options available to you appear at the bottom of the screen after you select what to include in the report and how to organize it.

```
Output: (P)rinter p(R)eview (F)ile (S)creen e(M)ail (E)nd
```

The options available to you may vary depending on the specific report or form you are producing. Press the letter corresponding to your output choice, then press **Enter** to generate the report.

## Print the Report

Follow these steps to print a report:

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function in Resource Manager to add printers to the terminal for certain forms, or use your operating system to set up printer connections for reports.

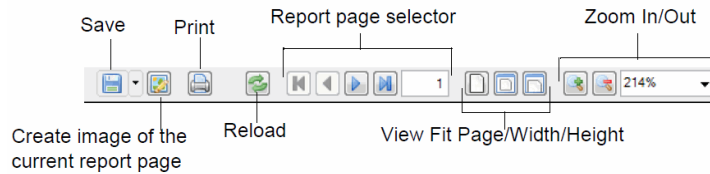
3. When available, select either **Standard** (or enter **S**) to print the report in standard width or **Compressed** (or enter **C**) to print it in compressed width.
4. Click **OK** or press **Enter** to begin printing the report.
5. Click **OK** or press **Enter** to continue.

## Preview the Report

The Print Preview option is available only on workstations with graphical display capabilities.

To view a report using Print Preview, click the **Print Preview** icon (in graphical screens) or enter **R** (in text screens).

The preview displays the report in a JasperReports print preview window. This window has its own toolbar.



The **Save** command pull-down offers these options:

- The **Save** and the **Save As...** commands will open the operating system save file dialog box. Navigate to the desired location for the saved file. Change the report name from the system-generated default, if desired, in the file name field. By default, the report will be saved in PDF format. To change the file type, use the **Files of Type** pull-down to select a different file type from the list. Click the **Save** button to save the report file.
- The **Save as Google Document...** command will open a Google Login dialog box. Enter your Google Docs e-mail address and password. A Save Google Document screen will open, and you can select the Google folder in which to store the file, and set the name and type of file. Click the **Save** button to save the report to your Google Drive.

The **Create image of the current report page** command allows you to save the displayed report page as a PNG (Portable Network Graphics) image.

The **Print** command opens a print dialog box to allow you to print the report to the selected printer.

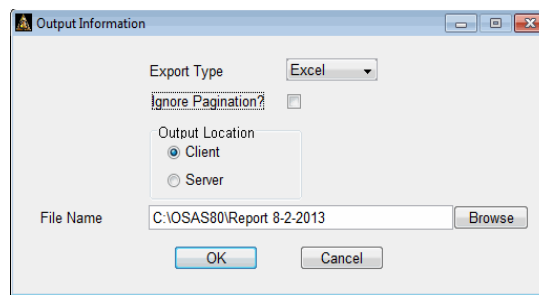
The **Reload** command reloads the report in the print preview window.

To navigate through the report, use the **Report page selector**. To adjust the view of the report in the preview window, use the **View** or the **Zoom** options.

## Export the Report

To export the report to one of the available file types, select the type from the pull-down **Export** list on the report toolbar on graphical screens, or enter **X** on text screens, then enter the letter for the desired format.

The **Export** command will open an Output Information dialog box. The **Export Type** pull-down allows you to select the type of file to export. The **Ignore Pagination** check box, if marked, will result in one continuous report without page breaks. The **Output Location** option determines where the exported file will be stored. Use the **Browse** button to navigate to the location where the report file will be saved. Enter the desired file name in the **File Name** field. Click **OK**. The report file will be saved in the selected location.



In text mode, you will have the same types of prompts. Follow the on-screen instructions to export the report in the desired format and location.

## E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **Installation and Configuration** menu. You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**. The **E-Mail Information** screen appears.

E-Mail Information

Commands Edit Modes Other Scroll Commands Help

OK Abandon

E-Mail From: samd@builders\_supply.com

To: Customer ACE001 [Search] [Email Address]

CC: Employee BOU001 [Search] [Email Address]

BCC: Employee STO001 [Search] [Email Address]

Subject: AR Analysis Report

Attachment Type: YES

Attachment File

C:/OSAS76/data/0npqq79x005.TXT

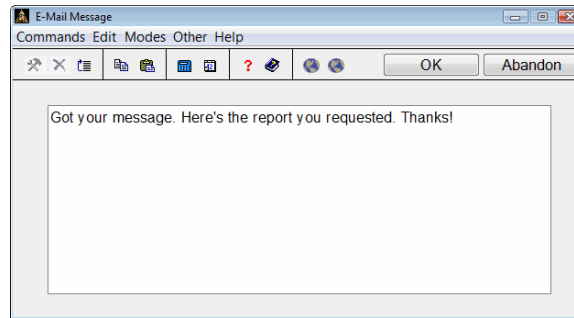
Enter = Edit Append Go to Header Done

Company H | 10/26/2010 | Terminal T000 | OVR

2. The **E-Mail From** field displays the originating e-mail address. Change it if you want the return e-mail address to be different from the one set up in the **E-Mail Setup** function in Resource Manager.

**Inquiry**

3. In the **To**, carbon copy (**CC**), and blind carbon copy (**BCC**) fields, select **Other** and enter the e-mail address, or select **Vendor**, **Customer**, or **Employee** and choose from the e-mail addresses on file for those respective categories (depending upon installed applications), or select **None** to leave the field blank (you must choose at least one **To**, **CC**, or **BCC** address).
4. The name of the report appears in the **Subject** field. Change the subject line, if necessary.
5. Select **Yes** in the **Attachment** field to send the report as a text file attachment to the e-mail message, select **No** to send the report in the body of the e-mail, or select **PDF** to attach the report as a PDF file.
6. The E-Mail Message dialog box appears.



Enter the message you would like included in the body of the e-mail, and use the **Proceed (OK)** command. You are returned to the E-Mail Information Screen.

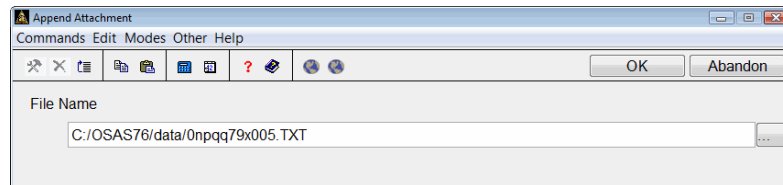
7. Use one of the following commands in the Attachment File scroll region:
  - Press **Enter** to edit the highlighted attachment (if any). Browse to or enter the name of the file you would like to attach in the **Edit Attachment** dialog box (see “Edit/Append Attachment dialog box” on page 1-45).
  - Press **A** to add an attachment to the e-mail. Browse to or enter the name of the file you would like to attach in the **Append Attachment** dialog box (see “Edit/Append Attachment dialog box” on page 1-45).


- Press **G** to go to a specific attachment line item (this command is only available if there are more than six attachments to the e-mail).
  - Press **H** to change the header information of the e-mail, including the **E-Mail From** field, the recipient(s), the subject line, and the attachment type.
  - Press **D** when done entering the e-mail information, and you are ready to process the e-mail.
8. If you choose **No** in the **Send E-Mails Immediately?** option in the Resource Manager Options and Interfaces, the e-mail will be held in the E-Mail Queue for processing. Consult the *Resource Manager Guide* for more information. Otherwise, the e-mail will be sent immediately.

**Note:** To preserve formatting, view e-mailed reports (or e-mail attachments) with a fixed-width or monospaced font (Courier or Lucida Console, for example).

### Edit/Append Attachment dialog box

The Edit/Append Attachment dialog box appears when you press **Enter** or **A** in the Attachment File scroll region of the E-Mail Information screen.



1. Enter the File Name of the file you want to attach to the e-mail, or click the browse button (  ) to navigate to the file.
2. Use the **Proceed (OK)** command to add the attachment to the e-mail, and return to the E-Mail Information Screen.

### View the Report on Screen (Text Screens Only)

If you use text screens without any graphical display capability, you can view selected reports directly on the OSAS screen.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.
2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.
3. When the report appears, press the **Up**, **Down**, **PgUp**, **PgDn**, **Home**, and **End** keys to navigate through the report.

## Form Preview Commands

Use the following commands when a form appears on the screen (these commands do not apply to the JasperReports-generated reports):

Key	Operation
<b>PgUp</b>	Moves to the previous page of the report.
<b>PgDn</b>	Moves to the next page of the report.
<b>Home</b>	Moves directly to the top of a group of pages.
<b>End</b>	Moves directly to the bottom of a group of pages.
<b>F7</b>	Exits to the menu from any point in the report.
<b>Left</b>	Moves left one character.
<b>Right</b>	Moves right one character.
<b>Tab</b>	Toggles between the left and right halves of a report.
<b>Up/Down</b>	Moves a line up and down the screen to line up information when you toggle between halves of a report.

## Loading and Saving Report Criteria

You can save the pick criteria from any report screen to make it easier to run reports without redefining the criteria each time.

You must set the Resource Manager option **Use Report Defaults?** to **Yes** to use this functionality.

After you chose to generate a report, the Save Report Criteria screen appears.

Save Report Criteria

Commands Edit Modes Other Help

Save as Personal Report Picks? ☒

Save as Global Report Picks? ☒

Description: Northeast Region Requisition Report

Set as Personal Default? ☒

Set as Global Default? ☐

Status Bar: Company H 10/20/2010 Terminal T000 OVR

- In the **Save as Personal Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use at a later time on your workstation, or uncheck the box (or enter **N** in text mode) to skip saving the criteria.
- In the **Save as Global Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use by anyone in your organization who has access to this report, or uncheck the box (or enter **N** in text mode) to keep the criteria private.
- Enter a **Description** for these report defaults for identification.
- If you check the **Set as Personal Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen the next time you run the report from the menu.
- If you check the **Set as Global Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen whenever anyone in your organization runs the report from the menu.

Whether or not you set saved criteria as a default, you can load any report criteria you have saved for a report by clicking in any field on the selection criteria screen, pressing **Shift+F3**, and then choosing the description you want to use.

Consult the [Resource Manager Guide](#) for more information about reports.



## CHAPTER 2

# 2

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## Installation and Conversion

### Installation

#### Before You Install Accounts Payable

Make sure your system meets these minimum requirements before you install Accounts Payable.

The Accounts Payable system needs a minimum of 15 megabytes (15 MB) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1 MB) of main memory to run. More memory may be necessary in certain environments and operating systems.

#### Installing Accounts Payable

Use the **Install Applications** function in Resource Manager (see the [Resource Manager Guide](#)) to install Accounts Payable. No special considerations need to be made for Accounts Payable when you use the function.

## Setting up Accounts Payable

Once you have installed Accounts Payable on your system, you must prepare your data files for everyday use.

You can prepare files for use with Accounts Payable in one of two ways: create and set up your files manually on a new system, or convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the [Resource Manager Guide](#)). For instructions on converting your files, see “Converting to Version 8.0” on page 2-5.

If you plan to use General Ledger, Inventory or Job Cost with Accounts Payable, you must set up those applications before you set up Accounts Payable.

## Accounts Payable and Purchase Order

If you plan to install Purchase Order, install it immediately after installing Accounts Payable. See the [Purchase Order User's Guide](#) for information about installing Accounts Payable and Purchase Order at the same time.

# Conversion

---

If you use an earlier version of OSAS Accounts Payable, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the **Company Setup** menu in Resource Manager (see the [Resource Manager Guide](#)) to upgrade Accounts Payable data files. You can upgrade from version 3.2, 4.xx, 5.xx, 6.xx or 7.xx. If you want to convert from a version earlier than 3.2, contact a client support representative.

You must install the new version of Accounts Payable before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.

You must set up tax information in Resource Manager before converting Accounts Payable. If tax information is not set up, the conversion does not execute. See the [Resource Manager Guide](#).

Before you convert an application's files, make note of the version number of the application you are converting from. The **Data File Conversion** function has no way of determining the information from within the function.

Because tables are also converted when you convert data files, any changes made (including those in **Options and Interfaces**) since the initial set-up may be lost. Check table settings and verify your options and interfaces selections after converting all companies. If you need to reconvert a company, either reset your options after conversion or back up the **xxTB** files before converting.

## Consider Your Setup

Before you convert your version of Accounts Payable to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your Open Systems software provider.

Because of the ways tax information is stored in Accounts Payable and depending on which other applications you are using, you must follow several steps to convert existing Accounts Payable data.

If you are converting from version 4.5x to 8.0 and you are using Accounts Receivable, you have two choices:

- Convert Accounts Receivable files from 4.5x to 8.0 first; then convert Accounts Payable from 4.5x to 8.0.
- Create Resource Manager files first; then set up tax location and tax group information before converting Accounts Payable from 4.5x to 8.0 (see the [Resource Manager Guide](#)).

If you are converting from version 4.5x to 8.0 and you do not have Accounts Receivable on your system, you must create Resource Manager files first. Then set up tax location and tax groups information before converting Accounts Payable from 4.5x to 8.0.

If you are converting from version 5.0x to 8.0 whether you are using Accounts Receivable or not, you have two options:

- Convert Resource Manager from version 5.0x to 8.0.
- Create Resource Manager files; then set up tax location and tax groups information before converting Accounts Payable. (This method is recommended only if you want to reenter all tax information.)

If you are converting from version 6.5x to 8.0, no conversion is necessary. You should still use the **Data File Conversion** function to copy data files from the old data directory to the new directory, however.

## Converting to Version 8.0

Select **Data File Conversion** from the **Company Setup** menu in Resource Manager. The **Data File Conversion** screen appears.

Appl	Description	Version
GL	General Ledger	6.50
IN	Inventory	6.50
JO	Job Cost	6.50
BR	Bank Reconciliation	6.50
AP	Accounts Payable	6.50

1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.
2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.
3. If you want source files to be erased after conversion, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).
4. If you want the conversion process to pause if a problem occurs, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **AP** in the **Appl** column; **Accounts Payable** appears.
6. Enter your earlier version number of Accounts Payable and press **Enter**. (You can determine the version by looking at the Copyright screen when you start OSAS, or in most versions, by using the **Information (Shift+F2)** command on the menu screen.)
7. If data files already exist for Accounts Payable in the intended destination path, the **AP data files exist. Do you want this task to erase them?** message appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.
8. To convert, use the **Proceed (OK)** command.
9. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Accounts Payable files, your answer to this prompt makes no difference.
10. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).
11. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the main menu—with Accounts Payable added—appears.

## CHAPTER 3

# 3

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## Setup

### Setup Considerations

After you have installed the software for the first time, or after you have upgraded the software, you must set up the Accounts Payable system. Follow the setup procedures carefully; the choices you make determine how the system operates.

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

- A chart of accounts for your business
- Purchasing and payment cycles
- Identification and credit information about your vendors
- Previous- and current-year purchase, returns, and receipts history organized by vendor

### Codes and IDs

When you set up Accounts Payable, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

```

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

```

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

```

Blank spaces
Characters (-, *, /, and so forth)
Numbers (0–9)
Uppercase letters (A–Z)
Lowercase letters (a–z)

```

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize vendors by name, put the first characters of the name in the vendor ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three vendors in between.



# Setup Checklist and Functions

Follow the steps below to set up the Accounts Payable system. See the [Resource Manager Guide](#) for steps 1 and 2. Steps 3–9 are explained in this section.

1. Build the **RM TDxxx** (Tax Location Detail) and the **RM THxxx** (Tax Location Header) files.
2. Build the **RM GCxxx** (Group Code) file.
3. Set up Accounts Payable options and interfaces.
4. Build the tables.
5. Set up the **AP VExxx** (Vendor) file.
6. Build the **AP RHxxx** and **AP RLxxx** (Recurring Entries) files.
7. Enter initial balances.
8. Create a backup schedule.

## Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Accounts Payable can be interfaced with General Ledger, Job Cost, Bank Reconciliation, and Inventory.

### General Ledger

When Accounts Payable interfaces with General Ledger, posting in Accounts Payable makes entries in the **GL JRxxx** (Journal) file for transactions that affect the ledger (such as sales tax, freight, miscellaneous expenses).

### Job Cost

When Accounts Payable interfaces with Job Cost, posting in Accounts Payable updates Job Cost-related information in the Job Cost job and phase records.

When you enter invoices, refer to the Job Cost **Jobs and Phases List** for vendor IDs and contract numbers.

### Bank Reconciliation

When Accounts Payable interfaces with Bank Reconciliation, you must specify the ID of the bank account for the checks written. When you post checks, summary disbursement entries of the checks are created in the **BRTRxxx** (Transactions) file in Bank Reconciliation for the bank ID.

### Inventory

As you enter transactions, inventory quantities and costs are updated online. If you are keeping detail and summary history in Inventory, Accounts Payable updates them as each action is completed.

## Transaction Batching

If you use transaction batching, you can group like transactions to better control daily work and analyze reports. Transactions can be batched into groups such as:

- Daily
- Weekly
- By person (whether sales or entry)
- Location
- Item

### Options and Interfaces Screen

Select **Options and Interfaces** from the Resource Manager **Company Setup** menu. The Options and Interfaces screen appears.

The name of the company you are working with appears. Specify whether the Options table is *shared* or *owned*. (See the [Resource Manager Guide](#) for information about Options tables.) Then enter **AP** as the application ID. The Accounts Payable Options screen appears.

Description	Value
Interface to General Ledger?	YES
Interface to Inventory?	YES
Interface to Job Cost?	YES
Interface to Bank Reconciliation?	YES
Use transaction batching?	YES
System generated batch numbers?	YES
Post transactions in detail or summary?	SUMMARY
Keep detail purchase history?	YES
Use additional descriptions?	NO
Copy additional descriptions from Inventory?	NO
Keep additional description in history?	NO
Allow printing of on-demand 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

Option ( 001 of 035 )

Enter = Toggle   Goto   Write

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To toggle an option (for example, between **YES** and **NO**), press **Enter**.








When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager **Company Setup** menu.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Accounts Payable with General Ledger, Inventory, Job Cost, and Bank Reconciliation.

The interface options work independently of each other. You can respond to them with any combination of **YES** and **NO** answers.

2. Toggle to **YES** or **NO** to use transaction batching during your daily operations.
3. Toggle to **YES** to allow the system to generate batch numbers automatically. Toggle **NO** to manually create the batch numbers.
4. Toggle to **DETAIL** or **SUMMARY** to indicate whether you want to post transactions in the **GLJRxxx** file by line item or by totals. This option is not used if Accounts Payable does not interface with General Ledger.
5. Toggle to **YES** or **NO** to indicate whether or not you want to keep history information for each line item of each purchase or miscellaneous debit. If you select **NO**, the **APHIxxx** (Detail History) file is not used.
6. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter 1 to 10 lines of additional descriptions for line items. If you select **NO**, the **APDExxx** (Additional Descriptions), **APHDxxx** (Additional Descriptions History), and **APRDxxx** (Recurring Additional Descriptions) files are not used.
7. Toggle to **YES** or **NO** to indicate whether or not you want additional descriptions to be copied to a line item from Inventory during transaction entry.
8. Toggle to **YES** or **NO** to indicate whether or not you want to keep additional description history. Select **YES** to have the option to include additional history on any reports you print. If you select **NO**, the **APHDxxx** (Additional Descriptions History) is not used.
9. Toggle to **YES** or **NO** to indicate whether or not you want to be able to print on-demand checks during transaction entry.
10. Toggle to **YES** or **NO** to indicate whether or not you want to keep history information for the totals of each purchase or miscellaneous debit. If you select **NO**, the **APHSxxx** (Summary History) file is not used.

11. Toggle to **BLANK STUB**, **LASER**, **CANADA**, **BLANK FORM**, or **PREPRINTED** to indicate whether you want to print checks on blank stubs, laser forms, blank forms, preprinted stubs, or in compliance with the Canadian Payment Association (CPA) requirements. If you select **BLANK STUB**, the company address and purchase order number are not printed on the checks.
12. Toggle to **YES** or **NO** to indicate whether or not you want the system to warn you when you enter duplicate invoice numbers (when you enter the same number twice). If you select **YES**, you can still move past the warning.
13. Toggle to **YES** or **NO** to indicate whether or not you want the system to force you to enter totals when you exit from the **Transactions** function. If you select **YES**, you cannot exit from the **Transactions** function without entering totals for the transaction.
14. Toggle to **YES** or **NO** to indicate whether or not you want material requisition credits to be posted to inventory item accounts.
15. Toggle to **YES** or **NO** to indicate whether or not you want to keep payment history. If you select **NO**, the **APHCxxx** (Check History) file is not used.
16. Toggle to **YES** or **NO** to indicate whether or not you want to print company names on checks.
17. Toggle to **YES** or **NO** to use GL Descriptions in the transaction description.
18. Toggle to **YES** or **NO** to indicate whether or not you want to be able to post data without printing reports.
19. Toggle to **YES** or **NO** to indicate whether or not you want the default to be posting all invoices as **Held** when you post.
20. Toggle to **YES** or **NO** to indicate whether or not you want the Vendor ID used in a transaction to default to the next transaction in Accounts Payable.
21. Toggle to **YES** or **NO** to indicate whether or not posting without first printing checks is allowed.

22. Toggle between **Last 4**, **Hide All**, or **Show All** to define the 1099 recipient ID display.
23. Toggle between **Last 4**, **Hide All**, or **Show All** to define the credit card number display.
24. Toggle to **Yes** or **No** to indicate whether you want to save archived check links to Print Manager.
-  25. Toggle between **Blank** or **Laser Form** for voucher form type.
-  26. Toggle to **Yes** or **No** to indicate whether you want company information included on vouchers.
-  27. Toggle to **Yes** or **No** to indicate whether you want to use prenumbered voucher forms.
-  28. Toggle to **Yes** or **No** to indicate whether you want to post payments without printing vouchers.
-  29. Toggle between **Last 4**, **Hide All**, or **Show All** to define the vendor account number display on vouchers.
-  30. Toggle to **Yes** or **No** to indicate whether you want to allow e-mail of payment vouchers to vendors.
-  31. Toggle to **Yes** or **No** to indicate whether you want to create user-document links of e-mailed payment vouchers.
32. Toggle to **Yes** or **No** to indicate whether you want to save archived voucher links to Print Manager.

## Tables

Tables store information relating to the system, data, options, and default settings for other applications.

Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by the position of the lines in the table.

You must set up the following tables before you build the Accounts Payable data files:

- APGLxxx
- APPDxxx
- DFxxxx
- DMxxxx
- DISCxxx
- D1099xxx
- F1099
- FORMxxx
- MRGLxxx
- QCxxxx
- QDxxxx
- QExxxx
- QHxxxx
- QMxxxx
- QPxxxx
- QXxxxx
- QZxxxx

You can set up the **APGLxxx**, **DISCxxx**, **D1099xxx**, and **MRGLxxx** tables for individual companies and all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

For example, you can set up table APGL for companies that post accounts payable transactions to the same General Ledger accounts; and you can set up table **APGLA01** for company A01, **APGLB01** for company B01, and so forth if those companies post accounts payable transactions to different General Ledger accounts.

These tables are identified by a four- or five-character prefix and a three-character suffix. The prefix is the table name—APGL for General Ledger accounts, for example. The suffix is a company ID or a systemwide table. If you delete a company-specific table, that company uses the generic table. For example, if you delete table **APGLA01**, company A01 uses the APGL table.

You must set up the **F1099** table for all companies in the system. Because all companies share the table, you cannot assign a suffix to it.

You must set up one **APPDxxx** table for each company in the system—for each company, you must assign a corresponding suffix to the **APPDxxx** table.

The **FORMxxx** table tracks the last check number and is created when you enter the on-demand check or print checks.

Each Defaults table (**DFxxxx**, **DMxxxx**) and each Quick-Entry table (**QCxxxx**, **QDxxxx**, **QExxxx**, **QHxxxx**, **QMxxxx**, **QPxxxx**, **QXxxxx**, and **QZxxxx**) is identified by a two-character prefix and a four-character suffix. The prefix is the table name—DF for Defaults, QP for Quick-Entry Purchases, and so on. The suffix is a terminal ID, a company ID, or a systemwide table (without a suffix).

You can set up the Defaults and Quick-Entry tables for the following situations:

- Assign each table to a particular terminal. For example, you can assign table **DFT001** to terminal T001.
- Assign each table to all terminals in a particular company. For example, you can assign table DFA to all terminals in company A.
- Set up each table as a general table for several companies to use. For example, you can set up table DF for the companies that use the same defaults.

If you have three companies—A01, B01, and C01—you might want the terminals in companies A01 and B01 to share table DF. You might want company C01 to have some of its terminals use a set of defaults specific to each one, while other terminals share values that are common among themselves but specific to company C01.

Companies A01 and B01 can share table DF; no table has the label DFA or DFB. Company C01 can have table DFC, to be used for the terminals in company C01 that do not need their own set of defaults. Each terminal in company C01 that needs its own set of defaults can have its own table; for example, terminal T001 has table **DFT001**.

The system treats all terminals with the same ID the same way, so you may want to make sure that each terminal ID is unique. For example, if you have two T001 terminals, one in company A01 and one in company C01, the **DFT001** table applies to both terminals regardless of the fact that they are in different companies.

When you enter or edit transactions, the system first tries to find a table with a terminal suffix specific to your terminal. If it cannot find one, it looks for a table for the company in which you are working. If it cannot find one, it uses the systemwide table. For example, if you are using quick entry to enter a purchase for company A01 on terminal T001, the system first looks for **QPT001**. If it cannot find table **QPT001**, it looks for QPA. If it cannot find table QPA, it uses the systemwide table QP.

If the system cannot find any applicable table (perhaps because the systemwide table was accidentally deleted), an error message appears and you must rebuild the table.

## Vendors

The **APVExxx** file stores general and historical information about the vendors with which you do business. You must set up the file before you begin processing accounts payable transactions.

### General Information

Enter each vendor's name, address, phone and fax numbers, contact, information about where to send payments, code and payment information, and 1099 information. You can also enter the vendor's Internet web site address and the contact's e-mail address.

If you use the detail method to enter initial balances in the **Vendors** function, do not enter the amount due and prepaid.

## Vendor Codes

If the vendor provides a set discount when you pay bills promptly, enter the code used to describe the discount percentage and the number of days in which you must pay to receive the discount.

You can establish distribution codes so that you can allocate general ledger accounts for payables, sales tax, freight, or miscellaneous charges.

You can assign vendor classes and payment priorities as additional sort criteria for General Report Writer reports, and you can organize the Vendor Purchase History Report by vendor class. Vendor classes and payment priorities are arbitrary attributes; the information is stored only with the vendor record.

If you do not want to pay a vendor for some reason, you can put the vendor on hold. When you enter transactions for the vendor, a message appears to alert you to the situation.

You cannot pay invoices for a vendor that is on hold. When you prepare checks, an error message printed in the Prepare Checks Log informs you that the vendor is on hold.

To track the sales tax you pay to vendors, set up the tax groups before you enter transactions. The **RMTDxxx** file accumulates sales tax for the groups you set up. See the *Resource Manager Guide* for information about setting up tax groups.

The system calculates sales tax based on tax classes and the tax group. You assign tax classes for transactions, and you assign tax groups to vendors.

If you usually send purchase and miscellaneous debit transactions for a vendor to a particular account, enter the GL account number. You can override the account when you enter accounts payable transactions.

If a vendor requires a 1099 form, enter the vendor's taxpayer identification number and the payment type. See the federal tax circular for information about the payment types.

Indicate whether the Internal Revenue Service notified your company twice in the past three years that the vendor's tax identification number is incorrect. If it did, the 2nd TIN Not box on the form will be checked when you prepare a 1099 form for the vendor.

### Historical Information

Whether you enter historical information depends on the method you use to enter initial balances. See information about the **Vendors** function (see page 11-3) before you enter the vendor records.

### Vendor Comments

You can enter comments about vendors on the Vendor Comments screen. When you enter accounts payable transactions, you can use the **Information (Shift+F2)** command to access a vendor's comments.

Comments are stored in the **APVCxxx** (Vendor Comments) file, not in the **APVExxx** file.

For more information about entering vendor records, refer to Vendors (see page 11-3).

### User-Defined Fields

You can assign up to 16 user-defined fields, which can be numeric, dates, or check boxes. You can view this information using the Vendors and Invoices Inquiry screen or the Vendors screen within **File Maintenance**.

User-defined field values are stored in the **APVEx.UF** file.

For more information about entering vendor records, refer to Vendors (see page 11-3).

### Documents

You can attach multiple documents to vendor records. However, you must set up file types in Resource Manager before you can attach documents. See the [Resource Manager Guide](#) for more information.

You can attach 999 documents per vendor. The filenames are stored in the **APVEx.UD** file, but the documents remain as separate files.

For more information about entering vendor records, refer to Vendors (see page 11-3).

## Recurring Entries

If you make payments to some vendors on a regular schedule, you can set up recurring payments records for those vendors and then copy them to the **APTDxxx** and **APTHxxx** (Transaction) files when they come due.

You can set up only non-inventory recurring entries.

### Recurring Numbers

Numbers for recurring entries can be eight characters long. If you are adding Purchase Order to Accounts Payable and you are using system-generated purchase order numbers, you should start your recurring numbers with a character other than a number—for example, RE000001, RE000002, and so forth. When you copy recurring orders in Purchase Order, the system places an **R** at the beginning of the order number. The recurring number is not related to the transaction number or the order number. See the [Resource Manager Guide](#) for information about system-generated order numbers.

### Run Codes

A run code is a unique number that you assign to each recurring entry. You copy recurring entries to the **APTDxxx** and **APTHxxx** files by run codes.

You might want to set up run codes to reflect when you copy them to the **APTDxxx** and **APTHxxx** files. For example, you might assign code **01** for entries you copy on the first of each month, **15** for those you copy on the fifteenth of each month, and so forth.

You can use the **Purge Selected Files** function (see page 9-29) to purge entries from the **APRHxxx** and **APRLxxx** files by cutoff dates. Entries with a cutoff date before the date you specify are purged from the **APRHxxx** and **APRLxxx** files.

For more information about establishing recurring entries, see page 11-25.

## Initial Balances

After you have set up the vendor records, build the **APINxxx** (Open Invoice) file to set up initial vendor balances. If you are not setting up Accounts Payable at the beginning of the year, and if you are keeping detail and summary history, you must also enter purchasing history.

If you have Accounts Payable and Purchase Order, use the setup instructions in the *Purchase Order User's Guide* to enter the initial balances.

You can use the summary method or the detail method to set up the initial vendor balances and open invoices.

### Summary Method

The summary method is quicker than the detail method, but it does not provide complete purchasing history. First enter a summary amount in each vendor record for the period-, quarter- and year-to-date and last-year purchases and payment history. Then enter outstanding transactions.

The summary method consists of the following steps:

1. Enter purchase and payment history information for each vendor using the **Vendors** function (see page 11-3).
2. Enter outstanding invoices using the **Transactions** function (see on page 5-3). If you made payments against the invoices, enter them in the **Amt Paid** field on the totals screens.
3. Post the outstanding transactions you entered in step 2. This step builds the **APINxxx** file.
4. Enter outstanding material requisitions using the **Enter Material Requisitions** function (see page 6-3).
5. Post the requisitions (see page 6-21).

### Detail Method

The detail method provides complete purchasing history, but it is more time-consuming than the summary method. You must leave the amount fields in the vendor records blank and enter and post all transactions from the beginning of the year.

The detail method consists of the following steps:

1. Leave the history fields (except last-year's values) in the vendor records blank.
2. Use the **Transactions** function, 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 screens.
3. Post the transactions you entered in step 2 using the **Post Transactions** function (see on page 5-35).
4. Enter material requisitions and returned requisitions for the first general ledger period using the **Enter Material Requisitions** function (see page 6-3).
5. Post the requisitions you entered in step 4 using the **Post Material Requisitions** function (see page 6-21).
6. Repeat steps 2–5 until you reach the current date.

### Roles

To safeguard your system, you'll need to prevent access by unauthorized people. Use the Resource Manager **Roles** function to set up roles on your system. You can set up roles for the Accounts Payable system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an roles for each user or group of users that performs the same functions.

### **Different Roles for Each Company**

Roles are company-specific. When you set up a role, the role is assigned the company you are in.

Because the roles are company-specific, you must set up roles for each company a user needs to access.

### **What Should Be Protected**

Because of the sensitive nature of some of the information in the Accounts Payable data files and reports, you should limit role access to the functions that provide confidential information or are sensitive to change.

For more information about roles, see the [Resource Manager Guide](#).

## **Backup Schedule**

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

### **Backing Up Data Files**

Back up your Accounts Payable data files whenever they change—every day or every week—and before you run the following functions:

- Post Transactions
- Post Material Requisitions
- Post Payments
- Periodic Maintenance
- Purge Selected Files
- Purge Vendor Comments

### Backing Up System Files

Once a month or so, back up your programs and system files. Even though these files seldom change, backup media can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

### Backup Media

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

### Use Resource Manager

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

## CHAPTER 4

# 4

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## Information Inquiry

### Introduction

Use the functions in this chapter to look at information about vendors, invoices, and history. You cannot use the Information Inquiry functions to add or change information.

You can use these functions at any point in your work cycle. Once you post transaction information, you can use the **Vendors and Invoices** function to look at information about vendors and their invoices. You can also use the **Invoices** function to look at information about invoices.

You can use the **Summary History** function and the **Detail History** function if you elected to keep detail history in the Resource Manager **Options and Interfaces** function.



# Vendors and Invoices

Use the **Vendors and Invoices** function to view vendor records and open invoices. To add or change this information, use the **Vendors** function (see page 11-3).

Use the buttons on the report toolbar to print a vendor detail list from the Vendor Inquiry screens.

Select **Vendors and Invoices** from the **Information Inquiry** menu. The Vendor Inquiry screen appears.

The screenshot shows the 'Vendor Inquiry' window for 'ACE001'. The status is 'Active'. The window is divided into several sections: 'Vendor Address Information' (Name: ACE PLUMBING SUPPLY COMPANY, Address 1: 6769 GOLDEN GATE DRIVE, Address 2: , Address 3: , City/State: SAN FRANCISCO CA US, Zip/Country: 35454-5548, Phone: (309)555-5321, Fax: (309)555-5488, Contact: BILL HUMPHREY, Our Account: , Internet Information: , Web Site: www.aceplumbingsupply.com), 'Pay-To Information' (Name: ACE PLUMBING SUPPLY COMPANY, Address 1: 32 VENTON BLVD, Address 2: , Address 3: , City/State: OAKLAND CA US, Zip/Country: 92342-0032, Phone: (309)555-0399, Attn: ACCOUNTS RECEIVABLE), 'Balance Information' (Amount Due: 294578.08, Amount Prepaid: .00), and a toolbar with buttons: Vendor, First, Last, Next, Previous, Subcontract, History, E-Mail Addr, Invoices, cOdes, Comments, User fields. The bottom status bar shows 'Company H | 08/22/2014 | Terminal T000 | OVR'.

## Inquiry

1. Enter the **Vendor ID** whose information you want to view.

2. Use the commands (buttons in graphical mode) in the command bar of each inquiry screen to find the information you need:

Command	Action
<b>Vendor</b>	Press <b>V</b> to view a different vendor record. Then enter the <b>Vendor ID</b> .
<b>History</b>	Press <b>H</b> to view the purchase and payment history for the vendor. See “Vendor History” on page 4-5 for more information.
<b>Invoices</b>	Press <b>I</b> to scan invoices from the vendor you selected. See “When you finish viewing email address information, press <b>Enter</b> to return to the Vendor Inquiry screen.” on page 4-6 for more information.
<b>Codes</b>	Press <b>O</b> to view the Vendor Codes for the vendor you selected. See “Vendor Codes” on page 4-8 for more information.
<b>Comments</b>	Press <b>C</b> to view comments about the vendor you selected. See “Vendor Comments” on page 4-9 for more information.
<b>User Fields</b>	Press <b>U</b> to view the User-Defined Fields for the vendor you selected. See “User-Defined Fields” on page 4-11 for more information.
<b>First</b>	Press <b>F</b> to view the first vendor record on file.
<b>Last</b>	Press <b>L</b> to view the last vendor record on file.
<b>Next</b>	Press <b>N</b> to view the next vendor record on file.
<b>Previous</b>	Press <b>P</b> to view the previous vendor record on file.

## Vendor History

To view the purchase and payment history for the vendor, press **H**. The Vendor History Inquiry screen appears.

	Date	Amount	Number
Last Purchase	12/21/2010	-3380.61	00046017
Last Payment	12/02/2010	114060.18	0004001

	Period to Date	Qtr to Date	Year to Date	Last Year
Purchases	223171.18	337231.36	822058.10	712995.11
Payments	114060.18	114060.18	547054.31	688518.85
Discounts Taken	.00	.00	428.44	4473.53
Discounts Lost	1140.60	1140.60	5988.36	388.76
1099 Payments			.00	.00

This information comes from the **APVExxx** (Vendor) file and is entered using the **Vendors** function.

Use the commands (or buttons in graphical mode) on the command bar to find the information you need. See the table in the Vendor Inquiry section for more information.

When you finish viewing the information, press **G (General)** to return to the Vendor Inquiry screen.

E-Mail Addresses

To view the email addresses for the vendor, press **E**. The Vendor E-Mail Addresses screen appears.

The screenshot displays the 'E-Mail Addresses' window for Vendor ID 'ACE001', which is 'ACE PLUMBING SUPPLY COMPANY'. The window has a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Help) and a toolbar with icons and buttons (Export, Archive, OK, Abandon). Below the vendor information, there is a table with two columns: 'Type' and 'E-Mail Address'. The table contains two rows: 'Other' and 'Purch. Order', both with the email address 'To : bhumphrey@aceplumbingsupply.com'. The table has several empty rows below it. To the right of the table are vertical scroll and navigation arrows. At the bottom right of the table area, it says 'Line No ( 001 of 002 )'. Below the table is a row of buttons: 'Enter = return', 'Header', 'View', 'Send', and 'Go to'. Below these are 'First', 'Last', 'Next', and 'Previous' buttons. The footer of the window shows 'Company H | 05/05/2011 | Terminal T000 | OVR'.

Type	E-Mail Address
Other	To : bhumphrey@aceplumbingsupply.com
Purch. Order	To : bhumphrey@aceplumbingsupply.com

When you finish viewing email address information, press **Enter** to return to the Vendor Inquiry screen.

## Invoices

To scan invoices from the vendor you selected, press **I**. The Invoices screen appears.

