



## **Accounts Payable**

### **Training Manual**

**ETMAP11**

---

© 2017 Open Systems Holdings Corp. All rights reserved.

Document Number APTRN

No part of this manual may be reproduced by any means without the written permission of Open Systems Holdings Corp.

OPEN SYSTEMS and TRAVERSE are registered trademarks of Open Systems Holdings Corp. Microsoft, Microsoft Access, and Microsoft Windows are registered trademarks of Microsoft Corporation.

May 2017, Release 11

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

# CONTENTS

## Introduction .....1-1

Overview .....	1-3
About Accounts Payable .....	1-5

## Setting Up AP .....2-1

Setup Checklist .....	2-3
Setup Procedures .....	2-5
Initial Balances .....	2-9

## Implementing AP .....3-1

Overview .....	3-3
Business Rules .....	3-7
Transaction Batch Codes .....	3-19
Payment Batch Codes .....	3-25
Class Codes .....	3-31
Distribution Codes .....	3-35
Division Codes .....	3-39
Priority Codes .....	3-43
Terms Codes .....	3-47
1099 Field Indicators .....	3-51
1099 Form Codes .....	3-55
Vendors .....	3-59
Recurring Entries .....	3-85

## Transaction Processing .....4-1

Transactions Overview .....	4-3
Transactions .....	4-5
Copy Recurring Entries .....	4-25

Changing Batches .....	4-31
Transaction Journals Overview .....	4-33
Purchases Journal .....	4-35
Miscellaneous Debits Journal .....	4-39
Daily Sales Tax Journal .....	4-43
Post Transactions Overview .....	4-47
Post Transactions .....	4-49

## **Paying Invoices .....5-1**

Using the Pay Invoices Menu .....	5-3
Cash Flow Report .....	5-5
Open Invoice Report .....	5-9
Change Invoice Status .....	5-13
Hold/Release Invoices .....	5-15
Prepare Payments .....	5-25
Edit Register .....	5-31
Select Payables .....	5-35
Print Checks .....	5-39
Payment Vouchers .....	5-45
Create Positive Pay File .....	5-49
Create ACH File .....	5-53
Payment Register .....	5-57
Post Payments .....	5-61
Void Payments .....	5-67
Credit Card Payment Process .....	5-75

## **Interactive Views .....6-1**

Using the Interactive Views Menu .....	6-3
Vendor View .....	6-7
Transaction View .....	6-9
Open Invoice View .....	6-11
Detail History View .....	6-13
Summary History View .....	6-15
Aged Trial Balance View .....	6-17
Payment History view .....	6-25



**AP Reports .....7-1**

Overview .....	7-3
Aged Trial Balance Report .....	7-5
AP Analysis Report .....	7-11
Payments History Report .....	7-15
Purchase Analysis Report .....	7-19
Vendor Activity Report .....	7-23
Vendor Detail History Report .....	7-27
Vendor Purchase History Report .....	7-31

**Periodic Processing .....8-1**

Periodic Processing Overview .....	8-3
Vendor Analysis Report .....	8-5
Periodic Maintenance .....	8-9
Manage 1099 Invoices .....	8-13
1099 Processing .....	8-17
Unrealized Gains and Losses Report .....	8-33
Post Unrealized Gains and Losses .....	8-39

**Glossary .....G-1**



# INTRODUCTION

Overview .....	1-3
System Information .....	1-3
About Accounts Payable .....	1-5



## OVERVIEW

TRAVERSE Accounts Payable helps you track future obligations to your suppliers, control the flow of cash to pay bills, and monitor the distribution of your expenses. It enables you to make sound decisions about what and when to pay based on who gives you the best discounts and from whom you buy the most frequently.

### System Information

Additional information about using the system is found in the following sources:

- the *Accounts Payable User's Help*
- the user's help for other TRAVERSE applications
- the *Developer's Guide* and *Developer's Object Descriptions* manuals

### Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088) or e-mail them at [traverse\\_support@osas.com](mailto:traverse_support@osas.com).



## ABOUT ACCOUNTS PAYABLE

### Frequently used functions

The most frequently used functions are on the Transactions and Transaction Journals menus. Use these functions for the following tasks:

- Enter purchase and miscellaneous debit transactions and edit transactions.
- Enter and edit recurring entries.
- Print the Purchases and Miscellaneous Debits Journals.
- Post transactions.

### Periodic and pay invoices functions

Paying invoices and periodic processing functions are on the Pay Invoices and Periodic Processing menus. Use these functions for the following tasks:

- Hold and release invoices for payment.
- Calculate, print and post payments.
- Perform Periodic Maintenance.

### Reports

Reports and annual 1099 forms provide a means of seeing the information stored in the system. Use the Management Reports menu functions to select the information for your reports.

### Interactive Views

Vendor, invoice, detail and summary information can be displayed through the interactive view functions.

### Interfaces

Accounts Payable can be interfaced with Inventory, General Ledger, Bank Reconciliation, MFG Production, MFG Routing and Resources and Project/Job Costing.

**INTRODUCTION***About Accounts Payable*



## SETTING UP AP

Setup Checklist .....	2-3
Setup Procedures .....	2-5
Initial Balances.....	2-9



## SETUP CHECKLIST

### Required

- \_\_\_\_\_ Set up Business Rules for Accounts Payable.
- \_\_\_\_\_ Set up the terms codes.
- \_\_\_\_\_ Set up the distribution codes.
- \_\_\_\_\_ Set up the vendor information.

### Recommended

- \_\_\_\_\_ Plan the implementation schedule.
- \_\_\_\_\_ Set up security.
- \_\_\_\_\_ Set up Batches for transactions and payments.
- \_\_\_\_\_ Set up the Recurring Entries.
- \_\_\_\_\_ Enter initial balances (summary or detail).
- \_\_\_\_\_ Reset Business Rules for using the system.
- \_\_\_\_\_ Set up Class Codes.
- \_\_\_\_\_ Set up Division Codes.
- \_\_\_\_\_ Set up Priority Codes.
- \_\_\_\_\_ Review 1099 Field Indicators.
- \_\_\_\_\_ Review 1099 Form Codes.



## SETUP PROCEDURES

Before you can use the Accounts Payable system, you must follow the setup procedures in this chapter. Setup procedures include such things as defining the vendors you do business with, assigning codes and IDs, and entering initial account balances. Follow the setup procedures carefully; the choices you make determine how the system operates.

### Gather Your Information

Gather and organize the following accounting data:

- 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

### What You Need to Define

To set up the Accounts Payable system, follow these steps:

1. Use the **Business Rules** function (page 3-7) to define how you want the system to work.
2. Define the IDs and codes you plan to use. See **IDs and Codes** below.
3. Use the **Vendors** function (page 3-59) to define the vendors you do business with.
4. Set up initial account balances for each vendor (page 2-9).
5. If you pay some bills regularly, use the **Recurring Entries** function (page 3-85) to set up recurring payment records.

### IDs and Codes

IDs and codes tell the system how to identify each item on file. The system uses these identifiers to organize information.

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

- Do not use the following characters in an ID or code: | “ ’ & # \* @ !.

- 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-001 and ACE-011 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly. For information about how IDs and codes are sorted, see (page 2-5).
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- 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 of the vendor 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, WIN001 and WIN005 leaves room for three IDs in between.

## **Terms codes**

Terms codes define the discount percentage and the number of days in which you must pay the vendor to receive a discount. For information about defining terms codes, see the Terms Codes function (page 3-47).

## **Distribution codes**

You use distribution codes to allocate general ledger accounts for payables freight, miscellaneous charges and PO accruals. For information about defining distribution codes, see the Distribution Codes function (page 3-35).

## **Class codes, division codes, and priority codes**

You can assign class codes, division codes, and priority codes as additional sort criteria for reports. These codes are arbitrary attributes; the information is stored only with the vendor record. For information about defining class codes, division codes, and priority codes, see the Class Codes function (page 3-31), the Division Codes function (page 3-39), and the Priority Codes function (page 3-43).

## Vendor ID

You must assign an ID to each vendor you do business with. Most functions require that you specify a vendor ID. For information about defining a vendor, see the Vendors function (page 3-59).

## Transaction Batch codes

When you assign transaction batch codes to transactions, you can enter transactions into one batch and at the same time post another batch. For information about defining transaction batch codes, see the Transaction Batch Codes function (page 3-19) and the Change Batches function (page 4-31).

## Payment Batch codes

When you assign payment batch codes to payments, you can calculate payments into one batch at the same time that another batch is being posted. For information about defining payment batch codes, see the Payment Batch Codes function (page 3-25) and the Change Batches function (page 4-31).

## Run codes

If you define recurring entries, you must assign a run code to each entry. Run codes are used as a means of grouping recurring entries for creating transactions. You might want to set up run codes to reflect when you want transactions to be created. For example, you might assign run code **01** to entries that should be used to create transactions on the first of each month and **15** to those that should be used to create transactions on the fifteenth of each month. The system creates transactions for recurring entries with a specific run code when you use the Copy Recurring Entries function. For information on setting up recurring entries see the Recurring Entries function (page 3-85).





## INITIAL BALANCES

Initial balances are set up as part of the vendor records. 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.

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

### Summary Method

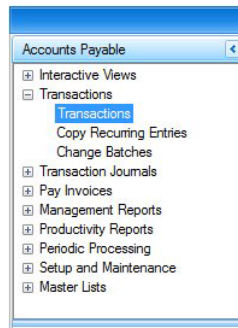
The summary method is less involved than the detail method, but does not provide complete purchasing history.

**NOTE: If you have 1099 vendors and payments you will need to set up your vendors as 1099 vendors and then check the 1099 box on those balances that are 1099 payments.**

The summary method consists of the following steps:

1. Select **Transactions** from the **Transactions** menu.

### Transactions Menu



- The **Transactions** screen appears. You will enter one transaction for the total amount purchased from each vendor, for each period you have an open invoice in.

## Transactions Screen

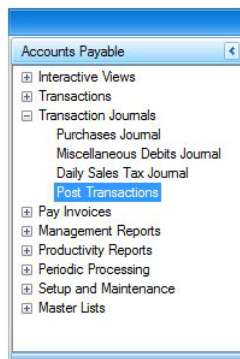
The screenshot shows the 'AP Transactions' window. The 'Transaction No' is 00000057, 'Transaction Type' is Invoice, and 'Net Due' is 8,893.79. The 'Header' tab is selected, showing fields for Batch Code (#####), Location ID (MN0001), Vendor ID (Ace001), Default Allocation ID, Invoice Number (123456), Invoice Date (6/30/2010), and Notes. The 'Detail' section shows a table with columns: Item ID, Description, Location ID, GL Account, Quantity, Unit, Unit Cost, and Ext Cost. The first row shows Item ID 150, Description Plumbing Packa..., Location ID MN0001, GL Account 000001230, Quantity 10.0000, Unit PKG, Unit Cost 907.5300, and Ext Cost 9,075.30.

Item ID	Description	Location ID	GL Account	Quantity	Unit	Unit Cost	Ext Cost
150	Plumbing Packa...	MN0001	000001230	10.0000	PKG	907.5300	9,075.30

- Select the **New Record** icon on the toolbar. A blank header screen appears.
- Fill in the required header information. The invoice date should be a date that will put each invoice in the corresponding period.
- Fill in the detail information. **Do not** select inventory items. Skip the item ID and put in a description that describes your initial balance entry.
- Enter payments you made against invoices in the **Prepaid Amount** field on the payments tab.

7. Select **Post Transactions** from the **Transaction Journals** menu.

## Post Transactions Menu



8. The **Post Transactions** screen appears.

## Post Transactions Screen

AP Post Transactions

OK Activity Reset

☒ Do the following, then check the box.

Complete AP Transaction Entry

Print the Purchases Journal

Print the Miscellaneous Debits Journal

☐ Post All Invoices as Held

☐ Print Log Using Base Currency

Select batch(es) to post

<input checked="" type="checkbox"/>	#####	Default Batch
<input checked="" type="checkbox"/>	AR-Com	AR Commissions

All

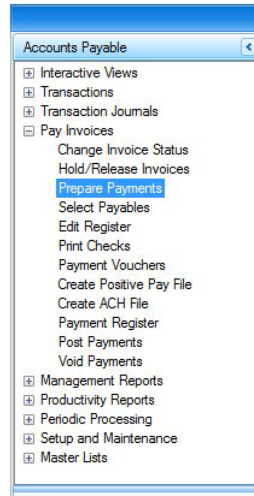
None

Comments:

**NOTE:** If you have already entered initial balances for General Ledger, turn off the interface to GL in Business Rules.

9. Click **OK** to post the transactions you entered in steps 4, 5 and 6.
10. Select **Prepare Payments** from the **Pay Invoices** menu.

## **Prepare Payments Menu**



11. The **Prepare Payments** screen appears.

## Prepare Payments Screen

AP Prepare Payments

OK Activity Reset

Batch Code: #####

Invoices Due: 10/31/2017

Vendor ID From:

Thru:

Currency ID: EUR 4, HKD 6, USD 15

Discounts Due: 10/31/2017

Payment Date: 8/3/2017

Fiscal Period/Year: 8 / 2017

Bank Account ID: FNB001

Payment Currency ID: USD

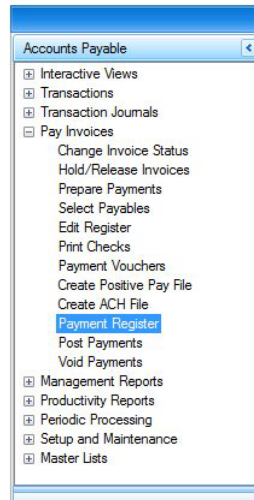
Payment Exch Rate:

Comments:

12. Enter an **Invoices Due** date that will be beyond the most current due date for the invoices just posted. Leave the vendor ID From and Thru blank. Leave the Discounts Due dates at the default. Leave the **Payment Date**, **Fiscal Period**, and **Year** the default value. Click **OK** to prepare the payments.