Vendor ID: ACE001 ACE PLUMBING SUPPLY COMPANY

Sort By: Invoice Number

Invoice Number	PO Number	Type	Inv Date	Disc Date	Gross Due
Check No	Stat	Check Date	Due Date	Discount	
24920		INVC	08/12/2010	08/22/2010	71406.90
		HOLD		08/22/2010	714.07
30820		INVC	12/09/2010	12/19/2010	212077.98
		HOLD		12/19/2010	2120.78
30896		INVC	12/21/2010	12/31/2010	16397.77
		HOLD		12/31/2010	163.98
30901		INVC	12/21/2010	12/31/2010	-1923.96
		HOLD		12/31/2010	-19.24
46017	00000036	INVC	12/21/2010	12/21/2010	-3380.61
		REL		12/21/2010	.00
Total Prepaid					.00
Total					294578.08

Buttons: Vendor, First, Last, Next, Prev, Enter=vendor inquiry, Sort, Go to inv

Status Bar: Company H | 06/21/2011 | Terminal T000 | OVR

Use the commands (buttons in graphical mode) on the command bar to find the information you need. See the table in the Vendor Inquiry section for more information on these commands.

To sort the invoices a different way—by invoice number (the default), invoice date, or invoice due date—press **S (Sort)** until the sort option you want appears and the invoices are in the order you want. If Accounts Payable interfaces with Job Cost, each sort option is available with the job ID for six options overall.

Press **G (Go to inv)** to enter a specific invoice number and go directly to that invoice on the screen.

When you finish viewing invoices, press **Enter** to return to the Vendor Inquiry screen.

## Vendor Codes

To view the vendor codes for the vendor you selected, press **O**. The Vendor Codes Inquiry screen appears.

Vendor Codes Inquiry			
Commands Edit Modes Other Help			
<div> <span>Archive</span> <span>OK</span> <span>Abandon</span> </div>			
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY	
Terms Code	AP0003	1/10,n/30	Reg 1.0% 10 DAYS NET 30
Distribution Code	01		
Method of Payment	CHK	Checking Account #1	
Account Number	987654321		
Routing Number	099999999		
Vendor Class	PROD		
Payment Priority	0		
Vendor Hold?	<input type="checkbox"/>		
Tax Group	CA		
GL Account	104000	INVENTORY - RAW MATERIALS	
Voucher Delivery	E-Mail		
1099:			
Form Code	Business		
Recipient ID	XXXXXX4321		
Field Indic	9 - Direct Sales		
Foreign Addr?	<input type="checkbox"/>		
2nd TIN Not?	<input type="checkbox"/>		
<div> <span>Vendor</span> <span>First</span> <span>Last</span> <span>Next</span> <span>Previous</span> </div>			
<div> <span>History</span> <span>E-Mail Addr.</span> <span>Invoices</span> <span>General</span> <span>Comments</span> </div>			
Status Bar	Company H	05/13/2008	Terminal T000 OV

Use the commands (buttons in graphical mode) on the command bar to find the information you need. See the table in the Vendor Inquiry section for more information on these commands.

When you finish viewing the information, press **G (General)** to return to the Vendor Inquiry screen.

## Vendor Comments

To view comments about the vendor you selected, press **C**. The Vendor Comment Inquiry window appears.

The screenshot shows the 'Vendor Comments' window. At the top, there is a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll', 'Commands', and 'Help'. Below the menu is a toolbar with various icons and buttons like 'Export', 'Archive', 'OK', and 'Abandon'. The main area contains fields for 'Vendor ID' (ACE001), 'Ref ID' (001), and 'End Date' (11/15/2007). The vendor name 'ACE PLUMBING SUPPLY COMPANY' is displayed. Below these fields is a table with columns 'Date', 'Ref', and 'Comment'. The table contains three rows of data:

Date	Ref	Comment
11/01/2007	001	Credit memo confirmed for returned stock.
10/15/2007	001	Sara confirmed payment of the 6/30/2007 invoice number 75442
10/03/2007	001	Sara called to confirm payment of 7/30/2007 invoice.

At the bottom of the window, there are navigation buttons: 'Ref ID', 'end Date', 'new ID', 'First', 'Next', 'Prev', 'Last', and 'Goto'. The status bar at the very bottom shows 'Company H', '11/15/2007', 'Terminal T000', and 'INS'.

1. Tab out of the **Vendor ID** field to select the reference ID for the comments you want to view. Press **Enter** in the **Ref ID** field to look at the comments for all reference IDs.

References can indicate a hierarchy. For example, your company might assign reference number **0** to comments on invoices considered crucial. Those comments would appear first in comments windows.

2. Enter the date of the most recent comment you want to look at, or press **Enter** to look at all comment dates.

Sequence numbers are automatically incremented according to order of entry within the same date. For example, if you entered three invoices on 12/15, they would carry sequence numbers **001**, **002**, and **003** in the order you entered them.

The date, reference, sequence number, and text that appear depend on the reference ID and end date you entered (if any). The comments are arranged by date—the most recent date first—then by reference ID and then by sequence number.

3. Use the commands (buttons in graphical mode) on the command bar to find the information you need. See the table in the Vendor Inquiry section for more information on these commands.
  - Press **R** to view comments for a different reference ID. Then enter the reference ID.
  - Press **D** to view the last date entered.
  - Press **I** to view comments for a new vendor ID.
  - Press **G** to go to the next window of comments. This button is only available if you have more than one window of comments.
4. When you finish viewing vendor comments, exit to the Vendor Inquiry screen.

## User-Defined Fields

To view the user-defined fields for the vendor you selected, press **U (User fields)**. The User-Defined Fields screen appears.

The screenshot shows a window titled "User-Defined Fields". The menu bar includes "Commands", "Edit", "Modes", "Other", and "Help". The toolbar contains icons for various actions and buttons for "Export", "Archive", "OK", and "Abandon". The main area displays the following information:

Vendor ID	ATT001	ATLANTIS TELEPHONE CO.
Account Rep	Sally Markus	
Contract?	<input type="checkbox"/>	
Expiration Date		
Vendor Since	01/07/1984	

At the bottom, there is a row of buttons: "Enter = return", "Header", "First", "Next", "Prev", and "Last". The bottom status bar shows "Company H", "11/15/2007", "Terminal T000", and "INS".

Tab out of the **Vendor ID** field. The user-defined field information setup for the vendor appears.

Use the commands (buttons in graphical mode) on the command bar to find the information you need. See the table in the Vendor Inquiry section for more information on these commands.

When you finish viewing the user-defined field information, press **Enter** to return to the Vendor Inquiry screen.



# Invoices

Use the **Invoices** function to view the open invoices that are on file for a vendor. To add or change this information, use the **Transactions** function (see on page 5-3).

## Invoices

Select **Invoices** from the **Information Inquiry** menu. The Invoices screen appears.

Invoices						
Commands Edit Modes Other Scroll Commands Information Help						
						OK Abandon
Vendor ID	<input type="text" value="ACE001"/>		ACE PLUMBING SUPPLY COMPANY		----- Last Payment -----	
			Date			12/02/2010
			Amount			114060.18
Sort By: Invoice Number						
Invoice Number	PO Number	Type	Inv Date	Disc Date	Gross Due	
Check No	Stat	Check Date	Due Date	Discount		
24920		INVC	08/12/2010	08/22/2010	71406.90	
		HOLD		08/22/2010	714.07	
30820		INVC	12/09/2010	12/19/2010	212077.98	
		HOLD		12/19/2010	2120.78	
30896		INVC	12/21/2010	12/31/2010	16397.77	
		HOLD		12/31/2010	163.98	
30901		INVC	12/21/2010	12/31/2010	-1923.96	
		HOLD		12/31/2010	-19.24	
46017	00000036	INVC	12/21/2010	12/21/2010	-3380.61	
		REL		12/21/2010	.00	
Total Prepaid .00			Total		294578.08	
<input type="button" value="Vendor"/> <input type="button" value="First"/> <input type="button" value="Last"/> <input type="button" value="Next"/> <input type="button" value="Prev"/>						
<input type="button" value="Enter=vendor inquiry"/> <input type="button" value="Sort"/> <input type="button" value="Go to invc"/>						
Company H   06/21/2011   Terminal T000   OVER						

**Inquiry**

1. Enter the **Vendor ID** whose open invoices you want to view.

2. Use the commands (buttons in graphical mode) on the command bar to find the information you need:

Command	Action
<b>Vendor</b>	Press <b>V</b> to look at a different vendor record. Then enter the vendor ID.
<b>First</b>	Press <b>F</b> to look at the first vendor record on file.
<b>Last</b>	Press <b>L</b> to look at the last vendor record on file.
<b>Next</b>	Press <b>N</b> to look at the next vendor record on file.
<b>Prev</b>	Press <b>P</b> to look at the previous vendor record on file.
<b>Sort</b>	To sort the invoices a different way—by invoice number (the default), invoice date, or invoice due date—press <b>S</b> until the sort option you want appears and the invoices appear in the order you want.
<b>Go to inv</b>	Press <b>G</b> to enter a specific invoice number and go directly to that invoice on the screen.

**Note:** The **Information** menu gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

3. When you finish viewing the vendor's open invoices, use **F7** to exit to the **Information Inquiry** menu.

# Detail History

Use the **Detail History** function to view past purchases, debit memos, and payment information. Most invoices are listed more than once. They are listed by line item in order of appearance in the invoice. The last entry for each invoice number is **Invoice Total**. The value for this entry is the total value of the invoice—the sum of the subtotal of line items, sales tax, freight charge, and miscellaneous charge. This function is available only if you elected to keep detail history in the Resource Manager **Options and Interfaces** function.

To add to or change this information, use the **Transactions** function (on page 5-3) or the **Pay Invoices** functions (on page 10-1).

Select **Detail History** from the **Information Inquiry** menu. **The Detail History** screen appear.

The screenshot shows the 'Detail History' window with the following data:

TP	Invoice	Inv Date	Item No	Quantity/Units	Amount
	PO No	Pymt Date	Description or Job		
IN	12905	07/14/2009	100	300.0000 PKG	103872.00
	14019014		Electrical Package		
PY	12905	07/14/2009			109003.28
		08/27/2009	Pymt No 0000001		
IN	12985	07/09/2009	150	150.0000 PKG	132445.50
	14019016		Plumbing Package		
PY	12985	07/09/2009			140392.23
		08/27/2009	Pymt No 0000001		
IN	13108	07/14/2009	400	300.0000 PKG	252249.00
	14019022		Interior Materials		
PY	13108	07/14/2009			264710.10
		08/27/2009	Pymt No 0000001		

At the bottom of the window, there are navigation buttons: Vendor, First, Last, Next, Previous, Header, Totals, view, and Go to. The status bar at the bottom right shows: Company H | 06/21/2011 | Terminal T000 | OVR.

**Inquiry**

1. Enter the ID of the vendor whose history you want to view.
2. Use the commands (buttons in graphical mode) on the command bar to find the information you need:

Command	Action
<b>Vendor</b>	Press <b>V</b> to view a different vendor record. Then enter the vendor ID. (If a vendor has been deleted from the <b>APVExxx</b> file but has records in the <b>APHIxxx</b> file, you can view the records if you know the vendor ID.)
<b>First</b>	Press <b>F</b> to view the first vendor record on file.
<b>Last</b>	Press <b>L</b> to view the last vendor record on file.
<b>Next</b>	Press <b>N</b> to view the next vendor record on file.
<b>Previous</b>	Press <b>P</b> to view the previous vendor record on file.
<b>Header</b>	Press <b>H</b> to view invoice information for a purchase order number or a start date. Then enter the purchase order number or start date. You can use the * and ? wildcards.
<b>Totals</b>	Press <b>T</b> to view invoice totals for the vendor. The invoice number, subtotal, sales tax, freight, miscellaneous charges, and total appear in a window. Press any key to return to the Detail History screen.
<b>View</b>	Press <b>I</b> to view an expanded summary of the invoice. Additional information about the invoice (general ledger account and period, purchase order number and date, quantity purchased) appears in the View Line window. Press any key to return to the Detail History screen.

Command	Action
<b>Go to</b>	Press <b>G</b> to move directly to a different invoice number. Then enter the number or exit to the Detail History screen. (This command appears only if you have more than one screen of invoice numbers.)
<b>Add'l Desc</b>	Select <b>A</b> to view the additional descriptions for the particular line item. This function is only available if you have toggled both <b>Use Additional Descriptions</b> and <b>Keep Additional Descriptions History</b> to <b>YES</b> in the <b>Options and Interface</b> function (see the <a href="#">Resource Manager Guide</a> for more description).

3. When you finish viewing a vendor's detail history, press **F7** to exit to the **Information Inquiry** menu.



# Summary History

Use the **Summary History** function to view past purchases and payment information associated with vendors. To add to or change this information, use the **Transactions** function (on page 5-3) or the **Pay Invoices** functions (on page 10-1).

Select **Summary History** from the **Information Inquiry** menu. The Summary History screen appears.

The screenshot shows a window titled "Summary History" with a menu bar (Commands, Edit, Modes, Other, Information, Help) and a toolbar. Below the toolbar, there are input fields for "Vendor ID" (ACE001) and "Fiscal Year" (2007), followed by the vendor name "ACE PLUMBING SUPPLY COMPANY". The main area contains a table with the following data:

Period	Purchases	Disc Taken	Disc Lost	Payments
1	.00	.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	428.44	.00	51781.31
8	71406.90	.00	.00	.00
9	.00	.00	.00	.00
10	.00	.00	.00	.00
11	114060.18	.00	.00	.00
12	212077.98	.00	.00	.00
YTD	810964.90	428.44	4847.76	432994.13

At the bottom of the window, there are buttons for "Enter = next vendor", "New ID", and "View period". The status bar at the very bottom shows "Company H", "12/28/2007", "Terminal T000", and "INS".

## Inquiry

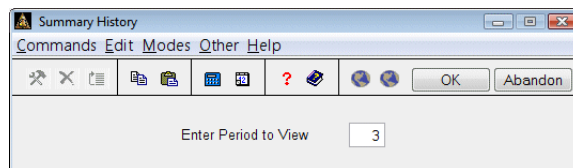
1. Enter the **Vendor ID** whose history you want to view.
2. The current fiscal year from the **APPDxxx** table appears. Accept it or enter the fiscal year whose history you want to view. The vendor's purchases, the discounts taken and lost, the payment amounts for each period, the number of periods specified in the **APPDxxx** table, and the year-to-date totals appear.

- Use the commands (buttons in graphical mode) on the command bar to find the information you need.

Command	Action
<b>Enter = next vendor</b>	Press <b>Enter</b> to view the next vendor on the list.
<b>New ID</b>	Press <b>N</b> to enter a new vendor ID and view their summary history information.
<b>View Period</b>	Press <b>V</b> to view the vendor's item and job history for a particular period. See the section below.

### View History for a Particular Period

To view the vendor's item and job history for a particular period, press **V**. Then enter the period whose item and job history you want to view. The Summary History input screen appears:



If you did not elect to keep summary history in the Resource Manager **Options and Interfaces** function for a period, an asterisk (\*) appears next to the period, and the message **\*=Summary History Not Kept** appears near the bottom of the screen. You cannot look at the item history for a period if you do not keep summary history.

If you kept summary history for the period you entered, the Summary History Item Inquiry screen appears.

Item ID	Quantity	Units	Cost of Goods
200100	200.0000	EA	75278.00
200200	200.0000	EA	44836.00
200300	200.0000	EA	84204.00
200400	200.0000	EA	25194.00
200500	200.0000	EA	9222.00
200600	200.0000	EA	14840.00
250	30.0000	CS	38629.50
<b>Totals</b>			<b>292203.50</b>

Press **Enter** to return to the Summary History Vendor Inquiry screen.

**Note:** If you made more purchases from the vendor in this period than the screen can show, you can also press **M** to view the next page of history for this period.



# Invoice History

Use the **Invoice History** function to view past invoices and totals records from history associated with vendors. To add to or change this information, use the **Pay Invoices** functions (on page 10-1).

Select **Invoice History** from the **Information Inquiry** menu. The Invoice History screen appears.

The screenshot shows the 'Invoice History' window. At the top, there is a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', 'Information', and 'Help'. Below the menu bar is a toolbar with various icons and buttons 'OK' and 'Abandon'. The main form area has fields for 'Vendor ID' (ACE001), 'PO Number' (\*), and 'Starting Date' (06/01/2007). The vendor name 'ACE PLUMBING SUPPLY COMPANY' is displayed next to the Vendor ID. Below these fields is a table with the following columns: Vendor, Inv No, Inv Date, PO Number, PO Date, and Invoice Total. The table contains 15 rows of invoice data for Vendor ACE001. At the bottom of the window, there are navigation buttons: 'Vendor', 'First', 'Last', 'Next', 'Prev', 'view', and 'Go to'. The status bar at the very bottom shows 'Company H | 06/21/2011 | Terminal T000 | OVR'.

Vendor	Inv No	Inv Date	PO Number	PO Date	Invoice Total
ACE001	12905	07/14/2009	14019014		110104.32
ACE001	12985	07/09/2009	14019016		140392.23
ACE001	13108	07/14/2009	14019022		267383.94
ACE001	13298	07/11/2009	14019025		23900.03
ACE001	13299	07/08/2009	14019026		42470.81
ACE001	14211	09/22/2009	14019033		37423.51
ACE001	14388	10/09/2009	14019037		1452.41
ACE001	15200	11/05/2009	14019042		69865.13
ACE001	15701	12/11/2009	14019061		20002.73
ACE001	16988	02/17/2010	14019070		114748.39
ACE001	17044	02/11/2010	14019072		21163.88
ACE001	18911	03/11/2010	14019078		309735.71
ACE001	19021	04/06/2010	14019086		19124.73

## Inquiry

1. Enter the **Vendor ID** whose history you want to view.
2. Enter the **PO Number** for the invoice(s) you would like to view, or leave the field blank to view information for all of that vendor's PO numbers.
3. Enter the **Starting Date** for the history you would like to view.

4. Use the commands (buttons in graphical mode) on the command bar to find the information you need:

Command	Action
<b>Vendor</b>	Press <b>V</b> to view a different vendor record. Then enter the vendor ID
<b>First</b>	Press <b>F</b> to view the first vendor record on file.
<b>Last</b>	Press <b>L</b> to view the last vendor record on file.
<b>Next</b>	Press <b>N</b> to view the next vendor record on file.
<b>Prev</b>	Press <b>P</b> to view the previous vendor record on file.
<b>View</b>	Press <b>I</b> to view an expanded summary of the invoice. Additional information about the invoice (general ledger account and period, purchase order number and date, quantity purchased) appears in the View Line window. Press any key to return to the Detail History screen.
<b>Go to</b>	Press <b>G</b> to move directly to a different invoice number. Then enter the number or exit to the Invoice History screen.

5. To view drill-down to see the Detail History for an invoice, highlight that invoice and press **Shift+F3**, or click on the blue-highlighted invoice total in graphical mode. For more on the Detail History screen see “Detail History” on page 4-15.
6. When you finish viewing a vendor’s invoice history, press **F7** to exit to the **Information Inquiry** menu.

## Payment History

Select **Payment History** from the **Information Inquiry** menu. The Payment History screen appears.

[illegible]

- Inquiry**

4. Enter the **Starting Date**, or leave the field blank to view all available check dates for the vendor.
5. Enter the **Bank ID**, or leave the field blank to view checks for all available Bank IDs for the vendor.
6. Use the commands (buttons in graphical mode) on the command bar to find the information you need:

Command	Action
<b>Method of Payment</b>	Press <b>M</b> to view a different payment method record. Then enter the method of payment.
<b>Vendor</b>	Press <b>V</b> to view a different vendor record. Then enter the vendor ID
<b>First</b>	Press <b>F</b> to view the first vendor record on file.
<b>Last</b>	Press <b>L</b> to view the last vendor record on file.
<b>Next</b>	Press <b>N</b> to view the next vendor record on file.
<b>Prev</b>	Press <b>P</b> to view the previous vendor record on file.
<b>View</b>	Press <b>I</b> to view an expanded summary of the payment information. Additional information about the payment appears in the View Check window. Press any key to return to the Detail History screen.
<b>Go to</b>	Press <b>G</b> to move directly to a different payment number. Then enter the number or exit to the Payment History screen.

7. When you finish viewing a vendor's payment history, press **F7** to exit to the **Information Inquiry** menu.

# Transactions

Use the Transaction Inquiry function to sort and view Accounts Payable transactions.

Select **Transactions** from the **Information Inquiry** menu. The Transaction Inquiry screen appears.

The screenshot shows the 'Transaction Inquiry' window. It has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll', 'Commands', 'Inventory', 'Lookups', and 'Help'. Below the menu bar is a toolbar with various icons and buttons like 'OK' and 'Abandon'. The main area contains several input fields for search criteria: 'Batch ID' (000001), 'Loc ID' (MN0001), 'PO No', 'Trans No', 'Item ID', 'Invoice No', 'Type' (All), 'Job ID', 'Inv Date', and 'Vendor'. Below these fields is a table with the following data:

Trans No	Vendor	Inv Number	Inv Date	PO No	Loc ID	Type
0007	HEN001	47583838	12/02/2010		MN0001	Invoice
0008	ATT001	663H2233	12/08/2010		MN0001	Invoice
0009	MIL001	00011755	12/11/2010	20177	MN0001	Invoice
0010	EDD001	00099373	12/06/2010	234323	MN0001	Invoice
0011	ACE001	CC883821	12/10/2010	20118	MN0001	Invoice
0012	MIN001	W4232931	12/08/2010		MN0001	Invoice
0013	TIM001	T0006623	12/09/2010	20109	MN0001	Invoice
0014	TIM001	T0006603	12/02/2010		MN0001	Debit Memo
0015	ACE001		12/08/2010		MN0001	Debit Memo

At the bottom of the window, there are buttons for 'Line items', 'New search', 'Sort', 'View header', and 'Go to'. The status bar at the very bottom shows 'Company H | 12/29/2010 | Terminal T000 | OVR'.

## Inquiry

1. Enter the ID of the batch that contains the transactions you want to view, or leave the **Batch ID** field blank to view information for all available batches.

## Inquiry

2. Enter the transaction number you want to view in the **Trans No** field, or leave the field blank to view all transactions within the chosen parameters.
3. Choose between **Invoice**, **Debit Memo**, and **All** in the transaction **Type** field.

**Inquiry**

4. Enter the ID of the vendor whose transactions you want to view, or leave the **Vendor ID** field blank to view transactions for all vendors.

**Inquiry**

5. Enter the location ID in the **Loc ID** field, or leave the field blank to view transactions for all available locations.

**Inquiry**

6. Enter the ID of the item for which you want to view transactions, or leave the **Item ID** field blank to view transactions for all items.

**Inquiry**

7. Enter the ID for the job for which you want to view transactions, or leave the **Job ID** field blank to view transactions for all jobs.

8. Enter the PO number in the **PO No** field for the transactions you want to view, or leave the field blank to view transactions for all purchase orders.
9. Enter the number of the invoice for which you want to view transactions, or leave the **Invoice No** field blank to transaciton for all invoices.
10. Enter the invoice date in the **Inv Date** field for the transactions you want to view, or leave the field blank to view transactions for all available dates.
11. Use the commands (buttons in graphical mode) on the command bar to find the information you need:

Command	Action
<b>Line Items</b>	Press <b>L</b> to view the Line Items screen for the highlighted transaction. See “Transaction Inquiry Line Items screen” on page 4-29.
<b>New Search</b>	Press <b>N</b> to clear the inquiry and begin again with new parameters.
<b>Sort</b>	Press <b>S</b> to open the <b>Select Sort Method</b> dialog box to change the inquiry sort.
<b>View header</b>	Press <b>V</b> to view the header information for the highlighted transaction.
<b>Go to</b>	Press <b>G</b> to go to a specific transaction.

- 12. When you finish viewing transactions, press **F7** to exit to the **Information Inquiry** menu.

Transaction Inquiry Line Items screen

The Transactions Inquiry - Line Items screen appears when you click Line Items on the Transaction Inquiry screen. Use this screen to view more information about the highlighted transaction

Transactions Inquiry - Line Items

Commands Edit Modes Other Scroll Commands Help

OK Abandon

Vendor ID MIL001 MILLWORK LUMBER & CABINETS Loc ID MN0001 Batch 000001

Invoice No 00011755 PO Number 20177 Type Invoice Tran 0009

Item ID	Quantity	Units	Unit Cost	Ext Cost
Description				
550	12.0000	PKG	1036.1000	12433.2000
Millwork Package				
300	14.0000	EA	22.0100	308.1400
Interior Door				
350	3.0000	EA	226.9900	680.9700
Entry Door				
900	1.0000	EA	567.0000	567.0000
Refrigerator - Black				
800001	1.0000	ROLL	1.7600	1.7600
Wallpaper - Conte...				

Entry ( 001 of 005 )

Subtotal	Sales Tax	Freight	Misc	Total
13991.07	.00	.00	.00	13991.07

Header Totals View Lot Serial Goto

Use the commands (buttons in graphical mode) on the command bar to find the information you need:

Command	Action
Header	Press <b>H</b> to return to the Transaction Inquiry screen.
Totals	Press <b>T</b> to view the totals/payments information for the highlighted item ID.

Command	Action
<b>View</b>	Press <b>V</b> to view inventory detail about the highlighted item ID.
<b>Lot</b>	Press <b>L</b> to view the lot information about the highlighted item ID (the item must be lotted).
<b>Serial</b>	Press <b>S</b> to view the serial information about the highlighted item ID (the item must be serialized).
<b>Go to</b>	Press <b>G</b> to move directly to a different item ID.

When you finish viewing line items, press **F7** to exit to the **Transaction Inquiry** screen.

## CHAPTER 5

# 5

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## Daily Work

### Introduction

Use the Daily Work functions to record purchases you made from a vendor.

If you purchased goods from a vendor that is not associated with a recurring entry, use the **Transactions** function. If the vendor is associated with a recurring entry, use the **Copy Recurring Entries** function. The information about recurring entries is copied to the **APTDxxx** and **APTHxxx** (Transaction) files.

Use the **Purchases Journal** to check purchasing transactions. Use the **Miscellaneous Debits Journal** to check debits that are not directly related to purchases. Use the **Daily Sales Tax Report** to recap the sales tax charges you've been assessed for the items you've purchased.

If you elected to use transaction batching, use the **Batch Control** and **Change Batches** functions to manage groups of transactions. You can group transactions by time period, by data entry person, or in other similar ways to streamline the Daily Work process.

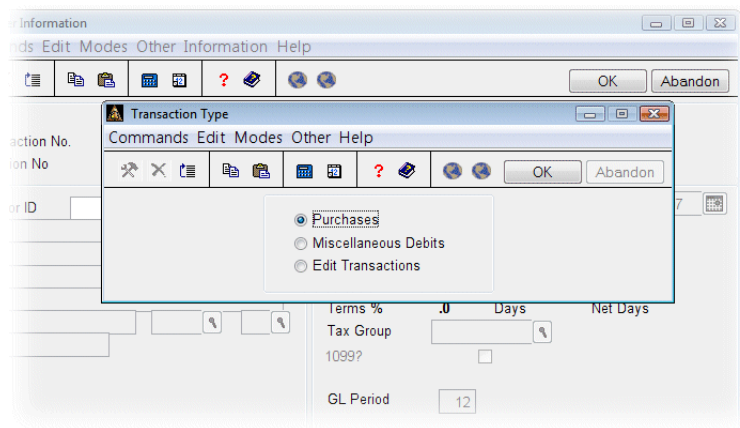


# Transactions

Use the **Transactions** function to enter purchases of goods or services from a vendor or to enter miscellaneous debits. You can set up initial balances by entering outstanding invoices from your vendors. Thereafter, you enter purchases as you receive invoices for them.

If you interface Accounts Payable with General Ledger and last-year files exist, you must select the fiscal year when you enter transactions into an empty file. All transactions you enter default to that year until you post.

Select **Transactions** from the **Daily Work** menu. The Transaction Type selection screen appears on top of the Purchases and Header Information screens.



Select the type of transaction you want to enter or edit. You can:

- Enter purchases
- Enter returned goods and cancel incorrectly posted transactions
- Change or delete unposted transactions

Before you change or delete transactions, produce the Purchases and Miscellaneous Debits Journals so that you have the correct transaction numbers. After you change or delete transactions, produce the journals again so that the audit trail is accurate.

If you add, change, or delete a transaction, pay attention to the transaction totals. The system puts the entire payment balance in the **First Payment** field when a quantity, a cost, or an amount changes. If the calculated discount is different from the cash discount, you can elect to automatically use the calculated amount.

## Header Information



After you make your selection from the Transaction Type selection screen, the header screen appears.

The screenshot shows a window titled "Header Information" with a menu bar (Commands, Edit, Modes, Other, Information, Help) and a toolbar. The window contains the following fields and values:

Batch ID	000001	Tran Type	Invoice
Transaction No.	18	MINNEAPOLIS WAREHOUSE	
Location No	MN0001	Invoice No	123456789012345
Vendor ID	ACE001	Date	12/29/2010
ACE PLUMBING SUPPLY COMPANY		PO Number	
6769 GOLDEN GATE DRIVE		Terms Code	AP0003
		Terms Desc	1/10,n/30
SAN FRANCISCO		Terms %	1.0
CA	US	Days	10
35454-5548		Net Days	30
		Tax Group	CA
		1099?	<input type="checkbox"/>
		GL Pd/Year	12/2010

	Field	Description
<div><div>Inquiry</div><div>Maint</div></div>	Batch ID	<p>If you elected to use transaction batching in <b>Options and Interfaces</b>, enter a batch ID or select an ID from the inquiry window.</p> <p>If you elected the option for system-generated batch numbers, a new batch ID can be automatically generated when you use the <b>Maintenance (F6)</b> command.</p>
<div><div>Inquiry</div></div>	Tran No	<p>The system assigns a unique number to each transaction.</p> <p>To change transactions or return goods, enter the number of the transaction.</p> <p>To delete the entire transaction, use the <b>Delete (F3)</b> command.</p>
<div><div>Inquiry</div></div>	Loc ID	<p>If you entered a default location ID when you set up the company, the ID appears. If you change the ID of the location you are purchasing the items for, the description of the location appears for verification.</p> <p>If you did not enter a default location ID, enter the ID of the location you are purchasing the items for or press <b>Enter</b> to skip this field.</p>

	Field	Description
<div>Inquiry</div> <div>Maint</div>	Vendor ID	<p>Enter the ID of the vendor you are purchasing goods from or returning goods to. If you use the <b>Maintenance (F6)</b> command, the <b>Vendors</b> function is temporarily called up. (You cannot use the <b>Maintenance</b> command to delete vendor records.) After you enter the ID, the vendor's name and address appear.</p> <p>To enter a vendor you plan to use only once, enter <b>TEMP</b> and then the vendor's name, address, and a distribution code. The system assigns each temporary vendor an ID that consists of a <b>+</b> and a five-digit number. This ID is printed in the Purchases Journal. Temporary vendors that have balances of zero are removed from the <b>APVExxx</b> (Vendor) file when you run <b>Purge Selected Files</b>.</p>
	Invoice No	Enter the number of the vendor's invoice for the items you purchased or are returning. If the number you enter is in the <b>APINxxx</b> (Open Invoice) file or the <b>APHIxxx</b> (Detail History) file, a message appears to warn you.
	Date	Enter the date of the invoice whose number you entered.
	PO Number	Enter the purchase order number or press <b>Enter</b> if you did not assign one.
<div>Inquiry</div> <div>Maint</div>	Terms Code	Enter the terms code. If you use the <b>Maintenance (F6)</b> command, the <b>Terms Code</b> function temporarily appears. After you enter the code, the description and the percent for the payment terms of the transaction appear.







	Field	Description
 	<b>Tax Group</b>	Enter the tax group where you want to apply the tax—even if the transaction is not taxable. If you use the <b>Maintenance (F6)</b> command, the <b>Tax Groups</b> function temporarily appears (see the <a href="#">Resource Manager Guide</a> ). After you enter the group, the description of the group appears.
	<b>1099?</b>	<p>If the vendor does not receive a 1099-MISC form, the box is clear (or <b>NO</b> appears in text mode) and you cannot change it.</p> <p>If the vendor receives a 1099-MISC form, the box is selected (or <b>YES</b> appears in text mode). If you want the purchase to update the <b>1099 Payments Year to Date</b> field in the vendor's record, press <b>Enter</b>; if not, clear the box (or enter <b>N</b> in text mode).</p>
	<b>GL Period/Year</b>	Press <b>Enter</b> if you want to post the transaction to the default period, or enter a different period and year.

When you save the header information, the line-item entry screen appears.

## Append Line

The Append Line screen appears only if no line items are associated with the transaction.

	Field	Description
<div>Inquiry</div> <div>Maint</div>	<b>Item ID</b>	<p>Enter the number of the item you are purchasing or returning, or press <b>Enter</b> to skip this field.</p> <p>If Accounts Payable interfaces to Inventory, you can also use the Inventory lookup search commands (see Chapter 1) to find an item.</p>
	<b>Desc</b>	Enter a description of the item.
	<b>Additional Descriptions</b>	<p>If you elected to use additional descriptions in the Resource Manager <b>Options and Interfaces</b> function, you can enter up to ten lines of information.</p>
	<b>GL Desc</b>	<p>If you elected in the Resource Manager <b>Options and Interfaces</b> function to post summary information to General Ledger, this field is skipped.</p> <p>If you elected in the Resource Manager <b>Options and Interfaces</b> function to post detailed information to General Ledger, enter a description to identify the transaction, or press <b>Enter</b> to skip this field.</p>

	Field	Description
		If Accounts Payable interfaces with General Ledger, the description you enter appears in the <b>Description</b> column of the <b>GLJRxxx</b> (Journal) file when you post the transaction. (If you do not enter a description, the invoice number and the item description appear in the <b>Description</b> column of the <b>GLJRxxx</b> file when you post the transaction.)
 	<b>Job ID</b>	Enter the ID of the job affected by the purchase, or press <b>Enter</b> to skip this field. (The <b>Inquiry</b> command is available if Accounts Payable interfaces with Job Cost.)
		If Accounts Payable interfaces with Job Cost, the description of the job appears for verification when you enter a job ID.
 	<b>Phase ID</b>	If you entered a job ID, enter the ID of the phase (cost center) affected by the purchase, or press <b>Enter</b> to skip this field. (The <b>Inquiry</b> command is available if Accounts Payable interfaces with Job Cost.)
 	<b>Cost Code</b>	If you entered a job ID and Accounts Payable interfaces with Job Cost, enter a cost code.  If you entered a job ID and Accounts Payable does not interface with Job Cost, enter a cost code for reference purposes only, or press <b>Enter</b> to skip this field.

	Field	Description
<div>Inquiry</div> <div>Maint</div>	<b>GL Account</b>	<p>If Accounts Payable interfaces with Job Cost and you entered a job ID, the WIP account from the <b>DFxxxx</b> table appears. If Accounts Payable does not interface with Job Cost or you did not enter a job ID, the account number is selected in this order of precedence:</p> <p>If you assigned an account number in the vendor's record, that number appears.</p> <p>If you entered an item ID, the inventory account from the item record appears.</p> <p>If the line is for a noninventory item, the inventory account from the <b>DFxxxx</b> table appears.</p> <p>Accept the account number, or enter a different account number. (The <b>Inquiry</b> command is available if Accounts Payable interfaces with General Ledger.)</p>
	<b>Tax Class</b>	<p>The tax class you assigned to the inventory item appears. If Accounts Payable does not interface to Inventory, <b>00</b> appears. Accept the tax class that appears, or enter a different tax class.</p>
	<b>Quantity</b>	Enter the number of units of the purchased item.
<div>Inquiry</div>	<b>Units</b>	Enter a valid alternate unit of measure. If you are purchasing an item that is not kept in inventory, enter the unit of measure by which you purchase the item; for example, you might enter <b>DZ</b> if you measure the item by the dozen.
	<b>Unit Cost</b>	Accept the amount you paid for each item, or enter a different amount. The <b>Unit Cost</b> field on the Purchases line-item entry screen is updated by the average of the unit costs you enter; the <b>Ext Cost</b> field on the Purchases line-item entry screen is updated by the total of the unit costs you enter.

Field	Description
<b>Ext Cost</b>	If the line is for a noninventory item, enter the extended cost of the line.

After you save the line-item entry information either enter another line item or exit to the Purchases screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon (F5)** command to cancel the purchase. You can delete the entire purchase by using the **Delete (F3)** command on the header screen.

## Transactions

When you exit from the Append Line screen, the Transactions screen appears.

**Purchases**

Commands Edit Modes Other Scroll Commands Information Help

Vendor ID **ACE001** **ACE PLUMBING SUPPLY COMPA...** Tran No **0018**  
 Invoice No **12341231** PO Number **4315** Loc ID **MN0001** Type **Invoice**

Item ID	Description	Quantity	Units	Unit Cost	Ext Cost
200300	Air Conditioner	1.0000	EA	429.9500	429.95
200100	Furnace	8.0000	EA	379.4400	3035.52

Entry ( 001 of 002 )

Subtotal	Sales Tax	Freight	Misc	Total
3465.47	138.62	.00	.00	3604.09

Enter = edit Append Header Totals View Goto Next Trans

Company H 12/28/2007 Terminal T000 INS

The Transactions screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen
- The line-item entry area, or *scroll region*, appears in the middle of the screen
- The totals appear at the bottom of the screen

Use the commands (buttons in graphical mode) in the command bar of each inquiry screen to find the information you need.

<b>Command</b>	<b>Action</b>
<b>Enter = edit</b>	Move the prompt to the line and press <b>Enter</b> to edit a line.
<b>Append</b>	To append a line item to the transaction, press <b>A</b> . Then see <b>Purchases Line-Item Entry Screen</b> earlier in this section.
<b>Header</b>	Press <b>H</b> to return to the header screen. When you return to the header screen, you do not lose the line-item and totals entries because you already saved them
<b>Totals</b>	Press <b>T</b> to go to the Totals/Payments dialog box. Then see <b>Purchase Totals</b> below.
<b>View</b>	Press <b>V</b> to look at an expanded summary of the line item, move the prompt to the line item. Additional information about the line item, such as the general ledger account and description, quantity purchased, and cost information, appears on the View Line screen. Press any key to return to the Purchases screen.
<b>Go to</b>	Press <b>G</b> and then enter a line number to go directly to a particular line item. (This command appears only if there is more than one screen of line items.)
<b>Next trans</b>	Press <b>N</b> to finish with the transaction on the screen and move to a blank header screen to enter a new transaction. Then see “Header Information” on page 5-4 for more information.