13. Select **Payment Register** from the **Pay Invoices** menu and print the Payment Register.

## Payment Register Menu



14. The **Payment Register** screen appears.

## Payment Register Screen

 A screenshot of the 'AP Payment Register' screen. The window has a title bar with 'AP Payment Register' and a close button. Below the title bar is a menu bar with 'Print', 'Output', 'Send', 'Preview', and 'Reset'. The main area contains several input fields:
 

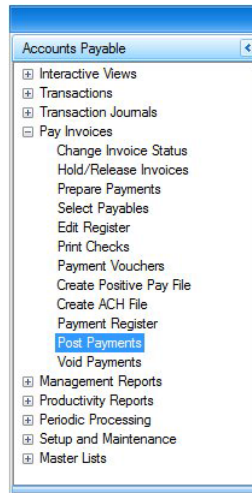
- Batch Code:** A dropdown menu with 'Credit' selected.
- Due Dates:** Two input fields for 'Invoices' and 'Discounts', both set to '1/31/2013'.
- Fiscal Date:** Two input fields for 'Period' (set to '1') and 'Year' (set to '2013').
- Vendor ID:** Two input fields for 'From' and 'Thru'.
- Bank Account ID:** An input field with 'FNB001' entered.
- Payment:** Two input fields for 'Date' (set to '1/31/2013') and 'Exchange Rate' (set to '1.0000000000').
- Report Layout:** A checkbox labeled 'Banded Rows' which is checked.
- Currency ID:** An input field with 'USD' entered.

15. Print the Payment Register.

**NOTE:** If you have already entered initial balances for General Ledger, turn off the interface to GL in Business Rules.

16. Select **Post Payments** from the **Pay Invoices** menu.

## Post Payments Menu



17. Click **OK** to post the payments that you just prepared. This will update your payment history with the correct information.

## Post Payments Screen

AP Post Payments

OK Activity Reset

☒ Do the following then check the box

Print the Checks and Vouchers  
 Print the Payments Register

☐ Print Log Using Base Currency

Select batch(es) to post

<input checked="" type="checkbox"/>	Default Batch	All None
<input checked="" type="checkbox"/>	Tues Payments	

Comments

## Detail Method

The detail method provides complete purchasing history, but it is more involved than the summary method.

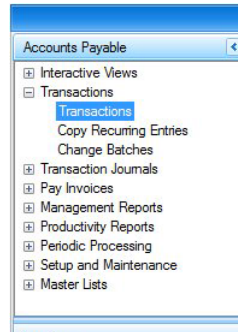
**NOTE: If you have 1099 vendors and payments you will need to set up your vendors as 1099 vendors and then check the 1099 box on those balances that are 1099 payments.**

The detail method consists of the following steps:



1. Select **Transactions** from the **Transactions** menu.

## Transactions Menu



2. The **Transactions** screen appears.

## Transactions Screen

AP Transactions

Transaction No 00000057 Transaction Type Invoice Net Due 8,893.79

Header Adjustment Payments Total

Batch Code ##### Default Batch MINNEAPOLIS WAREHOUSE Terms Code 2%Disc 2% /10, Net 30

Location ID MN0001 Distribution Code D001 Domestic

Vendor ID Ace001 Ace Computer Power Supply Tax Group ID MN Taxable

Default Allocation ID 1099 I

Invoice Number 123456 Fiscal Period/Year 6 / 2010

Invoice Date 6/30/2010 PO Number

Currency ID USD Exch Rate 1

Notes

Re-sequence Project

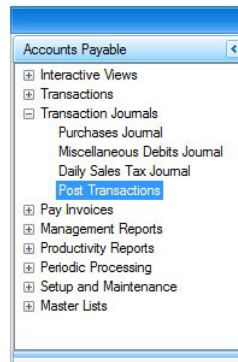
Item ID	Description	Location ID	GL Account	Quantity	Unit	Unit Cost	Ext Cost
> 150	Plumbing Packa...	MN0001	000001230	10.0000	PKG	907.5300	9,075.30

Record 1 of 1

3. Select the **New Record** icon on the toolbar. A blank header screen appears.

4. Fill in the required header information. Enter the correct invoice date for each invoice so that your detail and summary history will be updated correctly.
5. Fill in the detail information. If you have entered beginning balances for Inventory items, make sure your interface to Inventory is turned off in **Business Rules**.
6. Enter payments you made against invoices in the **Prepayment** field on the payments tab, or use the online checks feature to produce a check record for the payment. Type in the correct check number so your payment history will be correct.
7. Repeat steps 3 through 6 until you reach your current date.
8. Select **Post Transactions** from the **Transaction Journals** menu.

## Post Transactions Menu



9. The **Post Transactions** screen appears.

## Post Transactions Screen

AP Post Transactions

OK Activity Reset

☒ Do the following, then check the box.

Complete AP Transaction Entry  
Print the Purchases Journal  
Print the Miscellaneous Debits Journal

☐ Post All Invoices as Held

☐ Print Log Using Base Currency

Select batch(es) to post

<input checked="" type="checkbox"/>	#####	Default Batch
<input checked="" type="checkbox"/>	AR-Com	AR Commissions

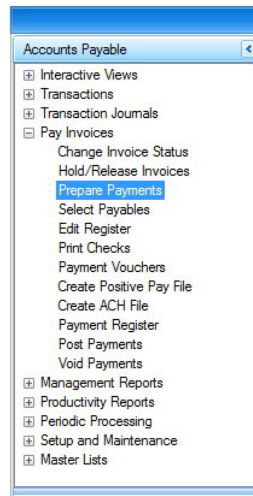
All  
None

Comments

10. Click **OK** to post the transactions you entered in step 4, 5 and 6.

11. Select **Prepare Payments** from the **Pay Invoices** menu.

## Prepare Payments Menu



12. The **Prepare Payments** screen appears.

## Prepare Payments Screen

AP Prepare Payments

OK Activity Reset

Batch Code: #####

Invoices Due: 10/31/2017

Vendor ID From:

Thru:

Currency ID: EUR 4, HKD 6, USD 15

Discounts Due: 10/31/2017

Payment Date: 8/3/2017

Fiscal Period/Year: 8 / 2017

Bank Account ID: FNB001

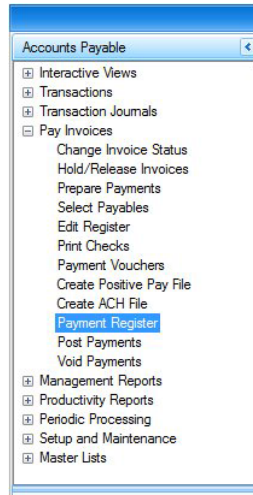
Payment Currency ID: USD

Payment Exch Rate:

Comments:

13. Enter an **Invoices Due** date that will be beyond the most current due date for the invoices just posted. Leave the **Vendor ID From** and **Thru** blank. Leave the **Discounts Due** dates at the default. Leave the **Payment Date**, **Fiscal Period**, and **Year** the default value. Click **OK** to prepare the payments.
14. Select **Payment Register** from the **Pay Invoices** menu and print the Payment Register.

## Payment Register Menu



15. The **Payment Register** screen appears.

## Payment Register Screen

The screenshot shows the 'AP Payment Register' screen with the following fields and options:

- Batch Code:** Credit
- Due Dates:**
  - Invoices: 1/31/2013
  - Discounts: 1/31/2013
- Fiscal Date:**
  - Period: 1
  - Year: 2013
- Vendor ID:**
  - From:
  - Thru:
- Bank Account ID:** FNB001
- Report Layout:**
  - ☒ Banded Rows
- Currency ID:** USD
- Payment:**
  - Date: 1/31/2013
  - Exchange Rate: 1.0000000000

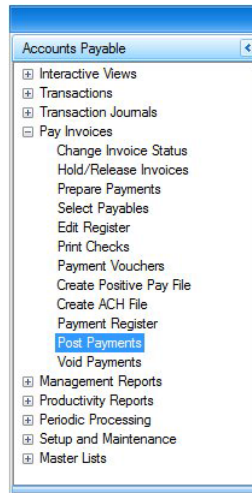
Buttons at the top: Print, Output, Send, Preview, Reset.

16. Print the **Payment Register**.

**NOTE:** If you have already entered initial balances for General Ledger, turn off the interface to GL in Business Rules.

17. Select **Post Payments** from the **Pay Invoices** menu.

## Post Payments Menu



18. Click **OK** to post the payments that you just prepared. This will update your payment history with the correct information.

## Post Payments Screen

The screenshot shows a window titled "AP Post Payments" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with "OK", "Activity", and "Reset". The main area contains the following elements:

- A checked checkbox labeled "Do the following then check the box".
- A group box containing two options:
  - ☐ Print the Checks and Vouchers
  - ☐ Print the Payments Register
- An unchecked checkbox labeled "Print Log Using Base Currency".
- A section titled "Select batch(es) to post" containing a list box with two entries:
  - ☒ ##### Default Batch
  - ☒ Tues Tues Payments
- Two buttons to the right of the list box: "All" and "None".
- A "Comments" label followed by a text input field.



## IMPLEMENTING AP

Overview .....	3-3
Business Rules .....	3-7
Transaction Batch Codes .....	3-19
Payment Batch Codes .....	3-25
Class Codes .....	3-31
Distribution Codes .....	3-35
Division Codes .....	3-39
Priority Codes .....	3-43
Terms Codes .....	3-47
1099 Field Indicators .....	3-51
1099 Form Codes .....	3-55
Vendors .....	3-59
Recurring Entries .....	3-85



## OVERVIEW

Before you can use the Accounts Payable system, you must follow the setup procedures in this chapter. Setup procedures include such things as defining the vendors you do business with, assigning codes and IDs, and entering initial account balances. Follow the setup procedures carefully. The choices you make determine how the system operates.

First, 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 for your vendors
- Previous- and current-year purchase, returns, and receipts history organized by vendor

To set up the Accounts Payable system, follow these steps:

- Use the **Business Rules** function to define how you want the system to work.
- Define the IDs and codes you plan to use.
- Set up **Tax Classes, Locations, and Location Groups**.
- Use the **Vendors** function to define the vendors you do business with.
- Set up initial account balances for each vendor.
- If you pay some bills regularly, use the **Recurring Entries** function to set up recurring payments records.

### Setting Up IDs and Codes

IDs and codes tell the system how to identify each item on file. The system uses these identifiers to organize information.

Below are descriptions of the setup functions in Accounts Payable.

### Vendor ID

You must assign an ID to each vendor you do business with. Most functions require that you specify a vendor ID (page 3-59).

## Distribution Codes

You use distribution codes (page 3-35) to allocate general ledger accounts for payables freight, miscellaneous charges and PO accruals.

## Terms Codes

Terms codes (page 3-47) define the discount percentage and the number of days in which you must pay the vendor to receive a discount.

## Class Codes, Division Codes, and Priority Codes

You can assign class codes, division codes, and priority codes as additional sort criteria for reports. These codes are arbitrary attributes; the information is stored only with the vendor record. For information about defining class codes, division codes, and priority codes, see the Class Codes function (page 3-31), the Division Codes function (page 3-39), and the Priority Codes function (page 3-43).

## Transaction Batch codes

When you assign transaction batch codes to transactions, you can enter transactions into one batch at the same time that another batch is being posted. For information about defining transaction batch codes, see the Transaction Batch Codes function (page 3-19) and the Change Batches function (page 4-31).

## Payment Batch codes

When you assign payment batch codes to payments, you can calculate payments into one batch at the same time that another batch is being posted. For information about defining payment batch codes, see the Payment Batch Codes function (page 3-25) and the Change Batches function (page 4-31).

## Run Codes

If you define recurring entries, you must assign a run code to each entry. Run codes are used as a means of grouping recurring entries for creating transactions. You might want to set up run codes to reflect when you want transactions to be created. For example, you might assign run code **01** to entries that should be used to create transactions on the first of each month and **15** to those that should be used to create transactions on the fifteenth of each month. The system creates transactions for recurring entries with a specific run code when you use the Copy Recurring Entries function. For information on setting up recurring entries see the **Recurring Entries** function (page 3-85).

## Suggestions for Defining IDs and Codes

IDs and codes tell the system how to identify each item on file. The system uses these identifiers to organize information.

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

- Do not use these characters in an ID or a code: | " ' & #.
- 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-001 and ACE-011 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.
- 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 than 000001 and 000002.
- 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 vendor name in the vendor ID.
- To ensure that new items can be inserted into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leave room for three IDs in between.



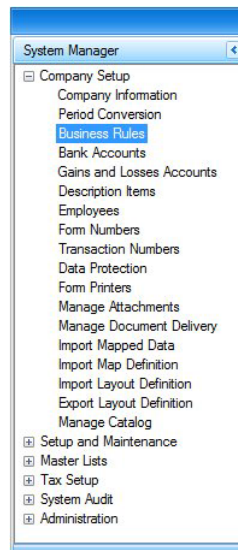
## BUSINESS RULES

Use the **Business Rules** function to define application interfaces and general information about Accounts Payable functions. You can elect to keep payment and purchase history; and you can specify GL accounts for discounts, cash, and inventory.

To set up **Business Rules**, follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup** menu.

### Business Rules Menu



- The **Business Rules** screen appears. Select **Accounts Payable**.

## Business Rules Screen

SM Business Rules

Print Search

Business Rules

- Application
  - AP - Accounts Payable
  - AR - Accounts Receivable
  - BA - Banking
  - BM - Bill of Materials/Kitting
  - BR - Bank Reconciliation
  - CF - Configurator
  - CM - CRM
  - DR - Requirements Planning
  - FA - Fixed Assets
  - GL - General Ledger
  - HR - Human Resources
  - IN - Inventory
  - JC - Project Costing
  - MB - MFG - Bills of Material
  - MP - MFG - Production
  - MR - MFG - Routing & Resources
  - PA - Payroll
  - PO - Purchase Order
  - PS - Point-of-Sale
  - SD - Service Director
  - SM - System Manager
  - SO - Sales Order
  - TP - TRAVERSE Portal
  - WM - Warehouse Management
- Configuration Group
- Role

Archive

Archive Watermark	Reprint
Use Archive	Yes
<b>Defaults - GL Account</b>	
Cash Account	00-000-1000
COGS Account	00-000-5000
Discounts Account	00-000-9030
Inventory Account	00-000-1200
<b>Defaults - Transaction Entry</b>	
Allow Online Checks	Yes
Audit Transactions	Yes
Automatic Discount Update	Yes
Check for Duplicate Invoice Numbers	Yes
Copy Additional Descriptions from SM/IN Items	Yes
Default Inquiry in Vendor Currency	Yes
Default Vendor Name in GL Description	Yes
Discount on Freight	No
Discount on Miscellaneous	No
Discount on Sales Tax	No
Freight Tax Class	0
Misc Tax Class	0
Use Additional Descriptions	Yes
<b>Interface - Application</b>	
Bank Reconciliation	Yes
General Ledger	Yes
Inventory	Yes
<b>Miscellaneous</b>	
Allow Posting Without Check Numbers	No
Allow Posting Without Creating ACH File	No
Allow Posting Without Printing Checks	No
Allow Re-prepare After Printing	Yes
Bank Account Display	Partial
Check Saver	Single
Post Payment Detail to General Ledger	Yes
Post Transaction Detail to General Ledger	Yes
Post Without Printing Journals	Yes
Print Notes on Remittance	Yes
Use 1099	Yes
Use Batch Processing	Yes
Use Transaction Allocations	No
<b>Vendor</b>	
Audit Vendor	Yes
Load All Vendors in Setup	Yes

Archive

Apply OK Cancel

## Archive

- Archive Watermark:** Enter watermark text to be printed on archived documents.
- Use Archive:** Select **Yes** to utilize the document archiving functionality for storing and reprinting documents (you must also select **Yes** in the **Business Rules Archive Configuration Group**).



## Default - GL Account

5. Select the default **Cash**, **COGS**, **Discounts**, and **Inventory** accounts to post to. If Accounts Payable is not interfaced with General Ledger, enter the accounts to post to. You must enter account numbers.

## GL Account Defaults

Account	Description
Cash	Not used
COGS	Not used.
Discounts	When payments are posted, if a discount is taken, the discount amount is posted to this account.
Inventory	When an item ID is manually entered, or skipped (not selected from Inventory or System Manager items) the cost of the item will be posted to this account.

## Default - Transaction Entry

6. Select **Yes** to **Allow Online Checks** during transaction entry; otherwise, select **No**. An online check will print a check to pay the invoice that you are currently working on.
7. Select **Yes** to **Audit Orders** to keep a transactional log of changes to Accounts Payable invoices, otherwise, select **No**.
8. Select **Yes** to calculate an **Automatic Discount Update** on the Vendors screen; otherwise, select **No**. If you select no, you will get a dialog box asking if you want to use the calculated discount, Yes or No. If you select Yes, the discount is automatically calculated and a part of the total on the Totals tab.
9. Select **Yes** to **Check For Duplicate Invoice Numbers** entered. If you select **Yes**, you will get a dialog box telling you if the invoice number you entered is a duplicate of a prior invoice for that vendor. If you select **No**, you will not get a dialog box telling you if the invoice number you entered is a duplicate of a prior invoice for that vendor and it will allow you to continue without further messages.

10. Select **Yes** to **Copy Additional Descriptions From System Manager or Inventory**; otherwise, select **No**. If Accounts Payable is interfaced with Inventory, System Manager items are not used. If you do not elect to use additional descriptions in the Accounts Payable selection, this option is not available. You can add more additional descriptions to the items if they apply only to the transaction for AP. These additional descriptions are saved in history.
11. If you use multi-currency, select **Yes** if you want amounts to appear in the vendor's currency by default when you use the functions on the **Interactive Views** menu. Select **No** if you want to view these amounts in base currency. If you do not use multi-currency, this selection is not available.
12. Select **Yes** if you want to **Default Vendor Name in GL Description** field. If you select **No**, the item description from the transaction will appear in the Description for the GL entry.
13. Select **Yes** to calculate **Discount On Freight**; otherwise, select **No**. If you have your Terms Codes set up to give discounts for early payments, you can include the freight total in the total for calculating the discount.
14. Select **Yes** to calculate **Discount On Miscellaneous** charges; otherwise, select **No**. If you have your Terms Codes set up to give discounts for early payments, you can include the miscellaneous charges in the total for calculating the discount.
15. Select **Yes** to calculate **Discount On Sales Tax**; otherwise, select **No**. If you have your Terms Codes set up to give discounts for early payments, you can include the sales tax in the total for calculating the discount.
16. Select the default **Freight Tax Class** to apply to freight charges.
17. Select the default **Misc Tax Class** to apply to miscellaneous charges.
18. Select **Yes** to **Use Additional Descriptions** for line items; otherwise, select **No**. In the detail mode in the Item Detail area in Transactions you will get an additional box to enter an additional description for the item in the transaction. The additional description will be available in the column chooser when you use the grid view of the items area. These additional descriptions are saved to history.

## Interface - Application

19. Select **Yes** to interface Accounts Payable with **Bank Reconciliation**; otherwise, select **No**. When Accounts Payable is interfaced with Bank Reconciliation, checks written through Accounts Payable are posted directly to the Bank Reconciliation module.
20. Select **Yes** to interface Accounts Payable with **General Ledger**; otherwise, select **No**. When Accounts Payable is interfaced with General Ledger, posting in Accounts Payable makes entries in the GL Journal for transactions that affect the ledger (such as sales tax, freight, miscellaneous expenses).

21. Select **Yes** to interface Accounts Payable with **Inventory**; otherwise, select **No**. When Accounts Payable is interfaced with Inventory, entering transactions in Accounts Payable can update item location information, summary and detail history, and lot and serial information in Inventory.

## Miscellaneous

22. Select **Yes** to **Allow Posting Without Check Numbers** if you want to allow your payments to be posted without check numbers. Select **No** if you want to prevent checks from being posted without having a check number. This may happen if you allow posting without printing checks, but you want to be able to post without check numbers.

**NOTE: If payments are posted without payment numbers, you will not be able to void those payments, or easily associate the payment with a check or other payment method.**

23. Select **Yes** to **Allow Posting Without Creating ACH File** to allow the post to be completed without creating the ACH file for vendors that have Electronic as the check delivery method. Select **No** to force the ACH file to be created before you are allowed to post payments.

**NOTE: If you post without creating the ACH file, you will not be able to go back and generate the ACH file for those payments.**

24. Select **Yes** to **Allow Posting Without Printing Checks** if you want to allow your checks to be posted without printing them first. Select **No** if you want to prevent checks from being posted without being printed first.

**NOTE: If payments are posted without payment numbers, you will not be able to void those payments, or easily associate the payment with a check or other payment method.**

25. Select **Yes** to **Allow Re-prepare After Printing** to allow checks to be re-prepared after the checks have been printed. Select **No** to prevent checks from being re-prepared once they have been printed.

**NOTE: If checks have been printed and the re-prepare has been done, there is no record of those checks being printed.**





26. Select the amount of detail for the **Bank Account Display**, for the bank account number when you select to pay a vendor using the Electronic check delivery method. You can choose to display **All** Bank Account Numbers, to display and print the whole number, **Partial** to have the last four digits display and print, and the rest to show as X's, or **None** to have the number displayed and printed as all X's.

27. Select how you want the **Check Saver** function to act.

- Select **None** to not use the check saver.
- Select **Single** if you are going to use the same printer for your checks and the check saver remittance.
- Select **Multiple** if you are going to use one printer for your checks and a different printer for your check saver remittance.

You must set up a form printer for both the checks and check saver remittance in System Manager, Setup and Maintenance, Form Printers to use the multiple selection.

28. **Post Payment Detail to General Ledger**: Select **Yes** to post line-item information about each purchase to the general ledger accounts; otherwise, select **No**. Posting in detail to the general ledger will make one entry for each affected account number for each payment. Posting summary to General Ledger will make one entry for the total amount for each affected account number in the entire batch.

If multi-currency is part of your TRAVERSE installation, this option is set to **Yes** and cannot be changed.

29. **Post Transaction Detail to General Ledger**: Select **Yes** to post line-item information about each transaction to the general ledger accounts; otherwise, select **No**. Posting in detail to the general ledger will make one entry for each affected account number for each transaction. Posting summary to General Ledger will make one entry for the total amount for each affected account number in the entire batch.

If multi-currency is part of your TRAVERSE installation, this option is set to **Yes** and cannot be changed.

30. Select **Yes** to **Post Without Printing Journals**. Select **No** to print journals and post. Printing is considered clicking on the Print or Output buttons on the journal screen. Preview is not considered printing. If you select **Yes** you will get a warning message if you have not printed the journals. If you select **No**, you will not be allowed to post until you print the journals. It is recommended to select **No**.

31. Select **Yes** to **Print Notes On Remittance** to have notes from invoices printed on the remittance form. Select **No** to have notes omitted from the remittance form.

32. Select **Yes** to **Use 1099** vendors; otherwise, select **No**. If you elect to use 1099 vendors, you will have the option to set up your vendors to receive a 1099 form for the payments that you make to them that are eligible to be claimed as income on a 1099 form.
33. Select **Yes** to **Use Batch Processing**; otherwise, select **No**. Batch processing will allow you to have multiple users entering data, printing journals and posting transactions in different batches at the same time. When you elect not to use batch processing, all the transactions will go to batch ID #####, and you will not be able to have multiple users entering transactions, printing journals or posting transactions at the same time.
34. Select **Yes** to **Use Transaction Allocations** if you want to enter transactions against one major account and then distribute them to several other accounts. This option is only available if you have the Not for Profit add-on installed.

## Vendor

35. Select **Yes** to **Audit Vendor** to track any changes made to the Vendor setup records.
36. Select **Yes** to **Load All Vendors in Setup** to load all vendor information into the search box. When the rule is set to **No**, the Vendor maintenance screen will open with no data presented and the navigation bar will be disabled. The Vendor lookup and auto-complete functionality in the Vendor ID field remain.
37. Click **Print** to preview and print a report showing your selected business rules.
38. Select a command button:

## Command Buttons

Name	Description
<b>Apply</b>	Save the changes you have made to the business rules functions. The screen will remain open.
<b>OK</b>	Save the changes and exit the business rules function.
<b>Cancel</b>	Close the business rules screen without saving any changes.
<b>Print</b>	Preview and print a business rules report.

**Name****Description****Search**

Perform a wildcard search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

## Business Rules Report

Continental Products Unlimited				Page 1
Business Rules List				
Application	Group Description	Current value	Default value	
AP - Accounts Payable	Archive			
	Archive Watermark	Reprint	Reprint	
	Use Archive	Yes	Yes	
	Defaults - GL Account			
	Cash Account	00-000-1000	-	
	COGS Account	00-000-5000	-	
	Discounts Account	00-000-9030	-	
	Inventory Account	00-000-1200	-	
	Defaults - Transaction Entry			
	Allow Online Checks	Yes	No	
	Audit Transactions	No	No	
	Automatic Discount Update	Yes	Yes	
	Check for Duplicate Invoice Numbers	Yes	No	
	Copy Additional Descriptions from SM/IN Items	Yes	No	
	Default Inquiry in Vendor Currency	Yes	No	
	Default Vendor Name in GL Description	Yes	No	
	Discount on Freight	No	No	
	Discount on Miscellaneous	No	No	
	Discount on Sales Tax	No	No	
	Use Additional Descriptions	Yes	No	
	Interface - Application			
	Bank Reconciliation	Yes	Yes	
	General Ledger	Yes	No	
	Inventory	Yes	Yes	
	Miscellaneous			
	Allow Posting Without Check Numbers	No	No	
	Allow Posting Without Creating ACH File	No	No	
	Allow Posting Without Printing Checks	Yes	No	
	Allow Re-prepare After Printing	Yes	No	
	Bank Account Display	Partial	Partial	
	Check Saver	No	No	
	Post Payment Detail to General Ledger	Yes	Yes	
	Post Transaction Detail to General Ledger	Yes	Yes	
	Post Without Printing Journals	Yes	No	
	Print Notes on Remittance	Yes	No	
	Use 1099	Yes	No	
	Use Batch Processing	Yes	Yes	
	Use Transaction Allocations	No	No	
	Vendor			
	Audit Vendor	No	No	
	Load All Vendors in Setup	Yes	No	

5/4/2017 10:42 AM

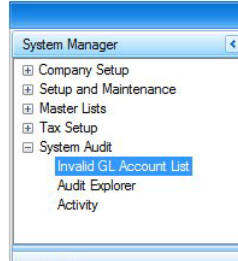
\*\*\* End of Report \*\*\*

OPEN\_SYSTEM SIKent.Heltkamp

## Invalid GL Account List

1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

### Invalid GL Account List Menu





2. The **Invalid GL Account List** screen appears.

**Invalid GL Account List Screen**

SM Invalid GL Account List

OKActivityResetPreview

Select Applications :

App

☒

Accounts Payable

☒

Accounts Receivable

☒

Banking

☒

Bill of Materials/Kitting

☒

Bank Reconciliation

☒

CRM

☒

Digital Dashboard☒☒☒☒☒☒☒☒☒☒☒☒☒

All

None

3. Select the **Applications** you want to check for invalid GL accounts. If you want to have all applications checked click the **All** button.
4. Click **OK** to start the search for invalid GL accounts.

5. Select a command button:

### Command Buttons

Name	Description
<b>OK</b>	Executes the list.
<b>Activity</b>	Not Available.
<b>Reset</b>	Return the value of all fields on the list or report screen to their default values.
<b>Preview</b>	View the list or report on your monitor.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

### Invalid GL Accounts List

Continental Products Unlimited SM Invalid GL Account List					Page 1
App ID	Table Name	Field Name	Reference Value	Account Number	
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021	
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021	

## TRANSACTION BATCH CODES

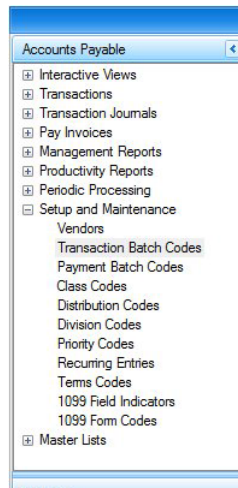
If you elected to use batch processing in the **Business Rules** function (page 3-7), use the **Transaction Batch Codes** function to define codes for posting purchases and miscellaneous debits. Each transaction can be assigned to a batch code, and then transactions can be posted by batch code. The batch codes will be deleted as soon as all transactions in the batch have been posted, if the permanent box has not been checked.