## View Line

When you select **View**, the View Line screen appears and lists information about the selected item. Press **Enter** to return to the Purchases screen.

The View Line screen displays the following information:

Item ID	200300	GL Account	104400	Entry	001
Desc	Air Conditioner	INVENTORY - FINISHED GOODS			
GL Desc	ACE PLUMBING SUPPLY COMPA	Tax Class	00	Units	
Job ID		Quantity	1.0000	EA	
Phase ID		Unit Cost	429.9500		
Cost Code		Ext Cost	429.95		

Press any key to return...

## Purchase Totals

When you press **T** to work with the totals, press **N** to enter another transaction, or exit from the **Transactions** function, the Totals/Payments screen appears (If you pressed **T**, you can use only the **Sales Tax**, **Freight**, and **Misc** fields.).

The Totals/Payments screen displays the following information:

Sub Total	343.55	Amount Paid	100.00
Freight	235.00	Method of Payment	CHK
Misc	25.00	Checking Account #1	
Sales Tax	13.74	Via Check No	4013
Prepays	100.00	Payment Date	10/15/2010
Discounts	3.57	On-Demand Check?	<input type="checkbox"/>
Net Due	513.72		

Terms: AP0003 1/10,n/30 Disc Amt: 3.57  
 Type: Reg Pct: 1.0 Days: 10 Net: 30 Disc Date: 10/25/2010

	Amount	MOP	Due Date
First Payment	513.72	CHK	11/14/2010
Second Payment	.00		
Third Payment	.00		

The subtotal of all the line items appears.

Inquiry

Maint

Inquiry

Maint

1. Enter the shipping charges and the tax class to which you want to apply the charges in the **Freight** boxes.
2. In the **Misc** box, enter the miscellaneous charges (for example, handling) if the vendor added some. Then enter the tax class to which you want the miscellaneous charges applied.

### Sales Tax Breakdown

3. Enter the sales tax from the invoice. If you enter an amount different from the calculated amount, the Sales Tax Breakdown screen (below) appears and lists the tax location for the transaction and the tax amount for each location.

Inquiry

Maint

- Accept the current sales tax adjustment or enter a different amount in the **Tax Adjustment** box, then enter the tax location for the adjustment in the **Tax Loc** box. Finally, accept the current tax class or enter a different one in the **Class** box.
4. After you enter the tax class, the cursor returns to the Totals/Payments screen. Enter payment information into the remaining fields; refer to the field descriptions below for details.

Field	Description
<b>Amount Paid</b>	If you prepaid a portion of the purchase, enter the amount.
<b>Method of Payment</b>	Choose the method of payment used for the prepayment.

	Field	Description
	<b>Via Check No</b>	If you entered a prepayment with a check, enter the number of the check you used.
	<b>Payment Date</b>	Enter the prepayment date.
	<b>On-demand Check?</b>	<p>You cannot use this field if you did not elect to use on-demand checks in the Resource Manager <b>Options and Interfaces</b> function or if the prepayment was for cash.</p> <p>If you want to print an on-demand check for the prepayment, select the check box (or enter <b>Y</b> in text mode); if not, clear it (or enter <b>N</b> in text mode).</p>
<div>Inquiry</div> <div>Maint</div>	<b>Terms Code</b>	<p>Enter the terms code. If you use the <b>Maintenance (F6)</b> command, the <b>Terms Code</b> function temporarily appears. After you enter the code, the description and the percent for the payment terms of the transaction appear.</p>
	<b>Disc Amt</b>	<p>If you entered a discount percentage on the Purchases header screen, the amount of the discount appears; if not, <b>.00</b> appears. Accept the discount or enter a different one.</p> <p>The discount is based on your inclusion/exclusion selections in the <b>DISCxxx</b> table (see page 11-39). If you did not set up this table, the amount from which the discount is calculated includes tax, freight, and miscellaneous charges.</p>
	<b>First Payment Amount</b>	<p>Accept the first payment (the purchase total minus the prepayment and cash discount), or enter a different amount (it must be less than the purchase total).</p> <p>If you change the amount of the first payment, the remaining payment appears in the <b>Second Payment</b> field.</p>

Field	Description
<b>First Payment MOP</b>	Choose the method of payment for the first payment.
<b>First Payment Due Date</b>	If you entered discount terms on the header screen, the first due date is calculated from the number of due days you entered using the <b>Terms Codes</b> function. Accept the date or enter a different date.
<b>Second Payment Amount</b>	<p>If you changed the amount of the first payment, the second payment (the purchase total minus the prepayment, cash discount, and first payment) appears. Accept it, or enter a lower amount.</p> <p>If you change the amount of the second payment, the remaining payment appears in the <b>Third Payment</b> field.</p>
<b>Second Payment MOP</b>	Choose the method of payment for the second payment.
<b>Second Payment Due Date</b>	Enter the date the second payment is due.
<b>Third Payment Amount</b>	<p>If you entered an amount for the first and second payments, the remaining payment appears.</p> <p>If you need to split an invoice into more than three payments, post the purchases. Then use the <b>Hold/Release Invoices</b> function (see page 10-5) to split it further.</p>
<b>Third Payment MOP</b>	Choose the method of payment for the third payment.
<b>Third Payment Due Date</b>	Enter the date the third payment is due.

5. When you approve the totals, one of several things can happen, depending on what you entered or which options you elected:
  - If you elected to print an on-demand check, you are prompted to print it.

- If you pressed **T** to work with the transaction totals, you are returned to the Purchases screen.
- If you pressed **N** to enter another transaction, the Totals screen reappears so that you can confirm your entries.
- If you exited from the **Transactions** function, the **Daily Work** menu appears.

## Copy Recurring Entries

---

Use the **Copy Recurring Entries** function to copy entries from the **APRHxxx** and **APRLxxx** (Recurring Entries) files to the **APTDxxx** and **APTHxxx** (Transaction) files when the recurring entries come due. Use the run codes and cutoff dates that you set up in the **Recurring Entries** function to copy the transactions according to your schedule. After you copy an entry, it is treated like another transaction. When the **APTDxxx** and **APTHxxx** files are posted, the entries are moved to the **APINxxx** (Open Invoice) file.

Before you copy recurring entries, produce the **Recurring Entries List** (see page 11-25) and back up your files.

If you are using Accounts Payable on a multiuser system, make sure that no one else is using the **Recurring Entries** function. You cannot copy recurring entries until the other users exit from that function.

Select **Copy Recurring Entries** from the **Daily Work** menu. The Copy Recurring Entries screen appears.

1. Enter the run codes whose recurring entries you want to copy.
2. Edit the period and year to which to copy entries, if necessary.
3. When you entered recurring entries, you may have entered cutoff dates for them. Accept the system date as the cutoff date, or enter a different date. Entries that have cutoff dates before the date you enter here are not copied to the **APTDxxx** and **APTHxxx** files.
4. If you elected to use transaction batching in the **Options and Interfaces** function, enter the **Batch ID** to which to copy the recurring transactions.
5. Select how to output the Copy Recurring Entries Report. This report lists the total amount of recurring entries that were copied to the **APTDxxx** and **APTHxxx** files, and any errors that occurred (such as a recurring entry for a vendor whose record has been deleted from the **APVExxx** file). After the report is produced, the **Daily Work** menu appears.

Inquiry

Maint

# Purchases Journal

Print the **Purchases Journal** to check for mistakes and omissions and to use as an audit trail of purchasing transactions. The journal is helpful when you want to reconstruct events for a particular period of time. If you find incorrect transactions in the Purchases Journal, use the **Transactions** function to edit or delete them.

Produce the Purchases Journal before you post transactions.

Select **Purchases Journal** from the **Daily Work** menu. The Purchases Journal screen appears.

Vendor ID From ACE001  
Thru CLE001

Batches to Print: 1

Print:  
☒ Full Detail  
☐ Summary Only

Print By:  
☒ Batch/Transaction Number  
☐ Vendor ID  
☐ GL Period and Account  
☐ Item ID  
☐ Job ID and Phase ID

Additional Description Format? None

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## Inquiry

1. Enter the range of vendor IDs you want in the journal.

2. If you elected to use transaction batching in the Resource Manager **Options and Interfaces** function, select the batches you want to include in the journal.
3. Select the amount of detail you want in the journal: line-item detail or invoice totals.
4. Select the option by which to organize the journal.
5. In the **Additional Description** field, select your choice for printing additional descriptions.
  - Enter **N** to skip printing additional description on the journal.
  - Enter **S** to print the additional descriptions in a short-line format.
  - Enter **L** to print additional descriptions in a long-line format that reduces the number of lines required to print multiple lines of additional descriptions.

This option is available only if you elected to use additional descriptions in the **Options and Interface** function.

6. Select the output device. See “Reports” on page 1-37 for more information. After the journal is produced, the **Daily Work** menu appears.

## Sample Purchases Journal

Builders Supply Purchases Journal											
Detail by Batch/Transaction Number											
Vendor Batch	Tran. Ent.	Inv. No. PO Number	Txct. / Grp Date	GL Per. Acct. Description	Cost Code	Job Phase	Loc. ID Item Description	Item ID	Units	Quantity	Amount
ACE001	0011	CC883821	00 / MN	12 104400			MN0001 150		PKG	3.0000	2722.59
000001	001	20118	12/10/2013				Plumbing Package				
ACE001	0011	CC883821	00 / MN	12 104400			MN0001 200400		EA	3.0000	362.20
000001	002	20118	12/10/2013				Water Softener				
ACE001	ACE PLUMBING SUPPLY COMPANY				Amount		Sales Tax		Freight	Misc.	Total
000001	0011	CC883821	MN	12/2013	3104.79		201.81		.00	.00	3306.60
		TOT	12/10/2013	1099? N	Discount		Amount 1	Date 1	Amount 2	Date 2	Amount 3
		MOP			33.07		3273.53	12/20/2013	.00		.00
ACE001	0016	123456879012345	00 / CA	08 104000			MN0001 200300		EA	1.0000	429.95
000001	001		08/08/2013				Air Conditioner				
ACE001	0016	123456879012345	00 / CA	08 104000			MN0001 200100		EA	8.0000	3035.52
000001	002		08/08/2013				Furnace				
ACE001	ACE PLUMBING SUPPLY COMPANY				Amount		Sales Tax		Freight	Misc.	Total
000001	0016	123456879012345	CA	08/2013	3465.47		138.62		.00	.00	3604.09
		TOT	08/08/2013	1099? N	Discount		Amount 1	Date 1	Amount 2	Date 2	Amount 3
		MOP			36.04		3568.05	09/07/2013	.00		.00
Batch 000001 Total					6570.26		340.43		.00	.00	6910.69
GRAND TOTAL					6570.26		340.43		.00	.00	6910.69



# Miscellaneous Debits Journal

Print the **Miscellaneous Debits Journal** to check for mistakes and omissions and to use as an audit trail of debits not directly related to purchases. The journal is helpful when you want to reconstruct events for a particular period of time. It complements the Purchases Journal; together they provide an overall view of how your money was spent.

If you find incorrect transactions in the **Miscellaneous Debits Journal**, use the **Transactions** function to edit or delete them. Produce the **Miscellaneous Debits Journal** before you post transactions.

Select **Miscellaneous Debits Journal** from the **Daily Work** menu. The Miscellaneous Debits Journal screen appears.

Miscellaneous Debits Journal

Commands Edit Modes Other Help

Vendor ID From ACE001 Thru EDD001

Batches to Print: 1

Print:

☒ Full Detail ☐ Summary Only

Print By:

☒ Batch/Transaction Number ☐ Vendor ID ☐ GL Period and Account ☐ Item ID ☐ Job ID and Phase ID

Additional Description Format? None

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## Inquiry

1. Enter the range of vendor IDs you want in the journal.

2. If you elected to use transaction batching in the Resource Manager **Options and Interfaces** function, select the batches you want to include in the journal.
3. Select the amount of detail you want in the journal: line-item detail or miscellaneous debit totals.
4. Select the option by which to organize the journal.
5. In the **Additional Description** field, select your choice for printing additional descriptions.
  - Enter **N** to skip printing additional description on the journal.
  - Enter **S** to print the additional descriptions in a short-line format.
  - Enter **L** to print additional descriptions in a long-line format that reduces the number of lines required to print multiple lines of additional descriptions.

This option is available only if you elected to use additional descriptions in the **Options and Interfaces** function.

6. Select the output device. See “Reports” on page 1-37 for more information. After the journal is produced, the **Daily Work** menu appears.

## Sample Miscellaneous Debits Journal

Builders Supply										
Miscellaneous Debits Journal										
Detail by Batch/Transaction Number										
Vendor	Tran.	Inv. No.	Txcl. / Grp	GL Per.	Acct.	Cost	Job	Loc. ID	Item ID	Units
Batch	Ent.	PO Number	Date	Description	Code	Phase	Item Description			Quantity
ACE001	0015		00 / MN	12	104400			MN0001	150	PKG
000001	001		12/08/2013					Plumbing Package		1.0000
										907.53
ACE001	ACE PLUMBING SUPPLY COMPANY					Amount	Sales Tax	Freight	Misc.	Total
000001	0015		MN	12/2013		907.53	58.99	.00	.00	966.52
		TOT	12/08/2013	1099? N	Discount	Amount 1	Date 1	Amount 2	Date 2	Amount 3
		MOP			9.67	956.85	12/18/2013	.00		.00
Batch 000001 Total						907.53	58.99	.00	.00	966.52
										.00
GRAND TOTAL						907.53	58.99	.00	.00	966.52
										.00



# Daily Sales Tax Report

Use the **Daily Sales Tax Report** to print and review the current taxes for each tax location in your tax groups.

Select **Daily Sales Tax Report** from the **Daily Work** menu. The Daily Sales Tax Report screen appears.

Daily Sales Tax Report

Commands Edit Modes Other Help

Tax Group ID From CA Thru TXHOUS

Batches to Print: 1

Print Zero Balance Tax Classes? ☒

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## Inquiry

1. Enter the range of tax group IDs you want in the report.
2. If you elected to use transaction batching in the Resource Manager **Options and Interfaces** function, select the batches you want to include in the report.
3. Select the check box (or enter **Y** in text mode) to print all tax classes for each tax location, regardless of whether the tax class has zero balances. Clear the check box (or enter **N** in text mode) to exclude tax classes that have zero balances from the report.

4. Select the output device. See “Reports” on page 1-37 for more information. After the report prints, the **Daily Work** menu appears.

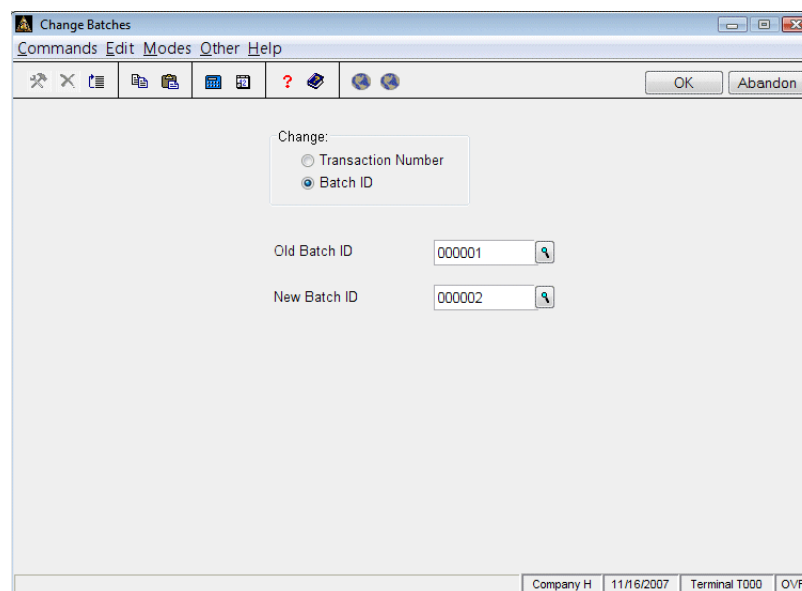
## Sample Daily Sales Tax Report

Builders Supply									
Daily Sales Tax Report									
By Tax Group									
Page 1 of 1									
Tax Loc	Description	Tax Auth.	Tax ID	Tax Refundable Account	Tax On		Freight?	Misc. ?	
					Calculated	Paid			
CA	California Sales Tax	CA	45-983459823	203800	NO	NO			
Percent									
		Tax	Ref.	Taxable	Nontaxable	Calculated	Paid	Over/Short	Refundable
00	Consumer Goods	4.000	.000	7265.47	.00	290.62			.00
	806000								
TOTAL FOR LOCATION CA				7265.47	.00	290.62	290.62	.00	.00
Tax Loc	Description	Tax Auth.	Tax ID	Tax Refundable Account	Tax On		Freight?	Misc. ?	
					Calculated	Paid			
MN	Minnesota Sales Tax	MN	23-676182734	203800	NO	NO			
Percent									
		Tax	Ref.	Taxable	Nontaxable	Calculated	Paid	Over/Short	Refundable
00	Consumer Goods	6.500	.000	3445.29	.00	223.94			.00
	806000								
01	Resale Sales	.000	.000	.00	14346.39	.00			.00
02	Exempt Sales	.000	.000	.00	1100.58	.00			.00
TOTAL FOR LOCATION MN				3445.29	15446.97	223.94	223.94	.00	.00
GRAND TOTAL									
		Taxable	Nontaxable	Calculated	Paid	Over/(Short)	Refundable		
		10710.76	15446.97	514.56	514.56	.00	.00		

# Change Batches

The **Change Batches** function allows you to manually change the batch ID for a single transaction or an entire batch of transactions that has not been posted. If you did not elect to use transaction batching, you cannot use this function.

Select **Change Batches** from the **Daily Work** menu. The Change Batches screen appears.



1. Select the type of change you want to make in the **Change** section of the screen. You can copy a single transaction to a new batch or you can move all transactions from one batch to another.
2. Enter the batch number from which you want to change in the **Old Batch ID** box.

**Inquiry**

**Inquiry**

3. If you selected the **Transaction Number** change option, enter the transaction number for which you want to change batch IDs.

**Inquiry****Maint**

4. Enter the batch number to which you want to change in the **New Batch ID** box.

After the transactions are copied and the corresponding log is produced, the **Daily Work** menu appears.

# Batch Control

Use the **Batch Control** function to inquire about the status of your batches, to set up new batches, and to maintain existing batches. If you did not elect to use transaction batching, you cannot use this function.

Select **Batch Control** from the **Daily Work** menu. The Batch Control screen appears.

Inquiry

Maint

1. Enter the batch ID with which you want to work in the **Batch ID** box. If you elected to use automatic batch number generation in the **Options and Interfaces** function, you can create a new batch ID by using the **Proceed (OK)** command.
2. Enter a description of the transactions in this batch in the **Description** text box.

3. If a terminal ID appears in the **Lock Flag** box, the batch is or was produced or posted on that terminal. Do not change it unless you need to release a locked batch.
4. Enter the status of the batch: **H** if it is on hold, or **R** if it has been released. If you place the batch on hold, you can print or post it, but you cannot enter or edit transactions in it.
5. Check the **Permanent?** box to make the keep the batch from being deleted upon processing.
6. For each report listed, toggle the report status.

The report status begins as **Not Applicable**. When you enter purchases or miscellaneous debits, the status automatically changes to **Unprinted**. When you print the report, the status automatically changes to **Printed**. If you then add or change transactions, the status automatically changes to **Reprint**.

7. If you selected a batch that is in use, the terminal ID and the user name of the person entering transactions are displayed.

A maximum of 20 terminal IDs can appear at one time.

After you save the information, enter information about a different batch ID, or exit to the **Daily Work** menu.

# Post Transactions

---

When you post transactions, the purchases and miscellaneous debit entries are moved from the **APTDxxx** and **APTHxxx** (Transaction) files to the **APINxxx** (Open Invoice) file, and the purchase order number is saved in the **APINxxx** (Open Invoice) file. Detail (line-item) information about the transactions is not transferred to the **APINxxx** file; the system keeps only the summary information (totals) necessary to prepare and print checks.

Posting transactions also updates the amount due, the amount prepaid, and the purchase and payment history fields in the **APVExxx** (Vendor) file and clears the **APTDxxx** and **APTHxxx** files for the next group of transactions.

If you keep transaction history, line-item information updates the **APHIxxx** (Detail History) file, and totals update the **APHSxxx** (Summary History) file.

If Accounts Payable does not interface with General Ledger, you must select the year for which you are posting transactions. If Accounts Payable interfaces with General Ledger, the year you selected in **Transactions** appears. If Accounts Payable interfaces with Inventory and you entered the wrong year, delete all the transactions and reenter them.

## Interfaces

### General Ledger

If Accounts Payable interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** (Journal) file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

When you post purchases, entries are made to several accounts:

AP	Sales Tax	Freight	Misc	Inventory or Expense
CR	DB	DB	DB	DB

You specify the expense account(s) when you enter purchases. If you purchase inventory items, the inventory account is acquired from the Inventory data files. You set up the other accounts through the **Distribution Codes** function.

When you post miscellaneous debits, entries are made to these accounts:

AP	Sales Tax	Freight	Misc	Inventory or Expense
DB	CR	CR	CR	CR

You specify the expense account(s) when you enter miscellaneous debits. If you return inventory items, the inventory account is acquired from the Inventory data files. You set up the other accounts through the **Distribution Codes** function.

### Job Cost

If Accounts Payable interfaces with Job Cost, the cost information in the **JOHlxxx** (Detail History) file is automatically updated, and the **JOBSxxx** (Jobs) file is optionally updated when you post.

## Tax Refundables

If you set up the taxable percentages for refundables and refundable percentages in the Resource Manager **Tax Locations** function, entries are made to these accounts when you post:

Sales Tax	Tax Refundable
CR	DB

Entries made to the sales tax and tax refundable accounts replace the entry to the sales tax account for purchases or miscellaneous debits.

## Before Posting

Before you post, do these things:

- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using Accounts Payable functions.
- Print the Purchases Journal (see on page 5-23).
- Print the Miscellaneous Debits Journal (see on page 5-27).
- Back up all the data files.

The information in the Purchases Journal and the Miscellaneous Debits Journal comes from the **APTDxxx** and **APTHxxx** files. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Back up your data files before you post. Although the **Post Transactions** function is designed to minimize data problems due to interruptions in the posting process, unforeseen problems, such as a power surge or failure, can corrupt data files and result in data loss.

## Post Transactions

Select **Post Transactions** from the **Daily Work** menu. The Post Transactions screen appears.

Post Transactions

Commands Edit Modes Other Help

Have You Completed AP Transaction Entry? ☒

Batches to Post: 1

Do You Want to Post All Invoices as Held? ☒

Recalculate Vendors Amount Due Balances? ☐

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1. If you have entered and reviewed the accounts payable transactions, produced the Purchases Journal and the Miscellaneous Debits Journal, and backed up the data files, select the check box (or enter **Y** in text mode) and press **Enter**; if not, clear the check box (or enter **N** in text mode) and return to the **Daily Work** menu.
2. If you elected to use transaction batching, select the batches you want to post at this time.
3. If you selected **Yes** to the **Default Posting All Invoices as Held** option within the **Options and Interfaces** function of Resource Manager, the check box is selected. When you post, invoices are posted as held. You can override the default here by clearing the check box.

If you post invoices as held, you must use the **Hold/Release Invoices** function (see page 10-5) to release each invoice for payment individually.

If you selected **No** to the **Default Posting All Invoices as Held** option within the **Options and Interfaces** function of Resource Manager, the check box is not selected. Use the **Hold/Release Invoices** function to hold individual invoices you don't want to pay. You can override the default here by clearing the check box if it is selected.

4. Select the **Recalculate Vendor Amount Due Balances?** check box (or enter **Y** in text mode) to recalculate the amount due in the vendor record based on the balance outstanding in the open invoice file.
5. Select the output device. See "Reports" on page 1-37 for more information. After you post and the log prints, the **Daily Work** menu appears.



## CHAPTER 6

# 6

Enter Material Requisitions 6-3  
Print Material Requisitions 6-13  
Material Requisitions Journal  
6-15  
Backorder Allocation Report  
6-17  
Post Material Requisitions 6-21

## Material Requisitions



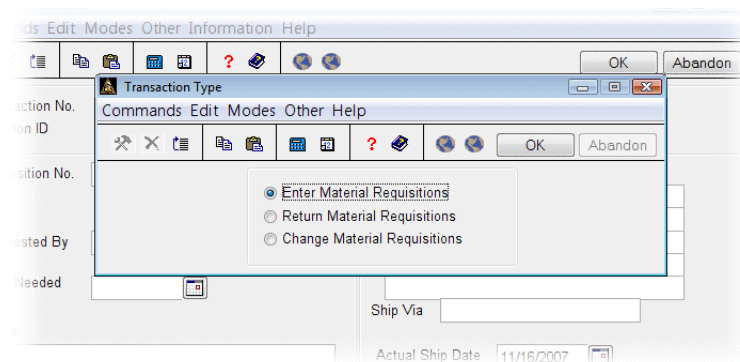
# Enter Material Requisitions

Use the **Enter Material Requisitions** function to remove from inventory items that are used internally or for jobs. If you do not have enough items to fill a material requisition, you can enter a backorder quantity. The requisition stays on file until the entire requisition has been filled. You can also use the **Enter Material Requisitions** function to return material requisitions or to change a requisition.

To find out which backorders you can fill, produce the Backorder Allocation Report (see page 6-17). Then use the Change Material Requisitions option (see below) to fill backordered requisitions.

## Material Requisitions Menu

Select **Enter Material Requisitions** from the **Material Requisitions** menu. The Transaction Type selection screen appears on top of the Enter Material Requisitions and Header Information screens.



Select the type of transaction you want to work with. You can:

- Enter material requisitions
- Enter returned material requisitions

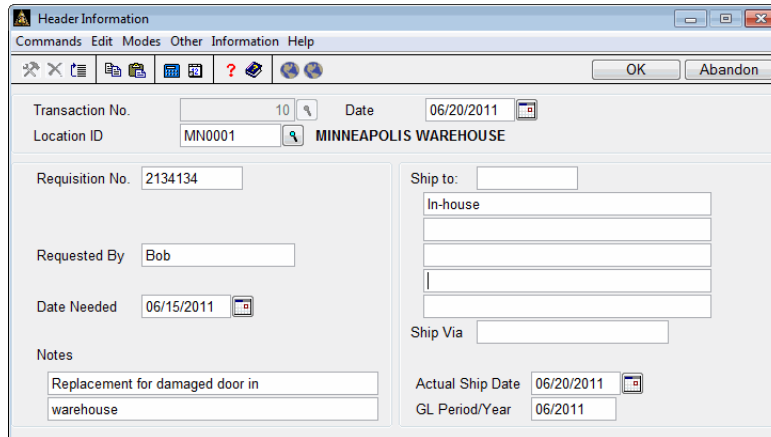
- Change or delete material requisitions

You cannot use the **Change Material Requisitions** option to change posted requisitions, returned or otherwise. To reverse incorrect requisitions, use the **Return Material Requisition** option. To reverse incorrect returned requisitions, use the **Change Material Requisitions** option.

Before you change or delete material requisitions, produce the Material Requisitions Journal so that you have the correct transaction numbers. After you edit or delete requisitions, produce the journal again so that the audit trail is accurate.

## Material Requisitions Header Screen

After you make your selection from the **Material Requisitions** menu, the header screen appears



The screenshot shows the 'Header Information' window of a software application. The window has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Information', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains several input fields and buttons. At the top right are 'OK' and 'Abandon' buttons. The fields are organized as follows: 'Transaction No.' with value '10' and a search icon; 'Date' with value '06/20/2011' and a calendar icon; 'Location ID' with value 'MN0001' and a search icon, followed by the text 'MINNEAPOLIS WAREHOUSE'; 'Requisition No.' with value '2134134'; 'Requested By' with value 'Bob'; 'Date Needed' with value '06/15/2011' and a calendar icon; 'Notes' with a text area containing 'Replacement for damaged door in warehouse'; 'Ship to:' with a dropdown menu showing 'In-house' and three empty text boxes; 'Ship Via' with an empty text box; 'Actual Ship Date' with value '06/20/2011' and a calendar icon; and 'GL Period/Year' with value '06/2011'.

	Field	Description
Inquiry	<b>Transaction No</b>	<p>When you enter or return material requisitions, the system assigns a unique number to each transaction. You cannot give two material requisitions the same number; entering an existing number indicates that you want to change a requisition.</p> <p>To change a material requisition, enter the number of the material requisition.</p> <p>To delete the entire material requisition, use the <b>Delete (F3)</b> command.</p>
	<b>Date</b>	If you are using the first requisition in a group, the system date appears; otherwise, the date you assigned to the last requisition appears. Accept the date, or enter a different requisition date.
	<b>Location ID</b>	<p>If you entered a default location ID when you set up the company, the ID appears. To change the location ID, use the up-arrow key to move the cursor to this field. Then enter the ID of the location you are removing the items from. The location description appears for verification.</p> <p>If you did not enter a default location ID, enter the ID of the location where the inventory items are stored.</p>
	<b>Requisition No</b>	Enter the requisition number or a different code to identify the material requisition.
	<b>Requested By</b>	Enter the name of the person requesting the items.
	<b>Date Needed</b>	Enter the date the items are needed. If you are returning material requisitions, enter the date the items were removed from the location or a different date to identify the returned requisition.
	<b>Notes</b>	Enter miscellaneous information about the requisition. You can enter two lines of notes.

	Field	Description
<b>Inquiry</b>	<b>Ship to</b>	This field is used by the Purchase Order system.  Enter a ship-to address code, or press <b>Enter</b> to skip this field. If you enter a code, enter the shipping address; you can enter 30 characters for each of the four following lines.
	<b>Ship Via</b>	Enter the shipping method, or press <b>Enter</b> to skip this field.
	<b>Actual Ship Date</b>	If you have filled some or all of the requisition, enter the date the requisition was filled. If you are returning a requisition, enter the date the items were returned.
	<b>GL Period/Year</b>	Press <b>Enter</b> if you want to post the requisition to the displayed period and year, or enter a different period and year.

When you save the header information the line-item entry screen appears.

## Material Requisitions Line-Item Entry Screen

The Material Requisitions line-item entry screen appears only if no line items are associated with the material requisition.

	Field	Description
Inquiry	Loc ID	The location ID you entered on the header screen appears. To change it, use the up-arrow key to go to this field. Then enter a different location ID.
Inquiry	Item ID	Enter the number of the item you are requisitioning, or press <b>Enter</b> to skip this field.
Maint	Desc	Enter an item description.
	GL Desc	<p>If you elected to post summary information to General Ledger in the Resource Manager <b>Options and Interfaces</b> function, this field is skipped.</p> <p>If you elected to post detailed information to General Ledger in the Resource Manager <b>Options and Interfaces</b> function, enter a description to identify the requisition, or press <b>Enter</b> to skip this field.</p> <p>If Accounts Payable interfaces with General Ledger, the description you enter appears in the <b>Description</b> column of the <b>GLJRxxx</b> (Journal) file when you post the requisition.</p>

	Field	Description
<div>Inquiry</div> <div>Maint</div>	<b>Job ID</b>	<p>Enter the ID of the job affected by the requisition, or press <b>Enter</b> to skip this field. (The <b>Inquiry</b> command is available if Accounts Payable interfaces with Job Cost.)</p> <p>If Accounts Payable interfaces with Job Cost, the description of the job appears for verification when you enter a job ID.</p>
	<b>Phase ID</b>	<p>If you entered a job ID, enter the ID of the phase (cost center) affected by the requisition, or press <b>Enter</b> to skip this field. (The <b>Inquiry</b> command is available if Accounts Payable interfaces with Job Cost.)</p>
<div>Inquiry</div> <div>Maint</div>	<b>Cost Code</b>	<p>If you entered a job ID and Accounts Payable interfaces with Job Cost, select a cost code.</p> <p>If you entered a job ID and Accounts Payable does not interface with Job Cost, enter a cost code for reference purposes only, or press <b>Enter</b> to skip this field.</p>
	<b>GL Account</b>	<p>If Accounts Payable interfaces with Job Cost and you entered a job ID, the WIP account from the <b>DMxxxx</b> table appears. If Accounts Payable does not interface with Job Cost and the line is for an inventory item, the inventory account from the <b>DMxxxx</b> table appears. If you do not enter a job ID and use a noninventory item, the expenses account from the <b>DMxxxx</b> table appears.</p> <p>Accept the account number, or enter a different account number. (The <b>Inquiry</b> command is available if Accounts Payable interfaces with General Ledger.)</p>
	<b>Quantity Requested</b>	Enter the number of units of the item you are requesting.
<div>Inquiry</div>	<b>Units</b>	Enter a valid unit of measure for this item. If you are requesting an item that is not kept in inventory, you can enter any unit of measure for the item; for example, you might enter <b>DZ</b> if you measure the item by the dozen.

Field	Description
<b>Quantity Filled</b>	Enter the number of units of the item you received. If you are changing a requisition, the number of units you entered appears and you cannot change it.
<b>Quantity Backordered</b>	<p>Enter the number of units that are backordered.</p> <p>The requisition stays open until this quantity is zero. If you are editing a requisition, you cannot change this field.</p> <p>You cannot enter a backorder quantity greater than the quantity still on demand (the quantity requested minus the quantity filled).</p>
<b>Unit Cost</b>	Accept the amount, or enter a different amount.
<b>Ext Cost</b>	If the line is for a noninventory item, enter the extended cost of the line.
<b>Total</b>	The total amount of the items appears at the bottom of the screen.

After you save the line item, you can enter another line item or exit to the Material Requisitions screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon (F5)** command to cancel the purchase. You can delete the entire purchase by using the **Delete (F3)** command on the header screen.

## Material Requisitions Screen

When you exit from the line-item entry screen, the Material Requisitions screen appears.

The screenshot shows the 'Enter Material Requisitions' window. At the top, there's a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', 'Information', and 'Help'. Below the menu is a toolbar with various icons and buttons like 'Export', 'Archive', and 'Abandon'. The main area displays transaction details: Transaction No 0009, Date Placed 08/09/2013, Loc ID, Requisition No 1, Date Needed 08/16/2013, and MN0001. Below this is a table with columns: Item ID, Quantity Requested, Units, Quantity Filled, and Ext Cost. The table contains three rows of data: 200100 (Furnace), 100 (Electrical Package), and 300 (Interior Door). At the bottom right, the total cost is 3350.43. The bottom of the screen has a status bar with 'Company H', '08/09/2013', 'Terminal T000', and 'OVR'.

Item ID	Quantity Requested	Units	Quantity Filled	Ext Cost
200100	2.0000	ea	1.0000	335.28
Furnace				
100	8.0000	EA	8.0000	2685.00
Electrical Package				
300	15.0000	EA	15.0000	330.15
Interior Door				

Entry ( 001 of 003 )

Total  
3350.43

Enter = edit Append Header View Go to On Demand Next Trans

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The Material Requisitions screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area or the line-item scroll region appears in the middle of the screen.
- The requisitions totals appear at the bottom of the screen

Use the commands at the bottom of the screen to work with the requisition's line items.

Command	Action
<b>Enter = edit</b>	To edit a line item, move the prompt to the line and press <b>Enter</b> .
<b>Append</b>	To append a line item to the transaction, press <b>A</b> . Then see <b>Material Requisitions Line-Item Entry Screen</b> earlier in this section.
<b>Header</b>	To return to the header screen, press <b>H</b> . When you return to the header screen, you do not lose the line-item and totals entries because you already saved them.
<b>View</b>	To view an expanded summary of the line item, move the prompt to the line item and press <b>V</b> . Additional information about the line item, such as the general ledger account and description, quantity purchased, and cost information, appears on the View Line screen. Press any key to return to the Material Requisitions screen.
<b>On Demand</b>	To send an online instruction to produce the material requisition, press <b>O</b> . Select the output device. After the requisition is produced, you are returned to the Material Requisitions screen.
<b>Go to</b>	To go directly to a particular line item, press <b>G</b> . Then enter the line number. (This command appears only if there is more than one screen of line items.)
<b>Next trans</b>	To finish with the material requisition on the screen and move to a blank header screen to enter a new material requisition, press <b>N</b> . Then see <b>Material Requisitions Header Screen</b> earlier in this section.



# Print Material Requisitions

Use the **Print Material Requisitions** function to print material requisition forms or to print material requisitions on 8½-by-11-inch paper.

Select **Print Material Requisitions** from the **Material Requisitions** menu. The function screen appears.

Print Material Requisitions

Commands Edit Modes Other Help

Transaction No From Thru

Requisition No From Thru

Location ID From Thru

Print By:

- ☒ Transaction Number
- ☐ Requisition Number
- ☐ Date Needed
- ☐ Location ID

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## Inquiry

1. Enter the transaction numbers, requisition numbers, or location IDs you want to print on forms.
2. Select the order in which you want to print the forms. If you requisition items from several locations and you want to print a separate form for each location, select **Location ID**.
3. Select the output device. After the forms are produced, the **Material Requisitions** menu appears.

## Sample Material Requisition Form

If you organize the requisitions by transaction number, requisition number, or the date the items are needed, the location ID is listed next to the item number for each line item. The sample requisition is organized by location ID, so the location information is listed near the top of the requisition instead of being listed for each line item.

MATERIAL REQUISITION		Requisition Number		Page 1		
		1				
		Date Needed				
		08/16/2013				
Order Date	Ordered By	Ship Via				
08/09/2013	OSAS guest	UPSG				
Ship From :		Ship To :				
Loc. ID MN0001		WARE1				
		OSAS Warehouse 1				
		4301 Dean Lakes Blvd				
		Shakopee, MN 55379				
Line	Item / Description	Loc. ID	Units	Unit Cost / Extended Cost	Filled / Requested	Backordered
001	200100 Furnace	MN0001	ea	335.2800 335.28	1.0000 2.0000	1.0000
002	100 Electrical Package	MN0001	EA	335.6250 2685.00	8.0000 8.0000	.0000
003	300 Interior Door	MN0001	EA	22.0100 330.15	15.0000 15.0000	.0000
TOTAL =				3350.43		

# Material Requisitions Journal

Print the Material Requisitions Journal before you post requisitions to check for mistakes and omissions and to use as an audit trail of material requisitions and returned material requisitions. If you find incorrect material requisitions in the Material Requisitions Journal, use the **Change Material Requisitions** option in the **Enter Material Requisitions** function (see page 6-3) to edit or delete them.