If you elected not to use batch processing in the **Business Rules** function, use the **Batch Codes** function to toggle the hold and lock status of the batch #####, which is the main batch and is used to save all transactions. This batch code will not be deleted even if the permanent box is unchecked.

To set up **Batch Codes**, follow these steps:

1. Select **Transaction Batch Codes** from the **Setup and Maintenance** menu.

### Transaction Batch Codes Menu



2. The **Transaction Batch Codes** screen appears.

## Transaction Batch Codes Screen

Batch Code	Description	Perman...	Purchases Jour...	Misc Debits Jour...	Lock Ba...	Lock Date	Lock By	Activity	Default
> #####	Default Batch	<input checked="" type="checkbox"/>	Unprinted	Not Applicable	Lock			Activity	<input checked="" type="checkbox"/>
AR-Com	AR Commissions	<input type="checkbox"/>	Not Applicable	Not Applicable	Lock			Activity	<input type="checkbox"/>
*		<input type="checkbox"/>			Lock			Activity	<input type="checkbox"/>

3. Enter the **Batch Code**.
4. Enter the **Description** of the batch.
5. Select the **Permanent** check box if you would like the AP application to keep the batch after it has been posted.
6. Accept the **Status** of the **Purchases Journal** and **Miscellaneous Debits Journal** that is displayed, or change it.
  - The default status is **Not Applicable**.
  - If invoices or debit memos are entered, the default is **Unprinted**.
  - If you enter a new transaction after you print a journal, the default becomes **Reprint**.
7. The batch is locked if it is unsuccessfully posted. To unlock a batch, click the **Lock** button. When a batch is locked, you cannot enter, edit, or post it.
8. Check the box to indicate which batch will be the **Default** batch for this company.

### Command Buttons

Name	Description
Activity	List the batch users.
Lock Batch	Lock the batch to prevent any activity in the batch.

### Task Summary


To add a Batch Code, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the **Batch Code** and the **Description** of the batch.

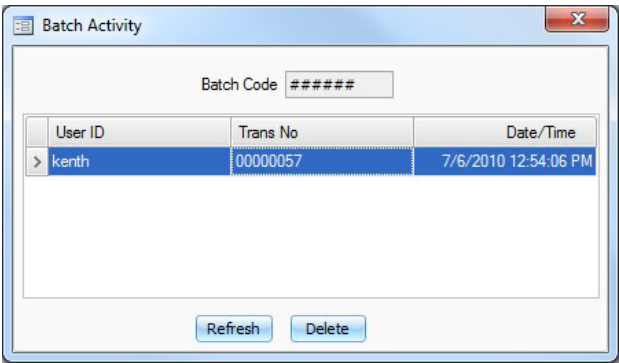
To edit a Batch Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Batch Code, follow these steps:

1. Make sure that the **Batch Code** is not being used.
2. Select the **Batch Code** to delete. You cannot delete the main batch, #####.
3. Select the **Delete** hot key (F3) or the **Delete** button .

### Batch Activity Dialog Box



The **Batch Activity** dialog box appears when you select **Activity** on the Transaction Batch Codes screen.

1. The Batch Code entered on the **Batch Codes** screen is displayed.
2. The **User ID** of the users who are using the batch are displayed.
3. The **Trans No** of the transaction currently in use by the user is displayed.
4. The workstation **Date/Time** that the user accessed the transaction are displayed.



### Command Buttons

Name	Description
Refresh	Refresh the list of users in the dialog box.
Delete	Change the status of a transaction from locked to unlocked, and delete it from the Batch Activity dialog box. This needs to be done if a journal or posting was not completed successfully, to unlock the batch. Deleting this record will only delete the locking record, not change anything for that transaction.

### Producing a Transaction Batch Codes List

Use the **Batch Codes List** function to produce a list of the batch codes you defined in the Batch Codes function on the Setup and Maintenance menu.

To produce a **Transaction Batch Codes List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Batches**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transaction Batch Codes List

Continental Products Unlimited AP Transaction Batch Codes							Page 1
Batch Code	Description	Permanent	Purchases Journal Status	Misc Debits Journal Status	Lock Batch	Lock Date	Lock By
#####	Default Batch	<input checked="" type="checkbox"/>	Unprinted	Unprinted			
AR-Com	AR Commissions	<input checked="" type="checkbox"/>	NotApplicable	NotApplicable			





## PAYMENT BATCH CODES

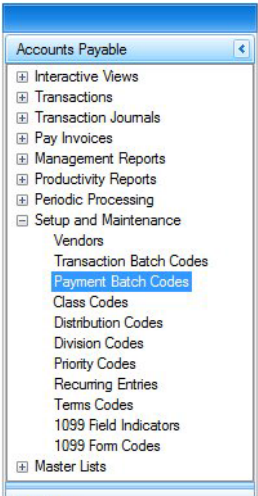
If you elected to use batch processing in the **Business Rules** function (page 3-7), use the **Payment Batch Codes** function to define codes for posting payments and prepayments. Each group of payments from a bank account can be assigned to a batch code, and then payments can be posted by batch code. The batch codes will be deleted as soon as all payments in the batch have been posted, if the permanent box has not been checked.

If you elected not to use batch processing in the **Business Rules** function, use the **Payment Batch Codes** function to toggle the hold and lock status of the batch #####, which is the main batch and is used to save all payments. This batch code that will not be deleted even if the permanent box is unchecked.

To set up **Payment Batch Codes**, follow these steps:

1. Select **Payment Batch Codes** from the **Setup and Maintenance** menu.

### Payment Batch Codes Menu



2. The **Payment Batch Codes** screen appears.

## Payment Batch Codes Screen

Batch Code	Description	Permanent	Check Status	Lock Batch	Lock Date	Lock By	Activity	Default
#####	Default Batch	<input checked="" type="checkbox"/>	Not Applicable	Lock			Activity	<input type="checkbox"/>
FSB001	FSB Batch	<input checked="" type="checkbox"/>	Not Applicable	Lock			Activity	<input checked="" type="checkbox"/>
WellFrg	Wells Fargo	<input checked="" type="checkbox"/>	Not Applicable	Lock			Activity	<input type="checkbox"/>
		<input type="checkbox"/>		Lock			Activity	<input type="checkbox"/>

3. Enter the **Batch Code**.
4. Enter the **Description** of the batch.
5. Select the **Permanent** check box if you would like the AP application to keep the batch after it has been processed.
6. Accept the **Check Status** that is displayed, or change it.
  - The default status is **Not Applicable**.
  - If payments are prepared, the status is **Prepared**.
  - If you print the payment check and vouchers, the status becomes **Printed**.
7. The batch is locked if it is unsuccessfully posted. To unlock a batch, click on the **Lock** button. When a batch is locked, you cannot enter, edit, or post it. You will not see locked batches on the available batches list in the Post Payments functions.
8. Check the box to indicate which batch will be the **Default** batch for this company.

Command Buttons

Name	Description
Activity	List the batch users.
Lock	Lock the batch to prevent any activity in the batch.

Task Summary


To add a Batch Code, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the **Batch Code** and the **Description** of the batch.

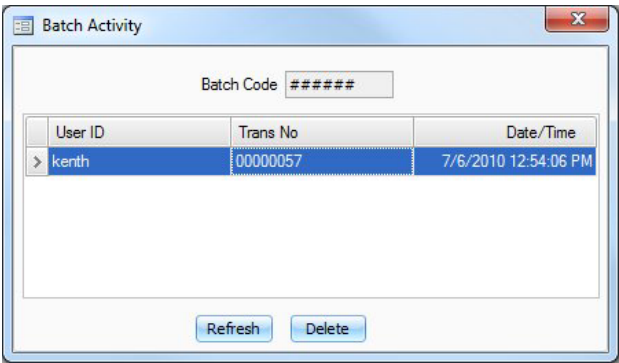
To edit a Batch Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Batch Code, follow these steps:

1. Make sure that the **Batch Code** is not being used.
2. Select the **Batch Code** to delete. You cannot delete the main batch, #####.
3. Select the **Delete** hot key (F3) or the **Delete** button .

Batch Activity Dialog Box



The **Batch Activity** dialog box appears when you select **Activity** on the Batch Codes screen.

1. The batch code entered on the **Batch Codes** screen is displayed.
2. The **User ID** of the users who are using the batch are displayed.
3. The **Trans No** of the transaction currently in use by the user is displayed.
4. The workstation **Date/Time** that the user accessed the transaction are displayed.



### Command Buttons

Name	Description
<b>Refresh</b>	Refresh the list of users in the dialog box.
<b>Delete</b>	Change the status of a transaction from locked to unlocked, and delete it from the Batch Activity dialog box. This needs to be done if a journal or posting was not completed successfully to unlock the batch. Deleting this record will only delete the locking record, not change anything for that transaction.

### Producing a Payment Batch Codes List

Use the **Batch Codes List** function to produce a list of the batch codes you defined in the Batch Codes function on the Setup and Maintenance menu.

To produce a **Payment Batch Codes List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Batches**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Payment Batch Codes List

Continental Products Unlimited								Page 1
AP Payment Batch Codes								
Batch Code	Description	Permanent	Check Status	Lock Batch	Lock Date	Lock By	Activity	
#####	Default Batch	<input checked="" type="checkbox"/>	Not Applicable					
Tues	Tues Payments	<input type="checkbox"/>	Not Applicable					



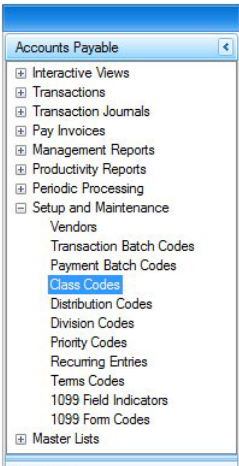
# CLASS CODES

**Class Codes** are used as a sort criterion for the Aged Trial Balance and Vendor Purchase History Reports. Unlike Terms Codes and Distribution Codes, Class Codes are not assigned any additional functionality.

To set up **Class Codes**, follow these steps:

- 1. Select **Class Codes** from the **Setup and Maintenance** menu.

## Class Codes Menu



- 2. The **Class Codes** screen appears.

## Class Codes Screen

AP Class Codes	
1 of 4	
Class Code	Description
> Comp	Computer Hardware
Serv	Service
Soft	Software
Util	Utilities
*	

3. Select or enter the **Class Code** with which to work.
4. Enter the **Description** of the code.

### Task Summary


To add a Class Code, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the **Class Code** and the **Description** of the class code.

To edit a Class Code, follow these steps:



1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Class Code, follow these steps:

1. Select the **Class Code** to delete.
2. Select the **Delete** hot key (F3) or the **Delete** button .

### Producing a Class Codes List

To produce a **Class Codes List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Class Codes**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.



Class Codes List

Class Code	Description
Comp	Computer Hardware
Serv	Service
Soft	Software
Util	Utilities



## DISTRIBUTION CODES

Use the **Distribution Codes** function to set up and maintain Distribution Codes, which allocate general ledger accounts for **Payables**, **Freight**, **Miscellaneous** charges, **PO Allocations** and **Deposits**. Distribution Codes are tied to specific vendor records.

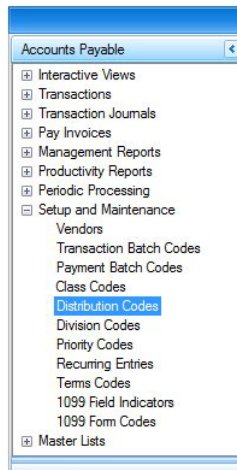
You can assign **Distribution Codes** when you set up vendor records; thereafter, when you post transactions that involve vendors, transaction information moves directly to the accounts you specify in the associated distribution code.

If you use multi-currency, it's important to remember that TRAVERSE validates the currency assigned to the Payables account in the distribution codes you set up against the vendor's and the base currency. That is, the currency for the Payables account in the distribution code must match either the vendor's currency or the base currency when you assign a distribution code to a transaction or vendor record. The system validates only the Payables currency because it assumes that the Freight and Miscellaneous accounts use base currency.

To set up **Distribution Codes**, follow these steps:

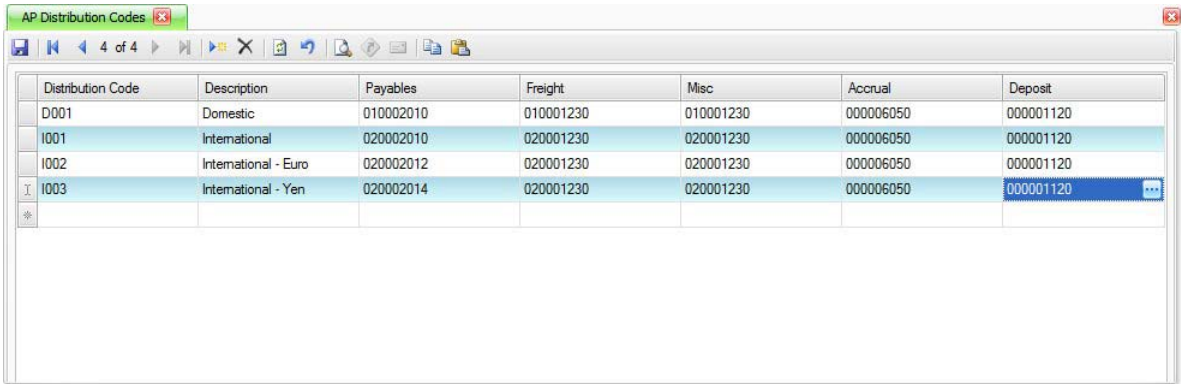
1. Select **Distribution Codes** from the **Setup and Maintenance** menu.

### Distribution Codes Menu




2. The **Distribution Codes** screen appears.

## Distribution Codes Screen



Distribution Code	Description	Payables	Freight	Misc	Accrual	Deposit
D001	Domestic	010002010	010001230	010001230	000006050	000001120
I001	International	020002010	020001230	020001230	000006050	000001120
I002	International - Euro	020002012	020001230	020001230	000006050	000001120
I003	International - Yen	020002014	020001230	020001230	000006050	000001120

3. If you are adding a Distribution Code, click the **New Record** button  on the toolbar. A blank record appears.
4. Enter a **Distribution Code**, if applicable.
5. Enter a **Description**, if applicable.
6. If Accounts Payable is interfaced with General Ledger, select the following GL Accounts; otherwise, enter the following GL Accounts:
  - **Payables** - this Account will be credited when posting invoices for Vendors and debited when posting payments for Vendors.
  - **Freight** - this Account will be debited when posting invoices with Freight charges entered on the Totals tab of transactions.
  - **Miscellaneous** - this Account will be debited when posting invoices with Miscellaneous amounts entered on the Totals tab of transactions.
  - **Accrual** - this Account is used in Purchase Orders to accrue received amounts until the invoice has been entered and posted. You may use a different Accrual Account for each Distribution Code.
  - **Deposit** - this Account will be debited, when posting a Purchase Order with a Deposit entered. This Account will then be credited when the Purchase Order's invoice is posted.


**NOTE:** This account should be an Asset account (i.e., a Prepaid Expense account). Otherwise, the P & L will not be accurate until the goods are received and invoiced (or just received in the case of IN Accruals).

**NOTE: GL Accounts are required even if Accounts Payable does not interface with General Ledger.**

7. Close the screen to save your changes and return to the Main menu.

## Task Summary


To add a Distribution Code, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the **Distribution Code**, the **Description** of the code, and general ledger accounts.

To edit a Distribution Code, follow these steps:

1. Position the cursor in the field you want to edit.
2. Change the value in the field.



To delete a Distribution Code, follow these steps:

1. Select the **Distribution Code** to delete.
2. Select the **Delete** hot key (F3) or the **Delete** button .

## Producing a Distribution Codes List

Use the **Distribution Codes List** function to produce a list of the vendor distribution codes you defined in the Distribution Codes function on the Setup and Maintenance menu.

To produce a **Distribution Codes List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Distribution Codes**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Distribution Codes List

Continental Products Unlimited							Page 1
AP Distribution Codes							
Distribution Code	Description	Payables	Freight	Misc	Accrual	Deposit	
D001	Domestic	010002010	010001230	010001230	000006050	000001120	
I001	International	020002010	020001230	020001230	000006050	000001120	
I002	International - Euro	020002012	020001230	020001230	000006050	000001120	
I003	International - Yen	020002014	020001230	020001230	000006050	000001120	

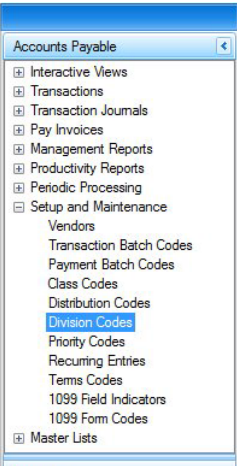
## DIVISION CODES

**Division Codes** are stored in Vendor history and are displayed in the Vendor Detail List. Unlike Terms Codes and Distribution Codes, Division Codes are not assigned a meaning.

To set up **Division Codes**, follow these steps:

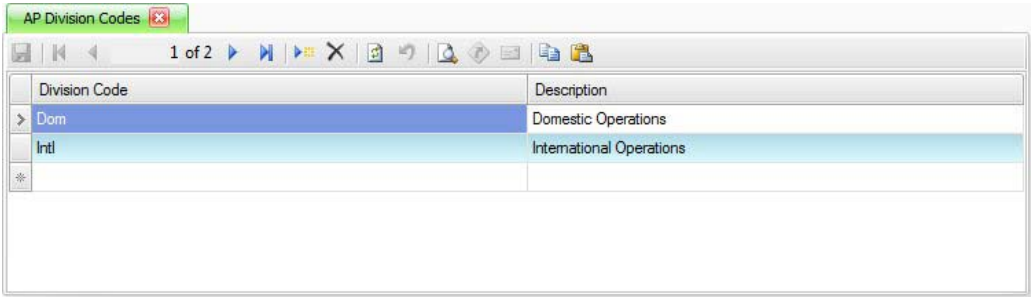
1. Select **Division Codes** from the **Setup and Maintenance** menu.

### Division Codes Menu



2. The **Division Codes** screen appears.

### Division Codes Screen



3. Select or enter the **Division Code** to work with.
4. Enter the **Description** of the Code.

## Task Summary


To add a Division Code, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the **Division Code** and the **Description** of the Division Code.

To edit a Division Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.



To delete a Division Code, follow these steps:

1. Select the **Division Code** to delete.
2. Select the **Delete** hot key (F3) or the **Delete** button .

## Producing a Division Codes List

Use the **Division Codes List** function to produce a list of the division codes you defined in the Division Codes function on the Setup and Maintenance menu.

To produce a **Division Codes List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Division Codes**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.



Division Codes List

Division Code		Description
Dom		Domestic Operations
Intl		International Operations



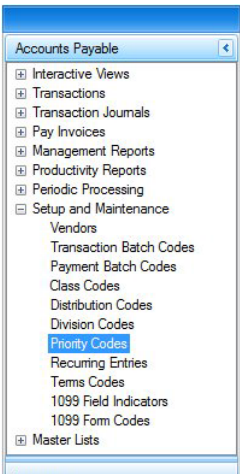
# PRIORITY CODES

**Priority Codes** are used as a selection criterion for paying invoices and sorting the information for the Aged Trial Balance Report.

To set up **Priority Codes**, follow these steps:

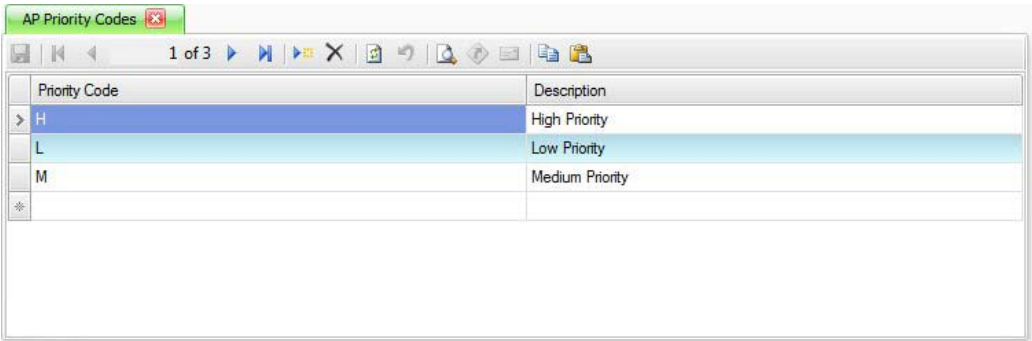
- 1. Select **Priority Codes** from the **Setup and Maintenance** menu.

## Priority Codes Menu



- 2. The **Priority Codes** screen appears.

## Priority Codes Screen




- 3. Enter the **Priority Code** with which to work.

4. Enter the **Description** of the Code.

### Task Summary


To add a Priority Code, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the required information.

To edit a Priority Code, follow these steps:

1. Position the cursor in the field you want to edit.
2. Change the value in the field.



To delete a Priority Code, follow these steps:

1. Select the **Priority Code** to delete.
2. Select the **Delete** hot key (F3) or the **Delete** button .

### Producing a Priority Codes List

Use the **Priority Codes List** function to produce a list of the vendor priority codes you defined in the Priority Codes function on the Setup and Maintenance menu.

To produce a **Priority Codes List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Priority Codes**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Priority Codes List

Priority Code	Description
H	High Priority
L	Low Priority
M	Medium Priority



# TERMS CODES

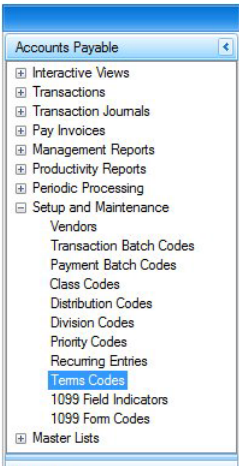
Use the **Terms Codes** function to add, change, or delete codes for Vendor payment terms. These codes serve as a shorthand method of assigning particular conditions for doing business with a Vendor. For example; you can assign a Terms Code with 10 discount days to one Vendor, and a Terms Code with 30 discount days to another Vendor.

When you set up Terms Codes, you can assign them to the Vendor records. Then when you enter transactions, the terms you specified are automatically applied.

To set up **Terms Codes**, follow these steps:

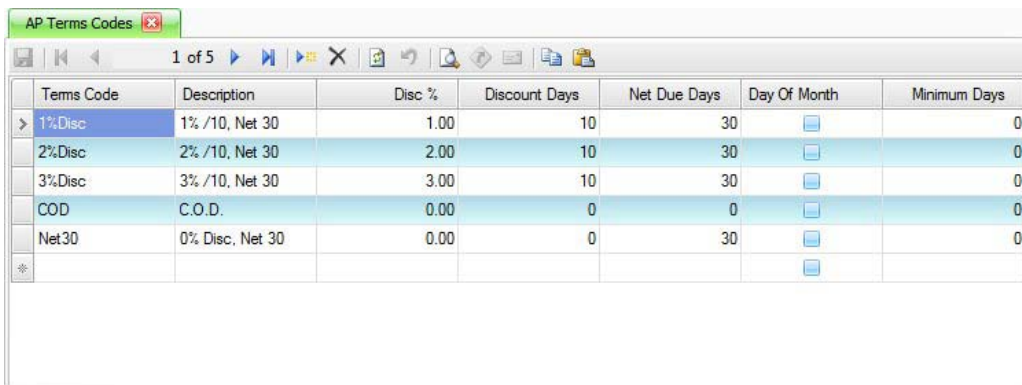
- 1. Select **Terms Codes** from the **Setup and Maintenance** menu.

## Terms Codes Menu



2. The **Terms Code** screen appears.

## Terms Codes Screen



The screenshot shows the 'AP Terms Codes' window with a table containing the following data:

Terms Code	Description	Disc %	Discount Days	Net Due Days	Day Of Month	Minimum Days
1%Disc	1% /10, Net 30	1.00	10	30	<input type="checkbox"/>	0
2%Disc	2% /10, Net 30	2.00	10	30	<input type="checkbox"/>	0
3%Disc	3% /10, Net 30	3.00	10	30	<input type="checkbox"/>	0
COD	C.O.D.	0.00	0	0	<input type="checkbox"/>	0
Net30	0% Disc, Net 30	0.00	0	30	<input type="checkbox"/>	0

3. Enter the **Terms Code**.
4. Enter the **Description** of the code. The Description is printed on invoices and credit memos.
5. Enter the percent used to calculate the **Discount** amount of the payment.
6. Enter the number of **Discount Days** you have to pay a Vendor's invoice and receive a discount, or enter the day of the month by which an invoice must be paid to receive a discount.
7. Enter the number of **Net Due Days** you have to pay the Vendor, or enter the day of the month that the net payment is due.
8. Check the **Day of the Month** box if the **Discount Days** or the **Net Due Days** fields are a day of the month; otherwise, clear the box. This also is referred to as Prox Terms.
9. If you checked the **Day of the Month** box, enter the **Minimum Days**, the number of days prior to the Net Due date to enter an invoice and have the invoice due the following month. This also will change the Discount Date to fall on the date of the next month.


**Example:** If the minimum days is set to 10, the net due date is set to 30, and the discount days is set to 10. You place an order with your Vendor on the 21st of the month your, invoice would not be due on the 30th of this month, but the 30th of the next month. Likewise the discount would also change to the 10th of the next month.

If you would place an order on the 15th of the month, your invoice would be due on the 30th of this month, and you would have no chance for a discount.



## Task Summary


To add a Terms Code, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank record appears.
2. Enter the **Terms Code**, **Description**, **Discount Percent**, **Discount Days**, **Net Due Days**, and **Minimum Days**.

To edit a Terms Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.



To delete a Terms Code, follow these steps:

1. Make sure that the **Terms Code** is not being used.
2. Select the **Terms Code** to delete.
3. Select the **Delete** hot key (F3) or the **Delete** button .

## Producing a Terms Codes List

Use the **Terms Codes List** function to produce a list of the terms codes you defined in the Terms Codes function on the Setup and Maintenance menu.

To produce a **Terms Codes List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Terms Codes**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Terms Codes List

Terms Code	Description	Disc %	Discount Days	Net Due Days	Day Of Month	Minimum Days
1%Disc	1% /10, Net 30	1.00	10	30	<input type="checkbox"/>	0
2%Disc	2% /10, Net 30	2.00	10	30	<input type="checkbox"/>	0
3%Disc	3% /10, Net 30	3.00	10	30	<input type="checkbox"/>	0
COD	C.O.D.	0.00	0	0	<input type="checkbox"/>	0
Net30	0% Disc, Net 30	0.00	0	30	<input type="checkbox"/>	0

## 1099 FIELD INDICATORS

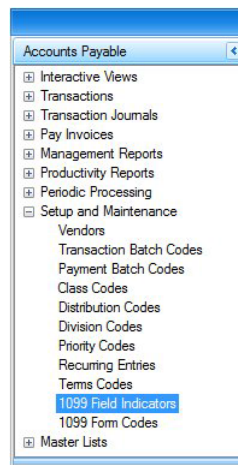
The **1099 Field Indicators** correspond to the box numbers on the 1099-MISC form, in which the Year-to-Date Payment amount is printed. The indicators are predefined, but you can use the 1099 Field Indicators function to edit descriptions.

Use the **1099 Processing** function (page 8-17) to output your 1099 information to forms, worksheets, or magnetic media.

To work with **1099 Field Indicators**, follow these steps:

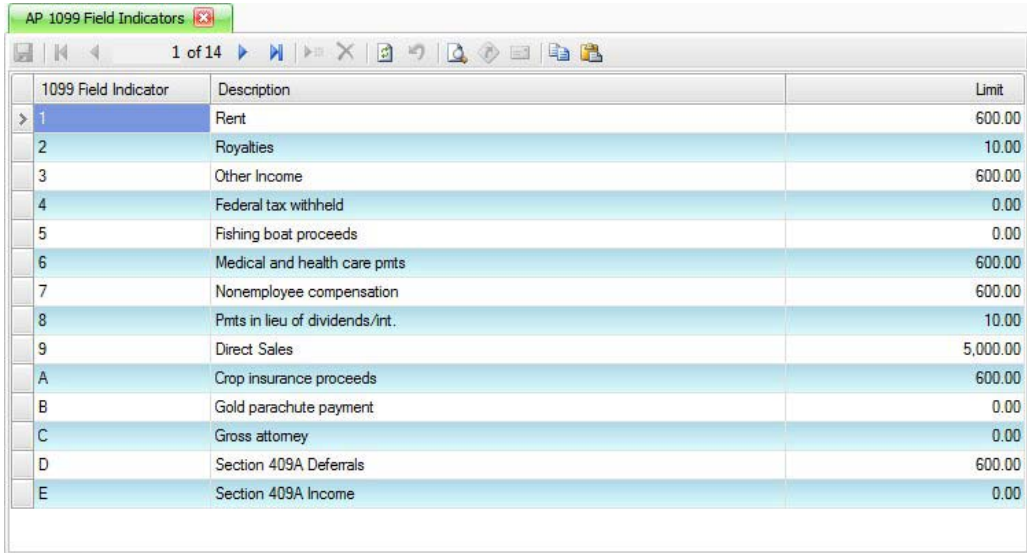
1. Select **1099 Field Indicators** from the **Setup and Maintenance** Menu.