You cannot post material requisition credits to inventory item accounts if you did not elect that option in the Resource Manager **Options and Interfaces** function.

Select **Material Requisitions Journal** from the **Material Requisitions** menu. The function screen appears.

Material Requisitions Journal

Commands Edit Modes Other Help

Requisition No From [ ] [ ]  
Thru [ ] [ ]

Print:  
☒ Full Detail  
☐ Summary Only

Print By:  
☒ Transaction No  
☐ Requisition No  
☐ GL Period and Account  
☐ Item ID  
☐ Job ID and Phase ID

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## Inquiry

1. Enter the range of material requisitions you want in the journal.

2. Select the amount of detail you want in the journal: line items or only the header information and totals.
3. Select the order in which you want to organize the journal.
4. Select the output device. After the journal is produced, the **Material Requisitions** menu appears.

A sample of the Material Requisitions Journal appears below.

## Material Requisitions Journal

Builders Supply													Page 1 of 1	
Material Requisitions Journal														
Detail by Transaction Number														
Tran.	Ent.	St.	Req. No.	Date		Acct.	Cost	Job	Loc. ID	Item ID	Units	Quantity		Amount
				Placed	GL Pd/Yr							Filled		
			Ship-to	Needed	Description		Code	Phase	Item Description			Backordered		
0009	001	MR	1	08/09/2013	08/2013	999900			MN0001	200100	ea	1.0000		335.28
			WARE 1	08/16/2013					Furnace			1.0000		
0009	002	MR	1	08/09/2013	08/2013	999900			MN0001	100	EA	8.0000		2685.00
			WARE 1	08/16/2013					Electrical Package			.0000		
0009	003	MR	1	08/09/2013	08/2013	999900			MN0001	300	EA	15.0000		330.15
			WARE 1	08/16/2013					Interior Door			.0000		
0009	TOT	MR	1	08/09/2013	08/2013									3350.43
			WARE 1	08/16/2013										
				Mat. Inventory		Mat. Misc.		SUBTOTAL						
REQUISITION TOTAL				3350.43		.00		3350.43						
RETURN TOTAL				.00		.00		.00						
GRAND TOTAL				3350.43		.00		3350.43						

# Backorder Allocation Report

Produce the Backorder Allocation Report to find out which backordered requisitions can be filled with items that have been received in inventory and to use as an audit trail. This report is helpful when you check for mistakes and omissions before you post material requisitions. If you find incorrect material requisitions in the Backorder Allocation Report, use the **Enter Material Requisitions** function (see page 6-3) to edit or delete them.

You cannot produce this report if Accounts Payable does not interface with Inventory.

Select **Backorder Allocation Report** from the **Material Requisitions** menu. The function screen appears.

Backorder Allocation Report

Commands Edit Modes Other Inventory Lookups Help

Export Archive Abandon

Requisition No From Thru

Location ID From Thru

Item ID From Thru

Ship-to ID From Thru

Print By:

☒ Date Needed

☐ Requisition Number

☐ Ship-to ID

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## Inquiry

1. Enter the range of material requisition numbers, location IDs, and item IDs you want to include in the report, or leave the fields blank to include all.

2. Enter the range of ship-to IDs you want to include in the report.
3. Select the order in which you want to organize the report.

The report shows how the backorders can be filled, based on the way you organize the report. For example, if you have 30 requisitions for item 100, but only 25 are available, and you organize the report by the date the items are needed, the backorders needed the quickest are filled first until all 25 items are allocated. If you organize the report by requisition number, the backorders for requisition number 00000001 are filled first, backorders for 00000002 are filled second, and so on.

4. Select the output device. After the report is produced, the **Material Requisitions** menu appears.

A sample of the Backorder Allocation Report appears at the end of this section.

## Notes

### How Backorders Are Arranged

For each group of backorders for an inventory item, the first backorder listed is filled first, the next backorder is filled second, and so on. 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 is zero. No backordered item whose on-hand quantity is zero is listed in the report.

### Balance Available

The balance available is the quantity available minus the total quantity allocated. The balance available is zero if the quantity backordered is greater than the quantity available.

## Backorder Allocation Report

Builders Supply													Page 1 of 1		
Material Requisitions Journal															
Detail by Transaction Number															
Tran.	Ent.	St.	Req. No.	Date			Acct.	Cost	Job	Loc. ID	Item ID	Units	Quantity		Amount
				Placed	GL Pd/Yr								Filled		
				Ship-to	Needed	Description							Code	Phase	
0012	001	MR	15437	08/09/2013	08/2013	104000				MN0001	200300	EA	10.0000		4299.50
			WARE 1	08/30/2013						Air Conditioner			.0000		
0012	TOT	MR	15437	08/09/2013	08/2013										4299.50
			WARE 1	08/30/2013											
				Mat. Inventory		Mat. Misc.	SUBTOTAL								
REQUISITION TOTAL				4299.50		.00	4299.50								
RETURN TOTAL				.00		.00	.00								
GRAND TOTAL				4299.50		.00	4299.50								



# Post Material Requisitions

When you post material requisitions, the requisitions and returned requisitions (except for backorders) are removed from the **APMDxxx** and **APMHxxx** (Material Requisitions) files. If you keep detail history, detailed line-item information updates the **APHlxxx** (Detail History) file.

## Interfaces

### General Ledger

If Accounts Payable interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** (Journal) file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

When you post material requisitions and returned requisitions, entries are made to several accounts:

Material Inv		Expense		or	Material Misc		Expense	
	CR	DB				CR	DB	

You specify the expense account(s) when you enter requisitions.

### Job Cost

If Accounts Payable interfaces with Job Cost, the cost information in the **JOHlxxx** (Detail History) file is automatically updated, and the **JOBSxxx** (Jobs) file is optionally updated when you post.

### Inventory

If Accounts Payable interfaces with Inventory and you have elected to post material requisition credits to inventory item accounts in the Resource Manager **Options and Interfaces** function, inventory item accounts are credited. If you are not posting the credits to inventory item accounts, the material inventory account in the **MRGLxxx** table is used.

### Before Posting

Before you post, do these things:

- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using Accounts Payable functions.
- Print the Material Requisitions Journal (see page 6-13).
- Print the Backorder Allocation Report (see page 6-17).
- Back up all the data files.

The information in the Material Requisitions Journal comes from the **APCMxxx** (Requisition Control) file and the **APMDxxx** and **APMHxxx** (Material Requisitions) files. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in the loss of data.

## Post Material Requisitions Screen

Select **Post Material Requisitions** from the **Material Requisitions** menu. The function screen appears.

Post Material Requisitions

Commands Edit Modes Other Help

Have You Completed Requisition Entry? ☒

Have You:

- Printed Material Requisition Forms
- Printed the Material Requisitions Journal
- Backed Up Your Data Files ☐

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1. If you have entered and reviewed the accounts payable requisitions, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode) and return to the **Material Requisitions** menu.
2. If you have produced the appropriate material requisitions forms and the Material Requisitions Journal and backed up the data files, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode) and return to the **Material Requisitions** menu.
3. Select the output device. After posting completes and the log is printed, the **Material Requisitions** menu appears.

## Material Requisitions Posting Log

Builders Supply				Page 1 of 1
Post Material Requisitions				
Post Code 00000002				
Amount posted to GL Year 2013 Period 08	GL Account	Debit	Credit	
AP Line Items	104000	4299.50		
AP Line Items	999900	3946.43		
Mtrl Inv	104400		8245.93	
BALANCE		8245.93	8245.93	
Amount posted to history file	8245.93			

## CHAPTER 7

# 7

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## Management Reports



# Open Invoice Report

The Open Invoice Report shows the invoiced orders and miscellaneous debits for the due date you specify. The invoiced transactions stay in the **APINxxx** (Open Invoice) file until they are purged.

Select **Open Invoice Report** from the **Management Reports** menu. The Open Invoice Report screen appears.

Open Invoice Report

Commands Edit Modes Other Help

Vendor ID From ACE001  
Thru EDD001

Invoices Due 08/31/2013

Take Discounts Due 08/31/2013

Print:

- ☐ Released Invoices
- ☐ Held Invoices
- ☐ Temporary Hold Invoices
- ☐ All Unpaid Invoices
- ☐ Prepaid Invoices
- ☐ Paid Invoices
- ☒ All Invoices

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## Inquiry

1. Enter the range of vendors whose open invoices you want to include in the report, or leave the boxes blank to include all vendors.
2. Enter the date before and through which you want to list invoices.
3. Enter the date on and after which you want to discount invoices.

4. Select the types of invoices you want to include in the report.
5. Select the output device. See “Reports” on page 1-37 for more information. After the report is produced, the **Management Reports** menu appears.

## Open Invoices Report

Builders Supply										Page 2 of 2	
Open Invoice Report											
All Invoices Due as of 08/31/2013											
Vendor ID	Vendor Name	PO Number	Invoice Number	St	1099	Invoice Date	Discount Date	Due Date	Invoice Amt.	Discount Amt.	Net Amount
ACE001	ACE PLUMBING SUPPLY COMPANY										
			24920	H	N	12/08/2013	12/18/2013	12/18/2013	966.52-	9.67-	956.85-
			30901	H	N	08/12/2013	08/22/2013	08/22/2013	71406.90	.00	71406.90
			30901	H	N	12/21/2013	12/31/2013	12/31/2013	1923.96-	19.24-	1904.72-
		00000036	46017		N	12/21/2013	12/21/2013	12/21/2013	3380.61-	.00	3380.61-
Vendor ACE001 Current Balance 300522.25 VENDOR TOTAL									65135.81	28.91-	65164.72
CLE001	CLEVELAND INTERIORS INC										
		00000037	4100		N	12/21/2013	12/21/2013	12/21/2013	10355.79-	.00	10355.79-
Vendor CLE001 Current Balance 128352.95 VENDOR TOTAL									10355.79-	.00	10355.79-
TOTAL									54780.02	28.91-	54808.93
GRAND TOTAL									191079.90	2356.89	188723.01

# Cash Flow Report

The Cash Flow Report shows the amount of cash you can expect to pay out within any three periods you specify. This information can help you project the cash position of your business and make sound payment decisions.

Select **Cash Flow Report** from the **Management Reports** menu. The Cash Flow Report screen appears.

Cash Flow Report

Commands Edit Modes Other Help

Vendor ID From ACE001 Thru ATT001

Print:

☐ Released Invoices  
☐ Held Invoices  
☐ Temporary Hold Invoices  
☒ All Invoices

Enter Three Dates in increasing order for Aging Periods

06/15/2013  
07/15/2013  
08/09/2013

Display:

Print Gross Due? ☒  
Print Discounts? ☒  
Use Discount Date? ☐  
Dates to Print: Due Date

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## Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.
2. Select the types of invoices you want to include in the report, or leave the fields blank to include all invoices.

3. Enter three dates to establish aging periods. Enter the dates in chronological order, the earliest date first.
4. If you want gross amounts due and discounts in the report, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).
5. Select the output device. See “Reports” on page 1-37 for more information. After the report is produced, the **Management Reports** menu appears.

## Cash Flow Report

Builders Supply Cash Flow Report All Invoices									
Page 1 of 1									
Vendor Inv. No	Vendor Name	St.	Inv. Date	Due Date		05/15/2013	06/05/2013	07/15/2013	Total
ACE001	ACE PLUMBING SUPPLY COMPANY								
		H	12/08/2013	12/18/2013	Gross Due	966.52-			966.52-
					Discount	9.67-			9.67-
123456879012345		H	08/08/2013	09/07/2013	Gross Due			3604.09	3604.09
					Discount			36.04	36.04
24920		H	08/12/2013	08/22/2013	Gross Due			71406.90	71406.90
					Discount			714.07	714.07
30820		H	12/09/2013	12/19/2013	Gross Due			212077.98	212077.98
					Discount			2120.78	2120.78
30896		H	12/21/2013	12/31/2013	Gross Due			16397.77	16397.77
					Discount			163.98	163.98
30901		H	12/21/2013	12/31/2013	Gross Due	1923.96-			1923.96-
					Discount	19.24-			19.24-
46017			12/21/2013	12/21/2013	Gross Due	3380.61-			3380.61-
					Discount	.00			.00
CC883821		H	12/10/2013	12/20/2013	Gross Due			3306.60	3306.60
					Discount			33.07	33.07
VENDOR TOTAL GROSS DUE						6271.09-	.00	.00	306793.34
VENDOR TOTAL DISCOUNT						28.91-	.00	.00	3067.94
GRAND TOTAL GROSS DUE						6271.09-	.00	.00	306793.34
GRAND TOTAL DISCOUNT						28.91-	.00	.00	3067.94

# Aged Trial Balance

The Aged Trial Balance report shows the invoice balances broken down into five aging periods. The detail report shows full detail for all invoices; the summary report shows only the aging period totals.

If you do not do periodic maintenance before you enter activity for a new month, the CURRENT columns in the report show activity for the current month and all the months you did not do periodic maintenance.

Select **Aged Trial Balance** from the **Management Reports** menu. The Aged Trial Balance screen appears.

1. Enter the range of vendors, vendor classes, and vendor payment priorities you want to include in the report, or leave the fields blank to include all.

2. Enter the range of distribution codes you want to include in the report.
3. Accept the default aging date, or enter a different date to use as a starting point for aging the invoices.
4. Specify the point at which you want to cut off invoices on the report.
  - Select **Date** from the list box and accept the default cutoff date, or enter a different date. Invoices dated later than this do not appear in the report.
  - Select **Period** from the list box and enter the GL period and year. Invoices with a period after this one do not appear in the report.
5. Aging breaks define aging buckets, or invoice categories with a particular aging status. Accept the default dates, or enter different ones.
6. Select the kind of date by which you want to age invoices.
7. Select the order in which you want to print the report.
8. If you want to include vendors with a balance of zero, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N**).
9. If you want to include only vendors whose balance is past due, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N**).
10. If you want to list line-item transactions associated with each vendor, select the check box (or enter **Y** in text mode). If you want to list only totals associated with each vendor, clear the check box (or enter **N** in text mode).
11. If you want information about each vendor to appear on a different page, select the check box (or enter **Y** in text mode). If you want the information produced in a continuous flow, clear the check box (or enter **N** in text mode). This option is available only if you have more than one page of data.
12. If you want to add and include each invoice as a total, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). This option is available only if you elected to include line-item transactions associated with each vendor.
13. Select the output device. See “Reports” on page 1-37 for more information. After the report prints, the **Management Reports** menu appears.

## Aged Trial Balance

Builders Supply

Aged Trial Balance

Aged

Sorted By By Vendor ID

Aging Date: 09/19/2013 Cutoff Date: 12/31/2013

Invoice	S	Invoice 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	08/12/2013	71406.90		71406.90				
30072	Z	11/04/2013	114060.18						114060.18
30820	H	12/09/2013	212077.98						212077.98
30896	H	12/21/2013	16397.77						16397.77
30901	H	12/21/2013	1923.96-						1923.96-
46017		12/21/2013	3380.61-						3380.61-
VENDOR ACE001 TOTAL			294578.08	.00	71406.90	.00	.00	.00	337231.36
ATT001	ATLANTIS TELEPHONE CO		(800)458-8585		Class UTIL		Distribution 01		Vendor Priority 1
1712508	Z	11/15/2013	212.00						212.00
1712693		12/15/2013	212.00						212.00
VENDOR ATT001 TOTAL			212.00	.00	.00	.00	.00	.00	424.00
BOR001	BORIS CONSTRUCTION COMPANY		(612)458-2423		Class PROD		Distribution 01		Vendor Priority 0
1208		11/17/2013	17080.84						17080.84
VENDOR BOR001 TOTAL			17080.84	.00	.00	.00	.00	.00	17080.84
CLE001	CLEVELAND INTERIORS INC		(800)846-0333		Class PROD		Distribution 01		Vendor Priority 0
3711	Z	10/05/2013	61200.00						61200.00
3711		10/05/2013	111413.26						111413.26
3855	H	12/11/2013	27295.48						27295.48
-----									
GRAND TOTAL			841859.05	.00	71406.90	.00	.00	.00	770452.15

Page 4 of 4



# Vendor Analysis Report

The **Vendor Analysis Report** shows the balances and cumulative purchases for the vendors you specify, and it summarizes the purchasing activity for those vendors.

Select **Vendor Analysis Report** from the **Management Reports** menu. The Vendor Analysis Report screen appears.

Vendor ID From: ACE001  
Thru: TIM001

Select:

Period to Date History? ☒  
Quarter to Date History? ☒  
Year to Date History? ☒  
Last Year History? ☒  
Print Addresses? ☒

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## Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.
2. If you want the report to include history for the past period to date, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).

3. If you want the report to include history for the past quarter-to-date, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). If you include history for the past quarter, but not for the past period, the period is included in the quarter-to-date total, but is not listed separately.
4. If you want the report to include history for the past year-to-date, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). If you include history for the past year, but not for the past quarter or period, that information is included in the year-to-date total, but is not listed separately.
5. If you want the report to include history for last year, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). This data has no connection with data from the previous three selections.
6. If you want the addresses of each vendor to appear with the vendor, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).
7. Select the output device. See “Reports” on page 1-37 for more information. After the report is produced, the **Management Reports** menu appears.

## Vendor Analysis Report

Builders Supply										Page 4 of 4
Vendor Analysis Report										
Vendor ID	Vendor Name	Terms		Balance Due	Last Purch.		Purchases	Payments	Disc. Taken	
Phone	Address	%	Days	Prepaid	Last Paymnt.					
Fax										
TEL001	TELL & JACOBY	0.0	0	1256.00	12/15/2013	PTD	1044.00	.00	.00	
(333)889-9945	3 INDEPENDENCE BLVD			.00	11/27/2013	QTD	1468.00	424.00	.00	
(333)889-5798	PHILADELPHIA, PA 22332-3333					YTD	3164.00	1908.00	.00	
						L/Y	636.00	636.00	.00	
THO001	THOMPSON HEATING &	2.0	10	36903.59	12/17/2013	PTD	115277.01-	12180.89	.00	
(666)545-5454	AIR CONDITIONING			.00	12/02/2013	QTD	49084.48	12180.89	.00	
(666)545-8785	P.O. BOX 99388					YTD	707810.24	668609.53	2297.12	
	MINNEAPOLIS, MN 55555-0545					L/Y	132845.56	130188.65	2656.91	
TIM001	TIMBERLAND WINDOWS INC	2.0	10	55531.12	12/21/2013	PTD	10689.76	.00	.00	
(988)788-9989	12035 W. 128TH ST			.00	10/27/2013	QTD	55531.12	18705.82	.00	
(988)788-3599	PORTLAND, OR US 87888-4566					YTD	88124.00	125909.77	277.74	
						L/Y	437153.97	338374.44	5184.90	
				603710.39	PTD		166343.13	225648.66	.00	
				.00	QTD		760019.15	379953.41	.00	
					YTD		2869980.69	2625531.81	5837.92	
					L/Y		3439231.76	3048718.21	25414.12	



# Sales Tax Report

The **Sales Tax Report** shows the amount of taxes paid on both sales and purchases after posting.

Select **Sales Tax Report** from the **Management Reports** menu. The Sales Tax Report screen appears

Tax Authority From CA  
Thru TX  
Tax Location From CA  
Thru TXHOUS  
Print By:  
☒ Tax Location  
☐ Tax Authority  
Print:  
Sales? ☒  
Purchases? ☒  
Zero Balance Tax Classes? ☐  
Zero Balance Tax Locations? ☐  
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1. Enter the range of tax authorities you want to include in the report, or leave the fields blank to include all.
2. Enter the range of tax locations you want to include in the report, or leave the fields blank to include all.
3. Select the order in which you want to print the report.
4. If you want taxes for sales, purchases, or both in the report, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you want tax classes with no balances included in the report, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
6. If you want tax locations with no balances included in the report, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
7. Select the output device. See “Reports” on page 1-37 for more information. After the report is produced, the **Management Reports** menu appears.

## Sales Tax Report

Builders Supply Sales Tax Report By Tax Location									
Page 1 of 1									
General Ledger Accounts									
Tax Loc	Name	Level	Tax Auth.	Tax ID	Tax Liability		Refundable		Tax On
MN	Minnesota Sales Tax	1	MN	23-876182734	203800		203800	NO	NO
Tax	Description	Sales Tax							
Class	Exp. Acct.	Purch Tax	Ref. Tax	Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
00	Consumer Goods	6.500	Sales	20107.80	361924.27	1307.00	1307.01	.01-	
	806000	6.500	.000 Purch	3445.29	.00	223.95	223.94	.01	.00
01	Resale Sales	.000	Sales	.00	.00	.00	.00	.00	
		.000	.000 Purch	.00	14346.39	.00	.00	.00	.00
02	Exempt Sales	.000	Sales	.00	.00	.00	.00	.00	
		.000	.000 Purch	.00	1100.58	.00	.00	.00	.00
TOTAL FOR LOCATION MN				Sales	20107.80	361924.27	1307.00	1307.01	.01-
			Purch	3445.29	15446.97	223.95	223.94	.01	.00
				Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
GRAND TOTAL				Sales	20107.80	361924.27	1307.00	1307.01	.01-
			Purch	3445.29	15446.97	223.95	223.94	.01	.00

## CHAPTER 8

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## History Reports





## AP Analysis Report

The AP Analysis Report provides an analysis of your company's payables. The report has three parts. Each part compares the payables of a period you specify with those of a previous period, the previous three periods, and the same period of the previous year.

The first section of the report 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 discount amounts that were available, taken, and lost.

The system reads backwards through the **APHSxxx** (Summary History) file to find data for the previous periods. If you did not do period-end maintenance for a period, the data will be inaccurate for that period.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager **Options and Interfaces** function, if the reporting period you specify has no summary history, or if you did not build the **APPDxxx** table.

## AP Analysis Report Screen

Select **AP Analysis Report** from the **History Reports** menu. The AP Analysis Report screen appears.

AP Analysis Report

Commands Edit Modes Other Help

Export Archive Abandon

Report Period 12

Fiscal Year 2013

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1. Accept the current period that is displayed from the **APPDxxx** table, or enter a different period.

If the reporting period you specify has no summary history, the following message appears: **Warning: Summary history is not available for all comparisons.** If this message appears, you can still produce the report, but **.00\*** appears where summary history is not available.

2. Press **Enter** to show data for the current fiscal year that appears from the **APPDxxx** table, or enter a different fiscal year.
3. Select the output device.

After you produce the report, the **History Reports** menu appears.

## Sample AP Analysis Report

Builders Supply											Page 1 of 1
AP Analysis Report											
For Period/Year 12/2013											
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	158787.04	100.00	250821.02	100.00	157.96	291537.86	100.00	183.60	476020.54	100.00	299.79
Accounts Payable	222370.93-	140.04-	271396.68	108.20	122.05-	663015.92	227.42	298.16-	365099.43	76.70	164.18-
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	225648.66	100.00	126651.14	100.00	56.13	2067.00	100.00	.92	484253.88	100.00	214.61
Paid on Account	381157.97	168.92	178487.58	140.93	46.83	2067.00	100.00	.54	484253.88	100.00	127.05
Prepayments	155509.31-	68.92-	51836.44-	40.93-	33.33	.00	.00	.00	.00	.00	.00
Eligible-Disc	304944.61	135.14	102354.87	80.82	33.57	1060.00	51.28	.35	466448.82	96.32	152.96
Ineligible-Disc	79295.95-	35.14-	26431.98-	20.87-	33.33	.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	4958.29	100.00	1666.90	100.00	33.62	21.20	100.00	.43	5494.49	100.00	110.81
		1.63		1.63			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	4958.29	100.00	1666.90	100.00	33.62	21.20	100.00	.43	14.52	.26	.29
		1.63		1.63			2.00			.00	





# Purchase Analysis Report

The Purchase Analysis Report provides an analysis of your company's purchases based on a reporting period you specify and of the last fiscal year's trends by period.

The report has two parts. The first part shows the current and previous year's purchases and discounts taken and lost for the reporting period, quarter, and year. The second part of the report shows the purchases and discounts taken and lost for the reporting period and the previous 12 periods.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager **Options and Interfaces** function, if the reporting period you specify has no summary history, or if you did not build the **APPDxxx** table.

## Purchase Analysis Report Screen

Select **Purchase Analysis Report** from the **History Reports** menu. The function screen appears.

Purchase Analysis Report

Commands Edit Modes Other Help

Report Period 12

Fiscal Year 2013

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1. Accept the current period taken from the **APPDxxx** table, or enter a different period.

If the reporting period you specify has no summary history, the following message appears: **Warning: Summary history is not available for this period.** If this message appears, you can still produce the report, but **.00\*** appears where summary history is not available.

2. Accept the current fiscal year taken from the **APPDxxx** table, or enter a different year.
3. Select the output device. After you produce the report, the **History Reports** menu appears.

## Sample Purchase Analysis Report

Builders Supply						Page 1 of 1
Purchase Analysis Report						
For Period 12/2013						
	Current Year			Last Year		
	Current Period	QTD	YTD	Current Period	QTD	YTD
Purchases	158787.04	752463.06	2869980.69	476020.54	907971.50	3439231.76 *
Discounts Taken	.00	.00	5837.92	5479.97	5479.97	25414.12 *
Discounts Lost	4958.29	5000.69	19928.74	14.52	388.76	388.76 *
12 - Month Trend						
	Purchases		Discounts Taken		Discounts Lost	
	Amount	% Curr.	Amount	% Curr.	Amount	% Curr.
Current Period	158787.04	100.00	.00	.00	4958.29	100.00
Back 1 Period	291537.86	183.60	.00	.00	21.20	.43
Back 2 Periods	302138.16	190.28	.00	.00	21.20	.43
Back 3 Periods	152237.75	95.88	.00	.00	.00	.00
Back 4 Periods	79969.99	50.36	.00	.00	.00	.00
Back 5 Periods	1007.00	.63	2757.36	.00	.00	.00
Back 6 Periods	266522.69	167.85	.00	.00	13.86	.28
Back 7 Periods	93503.77-	58.89-	.00	.00	4961.13	100.06
Back 8 Periods	744631.13	468.95	277.74	.00	5097.36	102.80
Back 9 Periods	593418.21	373.72	802.82	.00	2854.72	57.57
Back 10 Periods	305775.04	192.57	.00	.00	312.24	6.30
Back 11 Periods	67459.59	42.48	2000.00	.00	1688.74	34.06
Back 12 Periods	476020.54	299.79	5479.97	.00	14.52	.29



# Check History Report

The Check History Report is a log of all the checks in the **APCHxxx** (Checks) file.

You cannot produce the report if you did not elect to keep check history in the Resource Manager **Options and Interfaces** function.

Select **Check History Report** from the **History Reports** menu. The Check History Report screen appears.

Check History Report

Commands Edit Modes Other Help

Search, Print, Export, Archive, Abandon

Check No: From 0001001 Thru 0004009

Date: From 05/01/2013 Thru 07/31/2013

Vendor ID: From ACE001 Thru TIM001

GL Account: From 100000 Thru 852000

Print Type:   
 ☐ Checks   
 ☐ Voids   
 ☒ Both

Print By:   
 ☒ GL Account   
 ☐ Check Number   
 ☐ Vendor ID

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## Inquiry

1. Enter the range of checks you want to include in the report.
2. You can include checks in the report that fall within a range of periods or dates. Use the toggle to select either dates or periods and then enter the range.

**Inquiry**

3. Enter the range of vendors associated with the checks you want to include in the report.
4. Enter the range of general ledger accounts associated with the checks you want to include in the report. (The **Inquiry** command is available if Accounts Payable interface with General Ledger.)
5. Select the order in which you want to print the report.
6. Select the type of checks to include in the report. You can include only checks, only void checks, or both checks and void checks.
7. Select the output device. After you produce the report, the **History Reports** menu appears.

## Check History Report

Builders Supply Check History Report <small>Printed by GL Account</small>								Page 1 of 1
Check No.	Check Date	Void ?	Vendor	Pay-to Name	GL Account	Check Type	Check Amt.	Voided Amt.
0000000	12/21/2013	NO	EDD001	EDDY APPLIANCE CO	100000	Prepaid	40232.30-	.00
0000000	12/21/2013	NO	THO001	THOMPSON HEATING &	100000	Prepaid	115277.01-	.00
0001001	12/01/2012	NO	ACE001	ACE PLUMBING SUPPLY COMPANY	100000	Released	114060.18	.00
0001002	12/01/2012	NO	ATT001	ATLANTIS TELEPHONE CO.	100000	Released	212.00	.00
0001003	12/01/2012	NO	CLE001	CLEVELAND INTERIORS, INC.	100000	Released	61200.00	.00
0001004	12/01/2012	NO	EDD001	EDDY APPLIANCE CO.	100000	Released	1060.00	.00
0001005	12/01/2012	NO	HEN001	HENNEPIN MUNICIPAL UTILITIES	100000	Released	530.00	.00
Total for GL Account 100000							21552.87	.00
GRAND TOTAL							21552.87	.00

# Vendor Detail History Report

The Vendor Detail History Report, which you can print in either detailed or summary format, contains information from the **APHIxxx** (Detail History) file. You can use it to review the purchases and returns you made and miscellaneous debits and material requisitions.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function.

Select **Vendor Detail History Report** from the **History Reports** menu. The Vendor Detail History Report screen appears.

Vendor ID From ACE001 Thru ELL001

Location ID From CA0001 Thru TX0001

Invoice No From Thru

Date From 05/01/2013 Thru 07/31/2013

Job ID From Thru

Item ID From 200 Thru 250

GL Account From 100000 Thru 102000

GL Period From Thru

Print By:

- ☒ Vendor ID
- ☐ Invoice No
- ☐ Item ID
- ☐ Location ID
- ☐ Job ID
- ☐ GL Account
- ☐ GL Period
- ☐ PO Number

Print Type:

- ☒ Detail
- ☐ Summary

Print For:

- ☒ Base Units
- ☐ Purchase Units

Print Additional Descriptions? ☐

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## Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.

2. Enter the range of invoice numbers you want to include in the report, or leave the fields blank to include all invoice numbers.
3. Enter the range of dates, item IDs, and location IDs associated with the vendors' invoices you want to include in the report, or leave the fields blank to include all.
4. Enter the range of job IDs associated with the vendors' invoices you want to include in the report. (The **Inquiry** command is available if Accounts Payable interfaces with Job Cost.)
5. Enter the range of general ledger accounts associated with the vendor's invoices you want to include in the report. (The **Inquiry** command is available if Accounts Payable interfaces with General Ledger.)
6. Enter the range of general ledger periods whose history you want in the report.
7. Select the order in which you want to print the report.
8. Select the level of detail you want in the report.
9. Select the type of units you want printed in the report.

If Accounts Payable interfaces with Inventory, the base unit may be the smallest unit the item is priced by; for example, computer diskettes might be priced by the individual diskette even though they are packaged in boxes of 100.

10. Specify whether you want to print additional descriptions. This option is available only if you elected to use additional descriptions in the Resource Manager **Options and Interfaces** function.
11. Select the output device.

After you produce the report, the **History Reports** menu appears.

## Detail History Report

Builders Supply										Page 1 of 1
Vendor Detail History Report										
Detail by Vendor ID										
Vendor ID	Invoice Number	Invoice Date	GL P.d. / Year	Job	Cost	Loc. ID	Item ID	Units	Quantity	Ext. Cost
		P.O.	GL Account	Phase	Code	Description			Unit Cost	
VENDOR CLE001 CLEVELAND INTERIORS, INC.										
CLE001	3711	10/05/2013	10 / 2013			MN0001	100	PKG	474.0000	162842.70
		14019118	104400			Electrical Package			343.5500	
CLE001	3855	12/11/2013	12 / 2013			MN0001	100	PKG	10.0000	3435.50
		14019136	104400			Electrical Package			343.5500	
CLE001	3855	12/11/2013	12 / 2013			MN0001	250	CS	10.0000	13428.70
		14019136	104400			Exterior Panels			1342.8700	
CLE001	3855	12/11/2013	12 / 2013			MN0001	300	EA	15.0000	330.15
		14019136	104400			Interior Door			22.0100	
CLE001	3855	12/11/2013	12 / 2013			MN0001	400	PKG	10.0000	8556.10
		14019136	104400			Interior Materials			855.6100	
CLE001	4100	12/21/2013	12 / 2013			MN0001	400	PKG	2.0000-	1711.22-
		00000037	104400			Interior Materials			855.6100	
CLE001	4100	12/21/2013	12 / 2013			MN0001	450	EA	5.0000-	805.70-
		00000037	104400			Slide by Window 24" x 40"			161.1400	
CLE001	4100	12/21/2013	12 / 2013			MN0001	550	PKG	7.0000-	7252.70-
		00000037	104400			Millwork Package			1036.1000	
VENDOR CLE001 TOTAL									505.0000	178823.53
GRAND TOTAL										178823.53



# Deposit History Report

The Deposit History Report lists the deposit history information.

Select **Deposit History Report** from the **History Reports** menu. The Deposit History Report screen appears.

Vendor ID From ACE001 Thru TIM001  
Date From Thru  
Payment Number From Thru  
Method of Payment From CH2 Thru MC2  
Print By: Vendor ID (selected), Payment Number, Method of Payment, Payment Type  
Print Type: Detail (selected), Summary  
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## Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.
2. You can include checks in the report that fall within a range of period or dates. Use the toggle to select either dates or periods and then enter the range.

## Inquiry

3. Enter the range of payment numbers you want to include in the report, or leave the fields blank to include all payment numbers.

**Inquiry**

4. Enter the range of methods of payment you want to include in the report, or leave the fields blank to include all methods.
5. Select the order in which you want to print the report.
6. Select the amount of detail you want in the report.
7. Select the output device. After you produce the report, the **History Reports** menu appears.

## Deposit History Report

Builders Supply							Page 1 of 1
Deposit History Report							
Detail by Vendor ID							
Vendor ID	Vendor Name	MOP	Payment Number	Payment Date	Gross Amount	Discount Amount	Net Paid
GRAND TOTAL					1923.96	19.24	1904.72

# Payment History Report

The Payment History Report lists paid invoices, check numbers, check dates, voided check information, and payment types. This information comes from the transactions that were posted to the **APHIxxx** (Detail History) file.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function.

Select **Payment History Report** from the **History Reports** menu. The Payment History Report screen appears.

Payment History Report

Commands Edit Modes Other Help

Vendor ID From ACE001 Thru EDD001

Invoice No From Thru

Date From 05/01/2013 Thru 07/31/2013

Check No From Thru

Method of Payment From CH2 Thru MC1

Print By:

- ☒ Vendor ID
- ☐ Invoice No
- ☐ Check No
- ☐ Method of Payment
- ☐ Payment Type

Print Type:

- ☒ Detail
- ☐ Summary

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## Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.
2. Enter the invoice numbers you want to include in the report, or leave the fields blank to include all invoice numbers.

3. Toggle to enter the range of dates associated with the vendor invoices you want to include in the report, or the range of periods and years associated with the vendor invoices you want to include in the report. Leave the fields blank to include all.
4. Enter the range of check numbers you want to include in the report, or leave the fields blank to include all check numbers.
5. Enter the range of method of payments you want to include in the report, or leave the fields blank to include all payment method types.
6. Select the order in which you want to print the report.
7. Select the amount of detail you want in the report.
8. Select the output device. After you produce the report, the **History Reports** menu appears.

## Payment History Report

Builders Supply Payment History Report Detail by Vendor ID									
Vendor ID	Vendor Name	MOP	Check Number	Payment Date	Invoice Number	Invoice Date	Gross Amount	Discount Amount	Net Pmt. Paid St.
ACE001	ACE PLUMBING SUPPLY		0012208	05/27/2013	19021	04/06/2013	19124.73	.00	19124.73
ACE001	ACE PLUMBING SUPPLY			07/27/2013	20342	05/24/2013	94197.01-	.00	94197.01- PAID
ACE001	ACE PLUMBING SUPPLY		0012321	07/27/2013	22110	06/01/2013	42844.14	428.44	42415.70
VENDOR ACE001 TOTALS							32228.14-	428.44	32656.58-
ATT001	ATLANTIS TELEPHONE C		0012209	05/27/2013	1711406	04/15/2013	212.00	.00	212.00
ATT001	ATLANTIS TELEPHONE C		0012322	07/27/2013	1711672	06/15/2013	212.00	.00	212.00
VENDOR ATT001 TOTALS							424.00	.00	424.00
EDD001	EDDY APPLIANCE CO.		0012323	07/27/2013	874997	06/15/2013	1590.00	31.80	1558.20
VENDOR EDD001 TOTALS							1590.00	31.80	1558.20
GRAND TOTAL							30214.14-	460.24	30674.38-

# Tax Audit Report

The Tax Audit Report shows the tax and refundable amounts allocated to five tax levels. This information comes from the transactions posted to the **APHIxxx** (Detail History) file.

Produce this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function.

Select **Tax Audit Report** from the **History Reports** menu. The Tax Audit Report screen appears.

Tax Audit Report

Commands Edit Modes Other Help

Archive Abandon

Tax Group From CA Thru TX

Vendor ID From ACE001 Thru EDD001

Invoice Date From Thru

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## Inquiry

1. Enter the range of tax groups and vendors you want to include in the report, or leave the field blank to include all.

2. Enter the range of invoice dates you want to include in the report, or leave the fields blank to include all invoice dates.
3. Select the output device. After you produce the report, the **History Reports** menu appears.

## Tax Audit Report

Builders Supply Tax Audit Report								
Page 1 of 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 CA			CA					
08/08/2013		TEL001	200.00	8.00	.00	.00	.00	.00
08/08/2013		TEL001	200.00	8.00	.00	.00	.00	.00
08/08/2013		TEL001	200.00	8.00	.00	.00	.00	.00
08/08/2013		TEL001	200.00	8.00	.00	.00	.00	.00
08/08/2013	878	MIN001	50.00	2.00	.00	.00	.00	.00
08/08/2013	878	MIN001	50.00	2.00	.00	.00	.00	.00
08/08/2013	878	MIN001	50.00	2.00	.00	.00	.00	.00
08/08/2013	878	MIN001	50.00	2.00	.00	.00	.00	.00
12/21/2013	41067	TIM001	8920.55	535.25	.00	.00	.00	.00
Tax Group CA TOTAL			9920.55	575.25	.00	.00	.00	.00
GRAND TOTALS			9920.55	575.25	.00	.00	.00	.00

# Summary Invoice History Report

The Summary Invoice History Report summarizes invoice line-item detail history. This information comes from the transactions that were posted to the **APHIxxx** (Detail History) file.

Produce this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function.

Select **Summary Invoice History Report** from the **History Reports** menu. The Summary Invoice History Report screen appears.

Summary Invoice History Report

Commands Edit Modes Other Help

Export Archive Abandon

Vendor ID From ACE001 Thru EDD001

Invoice No From Thru

Invoice Date From 01/01/2013 Thru 06/01/2013

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## Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.

2. Enter the range of invoice numbers you want to include in the report, or leave the fields blank to include all invoices.
3. Enter the range of dates associated with the vendors' invoices you want to include in the report, or leave the fields blank to include all dates.
4. Select the output device. After you produce the report, the **History Reports** menu appears.

## Summary Invoice History Report

Builders Supply									
Summary Invoice History Report									
Page 1 of 1									
Vendor	Inv. No.	Date	PO No.	Pd	Tran. Type	Subtotal	Sales Tax	Freight	Total
ACE001	16988	02/17/2013	14019070	02	Invoice	108253.20	6495.19	.00	114748.39
ACE001	17044	02/11/2013	14019072	02	Invoice	19965.92	1197.96	.00	21163.88
ACE001	18911	03/11/2013	14019078	03	Invoice	292203.50	17532.21	.00	309735.71
ACE001	19021	04/06/2013	14019086	04	Invoice	18042.20	1082.53	.00	19124.73
ACE001	20342	05/24/2013	14019092	05	Invoice	88865.10	5331.91	.00	94197.01
ACE001	22110	06/01/2013	14019094	06	Invoice	40419.00	2425.14	.00	42844.14
Vendor ACE001 ACE PLUMBING SUPPLY COMPANY TOTAL						390018.72	23401.12	.00	413419.84
ATT001	1710989	01/15/2013	14019065	01	Invoice	200.00	12.00	.00	212.00
ATT001	1711101	02/15/2013	14019074	02	Invoice	200.00	12.00	.00	212.00
ATT001	1711284	03/15/2013	14019081	03	Invoice	200.00	12.00	.00	212.00
ATT001	1711406	04/15/2013	14019088	04	Invoice	200.00	12.00	.00	212.00
Vendor ATT001 ATLANTIS TELEPHONE CO. TOTAL						800.00	48.00	.00	848.00
BOR001	409	01/15/2013	14019069	01	Invoice	19020.10	1141.21	.00	20161.31
Vendor BOR001 BORIS CONSTRUCTION COMPANY TOTAL						19020.10	1141.21	.00	20161.31
EDD001	872711	01/01/2013	14019064	01	Invoice	7429.46	445.77	.00	7875.23
Vendor EDD001 EDDY APPLIANCE CO. TOTAL						7429.46	445.77	.00	7875.23
GRAND TOTALS						417268.28	25036.10	.00	442304.38

# Vendor Activity Report

The Vendor Activity Report shows what you bought, who sold it to you, and how often you bought it. This information comes from the transactions that were posted to the **APHIxxx** (Detail History) file.

Produce an audit copy of this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function.

Select **Vendor Activity Report** from the **History Reports** menu. This screen appears.

Vendor Activity Report

Commands Edit Modes Other Help

Export Archive Abandon

Vendor ID From ACE001 Thru TIM001

Invoice No From Thru

Date From 05/01/2013 Thru 07/01/2013

Print By:  
☒ Vendor ID  
☐ Invoice No

Print Type:  
☒ Detail  
☐ Summary

Print Additional Descriptions? ☐

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## Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.

2. Enter the range of invoice numbers you want to include in the report, or leave the fields blank to include all invoice numbers.
3. Enter the range of dates associated with the vendors' invoices you want to include in the report, or leave the fields blank to include all dates.
4. Select the order in which you want to organize the report.
5. Select the amount of detail you want in the report.
6. If you want the report to include additional descriptions, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). This option is available only if you elected to use additional descriptions in the Resource Manager **Options and Interfaces** function.
7. Select the output device. After you produce the report, the **History Reports** menu appears.





# Vendor Purchase History Report

The Vendor Purchase History Report shows how much you have purchased from vendors. You can list only vendor purchase history, or you can include item detail. If you elect to include item detail, the report shows the quantities of each item purchased.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager **Options and Interfaces** function, if the reporting period you specify has no summary history, or if you did not build the **APPDxxx** table.

Select **Vendor Purchase History Report** from the **History Reports** menu. The Vendor Purchase History Report screen appears.

Vendor ID From ACE001 Thru TIM001

Vendor Class From Thru

Print By:

- ☒ Vendor ID
- ☐ Vendor Name
- ☐ Vendor Class

Print Item Detail? ☒

Report Period 12

Fiscal Year 2013

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## Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.

2. Enter the range of vendor classes you want to include in the report, or leave the fields blank to include all vendor classes.
3. Select the order in which you want to print the report.
4. If you want the report to list item history, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).
5. Press **Enter** to base the data in the report on the current period taken from the **APPDxxx** table, or enter a different period.
6. Press **Enter** to base the data in the report on the current fiscal year taken from the **APPDxxx** table, or enter a different fiscal year.

After you produce the report, the **History Reports** menu appears.

## Percent of the Total

The value in the **%Tot** column is the percentage of the value on the line to the next increment of measure.

The information on the vendor line is from the vendor record in the **APHSxxx** (Summary History) file for the specified period and year. The vendor line's **%Tot** value, which is also stored in this file, is calculated as the amount for the vendor divided by the total amount for the company.

The **%Tot** value listed for items or jobs is the amount of the item divided by the vendor's total amount.

The amounts on the **Grand Totals** lines are the sum total of the amounts printed in the report. The **%Tot** value is calculated as the **Grand Total** divided by the company total from the **APHSxxx** file for this period and year. The **%Tot** may be less than 100.00 if you produce this report for a range of vendor IDs or vendor classes.

## Vendor Purchase History Report

Builders Supply					Page 1 of 1
Vendor Purchase History Report					
for Period/Year 12/2013					
By Vendor ID					
Vendor ID	Quantity Purchased		Purchases		
Item ID	Quantity	UOM	Amount	% Tot.	
ACE001 ACE PLUMBING SUPPLY COMPANY			225511.26	142.02	
100	1.0000	PKG	343.55	.15	
150	144.0000	PKG	130684.32	57.95	
200100	15.0000	EA	5691.60	2.52	
200200	15.0000	EA	3412.95	1.51	
200300	15.0000	EA	6449.25	2.86	
200400	18.0000	EA	2293.20	1.02	
200500	15.0000	EA	712.50	.32	
200600	15.0000	EA	1127.25	.50	
250	43.0000	CS	57743.41	25.61	
400	5.0000	PKG	4278.05	1.90	
TOTAL Items and Jobs			212736.08	94.34	
GRAND TOTALS - All Purchases			225511.26	142.02	
- Items and Jobs			212736.08	133.98	



## CHAPTER 9

# 9

Edit 1099 Amounts	9-3
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Purge Selected Files	9-29

## Periodic Processing

### Introduction

Use the Periodic Processing functions to to update accounts, remove data from files, and maintain and print 1099 forms.



# Edit 1099 Amounts

When you enter a vendor record, you indicate whether you want to produce a 1099-MISC form for the vendor. Then, as you enter invoices for the vendor, you determine whether the invoice amount should be included on the 1099. The 1099-MISC form summarizes your payments to the vendor for the year.

Certain credit card payments to your vendors may need to be excluded from your 1099 reporting. If you flagged these invoices as 1099 payments, you may need to adjust the 1099 amounts for those vendors before you produce 1099-MISC forms. If you need to make adjustments to the 1099 balances for one or more vendors before you produce your 1099-MISC forms, you can do so using the **Edit 1099 Amounts** function.

Select the **Edit 1099 Amounts** function from the **Periodic Processing** menu. The Edit 1099 Amounts screen will appear.

The screenshot shows the 'Edit 1099 Amounts' window. It has a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Help) and a toolbar with icons for search, print, save, and other functions. Below the toolbar are two dropdown menus: 'Show' (set to 'All 1099 Vendors') and 'Year' (set to 'Current Year'). The main area contains a table with the following data:

Vendor	Name	1099 Amount	1099 Inv Tot	Non-CC Inv Tot
JON001	JONES REALTY COMPANY	.00	.00	.00
TEL001	TELL & JACOBY	1908.00	.00	.00
THO001	THOMPSON HEATING &	668609.53	9631.73	9631.73
TIM001	TIMBERLAND WINDOWS INC	125909.77	.00	.00

Below this table is another table for invoice details:

Invoice Number	Inv Date	Pmt Yr	Type	1099?	Inv Amount	1099 Amt

At the bottom right, there are two summary lines:

1099 Total	.00
Non-Credit Card 1099 Total	.00

Below these are several buttons: 'Enter=Edit 1099 Amount', 'Header', 'Vendor Amount', 'All Amounts', 'Switch', and 'Go to'. The status bar at the bottom shows 'Company H | 09/19/2013 | Terminal T000 | OVR'.

In the **Show** field, select **All 1099 Vendors** (or enter **A** in text mode) to see all 1099 vendors, or select **Vendors with Variances** (or enter **V** in text mode), which will display only the 1099 vendors that have a difference between their 1099 amount, the total of their invoices flagged as 1099 amounts, and those invoices that were not paid by credit card (non-CC invoices).

To see amounts for the current calendar year, select **Current Year** (or enter **C** in text mode). To see amounts for the prior calendar year, select **Prior Year** (or enter **P** in text mode). Use the **Proceed (OK)** command to continue.

The vendors and amounts you chose appear. You can use the scroll command to review the amounts for each vendor. Select the vendor for which you would like to edit the 1099 amounts. If there is an amount in the **1099 Inv Tot** column or the **Non-CC Inv Tot** column, the invoice details will appear in the lower scrolling area.

Vendor	Name	1099 Amount	1099 Inv Tot	Non-CC Inv Tot
JON001	JONES REALTY COMPANY	.00	.00	.00
TEL001	TELL & JACOBY	1908.00	.00	.00
THO001	THOMPSON HEATING &	668609.53	9631.73	9631.73
TIM001	TIMBERLAND WINDOWS INC	125909.77	.00	.00

Invoice Number	Inv Date	Pmt Yr	Type	1099?	Inv Amount	1099 Amt
6877	12/17/2013	2013	CHK	Yes	-115277.01	-115277.01
5580	10/03/2013	2013	CHK	Yes	124908.74	124908.74

1099 Total **9631.73**  
 Non-Credit Card 1099 Total **9631.73**

Enter=Edit 1099 Amount   Header   Vendor Amount   All Amounts   Switch   Go to

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Highlight the vendor for which you want to adjust 1099 amounts, and use one of the following commands:

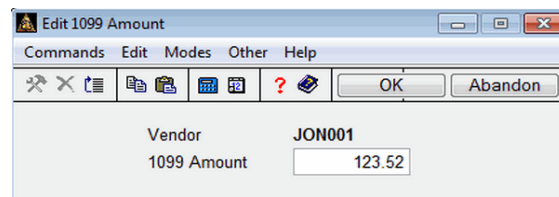
**Command****Action****Enter = edit**

Press **Enter** to edit 1099 amounts. Then see **Edit 1099 Amounts Screen** below.

Command	Action
<b>Header</b>	Press <b>H</b> to return to the <b>Show</b> field in the header.
<b>Vendor Amount</b>	Press <b>V</b> to change the vendor amounts for the selected vendor. Then see <b>Change Vendor Amounts Screen</b> below.
<b>All Amounts</b>	Press <b>A</b> to change the 1099 invoice amounts for all vendors. Then see <b>Change All Amounts Screen</b> below.
<b>Switch</b>	Press <b>S</b> to switch focus from the upper scrolling region to the lower scrolling region where invoice details are displayed. Then see <b>Invoice Details</b> below.
<b>Go to</b>	Press <b>G</b> and then enter a line number to go directly to a particular line item. (This command appears only if there is more than one screen of vendors.)

## Edit 1099 Amounts Screen

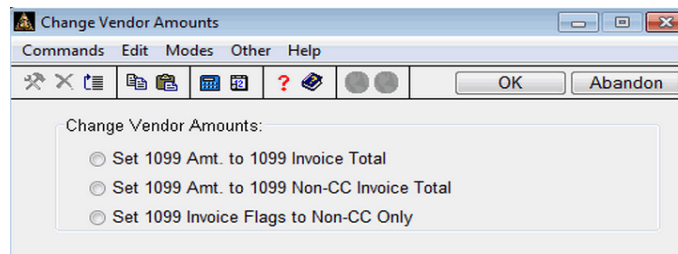
When you press **Enter** to edit 1099 amounts for the vendor selected, an **Edit 1099 Amount** window appears with the Vendor ID and the 1099 Amount. Enter the amount you want to appear on the 1099-MISC form. Use the **Proceed (OK)** command to continue.



Vendor	JON001
1099 Amount	123.52

## Change Vendor Amounts Screen

When you press **V** to copy the invoice amounts to the 1099 Amount for a particular vendor, a **Change Vendor Amounts** window will appear.



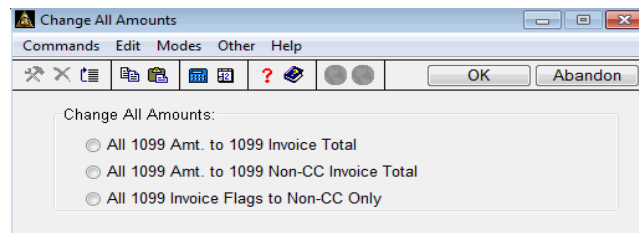
Choose one of these options:

- To set this vendor's 1099 amount to the total of all invoices flagged as 1099 amounts, regardless of the method of payment, select **Set 1099 Amt. to 1099 Invoice Total**.
- To set this vendor's 1099 amount to the total of all invoices flagged as 1099 amounts that were not paid with a credit card, select **Set 1099 Amt. to 1099 Non-CC Invoice Total**.
- To set this vendor's 1099 amount to the total of invoices flagged as 1099 amounts that were not paid with a credit card and to remove the 1099 flag from invoices paid with a credit card, select **Set 1099 Invoice Flags to 1099 Non-CC Only**.

Use the **Proceed (OK)** command to apply your changes.

## Change All Amounts Screen

When you press **A** to copy the invoice amounts to the **1099 Amount** for all vendors, a Change All Amounts window appears.



If you would like to:

- To set the 1099 amounts for all vendors to the total of their invoices flagged as 1099 amounts, regardless of the method of payment, select **All 1099 Amt. to 1099 Invoice Total**.
- To set the 1099 amounts for all vendors to the total of their invoices flagged as 1099 that were not paid with a credit card, select **All 1099 Amt. to 1099 Non-CC Invoice Total**.
- To set the 1099 amounts for all vendors to the total of their invoices flagged as 1099 that were not paid with a credit card, and to remove the 1099 flag from invoices paid with a credit card, select **All 1099 Invoice Flags to 1099 Non-CC Only**.

Use the **Proceed (OK)** command to apply your changes.

Invoice Details

When you switch to the invoice details shown in the lower scrolling region, you can change the information for individual invoices for the selected vendor.

The screenshot shows the 'Edit 1099 Amounts' window. At the top, there's a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into two sections. The top section is a table with columns: 'Vendor', 'Name', '1099 Amount', '1099 Inv Tot', and 'Non-CC Inv Tot'. The bottom section is a table with columns: 'Invoice Number', 'Inv Date', 'Pmt Yr', 'Type', '1099?', 'Inv Amount', and '1099 Amt'. At the bottom of the window, there are buttons for 'Enter=toggle 1099 flag', 'Header', 'All', 'None', 'Switch', and 'Go to'. The status bar at the very bottom shows 'Company H | 09/19/2013 | Terminal T000 | OVR'.

Vendor	Name	1099 Amount	1099 Inv Tot	Non-CC Inv Tot
ACME01	BORIS CONSTRUCTION COMPAN	.00	.00	.00
JON001	JONES REALTY COMPANY	123.52	.00	.00
TEL001	TELL & JACOBY	1908.00	.00	.00
THO001	THOMPSON HEATING &	668609.53	9631.73	9631.73
TIM001	TIMBERLAND WINDOWS INC	125909.77	.00	.00

Invoice Number	Inv Date	Pmt Yr	Type	1099?	Inv Amount	1099 Amt
6877	12/17/2013	2013	CHK	Yes	-115277.01	-115277.01
5580	10/03/2013	2013	CHK	Yes	124908.74	124908.74

1099 Total: 9631.73  
Non-Credit Card 1099 Total: 9631.73

Buttons: Enter=toggle 1099 flag, Header, All, None, Switch, Go to

Status Bar: Company H | 09/19/2013 | Terminal T000 | OVR

Highlight the invoice you would like to edit, and use one of the following commands:

Command	Action
Enter = Toggle	Press <b>Enter</b> to toggle the <b>1099?</b> flag, which will either include or exclude the selected invoice in the 1099 amount total.
Header	Press <b>H</b> to return to the <b>Show</b> field in the header.
All	Press <b>A</b> to flag all listed invoices in the 1099 amount for the vendor.
None	Press <b>N</b> to exclude all listed invoices from the 1099 amount for the vendor.

Command	Action
<b>Switch</b>	Press <b>S</b> to return to the upper scrolling region to select another vendor.
<b>Go to</b>	Press <b>G</b> and then enter a line number to go directly to a particular line item. (This command appears only if there is more than one screen of invoices.)



## 1099 Forms

---

When you enter a vendor record, you indicate whether you want to produce a 1099-MISC form for the vendor. Then, as you enter invoices for the vendor, you determine whether the invoice amount should be included on the 1099. The 1099-MISC form summarizes your payments to the vendor for the year.

Send a copy of the form to the vendor and the Internal Revenue Service. According to IRS regulations, you must apply for approval to file on magnetic media if you exceed a certain number of 1099-MISC forms issued per year (check with your accountant or the IRS for the magnetic media filing requirements). After you get approval, file the 1099 information (which the Accounts Payable system can produce for you) according to the guidelines from the Internal Revenue Service.

You can use the 1099 payments year-to-date or the 1099 payments last-year amounts to prepare 1099-MISC forms (see **1099 Forms Screen** below). If you have already transferred the 1099 year-to-date amounts to last year during periodic maintenance, use the last-year amounts; if not, use the current-year amounts.

Unless your state revenue department accepts the federal magnetic media format, you cannot produce state magnetic media using this function. Check with your state revenue department or your accountant for more information.

## Outputting 1099 Forms

Select **1099 Forms** from the **Periodic Processing** menu. The 1099 Forms screen appears.

1099 Forms

Commands Edit Modes Other Help

Pick Vendor ID From ACE001 Thru TIM001

Field Indicator From Thru

Print Type:

☐ Standard Forms

☐ Laser Forms

☒ Magnetic Media

☐ Worksheet

Print Using:

☒ Current Year 1099 Payments

☐ Last Year 1099 Payments

Federal Tax ID 469-78-3627

Payer's State Number MN 12-723422

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### Inquiry

1. Enter the range of vendors for whom you want to produce the forms.
2. Enter the field indicators to apply to the forms. The field indicator number corresponds to the amount boxes on the 1099-MISC form.
3. Select the type of 1099 forms or media you want to produce. You can produce standard forms, laser forms, magnetic media, or a worksheet.
4. Select the year that contains the 1099 information you want to use.

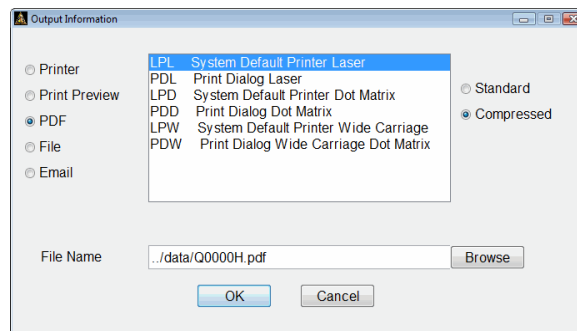
If you chose to produce magnetic media, use the **Proceed (OK)** command to complete this screen, then see “Output 1099 Forms to Magnetic Media” on page 9-20 later in this section to continue.

5. Enter the company's federal and state tax IDs; the default data is taken from the **D1099xxx** table. You can enter information here only if you elected to print the 1099-MISC forms.

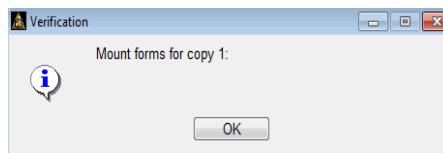
**Note:** The Output Device **File** option and **Magnetic Media** option are different options. They both send the information to a data file, but the **Magnetic Media** option sends the information into a template of specifications defined by the government. For example, the columns are a different width from what they are in a standard OSAS report.

If you elected to print standard or laser forms, put the forms in your printer. If you elected to print the 1099 Worksheet, use plain paper.

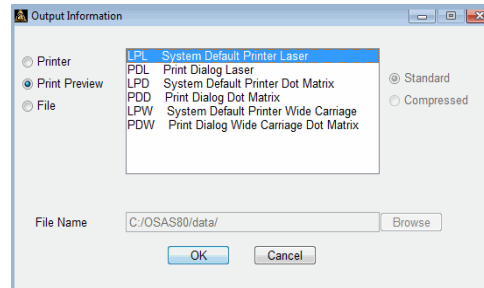
1. Select the output device. If you chose to print the 1099 Worksheet, an Output Information window appears. Select your output option, then press **Enter**.



2. If you chose to print a Standard form or Laser form, an alignment verification window will appear. Mount the forms and press **Enter**.



3. An Output Information window appears. Select your output option and press **Enter**. An alignment form will print and a window will appear asking you if the form is aligned.



4. To be sure that the 1099 forms are aligned, select **No** (or enter **N** in text mode) to print a test pattern. Repeat the test pattern as often as necessary. (Before you can align the forms, you must elect to prompt for mounting forms and printing alignment marks using the Resource Manager **Form Codes** function.) When the forms are lined up, select **Yes** (or enter **Y** in text mode) to print the forms.

After the forms or the 1099 Worksheet is produced, the **Periodic Processing** menu appears.

## 1099 Worksheet

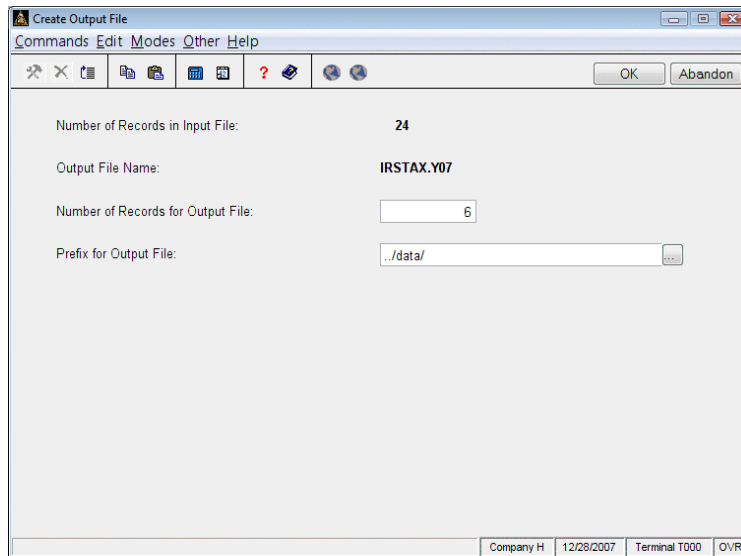
Builders Supply 1099 Worksheet					Page 1 of 2
Vendor ID	Vendor Name	Form Code	Recipient ID	Field Indicator	YTD 1099 Payments
THC001	THOMPSON HEATING &	B	12-4589888	9	668609.53
TIM001	TIMBERLAND WINDOWS INC	B	78-5456788	9	125909.77

---

Builders Supply 1099 Worksheet					Page 2 of 2
<b>Totals</b>					
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				794,519.30	
Total For Box 10 - Crop Insurance				0.00	
Total For Box 13 - Golden Parach.				0.00	
Total For Box 14 - Gross Attorney				0.00	
Total for Box 15a - 409A Deferrals				0.00	
Total for Box 15b - 409A Income				0.00	
Total For All Vendors				794,519.30	
Total number of vendors	2				

## Magnetic Media

When you select **Magnetic Media** on the 1099 Forms screen, the Create Output File screen appears.



Number of Records in Input File: 24

Output File Name: IRSTAX.Y07

Number of Records for Output File: 6

Prefix for Output File: ./data/

Company H 12/28/2007 Terminal T000 OVR

If this prompt appears: **Output file already exists. Do you want to start over?**

To complete the function, click **No** (or enter **N** in text mode) and skip ahead to “Editing the Intermediate Records” later in this section. To prepare magnetic media from scratch, click **Yes** (or enter **Y** in text mode).

The number of records in the input file appears. The Internal Revenue Service requires that the file be named **IRSTAX**; this name also appears.

Note: Special characters other than ‘&’ and ‘-’ may not be used in a number of 1099 fields. The system will warn you when a unacceptable special character is being used.

1. Accept the number of records for the default output file, or enter a different number.

2. Press **Enter** if you want to put your output file in the default data directory, or enter a different directory.

When you are finished entering output file information, use the **Proceed (OK)** command to continue.

## Header Information

Create the header record by entering information on the magnetic media screens.

Report 1099 Forms on Magnetic Media

Commands Edit Modes Other Help

Payment Year: 2006 Current or Prior Tax Year: Current

Foreign Corporation?: ☐

Federal EIN: 469783627

Payer

Name: BUILDERS SUPPLY

Street Address: 4301 DEAN LAKES BLVD.

City: SHAKOPEE

State, Zip: MN 55379

Phone Number: (952)496-2465

Payer Name Control:

Transfer Agent

Name:

Street Address:

City:

State, Zip:

Phone Number:

Status Bar: Company H 12/28/2007 Terminal T000 OVR

1. If you want to produce 1099 forms on magnetic media for the year that appears, press **Enter**; if not, enter a different year. Flag the magnetic media as a current or prior tax year.
2. If your company is not a foreign corporation, clear the check box (or enter **N** in text mode). If your company is a foreign corporation, select the check box (or enter **Y** in text mode).

(Throughout the OSAS system and user's manuals, the term **foreign** means not one of the 50 U.S. states. Similarly, the term **federal** refers to the United States federal government.)

3. Press **Enter** to accept your company's employer identification number, or enter a different number. Do not enter hyphens, letters, all 9s, or all 0s.
4. Accept your company's name and address, or enter different information. If you do not change the transmitter company name, the address fields are skipped; the cursor goes to the **Payer Name Control** field. (Special characters other than '&' and '-' may not be used in this field).
5. Enter the payer name control assigned by the Internal Revenue Service. This information is assigned to you by the IRS.
6. Enter the transfer agent's name and address. If you are not using a transfer agent, press **Enter** to skip this field. If you do not enter a transfer agent's name, the address fields are skipped.

When you finish entering the information on this screen, use the **Proceed (OK)** command to continue to the second header screen:

The screenshot shows a software window titled "Report 1099 Forms on Magnetic Media". It has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu is a toolbar with various icons and buttons for "OK" and "Abandon". The main area is divided into two sections: "Transmitter's Information" and "Contact Information".

**Transmitter's Information:**

- Transmitter's Name: SAM DEMAN
- Company's Name: BUILDERS SUPPLY
- Company's Street Address: 4301 DEAN LAKES BLVD.
- Company's City: SHAKOPEE
- Company's State, Zip: MN 55379
- Transmitters TIN: 469783627
- Transmitter Control Code: (empty field)
- Foreign Address?: (checkbox)

**Contact Information:**

- Contact Name: (empty field)
- Phone Number: (952)496-2465
- E-mail Address: (empty field)

At the bottom of the window, there is a status bar showing "Company H", "12/28/2007", "Terminal T000", and "OVR".

7. If you are transmitting the magnetic media to the IRS for your own company, accept the company address information or enter a different name and address for your company. If another company is transmitting your information for you, enter the Transmitter's name, taxpayer identification number (TIN), and IRS-assigned control code in the appropriate fields.

8. Enter the name, phone number, and email address of the person whom the IRS can contact in the event that questions or problems arise in processing your 1099 information.
9. When you finish, use the **Proceed (OK)** command to save the information you entered and continue to the next screen.

Report 1099 Forms on Magnetic Media

Commands Edit Modes Other Help

OK Abandon

Software Vendor Information

Vendor Indicator V

Vendor Name OPEN SYSTEMS, INC.

Vendor Mailing Address 4301 DEAN LAKES BOULEVARD

Vendor City SHAKOPEE

Vendor State, Zip MN 55378

Vendor Contact Name DAVE

Vendor Phone Number 952 403 5700

Foreign Address? ☐

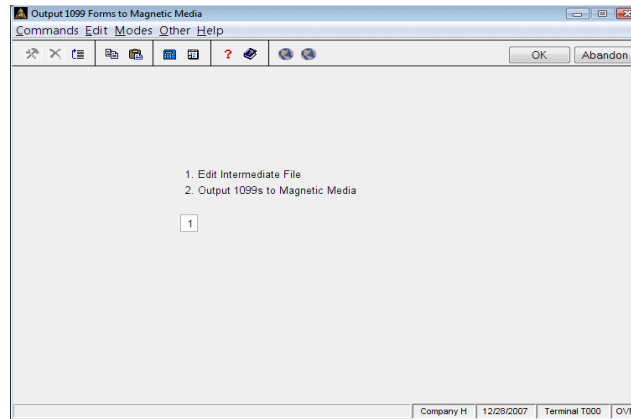
OK (PgDn) Company H 12/28/2007 Terminal T000 OVR

10. If your software was purchased from a vendor or other outside source, enter **V**. If your software was produced by in-house programmers, enter **I**.
11. Enter the name of the company and the company's address from whom you purchased your software. These fields are only available if you selected **V** in the **Vendor Indicator** list box.
12. Enter the name, phone number, and email address of the person who can be contacted concerning any software question.

When you finish, use the **Proceed (OK)** command to save the information and continue to the next screen.

## Output 1099 Forms to Magnetic Media

When you save the header information, this screen appears:



Enter the number of the action you want to take and use the **Proceed (OK)** command to continue. For instructions on creating the output, skip to the “Output to Magnetic Media” section below.

## Editing the Intermediate Records

When you elect to edit the 1099 forms file, a temporary intermediate file with one record for each vendor is created. The file's information is sorted by vendor ID; you must edit the records in that order.

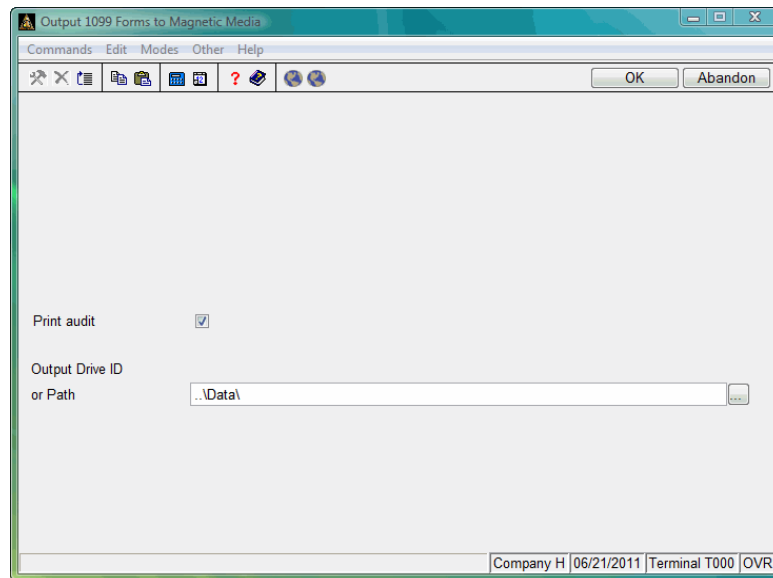
The screenshot shows a window titled "Edit Intermediate File" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area is divided into two sections. The left section contains vendor information: "BUILDERS SUPPLY", "4301 DEAN LAKES BLVD.", "SHAKOPEE MN 55379", "9524962465", "469783627", "124589888", "THOMPSON HEATING &", "AIR CONDITIONING P.O. BOX 99388", "MINNEAPOLIS MN 555550545", "TH0001", "15a .00", "15b .00", "Name Control", "Type of TIN 1", and "RECIPIENT'S identification number". The right section contains a grid of 18 numbered fields (1-18) for editing. Fields 1-10 are empty with ".00" in the right column. Fields 11 and 12 contain "XXXXXXXXXX". Fields 13-14 are empty with ".00" in the right column. Field 15 is empty. Field 16 contains "MN 12-723422". Field 17 is empty. Field 18 is empty. At the bottom right, there are buttons for "OK" and "Abandon".

1. You can edit only the recipient ID, company name and address, account number, name control code, and type of TIN flag for the vendor in the file.
2. After you check a record, use the **Proceed (OK)** command to go on to the next screen. You can change any field, however, in general, you do not want to edit a 1099 form.
3. If you finish making changes before you get to the last record in the file, use the **Exit (F7)** command. The following prompt appears: **Save Changes**. Press **Y** to save your changes or **N** to cancel.

When you respond to the **Save Changes** prompt or after you use the **Proceed (OK)** command to save the last record in the file, the Output 1099 Forms to Magnetic Media screen reappears. You can edit the file again or output the edited file to magnetic media.

## Output to Magnetic Media

The output screen that appears is the last step in the magnetic media process.



1. If you want a copy of the records as they are transferred to a file, make sure that your printer is online and select the check box (or enter **Y** in text mode). If you do not want the copy, clear the check box (or enter **N**).
2. Enter the path to which you are transferring the 1099 information. For example, enter **E:\** if you want to send the data to drive E.

When you are ready to transfer the files, use the **Proceed (OK)** command to begin sending the 1099 information to the path you specified. When the process is finished, the **Periodic Processing** menu appears.

Follow the instructions in the magnetic media circular for labeling and filing with the Internal Revenue Service.

# Periodic Maintenance

---

Use the **Periodic Maintenance** function to clear your vendor records and prepare them for activity for the next period, quarter, or year. (You cannot use the **Periodic Maintenance** function until the **APPDxxx** table is set up for the company you are doing maintenance for.)

Period-end maintenance clears the period-to-date totals in the **APVExxx** (Vendor) file and deletes records of temporary vendors you paid in full from the **APVExxx** file.

Quarter-end maintenance performs the period-end tasks and clears the quarter-to-date totals in the **APVExxx** file.

Year-end maintenance performs the period-end tasks for periods 12 and 13, performs the quarter-end tasks, clears the year-to-date totals in the **APVExxx** file, and transfers those totals to the last-year fields.

If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot run this function while someone else is using Accounts Payable functions.

## Periodic Maintenance Screen

Select **Periodic Maintenance** from the **Periodic Processing** menu. The function screen appears.

Periodic Maintenance

Commands Edit Modes Other Help

Have You Printed the Vendor Analysis Report and Backed Up Your Data Files? ☒

Choose One:

☒ Period-End Maintenance  
☐ Quarter-End Maintenance  
☐ Year-End Maintenance

Move 1099 Payments YTD to Last Year? ☐

Current Period/Fiscal Year 12 / 2007

Company H 12/28/2007 Terminal T000 OVR

1. The information in the Vendor Analysis Report comes from the **APVExxx** file. Since the **Periodic Maintenance** function affects the data in the **APVExxx** file, print the **Vendor Analysis Report** and back up your data files before you do period-, quarter-, or year-end maintenance.

If you have not printed the report and backed up your data files (see the [Resource Manager Guide](#)), clear the check box (or enter **N** in text mode); you are prompted to return to the **Periodic Processing** menu. When you have done these things, select the check box (or enter **Y** in text mode).

2. Select the type of maintenance you want to do. You can perform period-, quarter-, or year-end maintenance.

3. If you are at the end of the calendar year and you want to move the values in the **1099 Payments Year to Date** field to the **1099 Payments Last Year** field in the vendor records, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).

If you do not transfer the 1099 payments at the end of the calendar year, the system continues to accumulate the next calendar year's 1099 payments in the **1099 Payments Year to Date** field in the vendor records. When you produce 1099 forms, the 1099 payment amounts will be incorrect.

4. The current period and fiscal year from the **APPDxxx** table appears.
5. To begin processing, use the **Proceed (OK)** command. When the media is prepared, the **Periodic Processing** menu appears.

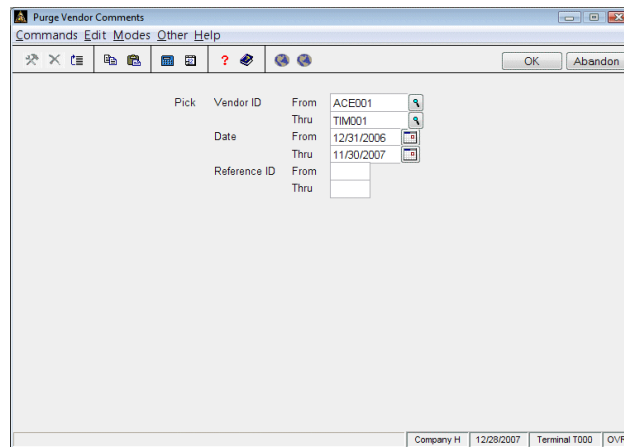


# Purge Vendor Comments

Use the Purge Vendor Comments function to delete comments about a vendor whose record you no longer need.

Before you purge vendor comments, produce the Vendor Comments List (see page 12-13). Check it to make sure that the comments you intend to delete will not be needed later. Then file the list so that you will have a record of the comments.

Select **Purge Vendor Comments** from the Periodic Processing menu. The function screen appears.



## Inquiry

1. Enter the range of vendors whose comments you want to purge.
2. Enter the range of dates on which the comments you want to purge were recorded and enter the range of references for which you want to purge comments.
3. To purge comments, use the **Proceed (OK)** command. When the process finishes, the **Periodic Processing** menu appears.