### 1099 Field Indicators Menu



2. The **1099 Field Indicators** screen appears.

## 1099 Field Indicators Screen



1099 Field Indicator	Description	Limit
1	Rent	600.00
2	Royalties	10.00
3	Other Income	600.00
4	Federal tax withheld	0.00
5	Fishing boat proceeds	0.00
6	Medical and health care pmts	600.00
7	Nonemployee compensation	600.00
8	Pmts in lieu of dividends/int.	10.00
9	Direct Sales	5,000.00
A	Crop insurance proceeds	600.00
B	Gold parachute payment	0.00
C	Gross attorney	0.00
D	Section 409A Deferrals	600.00
E	Section 409A Income	0.00

3. The **Field Indicator** is displayed.
4. The **Description** of the indicator is displayed.
5. Enter the **1099 Limit**. Refer to the appropriate year's instruction booklet for the 1099-MISC forms issued by the Internal Revenue Service.

**NOTE: There is no need to edit the Limit amounts. Open Systems will supply any limit amount changes in the annual year end updates.**

## Editing Field Indicators



To edit a 1099 Field Indicator, follow these steps:

1. Position the cursor in the field you want to edit.
2. Change the value in the field.

## Producing a 1099 Field Indicators List

Use the **1099 Field Indicators List** function to produce a list of the 1099 field indicators you defined in the 1099 Field Indicators function on the Setup and Maintenance menu.

To produce a **1099 Field Indicators List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **1099 Field Indicators**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## 1099 Field Indicators List

1099 Field Indicator	Description	Limit
1	Rent	600.00
2	Royalties	10.00
3	Other Income	600.00
4	Federal tax withheld	0.00
5	Fishing boat proceeds	0.00
6	Medical and health care pmts	600.00
7	Nonemployee compensation	600.00
8	Pmts in lieu of dividends/int.	10.00
9	Direct Sales	5,000.00
A	Crop insurance proceeds	600.00
B	Gold parachute payment	0.00
C	Gross attorney	0.00
D	Section 409A Deferrals	600.00
E	Section 409A Income	0.00



# 1099 FORM CODES

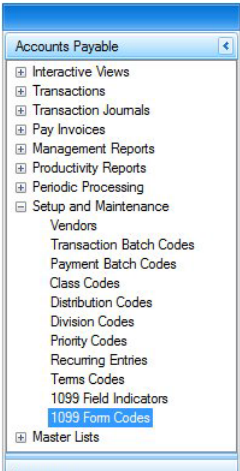
The **1099 Form Codes** identify a Vendor's type of Taxpayer Identification Number. The Codes are predefined, but you can use the 1099 Form Codes function to edit descriptions or to update Codes if the Internal Revenue Service changes them.

**NOTE:** If any changes are made Open Systems will supply the changes in the annual year end updates.

To work with **1099 Form Codes**, follow these steps:

- 1. Select **1099 Form Codes** from the **Setup and Maintenance** menu.

## 1099 Form Codes Menu



- The **1099 Form Codes** screen appears.

## 1099 Form Codes Screen

1099 Form Code	Description
0	None
1	Individual
2	Business
3	Corporation
A	Partnership

- The **1099 Form Code** is displayed.
- The **Description** of the code is displayed.



## Editing 1099 Form Codes

To edit a 1099 Form Code, follow these steps:

- Position the cursor in the field to edit.
- Change the value in the field.

## Producing a 1099 Form Codes List

To produce a **1099 Form Codes List**, follow these steps:

- Select the **Print Preview** button  to preview the list of **1099 Form Codes**.
- The **Preview Report** screen appears.
- Select the **Print** button  in the toolbar to print your list.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.



1099 Form Codes List

1099 Form Code	Description
0	None
1	Individual
2	Business
3	Corporation
A	Partnership



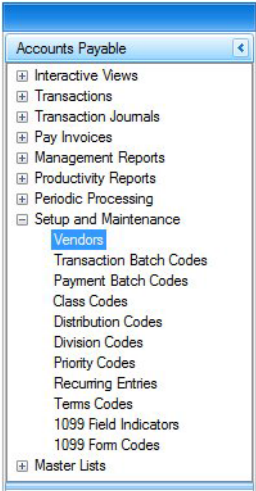
# VENDORS

Use the **Vendors** function to set up and maintain records for vendors with whom you do business. A record contains the vendor’s **Name** and **Address**, the **Pay-To Name** and **Address**, **1099 Information**, **Purchase** and **Payment Histories**, and **Notes**.

To use the **Vendors** function follow these steps:

- 1. Select **Vendors** from the **Setup and Maintenance** menu.

## Vendors Menu



- The **Vendors** screen appears with the **General** Tab displayed.

## Vendors Screen-General Tab

AP Vendors

Vendor ID: Ace001

Vendor Currency: ☒ Copy From:

General Defaults PayTo Balance

Name: Ace Computer Power Supply Status: Active

Contact: Julie Simon

Address 1: 1437 Bellview Avenue

Address 2:

City: Richfield

Region: MN Country: USA

Postal Code: 55423-

Intl Prefix: 011

Phone: (612)-866-1100

Fax: (612)-866-1111


E-mail: aaronp@osas.com

Internet: www.osas.com


Our Account No: CPU0001

- Use the **General** tab to enter Vendor Address information, Phone and Fax numbers, and E-mail and Internet addresses. The Vendor information you enter on the **General** tab appears on the Transactions and Recurring Entries screens when you select the Vendor.
- If you are setting up a new Vendor, click the **New Record** button on the toolbar. A blank Vendors screen appears.
- Enter the **Vendor ID**.
- If you use multi-currency, select the **Vendor Currency** check box to view the amounts on the **Balance** tab in the Vendor's currency. Clear it to view these amounts in the company's base currency. This check box is not active if you do not use multi-currency or if the Vendor displayed uses the company's base currency.
- In the **Copy From** list box, select a **Vendor ID** to copy information from. This field is available only when you are setting up a new Vendor.
- Enter or edit the Vendor's **Name**.




9. Enter or edit the name of the person you usually **Contact** about billing questions or invoice payments.
10. Enter or edit the Vendor's **Address**. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.
11. Enter or edit the Vendor's **City, Region, and Country Code**.
12. Enter or edit the Vendor's **Postal Code**. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.
13. The Vendor's **International Prefix** appears and is view-only.
14. Enter or edit the Vendor's **Phone** and **Fax** number. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.
15. Enter or edit the Vendor's **E-mail** and **Internet** address.
16. Enter or edit **Our Account Number** the Vendor uses to identify your company.
17. Select the **Status** of the Vendor. If the Vendor is no longer active, select "**Inactive**." This will prevent non-active Vendors from being used in a new transaction.
18. Click the **View Map** button  in the toolbar to view a map of the Vendor's location generated by the mapping program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** function within **System Manager**, this button is not active.

**NOTE:** See the **System Manager Training Manual** for more information on defining the default mapping program.

19. Click the **Search Email** button  to view the emails to and/or from the Vendor selected, searching for the email address on the General tab. You must have the **Message Tracking Setup** in **System Manager** completed to use this function. See the System Manager training manual for details on setting this up.

## Attachments Screen

Click the **Attachments** button  to enter comments or attach documents relating to this Vendor.

1. Select the **Priority** for the comment and attachment; **Regular**, **High** or **Low**.
2. Select the **Status** for the comment and attachment; **Public** or **Private**.
3. Select the **Expires** date for the comment.
4. The Vendor ID will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** for the Vendor.
6. **Link** any **Documents** associated with this Vendor by click in on the **Browse** button and selecting the file to attach.
7. You may use the **Embedded Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.

## Vendors Screen-Defaults Tab

Vendor ID:   Vendor Currency:  Copy From:

**General** **Defaults** **PayTo** **Balance**

Terms Code: <input type="text" value="2%Disc"/> <input type="button" value="v"/>	Division Code: <input type="text" value="Dom"/> <input type="button" value="v"/>
Distribution Code: <input type="text" value="D001"/> <input type="button" value="v"/>	Currency ID: <input type="text" value="USD"/> <input type="button" value="v"/>
Class Code: <input type="text" value="Comp"/> <input type="button" value="v"/>	Priority Code: <input type="text" value="M"/> <input type="button" value="v"/>
<input type="checkbox"/> Vendor Hold	<input type="checkbox"/> Temp Vendor
GL Account: <input type="text" value="000006600"/> <input type="button" value="..."/>	
<input type="checkbox"/> Taxable	
Check Option: <input type="text" value="Consolidated"/> <input type="button" value="v"/>	
Tax Group ID: <input type="text" value="MN"/> <input type="button" value="v"/>	
Payment Bank ID: <input type="text" value=""/> <input type="button" value="..."/>	
Default Allocation ID: <input type="text" value=""/> <input type="button" value="..."/>	

1. Select the payment **Terms Code** for the Vendor, which represents the discount percent and the number of days in which you must pay the Vendor to receive the discount.
2. Select the **Division Code** for the Vendor. **Division Codes** are used as sort options in reports.
3. Select the GL **Distribution Code** for the Vendor.

If you use multi-currency, the **Currency** assigned to the Payables account in the Distribution Code you select must match either the Vendor's currency or the base currency.

If you use multi-currency, you cannot change the Distribution Code to one that uses a different currency if open transactions or invoices exist for the Vendor.

4. Select the Vendor's **Currency ID** and **Class Code**. The **Currency ID** field is active only if you use multi-currency.
5. Select the payment **Priority Code**. Priority Codes are used as sort options in reports and selection criteria on the Change Invoice Status screen.
6. Select the check box if invoices and payment to the Vendor are on **Vendor Hold**; otherwise, clear it. If you try to enter a new invoice or pay a Vendor that is on hold, the system warns you that the Vendor is on hold, but allows you to override it.

7. If this is a **Temp Vendor**, select the check box; if not, clear it. Temporary Vendors are Vendors that have activity for a short period of time. Temporary Vendor records, history, and open invoice records, with a balance of zero can be deleted when period-, quarter-, and year-end maintenance is performed.
8. Select the ID of the **GL Account** to debit when you purchase non-inventory items from the Vendor. The account number you enter appears when you enter transactions for the Vendor for items not selected from the Inventory Items list or the System Manager Description Items list.
9. Select the **Taxable** box if the Vendor can charge you tax on purchased goods; otherwise, clear it.
10. Select the **Check Option** for how you want your checks printed for this Vendor:
  - **Consolidated** will print one check for the Vendor with all the invoices listed on the check stubs. If you are using the check saver feature in the Business Rules you will get one check for the Vendor and a remittance report that lists the invoices paid with the check, if the invoice list will overflow the check stub.
  - **Individual** will print one check for each invoice paid to the Vendor.
11. Select the **Tax Group ID** for the Vendor. If you clear the Taxable check box, you are still required to enter a Tax Group ID for reporting purposes.
12. Select the **Payment Bank ID** you want to use as a default bank when you enter prepayments, or when you post invoices and prepare payments.
13. If you have the Not for Profit add-on installed, and if you selected Yes to the **Use Transaction Allocations** option on the **Business Rules** screen, the **Default Allocation ID** field is available. Enter the Default Allocation ID you want to use for this Vendor. This default is used within the **Transactions** function.

 Maint Maint NFP



## Pay To Tab

Vendor ID: Ace001 Vendor Currency: Copy From: [Blank]

General Defaults **Pay To** Balance

Default Pay To Information

Name: Ace Computer Power Supply Check Delivery: Paper

Attention: Julie Simon Account No: [Blank]

Address 1: 1437 Bellview Avenue Routing No: [Blank]

Address 2: [Blank] Bank Account Type: None

City: Richfield 1099: [Blank]

Region: MN Country: USA Form Code: 0

Postal Code: 55423- Intl Prefix: 011 Recipient ID: [Blank]

Phone: (612)-866-1100 Field Indicator: [Blank]

Memo: [Blank]

Foreign Address: [Blank] 2nd TIN Not: [Blank]

1. Use the **Pay To** tab to enter pay-to and 1099 information for the Vendor. Enter information in the **Pay To** information fields only if the information is different than the information entered on the **General** tab. If the information is the same, click **Default** and edit the following fields as necessary.
2. Enter the **Name** of the person or department for which to send payments.
3. Enter the name of the person or department for which to send payments **Attention**. The entry in this box might be different from the entry in the **Name** text box. The name entered in the **Attention** text box is printed on mailing labels.
4. Enter the **Address** for which to send payments. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.
5. Enter the **City**, **Region**, and **Country Code** for which to send payments.
6. Enter the **Postal Code** to send payments to. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.

7. The **International Prefix** for the location for which payments should be sent, appears and is view-only.
8. Enter the **Phone Number** of the company for which to send payments. See step 6 for mask setup information.
9. Enter miscellaneous information in the **Memo** text box.
10. Select the **Check Delivery** method you want to pay your Vendors:



- **Paper** will print a paper check to mail to your Vendor.
- **Electronic** will output your payments to an ACH file using the Create ACH file function on the Pay Invoices menu.



11. Enter the **Account No** of the Vendor's Bank Account for which you will be sending the ACH file, when you select **Electronic** for the check delivery method.



12. Enter the 9 digit **Routing No** for the Routing Code for the Vendor's Bank, that will be receiving the ACH file for invoice payment.