# Purge Selected Files

Use the **Purge Selected Files** function to delete information from the **APINxxx** (Open Invoice), **APHIxxx** (Detail History), **APHCxxx** (Check History), **APRLxxx** and **APRHxxx** (Recurring Entries), **APRDxxx** (Recurring Additional Descriptions), and **APHSxxx** (Summary History) files. The invoice date determines which detail history records are deleted. The period and fiscal year determine which summary history records are deleted. The cutoff date, current balance, ending date, or remaining payments entries determine which recurring entries are deleted. You can also delete temporary vendors with a zero balance.

Select **Purge Selected Files** from the **Periodic Processing** menu. The Purge Selected Files screen appears.

Purge Selected Files

Commands Edit Modes Other Help

Have You Backed Up Your Data Files? ☒

Remove Paid Invoices With Period/Year Before 12 / 2010

Remove Detail History With Invoice Dates Before 12/31/2010

Remove Summary History Before Period/Fiscal Year 12 / 2010

Remove Payment History With Payment Dates Before 12/31/2010

Remove Recurring Entries With Cutoff Dates Before 12/31/2010

Purge Temporary Vendors None

Purge Positive Pay With Transmit Dates Before 12/31/2010

Company H | 06/21/2011 | Terminal T000 | OVR

1. If you have backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode) and back them up before proceeding.

2. Enter the date of the paid invoices you want to purge. Paid invoices dated on or before the date you enter will be purged.
3. Enter the date of the invoices for which you want to purge detail history. Detail history for invoices dated on or before the date you enter will be purged.
4. Enter the period and year of the summary history you want to purge. Summary history before the period and year you enter will be purged.
5. Enter the date of the payments for which you want to purge history. History for checks dated on or before the date you enter will be purged.
6. Enter the date of the recurring entries you want to purge. Entries dated on or before the date you enter will be purged.
7. If you want to purge temporary vendors with zero outstanding balances, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).
8. Enter the date of the positive pay files you want to purge. Entries dated on or before the date you enter will be purged.
9. To purge the files, use the **Proceed (OK)** command. When the process is finished, the **Periodic Processing** menu appears.



## CHAPTER 10

# 10

Change Open Invoice Status	10-3
Hold/Release Invoices	10-5
Prepare Payments	10-11
Select Payables	10-15
Edit Register	10-19
Print Checks	10-21
Print Vouchers	10-25
Create ACH File	10-29
Payment Register	10-31
Post Payments	10-35
Void Payments	10-39
Create Positive Pay File	10-43

## Pay Invoices



# Change Open Invoice Status

Use the Change Open Invoice Status function to change the status of a group of invoices to **Hold**, **Released**, **Prepaid**, or **Temporary**. To change the status of one invoice, use the **Hold/Release Invoices** function.

Select **Change Open Invoice Status** from the **Pay Invoices** menu. The Change Open Invoice Status screen appears.

Change Open Invoice Status

Commands Edit Modes Other Help

Vendor ID From ACE001 Thru EDD001

Vendor Priority From Thru

Pick Invoices Due 08/31/2007

Method of Payment CHK

Change Status From Hold To Released

Hold, Released, Temporary

Company H 08/01/2007 Terminal T000 OVR

## Inquiry

1. Enter the range of vendors whose invoice statuses you want to change.
2. Enter the range of vendor priorities associated with the invoices whose status you want to change.
3. Enter the due date of the invoices whose status you want to change.

4. You can set a **Method of Payment** if one hasn't been set for the vendors included in the Vendor ID range.
5. Select the current status of the invoices you want to change.
6. Enter the new status of the invoices.
7. When you finish specifying status change information, use the **Proceed (OK)** command to save your selections and begin the change process. When the changes have been made, the **Pay Invoices** menu appears.



## Hold/Release Invoices

Use the **Hold/Release Invoices** function to change the status of individual invoices. This function is valuable if you need to change the status of a particular invoice from what it was when you entered it.

You can put an invoice on permanent or temporary hold so that it is not automatically paid when you prepare and print checks. (An invoice on temporary hold is automatically released when you post checks.) You can also release an invoice that is on permanent or temporary hold.

You can pay off an invoice at once, change an invoice's due date and discount amount, and split the invoice amount into an unlimited number of payment installments.

You can prepay part or all of an invoice, and print an on-demand check for prepaid invoices right from the **Hold/Release Invoices** function.

Select **Hold/Release Invoices** from the **Pay Invoices** menu. The Hold/Release Invoices screen appears.

Hold/Release Invoices

Commands Edit Modes Other Scroll Commands Help

Vendor ID  ACE PLUMBING SUPPLY COMPANY Date 12/02/2010

Priority 0 Amount 114060.18

Invoice	Inv Date	Disc Date	1099?	Gross Due	St	Check No	Order No
24920	08/12/2010	08/22/2010		71406.90	P	1235467	
		08/22/2010		714.07	CHK		
30820	12/09/2010	12/19/2010		212077.98	H		
		12/19/2010		2120.78	CHK		
30896	12/21/2010	12/31/2010		16397.77	H		
		12/31/2010		163.98	CHK		
30901	12/21/2010	12/31/2010		-1923.96	H		
		12/31/2010		-19.24	CHK		
46017	12/21/2010	12/21/2010		-3380.61	R		
		12/21/2010		.00	CHK	00000036	

Vendor First Last Next Prev Go to print On demand check

Enter = edit cHange status All pRepay Split Totals paYments

Company H | 12/29/2010 | Terminal T000 | OVR

Use one of these commands to perform the associated action:

Command	Action
<b>Vendor</b>	Press <b>V</b> to view invoices for a different vendor. Then enter the <b>Vendor ID</b> .
<b>First</b>	Press <b>F</b> to hold or release invoices for the first vendor on file.
<b>Last</b>	Press <b>L</b> to hold or release invoices for the last vendor on file.
<b>Next</b>	Press <b>N</b> to hold or release invoices for the next vendor on file.

**Command****Action****Prev**

Press **P** to hold or release invoices for the previous vendor on file.

- To print an on-demand check for a prepaid invoice, press **O**. The check printing dialog box will appear, asking you to mount the proper forms.
- To edit an invoice, select the invoice you want to edit and press **Enter**. This screen appears:

Either accept or change the default discount date, due date, discount amount, and method of payment. Use the **Proceed (OK)** command to save your changes and return to the scroll region.

- To change an invoice's status by toggling between different statuses, press **H**. The statuses appear in this order: **Temporary**, **Hold**, **Released**. Keep pressing **H** until the correct status appears.

- To change the status of all invoices from one type to another (for the selected vendor), press **A** and select the new status from this window:

Hold/Release Invoices

Commands Edit Modes Other Help

Change All Status: Hold

To: Released

OK Abandon

- To pay an invoice that is not due yet, press **R**. Then, enter the method of payment, the check number (if applicable), and the payment date of the prepayment in this window:

Hold/Release Invoices

Commands Edit Modes Other Help

Invoice	Inv Date	Disc Date	1099	Gross Due	St	Chk No
24920	08/12/2010	08/22/2010	NO	71406.90	H	
		08/22/2010		714.07	CHK	

Apply Deposits ☐

Method of Payment: CHK

Checking Account #1: 1234567

Payment Date: 10/27/2010

OK Abandon

- To split payments for an invoice, press **S**. Then, enter the payment amount and date due in this window:

Hold/Release Invoices

Commands Edit Modes Other Help

Invoice	Inv Date	Due Date	1099	Gross Due	Discount	St	Chk No
30072	11/04/2007	11/14/2007	N	114060.18	1140.60		

First Payment: 95000.00

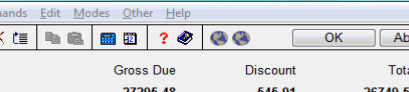
Second Payment: 19060.18

Date Due: 11/14/2007

Date Due: 12/31/2007

OK Abandon

- To view totals for the vendor, press **T**. When you finish viewing the totals, press any key to return to the Hold/Release Invoices scroll region.



The screenshot shows a window titled "Vendor Invoice Totals" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with various icons. The main area contains a table with the following data:

	Gross Due	Discount	Total
Held	27295.48	545.91	26749.57
Released	101057.47	2228.27	98829.20
Temp	.00	.00	.00
<b>Total</b>	<b>128352.95</b>	<b>2774.18</b>	<b>125578.77</b>
Prepaid	.00	.00	.00
Deposit	.00	.00	.00

At the bottom of the window, it says "Press any key ...".

- To view payment totals, press **Y**. When you finish looking at the payment totals, press any key to return to the Hold/Release Invoices screen.

[illegible]

When you finish working with the invoices for this vendor, press **V** and enter another vendor ID, or use the **Exit (F7)** command to return to the **Pay Invoices** menu.



# Prepare Payments

---

Use the **Prepare Payments** function to create a record of released invoices that are due to be paid in the **APCHxxx** (Checks) file. After you prepare payments, you produce a log that shows prepaid invoice and payment totals (after checks are printed and/or payments disbursed). If errors occur while you prepare payments, they are also listed in the log.

If you want to prepare a payment for only one invoice, you have two options:

- Use the **Invoices Inquiry** function (see on page 4-13) to find out which invoices are released for the vendor. Use the **Hold/Release Invoices** function (see page 10-5) to hold all invoices except the one whose check you want to prepare. Then use the **Prepare Payments** function to enter the vendor ID.
- Issue a manual payment for the invoice. Then use the **Hold/Release Invoices** function to mark the invoice as prepaid.

If you prepare a payment for an invoice that you do not want to pay, put the invoice on hold (see page 10-5). Then before you print or post payments, prepare the payments again, leaving out the held payment.

Select **Prepare Payments** from the **Pay Invoices** menu. The Prepare Payments screen appears:

Prepare Payments

Commands Edit Modes Other Help

Export Archive Abandon

Invoices Due 08/31/2013

Vendor ID From ACE001 Thru JON001

Method of Payment From CH2 Thru MC2

Take Discounts Due 08/31/2013

Date on Payments 08/31/2013

Post to GL Period/Year 08/2013

Company H | 08/09/2013 | Terminal T000 | INS

If you already prepared a batch of payments but did not complete the pay invoices steps, the selections from the last time you used the **Prepare Payments** function appear with the following prompt: **Checks already on file. Do you want to start over?**

If you want to erase the payments on file and reprepare, select **Yes** (or enter **Y** in text mode). If you do not want to start over, select **No** (or enter **N** in text mode) and exit from the function. Complete the pay invoices steps for the batch of payments in progress, and then prepare payments for the new batch.

1. Enter the due date for the invoices whose payments you want to prepare.

Prepaid invoices are always included regardless of the due date you enter for invoices. If you want to prepare payments for prepaid invoices only, enter a date before the system date in the **Pick Invoices Due** field.

2. Enter the range of vendors whose checks you want to prepare, or leave the fields blank to include all vendors.

3. Enter the range of methods of payment you want to include.
4. Enter the date on and after which you want discounts taken. No discounts are taken into account for invoices marked before this date.
5. Enter the date you want printed on the payments.
6. Press **Enter** to post the checks to the default period and year, or enter a different period and year.
7. Select the output device. After the log is produced, the **Pay Invoices** menu appears.

## Prepare Payments Log

Builders Supply Prepare Payments				Page 1
Invoice Due 08/31/2013				
Vendors ACE001 Thru JON001				
Methods of Payment CH2 Thru MC2				
Discounts Due 08/31/2013				
Date on Payments 08/31/2013				
Post to GL Period / Year 8 / 2013				
	Gross	Discount	Net	
Prepaid Checks	.00	.00	.00	
Prepaid Credit	.00	.00	.00	
Prepaid Cash	.00	.00	.00	
Prepaid Other	.00	.00	.00	
Prepaid Vouchers	.00	.00	.00	
Deposit Applied Checks	.00	.00	.00	
Deposit Applied Credit	.00	.00	.00	
Deposit Applied Cash	.00	.00	.00	
Deposit Applied Other	.00	.00	.00	
Deposit Applied Vouchers	.00	.00	.00	
Deposit Checks	.00	.00	.00	
Deposit Credit	.00	.00	.00	
Deposit Cash	.00	.00	.00	
Deposit Other	.00	.00	.00	
Deposit Vouchers	.00	.00	.00	
Checks to Print	68026.29	.00	68026.29	
Pending Credit	.00	.00	.00	
Pending Cash	.00	.00	.00	
Pending Other	.00	.00	.00	
Vouchers to Print	.00	.00	.00	
TOTALS	68026.29	.00	68026.29	



# Select Payables

Use the **Select Payables** function to see the payments that have been prepared for a vendor, and to specify which checks you do not want to print.

Choose **Select Payables** from the **Pay Invoices** menu. The Select Payables screen appears.

The screenshot shows the 'Select Payables' window with the following details:

- Method of Payment:** CHK
- Checking Account #1:** ACE PLUMBING SUPPLY COMPANY
- Vendor ID:** ACE001
- Date:** 12/02/2010
- Amount:** 114060.18

Invoice Number	Inv Date	Drop	Gross Due	Disc Taken	Net Due
30820	12/09/2010	<input type="checkbox"/>	212077.98	.00	212077.98
30901	12/21/2010	<input type="checkbox"/>	-1923.96	-19.24	-1904.72
46017	12/21/2010	<input type="checkbox"/>	-3380.61	.00	-3380.61
00000036	12/21/2010	<input type="checkbox"/>			

Method of Payment Totals	Vendor Total	Grand Total	Prepaid Total
Prepared	206792.65	523084.37	70692.83
Dropped	.00	.00	
<b>Net Prepared</b>	<b>206792.65</b>	<b>523084.37</b>	

Buttons at the bottom: Vendor, First, Last, Next, Prev, Go to, Drop, All, Summary, Write, Method.

Footer: Company H | 06/22/2011 | Terminal T000 | OVR

## Inquiry

Select the Method of Payment to for which you would like to see payables information.

## Inquiry

Enter the ID of the vendor whose invoices you want to see, or press **Enter** to view information about the first vendor with prepared invoices. The invoice information for the vendor appears.

Use one of these commands to perform the associated action:

Command	Action
<b>Drop</b>	To change whether or not you want an invoice dropped from the payment preparation process, move the prompt to the invoice number and press <b>D</b> . The status in the <b>Drop</b> column changes. A check in the column (or a <b>Y</b> in text mode) indicates that the invoice will not be included in the payment.
<b>All</b>	To include all invoices in or exclude all invoices from payment preparation, press <b>A</b> . At the prompt for the task you want to do, enter <b>D</b> to drop all invoices, or <b>I</b> to include all invoices.
<b>Summary</b>	To see a summary of payment activity for all vendors, press <b>S</b> . The window that appears shows the contents of the <b>APCHxxx</b> (Checks) file.
<b>Write</b>	<p>To write the changes to the <b>APCHxxx</b> file, press <b>W</b>. At the prompt for confirmation, select <b>Yes</b> (or enter <b>Y</b> in text mode) if you want to write the changes, or select <b>No</b> (or enter <b>N</b> in text mode) if you do not.</p> <p>The payments you chose to drop are removed from the <b>APCHxxx</b> file. Then select a new vendor to work with or use the <b>Exit (F7)</b> command to return to the <b>Pay Invoices</b> menu.</p>
<b>Method</b>	Press <b>M</b> to work with invoices for a different payment method. Then enter a different method of payment.
<b>Vendor</b>	Press <b>V</b> to work with invoices for a different vendor. Then enter a different vendor ID.
<b>First</b>	Press <b>F</b> to work with invoices for the first vendor on file.
<b>Last</b>	Press <b>L</b> to work with invoices for the last vendor on file.

Command	Action
<b>Next</b>	Press <b>N</b> to work with invoices for the next vendor on file.
<b>Prev</b>	Press <b>P</b> to work with invoices for the previous vendor on file.
<b>Go to</b>	Press <b>G</b> to go to the next window of invoices. This button is only available if you have more than one window of invoices.

As you make changes to the **APCHxxx** file, the vendor and grand totals (for the entire payment run) at the bottom of the screen change to reflect your changes.



# Edit Register

The Edit Register shows the checks you prepared. Before you print the checks, print the Edit Register to check the calculations. If you find inaccuracies, use the **Hold/Release Invoices** function (see page 10-5) to change the invoices.

Select **Edit Register** from the **Pay Invoices** menu. The Edit Register screen appears.

The screenshot shows the 'Edit Register' window with the following fields and options:

Invoices Due	08/31/2013	Print By: <input type="radio"/> Vendor ID/Method of Payment <input type="radio"/> Method of Payment/Vendor ID <input checked="" type="radio"/> Method of Payment/Check No.
Vendor ID	From ACE001 Thru JON001	
Method of Payment	From CH2 Thru MC2	
Take Discounts Due	08/31/2013	Print: <input checked="" type="radio"/> Detail <input type="radio"/> Summary
Date on Payments	08/31/2013	
Post to GL Period/Year	08/2013	

At the bottom right, there is a status bar with the text: Company H | 08/09/2013 | Terminal T000 | INS

The information you entered in the **Prepare Payments** function appears.

1. Select whether you would like the register printed by **Vendor ID/Method of Payment**, **Method of Payment/Vendor ID**, or **Method of Payment/Check No.**

2. Select the level of detail you want to print on the Edit Register. You can choose to print the detail of the invoices paid for each vendor, or a summary showing totals for each vendor.
3. Select the output device. After the register is produced, the **Pay Invoices** menu appears.

## Edit Register

Builders Supply							Page 1 of 1
Edit Register							
Printed in Detail							
Vendor	Vendor Name	Reference	Payment Date	Gross	Discount	Net	
MOP	Description			Amount	Amount	Paid	
ACE001	ACE PLUMBING SUPPLY COMPANY	Check 0000000	08/31/2013	68026.29	.00	68026.29	
CHK	Checking Account #1						
		Inv. Date	Disc. Date	Inv. No.	Gross	Discount	Net 1099?
		08/12/2013	08/22/2013	24920	71406.90	.00	71406.90 N
		12/21/2013	12/21/2013	46017	3380.61-	.00	3380.61- N
Payment totals on invoices due 08/31/2013 with discounts due 08/31/2013				68026.29	.00	68026.29	
GRAND TOTAL				68026.29	.00	68026.29	

# Print Checks

After you prepare the checks, you can print and record all the check numbers used for every record in the **APCHxxx** (Checks) file.

Select **Print Checks** from the **Pay Invoices** menu. The Print Checks screen appears.

The screenshot shows a window titled "Print Checks" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, print, and other functions. The main area contains the following fields:

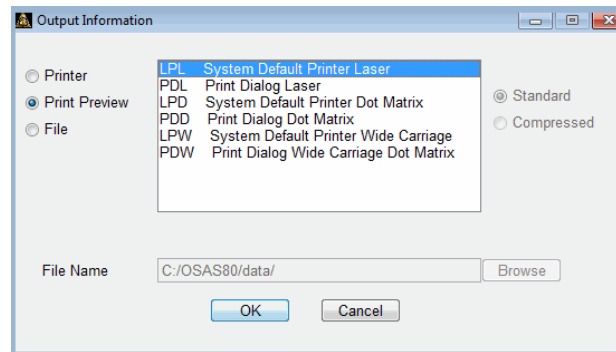
Invoices Due	12/15/2007
Vendor ID	From ACE001
	Thru TIM001
Take Discounts Due	12/15/2007
Date on Checks	12/15/2007
Post to GL Period	12
Use Check Saver?	<input type="checkbox"/>
Print Checks for Method of Payment	CHK
First Check Number	6954
If Restart, Last Good Check Number	

At the bottom, there is a status bar with the following information: Company H, 12/28/2007, Terminal T000, OVR.

The screen shows the dates, vendors, and general ledger period you selected when you prepared payments.

1. The Check Saver feature prints a plain-paper remittance advice to list invoices in excess of the number that fit on the check stub. This prevents the system from voiding checks when more than one check stub is required for vendors with 12 or more paid invoices. To use the Check Saver feature, select the check box (or enter **Y** in text mode). To void checks for vendors with 12 or more paid invoices, clear the check box (or enter **N** in text mode).

2. Press **Enter** to use the default check number from the **FORMxxx** table, or enter a different check number to start the check run.
3. If you have a print problem, you must restart the **Print Checks** function. If you restart and you are using this function as a continuation of an earlier instruction, enter the number of the last check that was printed correctly so that only the misprinted checks are reprinted.
4. If you elected to print the checks, the message **Mount forms for copy 1: now** appears. After you mount the forms, press **Enter**. A Output Information window appears.



5. Select your output method, then press **Enter**. An alignment form is printed. (To align the forms, you must elect to prompt for mounting forms and printing alignment marks in the Resource Manager **Form Codes** function.)
6. Check the alignment form. If the **X** is not printed in the alignment box, adjust the form. Then select **No** (or enter **N** in text mode) to print the alignment character again. Continue this procedure until the form is aligned; then select **Yes** (or enter **Y** in text mode).
7. If you waste some forms during the alignment procedure, change the number in the **If Restart, Last Good Check Number** field. Then select **Yes** (or enter **Y** in text mode) at the **Is the form aligned?** prompt. A sample check is on the next page.

After the checks are printed, a check log, which shows the number of checks that were printed, and the gross amounts, deductions, and total amounts paid, appears. Verify the amounts; then exit to the **Pay Invoices** menu.

If you used the check saver feature, and you have checks with more than 11 invoice lines on a check stub, you are prompted to print the Remittance Advice Log.

## 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 0000100 07/17/2005		AMOUNT *****\$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. ACE001	Vendor Name ACE PLUMBING SUPPLY COMPANY	Check 0000100	0100
Trans. Date	Reference	PO No.	Gross Amount	Deduction	Net Amount
07/04/2005	30072		114060.18	.00	114060.18
07/11/2005	30901		1923.96-	19.24-	1904.72-

Check Date	Check No.	Total Gross	Total Ded.	Check Amount
07/17/2005	0000100	112136.22	19.24-	112155.46



# Print Vouchers



If you use the Banking application, you can use the **Print Vouchers** function to print vouchers, which look similar to AP checks. Vouchers are printed instead of checks for vendor payments that are made electronically.

Select **Print Vouchers** from the **Pay Invoices** menu. The Print Vouchers screen appears.

Print Vouchers

Commands Edit Modes Other Help

OK Abandon

Invoices Due 06/18/2008

Vendor ID From Thru

Take Discounts Due 06/18/2008

Date on 06/18/2008

Post to GL Period 6

Use Check Saver? ☒

Print Vouchers for Method of Payment ELE

First Voucher Number 321

If Restart, Last Good Voucher Number

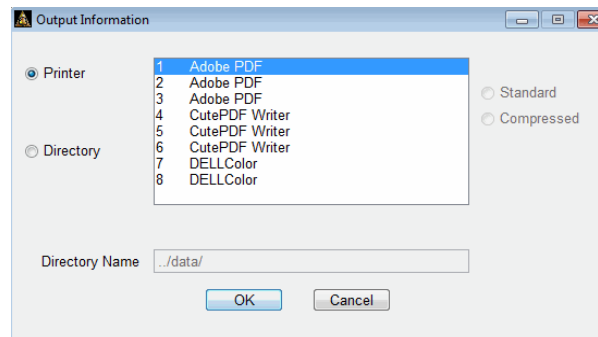
Print Copies of E-Mailed Vouchers? ☒

Status Bar Company H 06/18/2008 Terminal T000 OVR

The screen shows the dates, vendors, and general ledger period you selected when you prepared electronic payments.

1. The Check Saver feature prints a plain-paper remittance advice to list invoices in excess of the number that fit on the check stub. To use the Check Saver feature, select the check box (or enter **Y** in text mode). To void checks for vendors with 12 or more paid invoices, clear the check box (or enter **N** in text mode).

2. Press **Enter** to use the default voucher number from the **FORMxxx** table, or enter a different check number to start the check run.
3. If you have a print problem, you must restart the **Print Vouchers** function. If you restart and you are using this function as a continuation of an earlier instruction, enter the number of the last voucher that was printed correctly so that only the misprinted vouchers are reprinted.
4. An Output Information window appears. Choose an output method from the options available, then press **Enter**.



5. If you elected to print the vouchers, the message **Mount forms for copy 1:** appears. After you mount the forms, press **Enter**. An alignment form is printed. (To align the forms, you must elect to prompt for mounting forms and printing alignment marks in the Resource Manager **Form Codes** function.)
6. Check the alignment form. If the **X** is not printed in the alignment box, adjust the form. Then select **No** (or enter **N** in text mode) to print the alignment character again. Continue this procedure until the form is aligned; then select **Yes** (or enter **Y** in text mode).

7. If you waste some forms during the alignment procedure, change the number in the **If Restart, Last Good Voucher Number** field. Then select **Yes** (or enter **Y** in text mode) at the **Is the form aligned?** prompt. A sample voucher is on the next page.

After the vouchers are printed, a voucher log, which shows the number of vouchers that were printed, and the gross amounts, deductions, and total amounts paid, appears. Verify the amounts; then exit to the **Pay Invoices** menu.

If you used the voucher saver feature, and you have vouchers with more than 11 invoice lines on a check stub, you are prompted to print the Remittance Advice Log.

* * * VOID	* * * VOID	* * * VOID	* * * VOID	* * * VOID
Account	XXXX0254	Electronic Payment Account	Distribution	12/31/2013
		000468846	16233.79	

PAY TO THE ORDER OF: ACE PLUMBING SUPPLY COMPANY  
 ATTN: ACCOUNTS RECEIVABLE  
 32 VENTON BLVD  
 OAKLAND CA 92342-0032

**ELECTRONIC PAYMENT ADVICE SLIP**  
**NON-NEGOTIABLE**

	Vendor No. ACE001	Vendor Name ACE PLUMBING SUPPLY COMPANY	Voucher No. 0000006	
--	----------------------	--	------------------------	--

Trans. Date	Reference	PO No.	Gross Amount	Discount	Net Amount
12/31/2013	30896		16397.77	163.98	16233.79

Voucher Date	Voucher No.	Total Gross	Total Discount	Payment Amount
12/31/2013	0000006	16397.77	163.98	16233.79

# Create ACH File



Use the **Create ACH** to create an ACH file used for electronic payments. You can use the ACH file to pay your vendors when you have the vendor payment method set as electronic.

Select **Create ACH** from the **Pay Invoices** menu. The Create ACH screen appears.

Create ACH File

Commands Edit Modes Other Help

Invoices Due 12/31/2013

Vendor ID From Thru

Take Discounts Due 12/31/2013

Date on Vouchers 12/31/2013

Post to GL Period/Year 12/2013

Method of Payment to build ACH for ELE

Generate ACH Format

ACH Output Filename: ./data/APACHFIL.H

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1. The screen displays the information for the current electronic payments on file. The **Invoices Due** date, **Vendor IDs**, **Discount Due** dates taken, **Date on Checks**, and **Post to GL Period** are displayed for the ACH file.
2. Enter the payment method for which you want the ACH file generated.
3. Select the ACH format for the ACH file.

4. Enter or edit the filename of the ACH file you want to create.
5. Once the ACH file is created, a report is created noting the file location and contents.

## ACH File Create Report

<b>Builders Supply</b> <b>ACH File Creation Report - ADV Format</b> File ../data/APACHFIL.H Pay Date 12/31/2013				Page 1 of 1
Vendor ID	Pay-to Name	Account Number	Routing Code	Amount
ACE001	ACE PLUMBING SUPPLY COMPANY	12330254	000468846	16233.79
Total Amount Debited to Company Bank Account:		0001658973	000000013	16233.79
Total Number of Transactions 1				

# Payment Register

Print the Payment Register for an audit trail of the vendor payments your company issues.

The Payment Register has two sections. The first section lists the checks you used to prepay invoices since the last time you posted payments. The second section lists the payments you used the last time you printed payments.

Select **Payment Register** from the **Pay Invoices** menu. The Payment Register screen appears.

The screenshot shows a software window titled "Payment Register". It has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with various icons and buttons, including "Export" and "Archive". The main area of the window contains several fields for data entry and selection:

- Invoices Due:** 08/31/2013
- Vendor ID:** From ACE001 Thru JON001
- Method of Payment:** From CH2 Thru MC2
- Take Discounts Due:** 08/31/2013
- Date on Payments:** 08/31/2013
- Post to GL Period/Year:** 08/2013

On the right side, there are two groups of radio buttons:

- Print By:**
  - ☐ Vendor ID/Method of Payment
  - ☐ Method of Payment/Vendor ID
  - ☒ Method of Payment/Check No.
- Print:**
  - ☒ Detail
  - ☐ Summary

At the bottom right, there is a status bar showing "Company H | 08/09/2013 | Terminal T000 | INS".

The dates, vendors, and general ledger period you selected when you prepared payments appears.

1. Select whether you would like the register printed by **Vendor ID/Method of Payment, Method of Payment/Vendor ID**, or **Method of Payment/Check No.**
2. Select the level of detail you want to print on the register. You can choose to print the detail of the invoices paid for each vendor, or a summary showing totals for each vendor.
3. Select the output device. After the Payment Register is produced, the **Pay Invoices** menu appears.

## Payment Register

Builders Supply Payment Register Printed in Detail							Page 1 of 1
Vendor	Vendor Name	Reference	Payment Date	Gross Amount	Discount Amount	Net Paid	
MOP	Description						
ACE001	ACE PLUMBING SUPPLY COMPANY	Check 0000000	08/31/2013	68026.29	.00	68026.29	
CHK	Checking Account #1						
		Inv. Date	Disc. Date	Inv. No.	Gross	Discount	Net 1099?
		08/12/2013	08/22/2013	24920	71406.90	.00	71406.90 N
		12/21/2013	12/21/2013	46017	3380.61-	.00	3380.61- N
Payment totals on invoices due 08/31/2013 with discounts due 08/31/2013				68026.29	.00	68026.29	
GRAND TOTAL				68026.29	.00	68026.29	



# Post Payments

When you post the payments you prepared and printed, invoices that are paid in full are changed to paid status in the **APINxxx** (Open Invoice) file, the totals and history information in the **APVExxx** (Vendor) file are updated for the invoices you paid, and the **APCHxxx** (Checks) file is cleared for the next check cycle.

If you elected to keep detail, summary, and check history in the Resource Manager **Options and Interfaces** function, the invoice information is moved to the **APHIxxx** (Detail History), **APHSxxx** (Summary History), and **APHC** (Check History) files.

## Interfaces

### General Ledger

If Accounts Payable interfaces with General Ledger, summary entries of the check and discount amounts are created in the **GLJRxxx** (Journal) file.

When you post payments, entries are made to several accounts that you specified in the **APGLxxx** table.

Cash	AP	Discounts
CR	DB	CR

### Bank Reconciliation

If Accounts Payable interfaces with Bank Reconciliation, summary entries of the checks are created in the **BRTRxxx** (Bank Reconciliation Transactions) file for the bank account ID you specify.

The cash account comes from the BR bank account record. The AP account comes from the distribution code for each vendor.

## Before Posting

Before you post, perform these preparatory tasks:

- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using the Accounts Payable functions.
- Print the checks (see page 10-21).
- Print the Check Register (see page 10-31).
- Back up all the data files.

The information on the checks and in the Check Register comes from the **APCHxxx** and **APVExxx** files. Posted entries are cleared from the **APCHxxx** file to make room for the next group of entries. Because you cannot reconstruct either the checks or the register after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in a loss of data.

Select **Post Payments** from the **Pay Invoices** menu. The Post Payments screen appears.

Post Payments

Commands Edit Modes Other Help

Invoices Due 08/31/2013

Vendor ID From ACE001  
Thru JON001

Method of Payment From CH2  
Thru MC2

Take Discounts Due 08/31/2013

Date On Payments 08/31/2013

Post to GL Period/Year 08/2013

Post 1099 Payments To:

☒ Current Year 1099 Payments

☐ Last Year 1099 Payments

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The dates, vendors, and general ledger period and year you selected when you prepared checks appear.

1. Select the accumulator in the vendor record to which you want any 1099 payments in this check run posted. You can update the **1099 Payments Year to Date** field, or the **1099 Payments Last Year** field (see page 11-9 for more information).
2. Select the output device.

The log shows the debits and credits that were posted to General Ledger. If Accounts Payable does not interface with General Ledger, you must make manual entries for the amounts in the log.

If Accounts Payable interfaces with Bank Reconciliation, the log shows the amounts posted to Bank Reconciliation.

After posting completes, the **Pay Invoices** menu appears.

## Post Payment Log

Builders Supply		Page 1	
Post Payments			
Post Code 00000003			
Invoice Due	08/31/2013		
Vendors	ACE001 Thru JON001		
Methods of Payment	CH2 Thru MC2		
Discounts Due	08/31/2013		
Date on Checks	08/31/2013		
Post to GL Period / Year	8 / 2013		
Post 1099 Payments to	Current Year 1099 Payments		
Description	GL Account	Debit	Credit
AP	200000	68026.29	
Deposit		.00	
Discounts	804000		.00
Checking Acc	100000		68026.29
	Balance	68026.29	68026.29
Posted to Bank Account	FNB001		68026.29

# Void Payments

---

Use the **Void Payments** function to cancel payments that have been printed. For example, if you process a payment by mistake, you can use this function to remove the record from the system.

When you void a payment, several things happen:

- If Accounts Payable interfaces with General Ledger, the cash account is debited and the accounts payable account is credited for the amount of the payment.
- If Accounts Payable interfaces with Bank Reconciliation, the status of the payments changes to **Voided**.
- Payment information is updated in the **APVExxx** (Vendor), **APHIxxx** (Detail History), **APHSxxx** (Summary History), and **APHC** (Payment History) files. This information includes the payment number, amount, transaction number, associated vendor, and payment code.
- If the invoice record still exists, it is changed in the **APINxxx** (Open Invoice) file from paid status to the status you entered, since the voided payment means that you still have to make the payment. Otherwise, the invoice is reinstated from the **APHIxxx** (Detail History) file.

Select **Void Payments** from the **Pay Invoices** menu. The Void Payments screen appears.

**Inquiry**

1. Select the Method of Payment for the payment you want to void.
2. Enter the date of the payment you want to void.

**Inquiry**

3. Enter the number of the payment you want to void.

**Inquiry**

4. Enter the associated vendor ID.

The bank account ID appears if Accounts Payable interfaces with Bank Reconciliation.

5. Select the status of the reinstated invoice.
6. Select the accumulator in the vendor record to which you want any 1099 payments in this check posted. You can update the **1099 Payments Year to Date** field, or the **1099 Payments Last Year** field (see page 11-9 for more information).
7. Select the output device. After the log is produced, the **Pay Invoices** menu appears.

## Void Payments Log

Builders Supply				Page 1 of 1
Void Payments				
Post Code 00000003				
Check Number 4020				
Vendor TEL001				
Post to GL Period / Year 12 / 2013				
Description	GL Account	Debit	Credit	
AP	200000		212.00	
Discounts	804000		.00	
Check	100000	212.00		
	Balance	212.00	212.00	
Posted to Bank Account FNB001		212.00		



# Create Positive Pay File



If you use the Banking application, you can use the **Create Positive Pay File** function to generate an ASCII file you can transmit to your bank for check payment authorization.

**Note:** You must print checks before running the Create Positive Pay File function. The check number is required to display the payments used in the file.

To use the **Create Positive Pay File** function, follow these steps:

1. Select **Create Positive Pay File** from the **Pay Invoices** menu. The Create Positive Pay File screen appears.

Tag	Check Date	Check Number	Check Amount	Entry Date/Time
NO	12/31/2010	0004033	206792.65	06/22/2011 01:14 PM
NO	12/31/2010	0004034	17080.84	06/22/2011 01:14 PM
NO	12/31/2010	0004035	128352.95	06/22/2011 01:14 PM
NO	12/31/2010	0004036	18208.15	06/22/2011 01:14 PM
NO	12/31/2010	0004037	212.00	06/22/2011 01:14 PM
NO	12/31/2010	0004038	36903.59	06/22/2011 01:14 PM
NO	12/31/2010	0004039	44841.36	06/22/2011 01:14 PM
NO	06/21/2011	0455334	70692.83	06/22/2011 01:14 PM

Line No ( 000001 of 000008 )

Enter = tag All None Go to View sent Switch to summary Process tagged

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2. Select the **Bank Account ID** for the bank you will be creating the positive pay file for.
3. Select the **Export ID** in which you want to output your positive pay file.
4. The **File Name** of the file you set up in the Positive Pay Export Definition setup is displayed. Accept the default or change the path and file name.
5. The Checks that have been printed for the bank selected will be displayed in the detail area. The default view is a detail display which has the **Tag, Check Date, Check Number, Check Amount**, and **Entry Time/Date** columns. Press **S** to toggle to a summary view, which shows the **Tag, Check Date, Check Count, Totals Amount**, and **Entry Time/Date** columns.
6. Press **V** to toggle between viewing selections of **New** and **Sent** checks.
  - **New** displays any checks that have not had the positive pay file created for them when the Select box was checked and the file was created.
  - **Sent** displays any checks that have had the positive pay file created for them when the Select box was checked and the file was created.
7. The command buttons for the **Create Positive Pay File** screen are:
  - Press **Enter** to check the box next to the record selected in the check detail area of the screen.
  - Press **A** to check the box for all records in the check detail area of the screen.
  - Press **N** to uncheck all the boxes for the records displayed in the check detail area of the screen.
  - Press **P** to create the export file for the selected check records in the format defined in the positive pay definition assigned to the bank account ID selected for this file.

Use the **Menu (F7)** command to close the screen and return to the Pay Invoices menu.

## CHAPTER 11

# 11

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## File Maintenance



# Vendors

Use the **Vendors** function to set up and maintain records for vendors with which you do business. A record contains the vendor's name and address, the pay-to name and address, 1099 information, payment and distribution codes, purchase and payment histories, and comments.

Use the report buttons on the toolbar to print a vendor list directly from the Vendor file maintenance screens.

Select **Vendors** from the **File Maintenance** menu. The Vendors screen appears.

Vendor ID: ACE001  
Vendor Name: ACE PLUMBING SUPPLY COMPANY

Do you want to maintain:

General Information?	<input checked="" type="checkbox"/>
E-Mail Addresses?	<input type="checkbox"/>
Vendor Codes?	<input checked="" type="checkbox"/>
History Information?	<input type="checkbox"/>
Vendor Comments?	<input type="checkbox"/>
User-Defined Fields?	<input type="checkbox"/>
Documents?	<input type="checkbox"/>

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## Inquiry

1. Enter the ID of the vendor with which you want to work. If you are adding a new vendor, you can enter the ID of an existing vendor to copy its information to the vendor you are adding.

2. Select the check box (or enter **Y** in text mode) for each type of information you want to add or change. Clear the check box (or enter **N** in text mode) for each type you do not want to add or change. If you are adding a vendor, you must select **General Information**.
3. When you have selected the screens to work with, use the **Proceed (OK)** command to go to the first screen you selected.

## General Information

If you elected to add or change general vendor information, this screen appears:

**General Information**

Commands Edit Modes Other Help

Vendor ID: **ACE001** Status: **Active**

**Vendor Address Information**

Name: ACE PLUMBING SUPPLY COMPANY  
 Address 1: 6769 GOLDEN GATE DRIVE  
 Address 2:  
 Address 3:  
 City/State: SAN FRANCISCO CA  
 Zip/Country: 35454-5548 US  
 Phone: (309)555-5321  
 Fax: (309)555-5488  
 Contact: BILL HUMPHREY  
 Our Account:

**Pay-To Information**

Name: ACE PLUMBING SUPPLY COMPANY  
 Address 1: 32 VENTON BLVD  
 Address 2:  
 City/State: OAKLAND CA  
 Zip/Country: 92342-0032 US  
 Attn: ACCOUNTS RECEIVABLE

**Internet Information**

Web Site: www.aceplumbingsupply.com

**Balance Information**

Amount Due: 412018.87  
 Amount Prepaid: .00

Active, Inactive Company H 12/28/2007 Terminal T000 OVR

### Field



### Description

#### Vendor ID

The vendor ID from the header screen appears.

#### Status

Flag the vendor as **Active** or **Inactive**. Vendors flagged as Inactive will be restricted in Daily Work functions.

	Field	Description
	<b>Name</b>	Enter the vendor's name. (Special characters other than '&' and '-' may not be used in this field).
	<b>Address 1/2/3</b>	Enter the vendor's address.
	<b>City/State</b>	Enter the vendor's city.
	<b>State</b>	Enter the vendor's state, or use the <b>Inquiry</b> command to look up and select the state from the list that appears.
	<b>Zip</b>	Enter the vendor's zip code. You can enter a five-digit zip code, enter a nine-digit zip code with the hyphen, or leave this field blank.
	<b>Country</b>	Enter a country code for the vendor, or leave the field blank. If you enter a country code, you must use one that is among the valid codes entered in Resource Manager (see the <a href="#">Resource Manager Guide</a> ). If you do not enter a code, the vendor uses the same country code as your company.
	<b>Phone No</b>	Enter the vendor's phone number. The format of the phone number is determined by the vendor's country code.
	<b>Fax</b>	Enter the vendor's fax number. The format of the phone number is determined by the vendor's country code.
	<b>Contact</b>	Enter the name of the person you usually contact about billing questions or invoice payments.
	<b>Our Acct</b>	Enter the account number the vendor uses to identify your company. It is printed on the remittance stubs of checks.

Enter information in the **Pay-To Information** fields only if it is different from the information you entered above.

Field	Description
<b>Name</b>	Enter the name to which you want to send the check. (Special characters other than ‘&’ and ‘-’ may not be used in this field).
<b>Address 1/2/3</b>	Enter the address to which you want to send the check.
<b>City</b>	Enter the vendor’s city or leave the field blank.
<b>Inquiry</b>	<b>State</b>
	Enter the vendor’s state, or use the <b>Inquiry</b> command to look up and select a state from the list that appears.
	<b>Zip</b>
	Enter the vendor’s zip code. You can enter a five-digit zip code, enter a nine-digit zip code with the hyphen, or leave this box blank.
<b>Inquiry</b>	<b>Country</b>
	Enter a country code for the vendor, or leave the box blank. If you enter a country code, you must use one that is among the valid codes entered in Resource Manager (see the <i>Resource Manager Guide</i> ). If you do not enter a code, the vendor uses the same country code as your company.
	<b>Phone/Fax No</b>
	Enter the phone and fax numbers of the place to which you want the check sent. The format of the numbers is determined by the vendor’s country code.
	<b>Attention</b>
	Enter the name of the person or department to which you send payments. The attention might be different from the vendor’s name. The attention is printed on mailing labels.

Next, enter the following general information about your vendor:

Field	Description
<b>Web Site</b>	If your vendor has a web site on the Internet, enter the Internet address of the vendor's site.
<b>Amount Due/ Amount Prepaid</b>	Enter values in these boxes only when you use the summary method to enter initial balances. Otherwise, these boxes are updated when you post transactions and payments.

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

## E-Mail Addresses

If you elected to add or change e-mail addresses for the vendor, the E-Mail Addresses screen appears.

[illegible]

- To edit an e-mail address, highlight it and press **Enter**.
- To add an e-mail address, press **A** and enter the contact information.
- To view the full contact information for an e-mail address, highlight it and press **V**.
- Press **G** to go to a specific e-mail address.
- Press **S** to send an email to the highlighted address with your default email editor.

When you save the entries using the **Next (N)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

## Vendor Codes

If you elected to add or change vendor codes information, the Vendor Codes screen appears.

Vendor ID **ACE001** **ACE PLUMBING SUPPLY COMPANY**

Terms Code AP0003 1/10,n/30 Reg 1.0% 10 DAYS NET 30

Distribution Code 01

Method of Payment CHK Checking Account #1

Account Number 1234567891234567

Routing Code 111111118

Vendor Class PROD

Payment Priority 0

Vendor Hold? ☐

Tax Group CA

GL Account 104000 INVENTORY - RAW MATERIALS

Order Delivery Paper

Voucher Delivery None

1099:

Form Code No form

Recipient ID

Field Indic

Foreign Addr? ☐

2nd TIN Not? ☐

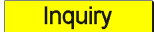

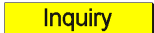


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### Field

### Description

#### Vendor ID

The vendor ID and name from the header screen appear.

	Field	Description
 	<b>Terms Code</b>	<p>Terms codes describe the terms of payment to the vendor.</p> <p>Enter the payment terms code for the vendor. If you use the <b>Maintenance (F6)</b> command, the <b>Terms Codes</b> function is temporarily called up. After you enter the terms code, the terms percentage, days, and net due days appear.</p>
	<b>Distribution Code</b>	<p>Distribution codes describe how you want payment information distributed in accounts in General Ledger.</p> <p>Enter the GL distribution code for the vendor. If you use the <b>Maintenance (F6)</b> command, the <b>Distribution Codes</b> function is run. If Accounts Payable does not interface with General Ledger, you can leave this box blank.</p>
 	<b>Method of Payment</b>	<p>Set the default method of payment to be used for this vendor. To set up methods of payment, see “Methods of Payment” on page 11-57.</p>
	<b>Account Number</b>	<p>Enter the account number for this vendor. (If you do not use the Banking application, this field will not appear.)</p>
	<b>Routing Number</b>	<p>Enter the routing number for the above account. (If you do not use the Banking application, this field will not appear.)</p>
	<b>Vendor Class</b>	<p>A vendor class is an arbitrary attribute stored only with the vendor record. A class means what you want it to mean. You can use the vendor class to organize the Vendor Purchase History Report and to sort information in GENERAL Report Writer reports.</p> <p>Assign a class to the vendor, or leave the box blank.</p>

	Field	Description
	<b>Payment Priority</b>	<p>A payment priority code is an arbitrary attribute stored only with the vendor record. You can use the payment priority code to change the status of an open invoice and to sort information in GENERAL Report Writer reports.</p> <p>Enter a payment priority code. The lower the digit, the higher priority the payment is assigned.</p>
	<b>Vendor Hold?</b>	<p>If payment to the vendor is on hold, select the check box (or enter <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> in text mode). You cannot pay vendors on payment hold.</p>
<div>Inquiry</div> <div>Maint</div>	<b>Tax Group</b>	<p>Enter a tax group for the vendor. The tax group is used to calculate sales tax on the orders you place with the vendor.</p> <p>If you use the <b>Maintenance (F6)</b> command, the Resource Manager <b>Tax Groups</b> function is run temporarily.</p>
<div>Inquiry</div> <div>Maint</div>	<b>GL Account</b>	<p>Enter the number of the general ledger account to debit when you purchase items from the vendor, or press <b>Enter</b> to skip this field. (The <b>Inquiry</b> command is available if Accounts Payable interfaces with General Ledger.) The account you enter appears when you enter transactions.</p>
	<b>Order Delivery</b>	<p>This field appears only if you are using Purchase Order, and allows you to choose how you want your purchase orders delivered. Choose from Paper, Email , or Fax. To set up e-mail order delivery, see “E-Mail Defaults” on page 11-59. To set up fax delivery, see “E-Mail Setup” in the Resource Manager Guide.</p>

Field	Description
<b>Voucher Delivery</b>	Choose how you would like vouchers delivered to this vendor. To set up e-mail voucher delivery, see “E-Mail Defaults” on page 11-59. To set up fax delivery, see “E-Mail Setup” in the Resource Manager Guide.
<b>1099 Form Code</b>	<p>Enter <b>I</b> for vendors that file as individuals, <b>B</b> for those that file as businesses, or <b>N</b> for those that do not receive a 1099.</p> <p>If the vendor does not receive a 1099 form, the cursor skips the remaining fields on the screen. If the vendor is an individual or business, fill in the remaining boxes.</p> <p>If you change the <b>1099 Form Code</b> field from <b>I</b> or <b>B</b> to <b>N</b> and the vendor has a value other than zero in the <b>1099 Payments Year to Date</b> field or the <b>1099 Payments Last Year</b> field on the History Information screen, the following message appears: <b>Warning: 1099 payments exist for this vendor.</b> If you do not want the vendor to receive a 1099-MISC form, change the values in the <b>1099 Payments Year to Date</b> and <b>1099 Payments Last Year</b> fields to zero.</p>
<b>1099 Recipient ID</b>	Enter the vendor’s taxpayer identification number (TIN).

Field	Description
<b>1099 Field Indic</b>	<p>The list box indicators correspond to the box numbers on the 1099-MISC form in which the year-to-date payment amount is printed. (See the federal tax circular for information about these indicators.) Select a field indicator:</p> <p> <b>1 = Rents</b>  <b>2 = Royalties</b>  <b>3 = Other income</b>  <b>4 = Federal tax withholding</b>  <b>5 = Fishing boat proceeds</b>  <b>6 = Medical and health care payments</b>  <b>7 = Nonemployee compensation</b>  <b>8 = Payments in lieu of dividends or interest</b>  <b>9 = Direct sales</b>  <b>A = Crop insurance proceeds</b>  <b>C = Gross attorney's fees</b> </p> <p>See the F1099 table (see page 11-42) for information about box numbers, box categories, and associated limits.</p>
<b>1099 Foreign Addr?</b>	<p>If the vendor has a foreign address, select the check box (or enter <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> in text mode). The word <b>foreign</b> means not one of the 50 states.</p>
<b>1099 2nd TIN Not?</b>	<p>If the Internal Revenue Service notified your company twice in the past three years that the vendor's tax identification number is incorrect, select the check box (or enter <b>Y</b> in text mode); if not, clear the check box (or enter <b>N</b> in text mode).</p>

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

## History Information

If you elected to add or change vendor history, this screen appears:

Vendor ID: **ACE001**  
 Name: **ACE PLUMBING SUPPLY COMPANY**

	Date	Amount	Number
Last Purchase	12/21/2010	-3380.61	00046017
Last Payment	12/02/2010	114060.18	0004001

	Period to Date	Qtr to Date	Year to Date	Last Year
Purchases	223171.18	337231.36	822058.10	712995.11
Payments	114060.18	114060.18	547054.31	688518.85
Discounts Taken	.00	.00	428.44	4473.53
Discounts Lost	1140.60	1140.60	5988.36	388.76
1099 Payments			.00	.00

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The History Information screen stores purchase and payment history for each vendor. When you use the **Periodic Maintenance** function, one of these things can happen:

- When you do period-end maintenance, the period-to-date amounts are reset to zero.
- When you do quarter-end maintenance, the period- and quarter-to-date amounts are reset to zero.
- When you do year-end maintenance, the year-to-date amounts are transferred to the **Last Year** column and the period-, quarter-, and year-to-date amounts are reset to zero.

Field	Description
<b>Last Purchase Date</b>	Enter the last date you purchased items from the vendor. This is updated when you post transactions.
<b>Last Purchase Amount</b>	Enter the cost of the last purchase from the vendor. This is updated when you post transactions.
<b>Last Purchase Number</b>	Enter the number of the last invoice you received from the vendor. This is updated when you post transactions.
<b>Last Payment Date</b>	Enter the date of the last payment you made to the vendor. This is updated when you post checks.
<b>Last Payment Amount</b>	Enter the amount of the last payment you made to the vendor. This is updated when you post checks.
<b>Last Payment Number</b>	Enter the number of the last check you sent to the vendor. This is updated when you post checks.
<b>Purchases Period to Date/Qtr to Date/Year to Date/Last Year</b>	Enter the amount you purchased from the vendor this period, this quarter, this year, and last year.
<b>Payments Period to Date/Qtr to Date/Year to Date/Last Year</b>	Enter the amount you paid the vendor this period, this quarter, this year, and last year.
<b>Discounts Taken Period to Date/Qtr to Date/Year to Date/Last Year</b>	Enter the discount amount you received from the vendor this period, this quarter, this year, and last year.
<b>Discounts Lost Period to Date/Qtr to Date/Year to Date/Last Year</b>	Enter the discount amount you did not take advantage of from the vendor this period, this quarter, this year, and last year.

Field	Description
<b>1099 Payments Year to Date/Last Year</b>	Enter the amount of 1099 payments you made to the vendor this year and last year. These values are used for preparing 1099-MISC forms.

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

## Vendor Comments

If you elected to add or change vendor comments, the Vendor Comments screen appears:

**Vendor Comments**

Commands Edit Modes Other Scroll Commands Help

Vendor ID: ACE001      **ACE PLUMBING SUPPLY COMPANY**

Ref ID: 001      End Date: 12/28/2007

Date	Ref	Comment
12/18/2007	001	Faxed invoice 56468 to George.
11/08/2007	001	Sara called to confirm invoice payment.

Ref ID      end Date      Append      Enter = edit      Next screen      Prev screen      Goto

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1. The ID of the terminal you are working at appears. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.
2. Enter the date of the most recent comment you want to work with, or press **Enter** to work with all comments.

The date, reference, sequence number, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID and then by sequence number.

Select a command for the task you want to perform.

Command	Action
<b>Ref ID</b>	Press <b>R</b> to work with comments associated with a different reference ID. Then enter the reference ID and end date.
<b>end Date</b>	Press <b>D</b> to change the end date for the reference ID with which you are working.
<b>Append</b>	Press <b>A</b> to add a comment. To edit a comment, press <b>Enter</b> . In either case a comment entry dialog box appears. See the “Append” section below for details.

Press **N** to save the entries and move on to the next screen. If you did not select another screen, the Vendors header screen appears.

### Append

1. If you have not added or edited any other comments, the system date appears; otherwise, the date of the last comment you worked with appears. Accept the default date, or enter a different date.
2. Enter the reference ID of the comment you want to add or edit.

To edit a comment, enter its sequence number. The text appears. If you want to delete the comment, use the **Delete (F3)** command. Subsequent comments for the vendor that have the same date and reference ID as the one you deleted are resequenced.

To insert a comment, enter the sequence number of the position in which you want it to appear. The comments after the inserted comment are resequenced.

3. Enter or edit the comment, and use the **Proceed (OK)** command to save the comment.

## User-Defined Fields

If you elected to add or change user-defined field information, the User-Defined Fields screen appears.

The screenshot shows a window titled "User-Defined Fields" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for file operations and a status bar at the bottom. The main area displays information for Vendor ID ACE001, ACE PLUMBING SUPPLY COMPANY. Fields include Account Rep (John Strummond), Contract? (checked), Expiration Date (01/07/2009), and Vendor Since (11/14/1992). The status bar at the bottom shows Company H, 12/28/2007, Terminal T000, and OVR.

Enter the appropriate information for each user-defined field you set up using the Resource Manager **User-Defined Field Setup** function. See the [Resource Manager Guide](#) for more information on setting up user-defined fields.

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

## Documents

If you elected to add or change documents attached to this vendor record, the Documents screen appears. There are many types of documents you can attach to vendor records, for example, pricing documents, vendor contracts, map of the vendor location, vendor brochures, and so on.

**Note:** You must set up file types in Resource Manager before you can attach documents. See the *Resource Manager Guide* for more information.

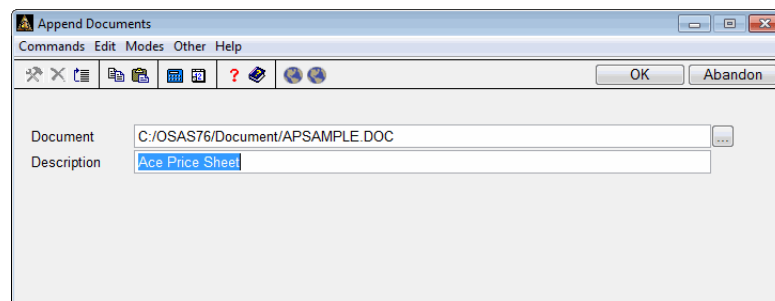
- Press **Enter** to edit the document information for the selected vendor.
- Press **A** to add a document to associate with the selected vendor.
- Press **V** to view information about the selected document.

- Press **G** to move directly to a different document. Then enter the document name or exit to the Documents screen. (This command appears only if you have more than one screen of attached documents.)
- Press **O** to open the selected document.
- Press **N** to view the next screen in **File Maintenance**.
- Press **P** to view the previous screen in **File Maintenance**.
- Press **S** to select a sorting method for the list of documents.

### Attach a Document

To attach a document to a vendor record, follow these steps:

1. Click **Append** or enter **A** to attach a document. The Append Documents screen appears.



2. Browse to or enter the document and file path, and a description of the file you want to attach to the master file record.

You can use the **DocumentShare** directory (as specified in the Resource Manager **Directories** function) to simplify entering document information. To use this directory, make sure all users have access to the **DocumentShare** directory, then store document attachments in that directory. When you enter document information in the Append Documents screen, enter **(DOC)** in the **Path** field (remember to include the parenthesis).

When you use this convention with the **Open** command to open an attachment, OSAS automatically replaces the **(DOC)** variable with the appropriate path and opens the attachment from that directory.

If you do not store the file in the **DocumentShare** directory, do not use the **(DOC)** variable. Instead, enter the full file path in the **Path** field. OSAS will not be able to locate the file to open it if you enter an incorrect path.

3. Use the **Proceed (OK)** command to attach the file.

**Edit Attached Document File Information**

To edit file information about attached documents, select the document and then press **Enter**. Edit the file information in the Edit Documents dialog box, then use the **Proceed (OK)** to save your changes.

To view the file information about attached documents, select the document and then select **View** (or press **V** in text mode). The View Documents dialog box appears. Press any key to exit.

To edit the document itself, select **Open document** (or press **O** in text mode) to launch the appropriate application and open the file.

**Note:** If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (\), change them to forward slashes (/) and vice versa.

**Delete Attached Documents**

To remove a document attachment, select the attached document you want to delete and press **F3**. When the confirmation message appears, press **Y** to delete the attachment or **N** to return to the Documents screen. Keep in mind that this procedure only removes the attachment from the master file record; it does not delete the file from its storage location.

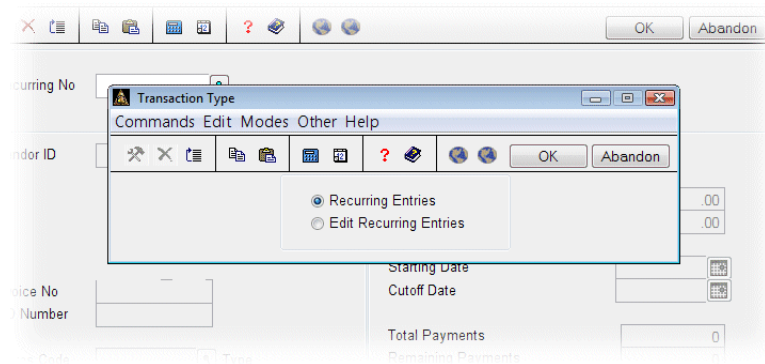


# Recurring Entries

Use the **Recurring Entries** function to set up transactions that require the same payment on a regular schedule—for example, loan or insurance payments, service contracts, or maintenance fees.

To save time, you can copy a group of recurring entries to the **APTDxxx** and **APTHxxx** (Transaction) files instead of entering a new transaction each time the payment is due. By assigning each entry a run code, you can process these groups of entries on different schedules—monthly, bimonthly, or on whatever schedule fits your company's needs.

Select **Recurring Entries** from the **File Maintenance** menu. The Transaction Type screen appears on top of the Recurring Entries and Header Information screen.



The Recurring Entries Transaction Type menu offers two choices: Recurring Entries and Edit Recurring Entries. The only difference between the two functions is that when you create a recurring entry, you create data; when you edit a recurring entry, you work with existing data. Select the action you want to perform.

Header Information

After you make your selection from the Recurring Entries menu, the header screen appears.

Header Information

Commands Edit Modes Other Information Help

Recurring No01

Vendor IDJON001  
JONES REALTY COMPANY  
12 N. BROADWAY CIRCLE  
SUITE 23  
  
MINNEAPOLISMN60343-0012  
Invoice No5654  
PO Number15655  
  
Terms CodeAP0001Type Reg  
Terms Desc0/30,n/30  
Terms % .0Days 30Net Days 30

Run Code1

Tax GroupCA

Starting Balance12000.00

Remaining Balance.00

Starting Date12/31/2007

Cutoff Date12/31/2010

Total Payments72

Remaining Payments0

1099?

OKAbandon

	Field	Description
<div>Inquiry</div>	Recurring No	Enter a number that identifies the recurring entry.
<div>Inquiry</div> <div>Maint</div>	Vendor ID	Enter the vendor’s ID. The vendor’s name and address appear.
	Invoice No	Enter the invoice number, or press <b>Enter</b> if you do not want to assign the entry to an invoice.
	PO Number	Enter the purchase order number.
<div>Inquiry</div> <div>Maint</div>	Terms Code	<p>The terms code describes the terms of the payment.</p> <p>Accept the default terms code, or enter a different code. If you use the <b>Maintenance (F6)</b> command, the <b>Terms Codes</b> function temporarily appears. After you enter the code, the description for the code appears.</p>

	Field	Description
	<b>Run Code</b>	<p>You copy recurring entries by run code to the <b>APTDxxx</b> and <b>APTHxxx</b> files. Use the same run code for entries that you copy on the same basis. For example, you could use <b>01</b> for entries you copy on the first day of each month, <b>15</b> for entries you copy on the fifteenth day of each month, and so forth.</p> <p>Enter the run code to which the recurring entry belongs.</p>
<div>Inquiry</div> <div>Maint</div>	<b>Tax Group</b>	Enter a tax group for the entry. If the tax group you enter here is different from the one you previously entered, the system updates the tax information in all the line items in the order.
	<b>Starting Balance</b>	Enter the amount that was originally due for the entry, or press <b>Enter</b> to skip this field.
	<b>Remaining Balance</b>	Accept the current balance, or enter the amount you still owe for the entry.
	<b>Starting Date</b>	Enter the date of the first invoice for the entry, or press <b>Enter</b> to skip this field.
	<b>Cutoff Date</b>	Enter the date after which you no longer want to copy the entry to the <b>APTDxxx</b> and <b>APTHxxx</b> files, or press <b>Enter</b> to skip this field.
	<b>Total Payments</b>	Enter the total number of payments that you will make for the entry, or press <b>Enter</b> to skip this field.
	<b>Remaining Payments</b>	<p>If you entered the total number of payments, the number of remaining payments appears; if not, zero appears. Accept the current number, or enter the remaining number of payments.</p> <p>If you did not enter the total number of payments, enter the number of remaining payments, or leave the field blank if this information does not apply. The number in this field cannot be greater than the number in the <b>Total Payments</b> field.</p>

Field	Description
<b>1099?</b>	<p>If the vendor does not receive a 1099-MISC form, the box is clear (or <b>NO</b> appears in text mode) and you cannot change it.</p> <p>If the vendor receives a 1099-MISC form, the box is selected (or <b>YES</b> appears in text mode). If you want the recurring entry to update the <b>1099 Payments Year to Date</b> field in the vendor's record (once you copy the entry to the <b>APTDxxx</b> and <b>APTHxxx</b> files and post it), press <b>Enter</b>; if not, clear the box (or enter <b>N</b> in text mode).</p>

When you save the header information the line-item entry screen appears.

## Append Line

The Recurring Entries line-item entry screen can appear for one of three reasons:

- You are creating a recurring entry and are finished entering header data. The line-item dialog box has the title “Append Line.”
- You use the **Append** command in the scroll region to add an item to the end of the list. The line-item dialog box has the title “Append Line.”
- You use the **Edit** command in the scroll region to edit an item in the list. The line-item dialog box has the title “Edit Line.”

After you save the line-item entry information, enter another line item, or exit to the Recurring Entries screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon (F5)** command to cancel the entry. To delete the entire recurring entry, use the **Delete (F3)** command on the header screen.

## Edit Recurring Entries

When you exit from the line-item entry screen, the Recurring Entries screen appears.

Description	Quantity	Units	Unit Cost	Ext Cost
ELECTRIC EXPENSE	1.0000	EA	500.0000	500.00

Subtotal	Sales Tax	Freight	Misc	Total
500.00	20.00	.00	.00	520.00

The Recurring Entries screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area (or *scroll region*) appears in the middle of the screen.
- The entry totals appear at the bottom of the screen.

Use one of these commands to perform the corresponding action in the scroll region:

Command	Action
<b>Enter = edit</b>	To edit, move the prompt to the line item and press <b>Enter</b> .
<b>Append</b>	Press <b>A</b> to append a line item to a purchase. Then see “Recurring Entries Line-Item Entry Screen” earlier in this section.
<b>Header</b>	Press <b>H</b> to return to the header screen. When you return to the header screen, you do not lose your line-item entries because you already saved them.
<b>Totals</b>	Press <b>T</b> to enter or edit totals associated with the recurring entry. A subtotal of the line items appears. Enter the sales tax, shipping charges, and miscellaneous charges; or press <b>Enter</b> to skip these fields. The total amount of the invoice (the subtotal plus the sales tax and freight and miscellaneous charges) appears. Use the <b>Proceed (OK)</b> command to save your entries.
<b>View</b>	Move the prompt to the line item and press <b>V</b> to look at a line item without changing it. More information about the line item such as the general ledger account and description, quantity purchased, and cost information appears on the View Line screen. Press any key to return to the Recurring Entries screen.
<b>Go to</b>	Press <b>G</b> to go to a particular line item. Then enter the line number. (This command appears only if there is more than one screen of line items.)
<b>Next Trans</b>	Press <b>N</b> to work with another recurring entry. The Transaction Type menu appears. Enter another recurring entry, or exit to the <b>File Maintenance</b> menu.

# Terms Codes

Use the **Terms Codes** function to add or change codes for payment terms for transactions.

Select **Terms Codes** from the **File Maintenance** menu. The Terms Codes screen appears.

[illegible]

Select a command:

- Press **G** to go directly to a particular term code. Then enter the line number. (This command appears only if there is more than one screen of line items.)
- Move the prompt to the line and press **Enter** to edit a line item.
- Press **A** to append a line item to the transaction.

## Append/Edit Terms Codes

When you choose to edit or append a terms code, this screen appears:

### Inquiry

1. Enter the code you want to add. If you are adding a terms code, use a descriptive code to make entry easy and efficient.
2. Enter **P** for prox terms or **R** for regular terms in the **Type** box.  
  
Prox terms are calculated as days from the beginning of the next month.  
Regular terms are calculated as days from the discount date.
3. Enter the percent used to calculate the discount amount of the payment when a discount is taken.
4. Enter the number of days that a discount is valid in the **Discount Days** text box and enter the number of days given to pay the net due in the **Net Due Days** text box.
5. The description is based on your entries in the previous fields. Accept it, or enter a different description.

When you save your entries, you are returned to the Terms Codes scroll region.

When you finish editing or adding terms codes, use the **Exit (F7)** command to return to the **File Maintenance** menu.

# Distribution Codes

Distribution codes specify which general ledger accounts get which information.

Use the **Distribution Codes** function to add or change codes for your general ledger distribution accounts or to set up a selection of different payable accounts.

Select **Distribution Codes** from the **File Maintenance** menu. The Distribution Codes screen appears.

Distribution Codes

Commands Edit Modes Other Help

OK Abandon

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
Deposit	806000	OTHER EXPENSES

Status Bar: Company H 12/29/2010 Terminal T000 INS

## Inquiry

1. Enter the code you want to add or change.
2. Accept the current code description, or enter a different code description. This description appears when you use the **Inquiry (F2)** command to access a list of codes.

**Inquiry****Maint**

3. Accept each default general ledger account number, or enter a different account number. If you use the **Inquiry** command to access a list of codes, the description appears.

If Accounts Payable interfaces with General Ledger, this field's mask is determined in General Ledger; otherwise, the account field is 12 characters in length.

When you save the information, the cursor returns to the top of a blank Distribution Codes screen. Enter another code, or exit to the **File Maintenance** menu.

# Tables

Use the **Tables** function to set up and maintain the Accounts Payable tables.

Tables store information about the system, data, options, and default settings for other applications.

The following tables are related to Accounts Payable:

- APGLxxx
- APPDxxx
- DFxxxx
- DMxxxx
- DISCxxx
- D1099xxx
- ETYPxxx
- F1099
- FORMxxx
- MRGLxxx
- QCxxxx
- QDxxxx
- QExxxx
- QHxxxx
- QMxxxx
- QPxxxx
- QXxxxx
- QZxxxx
- VDFLTxxx

For information about each of these tables, see their descriptions in this section.

The **OPTxxx** (Options) table stores options and interfaces settings. Maintain the information stored in this table through Resource Manager **Options and Interfaces** function, not through the table itself.

## Tables

Select **Tables** from the **File Maintenance** menu. A blank tables screen appears.

### Inquiry

1. To add or change a table, enter the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

### Inquiry

2. If you entered a new table ID, the **Copy From** field appears. To copy a company- or terminal-specific table, enter the table ID plus the company ID and terminal ID.

A set of tables comes with the sample company, Builders Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

3. Press **Enter** to accept the default description of the table, or enter a different description.

The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (A), numeric with two decimal places (N), numeric with three decimal places (3), or numeric with four decimal places (4)—appear.

## APGLxxx Table

The **APGLxxx** table stores the general ledger accounts that accounts payable transactions and checks are posted to in the **GLJRxxx** (Journal) file. When you enter the table ID, the rest of the **APGLxxx** table appears.

[illegible]

1. Accounts Payable posts to two accounts: discounts taken and cash/checking. Accept each account, or change the descriptions of the accounts.
2. For each account description, accept the default general ledger account number, or enter a different account number.

Make sure that the account numbers you enter match the account mask for the descriptions. This practice ensures that the posted amounts are sent to the right accounts.

## APPDxxx Table

The **APPDxxx** table stores a company's current general ledger period, fiscal year, and number of periods per year for posting and periodic history.

When you enter the table ID, the rest of the **APPDxxx** table appears.

PERIOD	FISCAL YEAR	PERIODS/YEAR
12.00	2007.00	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

1. Enter the number of the current period (1.00-13.00). The period increments when you do periodic maintenance.
2. Enter the current fiscal year. The fiscal year is incremented when you do year-end maintenance.
3. Enter the number of accounting periods your company uses in a year.

## D1099xxx Table

The **D1099xxx** table stores a company's federal and state tax identification numbers. When you enter the table ID, the rest of the **D1099xxx** table appears.

[illegible]

1. The descriptions **Federal TIN** and **State TIN** appear. Accept each description or change it.

Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as the company's federal tax identification number and the item on the second line as the company's state tax identification number.

2. Enter the company's federal tax ID on the first line and the company's state tax ID on the second line. The tax IDs you enter are used as default IDs when you prepare 1099 forms.

## DFxxx and DMxxx Tables

The **DFxxx** and **DMxxx** tables store default information associated with jobs. Both store the WIP account for jobs. The **DFxxx** stores the inventory account for accounts payable transactions and posting payments. The **DMxxx** table stores the inventory account for material requisitions.

When you enter the ID, the table appears. Here is a sample **DFxxx** table:

[illegible]

1. The fields you can enter defaults for appear. Accept the default fields, or change them.
2. For each field, accept the default general ledger account number, or enter a different account number.

Make sure that the account numbers you enter match the account mask for the descriptions so that the amounts are posted to the right accounts.

## DISCxxx Table

The **DISCxxx** table stores the fields you can include in or exclude from vendor discounts—sales tax, freight, and miscellaneous charges.

When you enter the table ID, the rest of the **DISCxxx** table appears.

[illegible]

1. The three fields—**Sales Tax**, **Freight**, and **Misc**—you can include in or exclude from discounts appear. Accept each description, or enter different descriptions.

Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as sales tax, the item on the second line as freight, and the item on the third line as miscellaneous charges.

2. For each field, enter **YES** to include the field in discount calculations, or enter **NO** to exclude the field.

## ETYP Table

The **ETYP** table stores the e-mail form types.

When you enter the table ID, the rest of the ETYP table appears.

The screenshot shows the APTB (Accounts Payable Table Browser) window. The title bar reads 'APTB'. The menu bar includes 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. The toolbar contains icons for file operations and a search icon. The main area is divided into sections: 'Table ID' with a text box containing 'ETYP' and a search icon; 'Description' with a text box containing 'E-Mail Form Types'; 'Number of Cols' with a text box containing '1'; 'Column Length' with a text box containing '12'; and 'Type' with a dropdown menu showing 'A'. Below these fields is a table titled 'Types' with a list of entries: 'Other' and 'Voucher'. The bottom status bar displays 'Company H', '07/09/2008', 'Terminal T000', and 'OVR'.

It is not recommended that you alter the ETYP table.

## F1099 Table

The F1099 table stores the minimum amounts for preparing 1099 forms.

When you enter the table ID, the rest of the **F1099** table appears.

Box	Limit
1 - Rents	600
2 - Royalties	10
3 - Other Income	600
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

1. The descriptions of the payment boxes on the 1099-MISC form appear. Accept each description, or change the descriptions. The system looks for these items by their position in the table; it treats the item on line one as rent, the item on line two as royalties, and so on.
2. Enter the 1099 limit for each type of payment.

See the appropriate year's instructions for 1099-MISC forms issued by the Internal Revenue Service for the limits.

## MRGLxxx Table

The **MRGLxxx** table stores the general ledger accounts that material requisitions are posted to in the **GLJRxxx** (Journal) file. This table is available only if you elected not to post material requisition credits to inventory item accounts in the Resource Manager **Options and Interfaces** function.

When you enter the table ID, the rest of the **MRGLxxx** table appears

[illegible]

1. Material requisitions are posted to two accounts: material requisitions from inventory and material requisitions for miscellaneous materials. Accept each account description, or change the account descriptions.

Do not delete lines or rearrange the account descriptions. The system looks for these accounts by their position in the table; it treats the account on the first line as the material requisitions account for inventory items and the item on the second line as the material requisitions account for non-inventory items.

2. For each account description, accept the current general ledger account number, or enter a different account number.

Make sure that the account numbers you enter match the account mask for the descriptions so that the amounts are posted to the right accounts.

## VDFLTxxx Table

The **VDFLTxxx** table stores the voucher e-mail defaults.

When you enter the table ID, the rest of the ETYP table appears.

The screenshot shows the APTB software window with the following details:

- Table ID:** VDFLT
- Description:** Voucher E-Mail Defaults
- Number of Cols:** 1
- Column Length:** 60
- Type:** A
- Data:**

accountspayable@builderssupply.com	Voucher *V
NO* for *UNAM* dated *DATE*	
	YY
- Footer:** Company H | 07/09/2008 | Terminal T000 | OVR

It is recommended that you adjust e-mail voucher defaults with the E-Mail Defaults function (see “E-Mail Defaults” on page 11-59).

## QDxxxx, QExxxx, QHxxxx, and QPxxxx Tables

The **QHxxxx** table stores the quick-entry stops used by the **Transactions** function when you enter header information. The **QDxxxx** table stores these stops when you enter miscellaneous debits, the **QExxxx** table when you edit transactions, and the **QPxxxx** table when you enter purchases.

The tables all have the same layout.

When you enter the table ID, the rest of the table appears. A **QPxxxx** table is shown below

The screenshot shows the APTB software window with the following details:

- Table ID:** QP
- Description:** Purch Transaction Quick Entry Table
- Number of Cols:** 2
- Column Length:** 12
- Type:** A

FIELD	DATA
Description	
GL Descript	
Job ID	
GL Account	T
Tax Class	
Quantity	T
Units	
Unused	
Ext Cost	E
DFLT QCK/STD	QCK

At the bottom of the window, the status bar displays: Company H | 12/28/2007 | Terminal T000 | INS

1. The fields that appear in the line-item entry area when you add or change transactions appear. Accept the current fields, or change them.

Do not delete lines or rearrange the descriptions. The system looks for these values by their position in the table; it treats the value on the first line as the purchase description, the value on the second line as the general ledger description, and so forth.

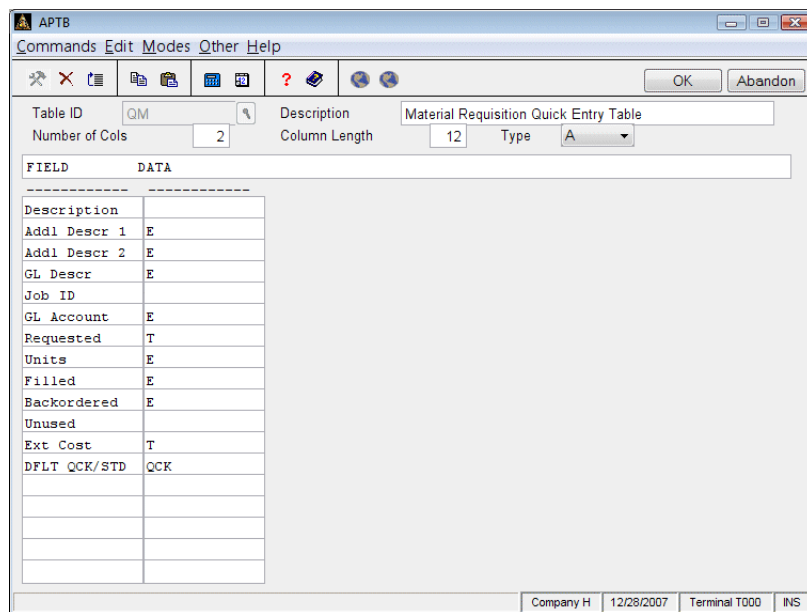
2. If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the Jump command or press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

## QCxxxx, QMxxxx, QXxxxx, and QZxxxx Tables

The **QZxxxx** table stores the quick-entry stops used by the **Enter Material Requisitions** function when you enter header information. The **QMxxxx** table stores these stops when you enter material requisitions, the **QCxxxx** table when you change material requisitions, and the **QXxxxx** table when you return material requisitions.