13. Select the **Bank Account Type** the electronic payment will be coming out of: **Saving, Checking, and None**, if the **Check Delivery** method is **Paper**.

14. Select the **1099 Form Code**:

- If you select **0**, the remaining 1099 fields are not available. If you enter a Form Code not equal to **0**, fill in the next four fields.
- If you change the **1099 Form Code** list box from **1, 2, or 3** to **0** and the Vendor has a value other than zero in the **1099 Payments History**, the message "**Warning: 1099 payments exist for this vendor**" appears. If you do not want the Vendor to receive a 1099-MISC form, change the values in the **1099 Payments** box to zero.

15. Enter the Vendor's taxpayer **Recipient ID**.


16. Select the **1099 Field Indicator**:

- **1** - rents
- **2** - royalties
- **3** - prizes and awards
- **4** - federal tax withheld
- **5** - fishing boat proceeds
- **6** - medical and health care payments
- **7** - non employee compensation

- **8** - payments in lieu of dividends or interest
- **9** - direct sales
- **A** - crop insurance proceeds
- **B** - golden parachute payments
- **C** - gross attorney fees
- **D** - section 409A deferrals
- **E** - section 409A income

17. Select the box if the Vendor has a **Foreign Address**; otherwise, clear it.

18. Check the **2nd TIN Note** box if the Internal Revenue Service notified your company twice in the past three years that the vendor's tax identification number is incorrect; otherwise, clear it. If the box is checked, the Vendor will not receive a 1099 until the box has been cleared.

19. Click the **View Map** button  in the toolbar to view a map of the Vendor's location generated by the mapping program you chose within System Manager. If you selected No to **Allow Web Features** in the Business Rules for **System Manager**, this button is not active.

## Balance Tab

Vendor ID: Ace001


General Defaults PayTo **Balance**


Due	11,298.24	Prepaid	0.00
Last Purchase Date	04/30/2009	Last Purchase Amount	2,415.35
Last Payment Date	05/05/2009	Last Payment Amount	2,088.35
		Last Purchase Number	123456
		Last Payment Number	

1. In the **Due** field, enter the current amount due to the Vendor. Otherwise, this field is updated when you post transactions and payments.
2. In the **Prepaid** field, enter the current amount prepaid to the Vendor. Otherwise, this field is updated when you post transactions that have been prepaid.
3. Enter the last date you purchased items from the Vendor into the **Last Purchase Date** field. This field is updated when you post transactions.
4. Enter the cost of the last purchase from the Vendor into the **Last Purchase Amount** field. This field is updated when you post transactions.
5. Enter the number of the last invoice you received from the Vendor into the **Last Purchase Number** field. This field is updated when you post transactions.
6. In the **Last Payment Date**, **Last Payment Amount**, and **Last Payment Number** fields, enter the date, amount, and the payment number of the last payment you made to the Vendor. These fields are updated when you post payments.

The buttons in the toolbar at the top of the screen are available for all the tabs on the Vendors screen:

## Document Delivery

- Click the **Document Delivery** button  to set document delivery options for the Vendor. The **Document Delivery** dialog box allows you to choose E-mail, or Fax for each particular **Document Type**.

Document Type	Delivery Method	Display Name	Delivery To	Subject	Attachment Format
AP Voucher	E-mail	Julie Simon	info@osas.com#...	Payment Voucher	PDF
PO ORDER	E-mail	Julie Simon	info@osas.com#...	Purchase Order	PDF 


1. Choose the **Document Type** for which you would like to set Document Delivery options.
2. Choose from **E-mail** or **Fax** in the **Delivery Method** box.
3. For each **Delivery Method**, fill in the required information for delivery: **Display Name**, **Delivery To**, **Subject**, and **Attachment Format**: **Image** or **PDF**.

To set technical parameters for the **E-mail** and **Fax** delivery methods, see the **Email** and **Fax Settings** section of the **Business Rules** in **System Manager**.


**NOTE:** You can enter multiple records for each Delivery Method, so you could send the PO or Voucher to multiple E-mail addresses or E-mail a copy and Fax a copy of the same form.

## Task Summary


To add a Vendor record, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank header screen appears.
2. Enter the required information on the Vendor **General**, **Defaults**, **Pay To**, and **Balance** tabs.

To edit a Vendor record, follow these steps:

1. Select the ID of the Vendor to edit on the header screen. Information about the Vendor appears.
2. Edit the information on the Vendors **General**, **Defaults**, **Pay To** and **Balance** tabs.
3. Select the **Save** icon  on the toolbar to save your changes.

To delete a Vendor record, follow these steps:

1. Look at the Open Invoice Report (page 5-9) to make sure that the Vendor does not have open invoices.
2. Select the Vendor ID of the Vendor record to delete on the Vendors screen.
3. Select the **Delete** hot key (F3) or the **Delete** button .

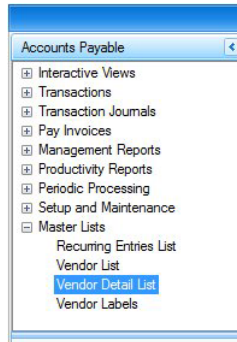
## Producing a Vendor Detail List

Use the **Vendor Detail List** function to produce a list of the information stored in your Vendor records, Vendor's Name and Address, Pay-To Name and Address, purchasing information, and 1099 information.

To produce a **Vendor Detail List**, follow these steps:

1. Select **Vendor Detail List** from the **Master Lists** menu.

## Vendor Detail List Menu



2. The **Vendor Detail List** screen appears.

## Vendor Detail List Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the **Fiscal Year** for which you want the Vendor history to print.
5. Select the **Sort By** criterion for the list: **Vendor ID** or **Vendor Name**.
6. Select the amount of detail you want to **View: Detail** or **Summary**.
7. If you use multi-currency, these print options are available:
  - To print Vendors that have their currency set up as the base currency, select the base currency as the report Currency and clear the **Print All In Base** currency box. Only Vendors that have their currency set up as the base currency are printed on the list.



- To print Vendors that are set up with a currency other than the base currency, select that currency as the report Currency. Only Vendors that were set up with the currency you select are printed on the list.
- To print all Vendors (regardless of the currency in which they were set up with), select the base currency as the report Currency and select the **Print All In Base** currency check box.
- TRAVERSE converts all Vendor amounts from their original currency to the base currency (if necessary), then prints all Vendor amounts on the list.

8. Select a command button:

#### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.



## Vendor Detail List

Continental Products Unlimited				Page 1
Vendor Detail List				USD
Detail By Vendor ID				
Report Filter				
Fiscal Year	2009			
Report Currency	USD	Print All in Base Currency	Yes	
Ace001	Status	Active	Pay To	
Ace Computer Power Supply				Ace Computer Power Supply
1437 Bellview Avenue				1437 Bellview Avenue
Richfield				Richfield
MN	USA			MN
55423				55423
Contact	Julie Simon			Attn
Intl Prefix	011			Julie Simon
Phone	(612)-866-1100			Intl Prefix
Fax	(612)-866-1111			011
Email	info@osas.com#mailto:info@osas.com			Phone
Internet	www.osas.com#http://www.osas.com#			(612)-866-1100
Check Option	Consolidated			Our Account No
Priority Code	M	1099		CPU0001
GL Acct	00-000-1230			Check Delivery
Class Code	Comp			Paper
Vendor Hold	No			Account No
Temp Vendor	No			Routing No
Dist Code	D001			
Div Code	Dom			Form Code
Tax Group ID	MN	Taxable	No	0
Currency ID	USD			Recipient ID
Terms Code	2%Disc	2% / 10, Net 30		Field Indicator
Payment Bank ID				1
				Foreign Address
				2nd TIN Not
Amount Due	11,298.24	Amount Prepaid	0.00	
Date		Amount	Number	
Last Purchase	4/30/2009	2,415.35	123456	
Last Payment	5/5/2009	2,088.35		
Memo				

### History Information (2009)

Pd	Purchases	Payments	Disc Taken	Disc Lost	1099 Pmts
1	812.10	0.00	0.00	0.00	0.00
2	125.00	0.00	0.00	0.00	0.00
3	125.00	0.00	0.00	0.00	0.00
4	6,696.89	2,000.00	0.00	0.00	0.00
5	0.00	15,128.54	0.00	323.68	0.00
Total	7,758.99	17,128.54	0.00	323.68	0.00

## Printing Vendor Labels

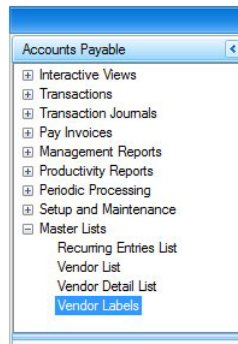
Use the **Vendor Labels** function to print the selected size of labels for mailings.

A POSTNET barcode, which is an extension of the 9-digit zip code used by the United States Postal Service, is printed on your labels if you chose that option using the Country Codes function of the System Manager Setup and Maintenance menu.

To print **Vendor Labels**, follow these steps:

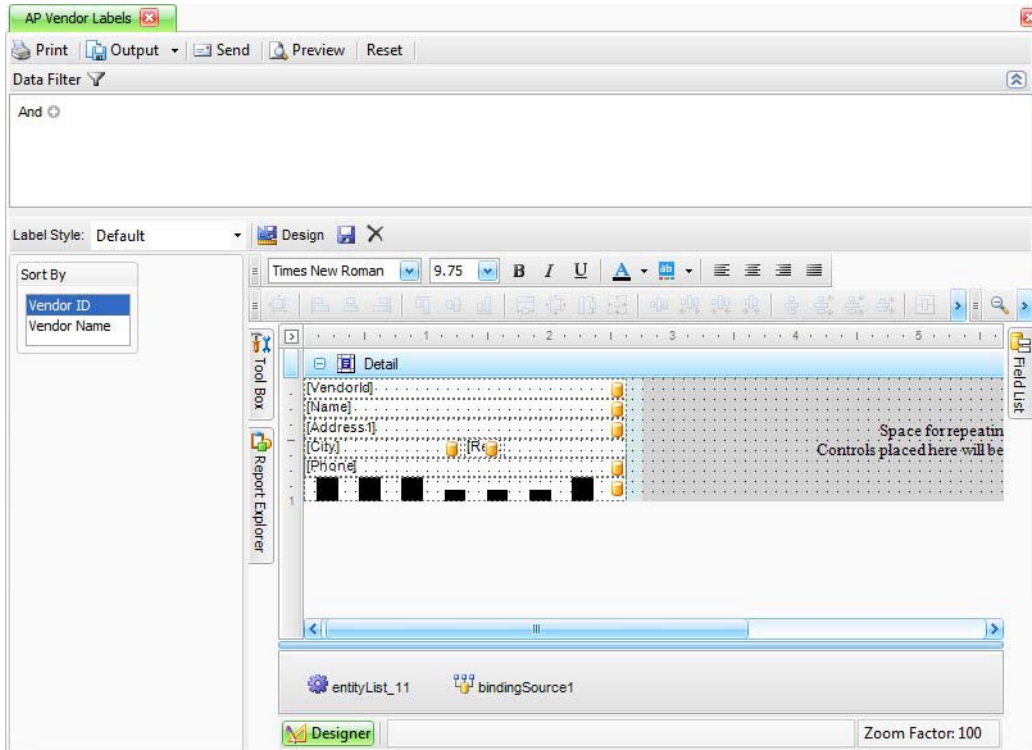
1. Select **Vendor Labels** from the **Master Lists** menu.

### Vendor Labels Menu



2. The **Vendor Labels** screen appears.
3. Click **Design** to see and edit the design of the label.

## Vendor Labels Screen

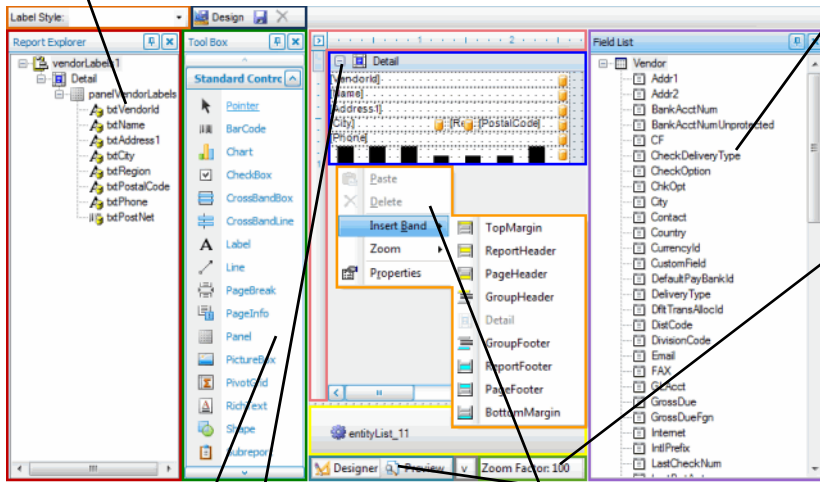


### Report Explorer

Use this tab to navigate through elements of the label. You can use it when building a label to quickly access all of the elements of a label and their properties, and to see the whole label structure.

### Field List

Use this tab to view the schema of the datasource which is currently bound to the label. Also, this tab may be used to bind existing label controls to data, or to create new bound label controls. To do this, simply click the desired field item in the Field List window and then drag and drop it onto the label or a bindable label control.



### Zoom Panel

This section displays the current value of the zoom factor. To change the zoom factor at design time, use the corresponding buttons on the Context Menu.

### View Tabs

Use the Designer and Preview buttons to quickly switch between the two types of views during the design of the label. This may be extremely useful when a report is fully customized at design time and it is required to populate its datasource and check its Print output.

### Toolbox

Use this tab to add standard controls to the label. Simply drag and drop an item onto the label.

### Context Menu

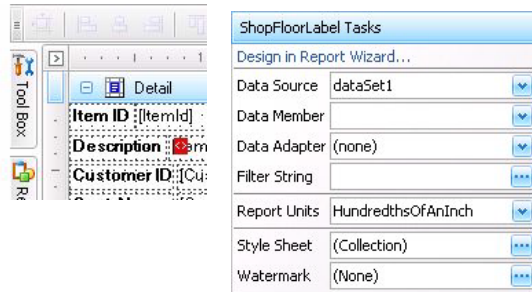
Use this menu after right-clicking any element in the label designer area. It provides you quick access to the most popular options, according to the current context.