The tables all have the same layout.

When you enter the ID, the table appears. A **QMxxxx** table is shown below.



APT8

Commands Edit Modes Other Help

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

Company H 12/28/2007 Terminal T000 INS

1. The fields that appear in the line-item entry area when you add or change material requisitions appear. Accept the current fields, or change them.

Do not delete lines or rearrange the fields. The system looks for the fields by their position in the table; it treats the first line as the description, the second line as the first additional description, and so forth.

2. If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.



# Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code used from one value to another. The **Change Fields** function can change codes within this application, as well as in other applications. To produce a list of fields changed, use the Print Log feature. A sample of the log is on page 11-55.

When you select **Change Fields** from the **File Maintenance** menu, the Change Fields screen appears:

Original Value	New Value

File Description	Time	Tag
AP Checks File	Long	<input checked="" type="checkbox"/>
AP Checks File	Long	<input checked="" type="checkbox"/>
AP Check History File	Short	<input checked="" type="checkbox"/>
AP Purchase History File	Short	<input checked="" type="checkbox"/>
AP Summary History File	Short	<input checked="" type="checkbox"/>
AP Open Invoice File	Short	<input checked="" type="checkbox"/>
Recurring Header File	Short	<input checked="" type="checkbox"/>
Recurring Line Items	Short	<input checked="" type="checkbox"/>
Transaction Line Items	Short	<input checked="" type="checkbox"/>
Transaction Headers	Short	<input checked="" type="checkbox"/>
AP Vendor Comments File	Short	<input checked="" type="checkbox"/>
User Documents	Short	<input checked="" type="checkbox"/>
User Fields File	Short	<input checked="" type="checkbox"/>
Vendor E-mail Address	Short	<input checked="" type="checkbox"/>

Line No ( 000000 of 000000 )

Begin code change   Import field list   Header   Field ID   Years  
Switch to tag   Enter = edit   Append   Clear values   Go to

Company H | 06/21/2011 | Terminal T000 | OVR

The screen contains three sections. The top, or **Header**, section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change, and whether or not you want to produce the printed log. The lower left, or **Values**, section is where you build a list of the values you want to change by specifying the old value and the new value. The lower right, or **Files**, section contains a list of the files that are changed in the applications you installed on your system.

## Header

### Inquiry

1. Enter the **Field ID** you want to change. You can change only Accounts Payable fields from the **Accounts Payable** menu. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.
2. Select the **Print Log?** check box to print a list of the files that are changed.
3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed (OK)** command to begin entering field values to change.

## Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.
5. Enter the current field value you want to change in the **Original Value** box.
6. Enter the new value that you want to use for this field in the **New Value** box.
7. Select a command.
  - Press **B** to begin the change field process.
  - Press **I** to import a field list from a file.
  - Press **H** to return to the header section to change the selection you made for printing the log.

- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).
  - Press **S** to switch to the **File Description** section to specify which files change during processing.
  - Press **Enter** to edit the current line.
  - Press **A** to append another value to the list.
  - Press **C** to clear the displayed values and start over.
  - Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

## Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.
11. Select a command.
- Press **B** to begin the change field process.
  - Press **I** to import a field list from a file.

- Press **H** to return to the header section to change the selection you made for printing the log.
  - Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).
  - Press **S** to switch to the **Values** section of the screen.
  - Press **Enter** to toggle a file as included or excluded from the copy process.
  - Press **A** to tag all of the files.
  - Press **N** to untag all of the files.
  - Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.
  13. Enter a new **Field ID** to change, or use the **Exit (F7)** command to return to the **File Maintenance** menu.

## Change Fields Log

Builders Supply			Page 1 of 1	
Change Field Log				
File Name	Records Read	Records Converted	Original Total Records	New Total Records
APVEH	4	2	18	18
APCHH	0	0	0	0
APCHH	0	0	0	0
APHCH	20	3	20	20
APHIH	592	47	592	592
APHS	59	57	640	640
APINH	5	3	33	33
APRHH	5	0	5	5
APRLH	5	0	5	5
APTDH	13	1	13	13
APTHH	9	1	9	9
APVCH	2	0	20	20
APVEH.UD	6	4	32	32
APVEH.UF	2	0	64	64
APVEH.EM	6	4	28	28
APVRH	4	2	18	18
CJC2H	0	0	0	0
INAIH	67	9	189	198
INHIH	347	16	1097	1097
INLDH	204	0	204	204
INLHH	234	0	408	408
INSHH	342	35	595	595
INVIH	246	36	210	246
JOHIH	106	0	197	197
JOHIH	0	0	197	197
PORHH	31	0	31	31
POOHH	6	1	6	6
POORH	24	3	24	24
POPQH	3	0	3	3
Field ID    AP VENDOR ID				
Original Value		New Value		
BOR001		BORIS		
EDD001		EDDY		



# Methods of Payment

Use the **Methods of Payment** function to allow entry and editing of multiple forms of payment.

1. Choose **Methods of Payment** from the File Maintenance menu of **Accounts Payable**.

Inquiry

2. Enter the ID of the payment method you want to add or change.
3. Enter a short name for the payment method in the **Description** field.
4. Enter the type of payment associated with this method: **1** for cash, **2** for check, **3** for credit card, or **4** for other. If you have the Banking application installed, you can also enter **5** for electronic payments.



Inquiry

5. Enter the **Bank ID** associated with the method of payment.

Inquiry

6. Enter the **GL Account** number for the method of payment.



# E-Mail Defaults



If you have installed the Banking application, you can use the E-Mail Defaults function to set the default From and CC addresses, subject line, and attachment status for e-mailed vouchers.

Select **E-Mail Defaults** from the **File Maintenance** menu. The E-Mail Defaults screen appears.

E-Mail Defaults

Commands Edit Modes Other Help

Vouchers:

From Address info@osas.com

Use E-mail Address from Preferences if Present? ☒

CC Address ap@osas.com

Subject Line Your Voucher

Send as Attachment? ☒

Status Bar Company H 05/13/2008 Terminal T000 OVR

1. Enter the **From Address** as it should appear to the recipients of e-mailed vouchers.
2. Alternatively, check **Use workstation e-mail address for from address if present?** to use your workstation e-mail default for the from e-mail address.
3. Enter a **CC Address** to send a copy of all e-mailed vouchers to a dedicated e-mail address.

4. Enter a default **Subject Line** for the voucher e-mails, if desired.
5. To send the voucher as an attachment to the e-mail, check the **Send as Attachment?** box.
6. Use the **Proceed (OK)** command to save the default e-mail settings.

## CHAPTER 12

# 12

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## Master File Lists

### Printing a Master List

All Master Lists are printed in a similar manner. Use the instructions below to print a list from the **Master File Lists** menu, modifying them as necessary for the list you are printing. For example, if the pick screen for the list you want to print does not contain any check boxes, skip that step and continue to the next.

Follow these steps to print a master list:

1. Select the report you want to print from the **Master File Lists** menu. The screen for that report appears. The Vendor Comments List screen is shown below as an example.

**Inquiry**

2. Select the range of values to print on the report in the list boxes. Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** command is usually available with these list boxes.
3. If the screen contains option buttons, select the button corresponding to the type of information you want to print on the list. You can select only one per option group.

These options control the type of information that prints on the list. For example, option buttons determine if the report lists vendor ID or vendor name, or recurring entries, run code, or cutoff date. On the example screen, these option buttons control whether the vendor ID or vendor name prints on the list.

4. If the screen contains check boxes, select the check box corresponding to the information you want to include in the report. Clear the check box to exclude information from the report.

These check boxes are often used to specify whether to suppress blank lines or insert a page break per table.

5. If you elected to produce the list of labels, a line of **x's** prints so that if you are producing labels, you can align them. Then this prompt appears:

**Is form aligned?**

If the labels are not aligned, select **No** and adjust them. When the labels are aligned, select **Yes** to produce them.

6. Select the output device. After you produce the list, the **Master File Lists** menu appears.



# Vendor Labels

Use the **Vendor Labels** function to print labels for vendor checks or to print a simple vendor list.

1. Select **Vendor Labels** from the **Master File Lists** menu. The Vendor Labels screen appears.

The screenshot shows the 'Vendor Labels' window with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area contains the following fields and controls:

- Vendor ID**: From  Thru
- Distribution Code**: From  Thru
- Print By:** ☒ Vendor ID ☐ Vendor Name
- Label ID**:
- Address**:
- Copies**:
- Labels to Skip**:
- Collated?**: ☐
- Print**:
- Print Vendors of Status**:
- Include**:
- Print Alignment?**: ☐

At the bottom right, a status bar displays: Company H | 06/17/2010 | Terminal T000 | OVR

**Inquiry**

1. Enter the range of **Vendor IDs** you want to include in the labels.

**Inquiry**

2. Enter the range of **Distribution Codes** you want to include in the labels.
3. Select whether you want the labels ordered by **Vendor ID** or **Vendor Name**.

**Inquiry**

4. Select the **Label ID** you want to use.
5. Enter how many **Copies** of the label sheets you would like.
6. If you are using a partially used sheet of labels, enter the number of already used labels in the **Labels to Skip** field. The printing will begin on the next label after the skipped number.
7. Check the **Collated?** box to collate the printed label sheets.
8. Choose whether to include the **Vendor Address** or the **Pay-To Address** on the labels.
9. Choose to print labels for only **Active** vendors, only **Inactive** vendors, or **Both** active and inactive vendors.
10. Choose to include **Vendor ID**, **Phone Number**, **Both**, or **None** on the labels.
11. Check the **Print Alignment?** box if you would like the system to print an alignment form before the labels.
12. Select the output device. After you produce the list, the **Master File Lists** menu appears.

## Sample 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



# Vendor Detail List

The Vendor Detail List shows the information stored in your vendor records: each vendor's name and address, pay-to name and address, purchasing information, and 1099 information.

## Sample List

Builders Supply					Page 1 of 1
Vendor Detail List					
By Vendor ID					
ACE001	Status :	Active	PAY TO :		
ACE PLUMBING SUPPLY COMPANY			ACE PLUMBING SUPPLY COMPANY		
6769 GOLDEN GATE DRIVE			32 VENTON BLVD		
SAN FRANCISCO	CA	35454-5548	US	OAKLAND CA 92342-0032 US	
Contact :	BILL HUMPHREY		Attn : ACCOUNTS RECEIVABLE		
Phone :	(309)555-5321		Phone : (309)555-0399		
Fax :	(309)555-5488		Fax : ( ) -		
Web :	www.aceplumbingsupply.com				
Our Acct :	1099 :				
Payment Priority :	0	Form Code :	N	No Form	
GL Account :	104000	Recipient ID :			
Vendor Class :	PROD	Field Indicator :			
Vendor Hold?	No	Foreign Address?	No		
Distribution Code :	01	2nd TIN Not?	No		
Method of Payment	CHK				
Order Delivery	Paper				
Account Number					
Routing Code					
Voucher Delivery	None				
Terms Code :	AP0003	1/10, n/30			
	Reg	1.0% 10 DAYS	NET 30		
Tax Group :	CA				
Amount Due :	227509.23	Amount Prepaid :	.00		
	Date	Amount	Number		
Last Purchase	12/21/2013	3380.61-	00046017		
Last Payment	12/31/2013	69395.10	0004013		
	Period to Date	Qtr to Date	Year to Date	Last Year	
Purchases	225511.26	339571.44	824398.18	712995.11	
Payments	183455.28	183455.28	616449.41	688518.85	
Discounts Taken	13.83	13.83	442.27	4473.53	
Discounts Lost	1854.67	1854.67	6702.43	388.76	
1099 Payments			.00	.00	



# Vendor Summary List

The Vendor Summary List shows a shortened version of the information stored in your vendor records containing important contact information and the option to include e-mail address, pay-to address, and amount due.

## Sample List

Builders Supply			Page 1
Vendor Summary List			
Vend. ID	Name	Phone	
Status	Address	Fax	
1099 ?	City / State / Zip	Contact	
ACE001	ACE PLUMBING SUPPLY COMPANY	(309)555-5321	
Active	6769 GOLDEN GATE DRIVE	(309)555-5488	
No	SAN FRANCISCO CA 35454-5548 US	BILL HUMPHREY	
ATT001	ATLANTIS TELEPHONE CO	(800)458-8585	
Active	49838 65 ST N. SUITE 498	(800)458-9393	
No	MINNEAPOLIS MN 49848-3939 US	GEORGE	
BOR001	BORIS CONSTRUCTION COMPANY	(612)458-2423	
Active	34 EAST MOCKINGBIRD LANE	(612)458-5455	
No	EDEN PRAIRIE MN 55344-0034	JULIE C.	



# Vendor Comments List

Produce the Vendor Comments List to list the comments that are on file for a vendor. You can use the list as a reference when you enter transactions.

## Sample List

Builders Supply				Page 1
Vendor Comments List				
By Vendor ID and Date				
Vendor ID	Description			
	Date	Ref	Comment	
ACE001	ACE PLUMBING SUPPLY COMPANY			
	12/18/2013	0	CALLED SARA WE ARE SENDING THE CHECK TODAY	
	12/14/2013	0	VENDOR DEMANDS PAYMENT NOW!!!	
	08/09/2013	000	ON-SITE DELIVERY--ADD'L CHARGE ON NEXT INVOICE	
	08/01/2013	000	LISA CALLED ABOUT BACKORDER	
	11/30/2012	0	LISA CALLED ABOUT PAST DUE BALANCE	
	05/12/2012	1	JANE CALLED REQUESTING PAYMENT.	
BOR001	BORIS CONSTRUCTION COMPANY			
	07/17/2013	001	VENDOR REQUESTS PAYMENT BEFORE 7/30	
	07/17/2013	1	VENDOR REQUESTED PAYMENT BY 7/20	
	07/01/2013	000	VENDOR AGREED TO SEND CREDIT MEMO.	



# Recurring Entries List

Before you copy recurring entries to the **APTDxxx** and **APTHxxx** (Transaction) files, produce the Recurring Entries List to check for mistakes and omissions.

If you find incorrect transactions in the Recurring Entries List, use the **Edit Recurring Entries** option in the **Recurring Entries** function (see page 11-25) to correct them.

## Sample List

Builders Supply										Page 1 of 1
Recurring Entries List										
By Recurring Number										
Run	Recur No.	Ent	Invoice	GL Account	Job	Cost	Item Description	Quantity	Units	Extended
Code	Vendor	No.	Order No.		Phase	Code	GL Description			Cost
01	10	001	122	534001			ELECTRIC EXPENSE	1.00	EA	500.00
	HEN001		155888							
				Starting Bal./	Start Date/	Tot. Pmts./	Subtotal /	Freight		Total
				Remaining Bal.	Cutoff Date	Rem. Pmts.	Sales Tax	Miscellaneous		
01	10	TOT	122	.00	02/01/2012	0	500.00	.00		520.00
	HEN001		155888	.00	12/30/2014	0	20.00	.00		
01	11	001	878	533001			TELEPHONE EXPENSE	1.00	EA	200.00
	ATT001		32135							
				Starting Bal./	Start Date/	Tot. Pmts./	Subtotal /	Freight		Total
				Remaining Bal.	Cutoff Date	Rem. Pmts.	Sales Tax	Miscellaneous		
01	11	TOT	878	.00	02/01/2012	0	200.00	.00		208.00
	ATT001		32135	.00	12/31/2013	0	8.00	.00		
				Remaining Bal.	Subtotal	Sales Tax	Freight	Miscellaneous	Total	
GRAND TOTAL				.00	700.00	28.00	.00	.00	728.00	



# Tables List

Produce the Tables List to get information from a particular Accounts Payable table. This function is valuable if you plan to change a table and want a hard copy.

## Sample List

Builders Supply						Page 1
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					
Table ID	APPDH	Description	Fiscal Year/Period Table			
No. of Columns	3	Column Length	12	Type	N	
PERIOD	FISCAL YEAR	PERIODS/YEAR				
12.00	2013.00	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				



# Methods of Payment List

The Methods of Payment List details the information set up in the Methods of Payment function in the File Maintenance menu. See “Methods of Payment” on page 11-57 for more information.

## Sample List

Builders Supply								Page 1
Methods of Payment List								
MOP	Description	Pay Type	GL Account	Bank ID	Credit Card	Credit Card Name	Expire	Memo
CH2	Checking Account #2	Check	100100	SNB001				
CHK	Checking Account #1	Check	100000	FNB001				
CSH	Cash	Cash	100500					
MC1	Master Card #1	Credit Card	200000	FNB002	XXXXXXXXXXXX3411	Linda Bourne	08/2012	
MC2	Master Card #2	Credit Card	201000	SNB002	XXXXXXXXXXXX5123	Bill Johnson	08/2012	



# GL Account Audit Report

The GL Account Audit Report displays all tables and data files with invalid or missing GL account numbers.

## Sample Report

Builders Supply						Page 1
GL Account Audit Report						
Application	Description	Interfaced to GL?				
AP	Accounts Payable	No				
File	File Description	Record Description	Field Name	GL Account	Reason	
APVEH	Vendors	Vendor ID CLE001	GL Account		Missing	
APVEH	Vendors	Vendor ID ELL001	GL Account		Missing	
APVEH	Vendors	Vendor ID JON001	GL Account		Missing	
APVEH	Vendors	Vendor ID TEL001	GL Account		Missing	
Table	Table Name	Row	Column	Description	GL Account	Reason
APGL	General Ledger Accounts	3	2	AP Retention		Missing



## APPENDIX A

# A

## System Messages

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

### **Access denied.**

Your role is not set up to access this function.

### **Access for File Maintenance denied.**

Your role is not set up to use the **Maintenance (F6)** command in this field. You must be set up to access the **File Maintenance** function associated with this field.

### **Account (#) is a memo account.**

You cannot use a memo account as the expense account for a line item.

### **Amount paid cannot exceed total.**

You cannot enter a prepayment amount that is greater than the invoice total.

## APPENDIX A • System Messages

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### **An error occurred while converting files. Conversion aborted.**

### **An error occurred while creating files. File creation aborted.**

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the RM Data File Conversion/Creation screen to inform you that the process has been aborted. Correct the problem described in the first message and try again.

### **At least one history selection must be YES.**

You must include at least one type of history in the Vendor Analysis Report.

### **A valid GL account is required.**

Because Accounts Payable interfaces with General Ledger, you must enter an account number that is set up in the **GLMAxxx** (Master) file for the company.

### **A valid location ID is required.**

You must enter a location ID that is set up in the **INLOxxx** (Locations) file for the company.

### **Backorder quantity cannot be greater than requested less filled.**

The difference between the requested and filled quantities is the largest amount the backorder quantity can be.

### **Bank account ID is not on file.**

The bank account ID you entered is not on file. Enter a different ID. If Accounts Payable interfaces with Bank Reconciliation, the **Inquiry (F2)** command is available.

### **Basic Error = nn Host Error = xxx Line = nnnn Program = xxxxxx**

### **Basic Error = nn Line = nnnn Program = xxxxxx**

A serious error occurred. Write down the information that appears and get help from a support technician.

**Cannot change distribution code for nonzero-balance vendors.**

If you still owe a vendor money or have a prepaid balance with the vendor, you cannot change the distribution code assigned to it.

**Cannot define file.**

The system cannot write information to the specified destination. Make sure that enough disk space is available, the path you specified exists, and the diskette or disk is formatted and is not write-protected or corrupt. If you still cannot write the file, get help from a support technician.

**Cannot delete last line of transaction.**

A transaction must have at least one item. You cannot delete the line item because it is the only one for the transaction. You can go to the header screen and delete the entire transaction.

**Cannot delete vendor with (*items*).**

If a vendor has open invoices, open orders, or transactions on file, you cannot delete the vendor's record.

**Cannot purchase service items.**

You can purchase inventory items only.

**Cannot set up recurring entries for temporary vendors.**

Because temporary vendors are meant to be used only once, you cannot set up recurring entries for them. Enter the vendor in the **Vendors** function (see page 11-3), and then enter recurring entries for the vendor.

**Cannot split - maximum of 999,999 sequences.**

You cannot split a payment more than 999,999 ways.

**Changing location ID will clear all values.**

The values are based on the line item from the location. If you clear the location ID, all the values get cleared.

**Checks already on file. Do you want to start over?**

You prepared some checks but did not complete some pay invoices steps. To erase the checks on file and reprepare, select **Yes** (or enter **Y** in text mode). To exit from the **Prepare Checks** function and complete the remaining pay invoices steps for the checks, select **No** (or enter **N** in text mode).

**Costs must be positive.**

You must enter positive numbers for costs.

**Cutoff date cannot precede starting date.**

The cutoff date you enter must be later than the starting date.

**(app) data files exist. Do you want this task to erase them?**

To continue with the conversion and erase the existing files, select **Yes** (or enter **Y** in text mode). To create only the new or missing files (if any), select **No** (or enter **N** in text mode).

**Date must be before (date).**

The date you enter must be before the date that appears.

**Dates must be in increasing order.**

You must enter dates in chronological order for the Aged Trial Balance and the Cash Flow Report.

**Days cannot be negative.**

You cannot enter a negative number for terms days.

**Days must be greater than zero.**

The number of past-due days must be greater than zero for each aging bucket (break) in the Aged Trial Balance.

**Detail history is not implemented.**

You cannot produce the Detail History, Payment History, or Vendor Activity Reports or use the **Detail History** function because you elected not to keep detail history in the Resource Manager **Options and Interfaces** function.

**Discount cannot exceed total less amount filled.**

The difference between the total and filled amounts is the largest amount the discount can be.

**Diskette contains file(s), directories, or volume label.**

The diskette you want to use for 1099 magnetic media files has some files or directories on it, or it contains a label. Use a blank, formatted diskette. (See page 9-11 for instructions and information on acceptable formats.)

**Disk full; cannot define file.**

The diskette you are using for magnetic media 1099 forms is full. Put a formatted, empty diskette in the disk drive and try again.

**Due date cannot be before invoice date.**

The payment due date must be on or later than the invoice date.

**Due dates have been adjusted.**

If you change the invoice date or terms code of an existing transaction, the payment due dates for the order are adjusted accordingly.

**End of Vendor file.**

You have reached the end of the **APVExxx** (Vendor) file; the file does not have any more records.

**Enter a run code between 1 and 99.**

The mask for this field is **N2**, and the value must be greater than zero.

**Extended cost is too large.**

The extended amount of the line item is too large to fit in the space provided. Check the quantity and unit cost you entered. If they are correct, you must enter the line item as two line items to accommodate the total.

**Field size is too large.**

The amount of the invoice is too large to fit in the space provided. Check the amounts you entered in the **Tax**, **Freight**, and **Misc** fields. If they are correct, you must enter the invoice as two invoices to accommodate the total.

**File unavailable (*filename*).**

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the file intact.
- The function you are trying to access needs one or more files that are not on your system. Use the **Options and Interfaces** function on the Resource Manager **Company Setup** menu to verify that the correct interfaces are selected. If that does not correct the problem, get help from a support technician.
- You are working with the wrong company. Return to the menu; then use the **Change Company (F3)** command to enter the ID you want.

In any case, press **Enter** to get back to the menu, correct the problem, and select the function again.

**GL account (#) is not in Master file.**

The account number you entered is not in the **GLMAxxx** (Master) file. Enter the correct account number; the **Inquiry (F2)** command is available.

**Invalid date - mm/dd/yyyy.**

**Invalid date - dd/mm/yyyy.**

The date you entered is invalid, or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

**Month out of range** (1 to 12)

or

**Day out of range** (1 to *nn*)

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: **010194** or **01011994**.

**Invalid entry.**

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's guide or use the **Help (F1)** command for information.

**Invalid number of periods in APPDxxx table.**

The valid number of periods you can enter in the **APPDxxx** table are **1, 4, 12**, and **13**.

**Invalid period conversion table.**

The **CNVTxxx** table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the **Tables** function (see page 11-35) to make adjustments.

**Invalid year.**

The fiscal year you entered is invalid.

## APPENDIX A • System Messages

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### **Item is discontinued.**

You cannot enter a transaction with a discontinued item. Someone may have removed the item record. Press **Enter** to remove the message. Then make sure that you have the correct item.

### **Item (#) not found in location (#).**

The number of the item that you entered is not in the location shown in this message.

### **Job (#) not found.**

### **Job (ID) is not on file.**

The job number you entered is not on file in the Job Cost system. Check your records. Then enter a job number that the Job Cost system recognizes, or add the job number to Job Cost.

### **Location (ID) is not on file.**

### **Location (ID) not found.**

The location you entered is not on file. Enter a location ID that is on file, or add the location ID to the **INLOxxx** (Locations) file.

### **Maximum number of lines is 998.**

### **Maximum number of lines reached. Cannot insert.**

You cannot insert a line item if the transaction already has 998 line items.

### **Must be (*within range*).**

You must enter a value within the range specified in this message.

### **Must build (*table ID*) first.**

You must build the table shown in this message before you can use the function.

### **Must enter (*1-n*).**

You must enter a value within the range specified in this message.

**Must enter (value).**

You must enter the kind of value specified in this message.

**NAMES table missing for company (ID). Using default expense types.**

Because you have not set up the **NAMESxxx** table in Job Cost for the company, the system uses the default expense types instead.

**Net due days cannot be less than discount days.**

The number of net due days must be greater than or equal to the number of discount days.

**No check records on file for (vendor ID).**

The vendor's record does not have any check records on file. You cannot select payables for it.

**No checks on file.**

After posting payments, use the **Prepare Checks** function (see page 10-11) to create the checks on file. Then print the checks (see page 10-21).

**No checks to print.**

Only prepaid invoices were on file for the due date and vendors you selected when you prepared checks.

**No date selects all invoices on file.**

When you do not enter a date, the system selects all the invoices the vendor has on file.

**No history for vendor (ID).**

This vendor does not have any history records on file, possibly because they were deleted, the vendor is new, or you elected not to keep summary history in the Resource Manager **Options and Interfaces** function.

**No history records exist.**

No history records are on file. Exit from the function.

**No invoice records on file for (ID).**

**No invoices on file for (ID).**

No invoice records for the vendor are on file. Make sure that you entered the correct vendor ID. If it is correct, post the transactions (after you print the appropriate journals and back up the system) and try again. If this message still appears, reenter the transaction, post it, and try again.

**No prepaid checks for vendor (ID).**

No prepaid checks for the vendor are on file.

**No records in intermediate file.**

The intermediate file used to prepare magnetic media for 1099 forms does not have any records. Exit from the **1099 Forms** function.

**No records in specified date range.**

No records are available for the date range you entered. Enter a different range of dates.

**No summary history for this period.**

The period you selected has no summary history.

**Output file already exists. Do you want to start over?**

Accounts Payable already has a work file used to create magnetic media. To delete this file and continue, select **Yes** (or enter **Y** in text mode). To work with the current file, select **No** (or enter **N** in text mode).

**Over maximum of 999 sequences for this date and reference ID.**

A particular date and reference ID can hold only 999 comments.

**Payment date must be equal to or greater than the invoice date.**

The prepayment date is earlier than the invoice date. Enter a different date.

**Payment of *n* is not allowed.**

The amount of the calculated payment is too large for the field size. Make sure that the values you entered in the **Tax**, **Freight**, and **Misc** fields are correct. If they are not, enter the correct values. If they are, you may want to split the payment into two or more payments.

**Percentage cannot be negative.**

You cannot enter a negative terms code percentage.

**Phase (*ID*) is not on file.**

The phase ID is not set up for the job. Enter a different phase ID; the **Inquiry (F2)** command is available.

**Printer busy.**

The printer you are trying to use is being used by another program. Press **Enter** to continue with your entry, and try again later.

**Purchase history is not implemented.**

You cannot produce the Detail History, Payments History, or Vendor Activity Reports or use the **Detail History** function because you elected not to keep detail history in the Resource Manager **Options and Interfaces** function.

**Quantity cannot be less than zero.**

You cannot enter a negative value for the quantity.

**Quantity must be greater than zero.**

You must enter a quantity that is greater than zero.

**Quantity on hand = (*n*).**

The quantity in inventory with the status **On hand** appears.

**Remaining balance cannot be greater than starting balance.**

A recurring entry's remaining balance is the starting balance minus an amount. Therefore, the recurring entry's balance cannot be greater than its starting balance.

**Remaining payments cannot be greater than total payments.**

A recurring entry's remaining number of payments is the starting number of payments minus the payments that were made. Therefore, the number of remaining payments cannot be greater than the number of total payments.

**Summary history is not available for all comparisons.**

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, **.00\*** is printed.

**Summary history is not available for this period.**

The reporting period you specified does not have summary history. You cannot print the report for this period.

**Summary history is not selected in the options table.**

You cannot produce the AP Analysis, Purchase Analysis, or Vendor Purchase History Reports or use the **Summary History** function because you elected not to keep summary history in the Resource Manager **Options and Interfaces** function.

**Terms code (code) not on file.**

The terms code you entered is not on file.

**There is no (data).**

The kind of data indicated is not on file.

**This invoice number has already been used.**

The invoice number has already been assigned to a transaction. Accept it as a duplicate invoice number, or enter a different invoice number.

**Thru value cannot be less than From value.**

The value you entered at **Thru** is smaller than the value you entered at **From**. Press **Enter**; then enter the correct value at **Thru**.

**Transaction is in process on terminal (ID).**

Someone else is processing the transaction that you are trying to access. Press **Enter** and try again.

**Transaction is not on file.**

The number you entered is not associated with a transaction that is on file. Enter a different transaction number; the **Inquiry (F2)** command is available.

**Unit cost is too large.**

The unit cost of the line item is too large to fit in the space provided. See the [\*Job Cost User's Guide\*](#) for information about how to reduce a job's cost.

**Valid entries are (range).**

**Valid units are: *n*.**

Enter one of the valid selections shown in this message.

**Value entered cannot equal previous field.**

The value you enter cannot be equal to the value in the previous field.

**Value must be at least (*amount*).**

You must enter a value greater than or equal to the amount specified in this message.

**Vendor (ID) is missing.**

**Vendor (ID) is missing from the Vendor file.**

The vendor ID associated with the record has been deleted. You can add the vendor ID to the **APVExxx** (Vendor) file, if necessary.

**Vendor (ID) is not on file.**

The vendor you entered does not have a record in the **APVExxx** file. Enter a different vendor ID; the **Inquiry (F2)** command is available.

**Vendor (ID) is on hold.**

You cannot pay invoices for a vendor whose status is **On hold**.

**Vendor (ID) record in use.**

The vendor record is being accessed by another user. Try to access the record again later.

**Warning: (job or phase) has a finish date.**

The Job Cost job or phase that the item is to be applied to has a finish date. Make sure that you do not apply costs to the job or phase after that date.

**Warning: Summary history is not available for all comparisons.**

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, **.00\*** is printed.

**Warning: 1099 amounts exist for this vendor.**

This message appears for one of two reasons:

- You are preparing checks and you entered a 1099 payment for a vendor that does not receive a 1099-MISC form (see page 9-11). If you do not want the 1099 payments to be updated in the vendor's record, use the **Hold/Release Invoices** function (see page 10-5) to deselect the 1099 flag for the invoice.
- You cannot produce the AP Analysis, Purchase Analysis, or Vendor Purchase History Reports or use the **Summary History** function because you elected not to keep summary history in the Resource Manager **Options and Interfaces** function.

**You cannot enter comments for a blank vendor ID.**

You must enter a vendor ID before you can enter a comment.

**You have unposted (*information*); you must post them before conversion.**

If you have unposted transactions or checks when you convert, you must post them. The function automatically posts the information; you can either proceed with the conversion and post, or exit from the function and stop the conversion.

**You must enter (*information*).**

You must enter the kind of information indicated in this message.

**Your hard disk is full - unable to finish copying.**

The system cannot finish converting your files because your hard disk is full. Delete unnecessary files, optimize your hard disk, or take other measures to make space. Then restore the backup you made before converting the files, and try again.



## APPENDIX B

# B

## Common Questions

These commonly asked questions about the Accounts Payable system are divided into the following categories: Daily Work and Pay Invoices.

### Daily Work

#### What is a temporary vendor and how do I work with one?

A temporary vendor is one you do business with only once (or not frequently enough to justify an entry in the **APVExxx** file).

To assign purchase information to this kind of vendor without entering the vendor in **File Maintenance**, enter **TEMP** in the **Vendor ID** field on the invoice. Then assign a name and an address to the vendor. The system assigns an ID, consisting of a + sign and a five-digit number. This number is included in the Purchases Journal. You can use the **Purge Selected Files** function to clear out temporary vendors with zero balances.

#### If I make an error on a line item when I enter a purchase or material requisition, how can I correct it without reentering the whole invoice?

You have three options:

- If you have not saved the line item, use the **Abandon (F5)** command to return to the beginning of the line item.

## APPENDIX B • Common Questions

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- If you have saved the line item but have not posted the transaction, go to the line-item scroll region, move the prompt (➤) to the line item, and use the **Delete (F3)** command to delete it. Then enter the correct information. To edit the line item, use the **Edit** command in the **Transactions** (see on page 5-3) and **Enter Material Requisitions** (see page 6-3) functions.
- If you posted the transaction, enter a miscellaneous debit to reverse the item.

### Can I reverse purchases that were posted without account numbers?

Yes. Enter miscellaneous debits to reverse the purchases. However, if you posted purchases without account numbers, the **APGLxxx** table is probably not set up correctly, which could lead to a problem later. Check the table to make sure that you are entering valid account numbers. Then reenter the purchases with the correct account numbers.

### Can I enter a prepayment?

Yes. If you entered the purchase but did not post it, use the **Purchases** option in the **Transactions** function (see on page 5-3) to record the purchase. Enter the header information and assign the line items. When you get to the **Amt Paid** field in the Totals/Payments window, enter the amount you paid and the check number.

If you posted the purchase, use the **Hold/Release Invoices** function (see page 10-5) to change its status to **Prepaid**.

### I entered a prepayment but it was not posted to the cash account in General Ledger. Why?

The cash account is affected only when you prepare checks and post payments.

### I was in the middle of posting and had computer problems. Can I recover?

Yes. If you backed up your data files before posting, restore the backup and start the post over.

The **Post Transactions** function has a restart feature. If you did not back up before posting, start the post over. Each posted transaction is flagged as posted, so if a transaction or batch of transactions was completely posted, it is not processed again. If the system was in the middle of posting a transaction or a batch of transactions, it processes the transaction(s) again.

Then print the Open Invoice Report, the Detail History Report, and the appropriate reports from interfaced applications. Make adjustments for the double-posted entry, if any. (Only one transaction line or total can be double-posted.)

**How is the Take Discounts Due field on the Open Invoice Report screen used?**

Discounts are taken for invoices that are due on or after the date you enter in this field; the earlier the date, the more invoices have discounts taken.

**When I print the Open Invoice Report, I cannot find any discounts. Why?**

Check the date you entered in the **Take Discounts Due** field. Discounts are taken for invoices that are due on or after the date you entered; the later the date, the less discount information appears.

**How do I enter installment payments for an invoice after it has been posted to the APINxxx (Open Invoice) file?**

Use the **Hold/Release Invoices** function (see page 10-5) to split one payment into several. You need to know the vendor ID and the invoice number.

The system assigns a sequence number to each installment. You can use the **Vendors and Invoices** function (see on page 4-3) to find out how many installments have already been made.

**When are paid invoices cleared from the APINxxx (Open Invoice) file?**

You can clear paid invoices by running the **Purge Selected Files** function. Posting updates vendor balances. If Accounts Payable interfaces with General Ledger, payments are posted to the **GLJRxxx** (Journal) file automatically. If Accounts Payable interfaces with Bank Reconciliation, summary disbursement entries are created in the **BRTRxxx** (Bank Reconciliation Transactions) file.

## Pay Invoices

**How do I use the Take Discounts Due date field in the Prepare Checks function?**

The discount amount on an invoice is deducted from the total on the check that is prepared if the invoice is due on or after the date you enter.

**I entered the wrong information when I prepared checks. How can I correct the checks in the APCHxxx (Checks) file?**

Run the **Prepare Checks** function again. The following prompt appears: **Checks already on file. Do you want to start over?** Select **Yes** (or enter **Y** in text mode) to prepare the checks again.

**How do alignment and restart work for printing checks?**

An **X** is printed in the alignment box on the first form, and you are asked whether the forms are aligned. If you select **No** (or enter **N** in text mode), the process is repeated.

Use the restart feature to resume printing checks if the checks were not printed correctly or if the printer malfunctions. The **Last Good Check Number** field corresponds to the last form that was printed correctly. When the system starts printing again, it uses the next number. This number corresponds to the number of the check in the printer.

**How can I prepare a check for just one invoice?**

Use the **Vendors and Invoices** inquiry function (see on page 4-3) to find out how many invoices the vendor has. If the vendor has more than one invoice, use the **Hold/Release Invoices** function (see page 10-5) to put the invoices you do not want to pay on hold. Then, when you prepare checks, enter the ID of the vendor whose invoice you want to pay.

Your other alternative is to issue a guide check for the invoice.

**How do I record a manual check?**

If you have posted the invoice, use the **Hold/Release Invoices** function (see page 10-5) to assign it the status of **Prepaid**. When you prepare checks, the appropriate accounts are adjusted.

If you did not enter the purchase, enter it as prepaid. When you go to the Totals/Payments window, enter the amount of the check and the check number in the **Amt Paid** field.

**If I specify installment payments when I enter a purchase, will they be paid automatically?**

If you follow the right procedures, yes. When you prepare checks, specify a due date. Check records are set up in the **APCHxxx** (Checks) file for invoices that are due on or before this date. As long as you regularly prepare checks, your installments are paid.



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