### Band Strips, Expand/Collapse Buttons, and Editing

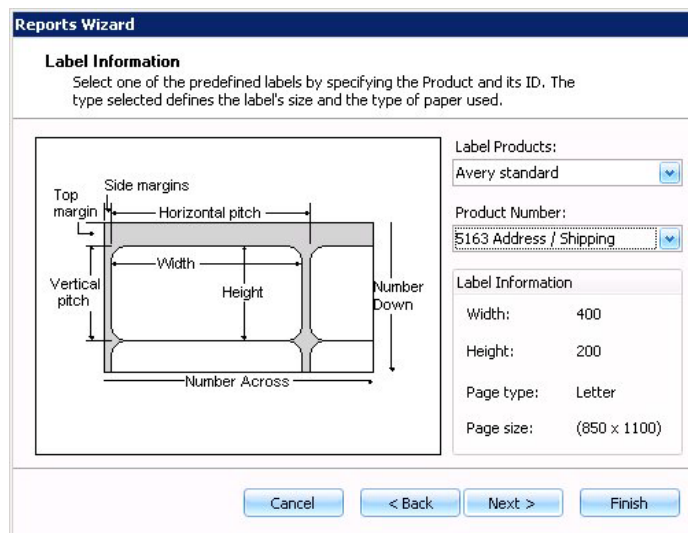
Use this section to

- See the band name, the band icon corresponding to its type, and the expand/collapse button.
- Expand/collapse a band strip by clicking the plus or minus sign adjacent to the band strip.

- Edit a label's field by double-clicking the field and editing the text as necessary. You can also right-click on the field and select Properties to edit additional properties of the field. Click the arrow button in the upper left corner of the label design to see the task menu.



- Select **Design in Report Wizard** to use the design wizard to help design your label.



- Select the **Label Products** and **Product Number** you want to use to print labels.

- Click **Next** to move to the next screen.

**Reports Wizard**

**Customize the Label's Options**  
You can adjust the label's parameters here if required.

Diagram labels: Top margin, Side margin, Horizontal pitch, Vertical pitch, Width, Height, Number Down, Number Across.

Label Width: 400  
Label Height: 200  
Vertical Pitch: 200  
Horizontal Pitch: 419  
Top Margin: 50  
Side Margin: 16

Page Size: Letter (850 x 1100)

Buttons: Cancel, < Back, Next >, Finish

- The **Label Width**, **Label Height**, **Vertical Pitch**, **Horizontal Pitch**, **Top Margin** and **Side Margin** are filled in from the defaults for the selected label product.
- Select the **Page Size** for the label being printed.
- Select **Finish** to save the label specifics you selected and return to the Print Labels screen.

Use the **Vendor Labels** function to print 1 1/3 by 4 inch labels for mailings.

A POSTNET barcode, which is an extension of the 9-digit zip code used by the United States Postal Service, is printed on your labels if you chose that option using the Country Codes function of the System Manager Setup and Maintenance.

- Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
- Select the sorting criterion from the **Sort By** section.
- Select a command button:


















### Command Buttons

Name	Description
Reset	Set all fields to their defaults.

Name	Description
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Vendor Labels

<p>Ace001 Ace Computer Power Supply 1437 Bellview Avenue Richfield MN 55423 (612)-866-1100</p>  <p>Cab012 Computer Systems Inc. 75 North Industrial Road Woodbury MN 55125 (612)-374-4257</p>  <p>Digi010 Digital CD-Rom Drives 8042 Schneider Way Rochester MN 55901 (612)-681-5042</p>  <p>Met017 Metro Vehicle Leasing Inc. 101 West Highway 12 Minneapolis MN 55404 (612)-944-7839</p>  <p>Ntp015 Northern Territories Power Co. 500 Hennepin Avenue Minneapolis MN 55406 (612)-458-5148</p>  <p>Rem014 Remote Power Supply Inc. 610 Jefferson Street Minneapolis MN 55405 (612)-941-2045</p> 	<p>Adv008 Advanced Circuit Boards Plus 2 Rockford Parklawn Circle Edina MN 55424 (612)-846-2011</p>  <p>Com002 Communication Programming LTD. 207 Western Parkway Fort Dodge IA 50501 (515)-641-0222</p>  <p>Hdr007 Harddrive Memory Supply 402 Orbital Plaza St. Paul MN 55100 (612)-675-4208</p>  <p>Mic006 Micro Processors Ltd. 1 Harbour Road Wanchai 85228088888</p>  <p>PCB009 PC Builders 1248 Pacific Street Minneapolis MN 55459 (612)-459-9024</p>  <p>Spe013 Spectrum Test Equipment 274 Madison Avenue Chicago IL 60640 (312)-420-0540</p> 	<p>Bin004 Binary Marketing Solutions 164 Park Street North Bismark ND 58501 (701)-462-1584</p>  <p>Day016 Daylight Reality Corporation Laxenburger StraBe 8-10 Vienna 1100 43 766328</p>  <p>Lan003 Local Area Networks Inc. 2215 5th Avenue Hermantown MN 55811 (612)-555-1058</p>  <p>Mod011 Modems Plus 2451 Winnetka Drive Bloomington MN 55431 (612)-784-1234</p>  <p>Peri005 All Peripherals Inc. 2001 West 30th Street Minneapolis MN 55417 (612)-544-1254</p> 
--	--	--



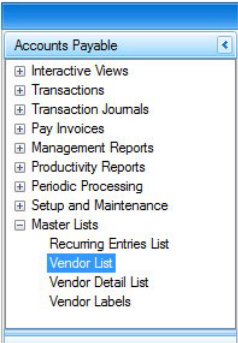
## Producing a Vendor List

Use the **Vendor List** function to produce a basic list of Vendor information, including the Vendor's Name, Address, and Contact information.

To produce a **Vendor List**, follow these steps:

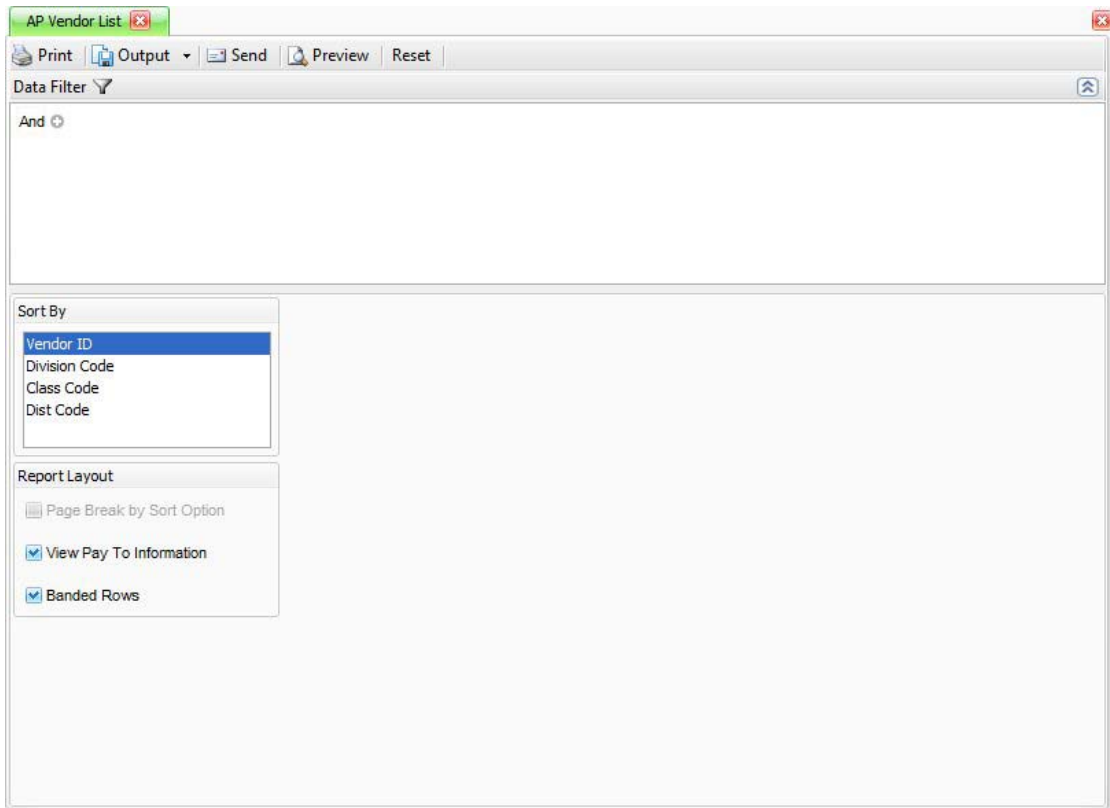
1. Select **Vendor List** from the **Master Lists** menu.

### Vendor List Menu



- The **Vendor List** screen appears.

## Vendor List Screen



AP Vendor List

Print Output Send Preview Reset

Data Filter

And

Sort By

- Vendor ID
- Division Code
- Class Code
- Dist Code

Report Layout

- ☐ Page Break by Sort Option
- ☒ View Pay To Information
- ☒ Banded Rows

- Select the filter criteria to include in the list or leave the fields blank to include all.
- Select the **Sort By** order for the list.
- Select whether to include a **Page Break by Sort Option**.

This option is available is you select to sort by **Division Code**, **Class Code**, or **Dist Code**.

- Select the **View Pay To Information** check box to include pay-to information in the list.
- Select the check box if you want to print the report in **Banded Rows** format, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the **System Manager Business Rules**. You can then override your default choice when you print the report.

8. Select a command button:

**Command Buttons**

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Master Lists - Vendor List Report

Continental Products Unlimited					Page 1
Vendor List					
Sorted By Vendor ID					
Report Filter	Print Pay To Information				Yes
Vendor ID	Address	Status	Contact	Division Code	
Vendor Name			Phone / Fax	Class Code	
Our Acct Number			E-Mail	Dist Code	
Ace001	1437 Bellview Avenue	Active	Julie Simon	Dom	
Ace Computer Power Supply			(612)-866-1100 / (612)-866-1111	Comp	
CPU0001	Richfield, MN 55423		info@osas.com#mailto:info@osas.com	D001	
<b>PayTo</b>	1437 Bellview Avenue		Julie Simon		
Ace Computer Power Supply			(612)-866-1100		
	Richfield, MN 55423				
Adv008	2 Rockford Parklawn Circle	Active	Gabriella Scott	Dom	
Advanced Circuit Boards Plus			(612)-846-2011 / (612)-846-2000	Comp	
CPUPK1	Edina, MN 55424		info@osas.com#mailto:info@osas.com	D001	
<b>PayTo</b>	2 Rockford Parklawn Circle		Gabriella Scott		
Advanced Circuit Boards Plus			(612)-846-2011		
	Edina, MN 55424				
Bin004	164 Park Street North	Active	Thos. Boswell	Dom	
Binary Marketing Solutions			(701)-462-1584 / (701)-462-1524	Serv	
CPUMN	Bismark, ND 58501		info@osas.com#mailto:info@osas.com	D001	
<b>PayTo</b>	164 Park Street North		Thos. Boswell		
Binary Marketing Solutions			(701)-462-1584		
	Bismark, ND 58501				
Cab012	75 North Industrial Road	Active	Matilda Brunfeld	Dom	
Computer Systems Inc.			(612)-374-4257 / (612)-374-4237	Comp	
CPUA	Woodbury, MN 55125		info@osas.com#mailto:info@osas.com	D001	
<b>PayTo</b>	75 North Industrial Road		Matilda Brunfeld		
Computer Systems Inc.			(612)-374-4257		
	Woodbury, MN 55125				
Com002	207 Western Parkway	Active	Charles Webster	Dom	
Communication Programming LTD.			(515)-641-0222 / (515)-641-0221	Soft	
CPUMN01	Fort Dodge, IA 50501		info@osas.com#mailto:info@osas.com	D001	
<b>PayTo</b>	207 Western Parkway		Charles Webster		
Communication Programming LTD.			(515)-641-0222		
	Fort Dodge, IA 50501				
Day016	Laxenburger StrBe 8-10	Active	Regina Applebee	Intl	
Daylight Realty Corporation			43 766328 / 43 766331	Serv	
CPU	Vienna, 1100		info@osas.com#mailto:info@osas.com	I002	
<b>PayTo</b>	Laxenburger StrBe 8-10		Regina Applebee		
Daylight Realty Corporation			43 766340		
	Vienna, 1100				

7/22/2009 11:52 AM

OPEN\_SYSTEMSKentHe

## RECURRING ENTRIES

Use the **Recurring Entries** function to set up recurring invoice records for Vendors to whom you make regular payments, such as loan or insurance payments, service contracts, or maintenance fees.

After you set up Recurring Entries, use the **Copy Recurring Entries** function to create invoices.

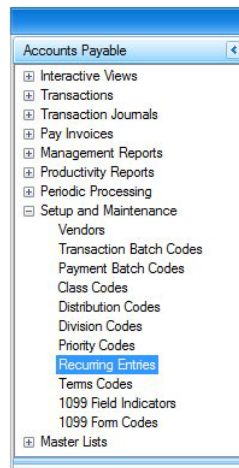
With the **Copy Recurring Entries** function you can copy a group of Recurring Entries to the **Transactions** function instead of entering each transaction when the payment is due. By assigning a Run Code to each entry, you can process these groups of entries on different schedules. The Billing tab will let you set when, and how often, you want the Recurring Entries to be copied to transactions.

You cannot enter Recurring Entries for Inventory Items. You can, however, enter Recurring Entries for the Description Items set up in System Manager.

To use the **Recurring Entries** setup, follow these steps:

1. Select **Recurring Entries** from the **Setup and Maintenance** menu.


### Recurring Entries Menu



2. The **Recurring Entries** screen appears with the Header tab displayed.

## Recurring Entry Screen-Header Tab

The screenshot displays the 'Recurring Entry Screen-Header Tab' interface. At the top, there are tabs for 'Header', 'Billing', 'Totals', and 'History'. The 'Header' tab is active. Below the tabs, there are several input fields and checkboxes. The 'Recurring ID' is set to 'Monthly' and 'Run Code' is '2'. There is a 'Copy From' button. The 'Vendor ID' is 'Nnp015'. The 'Invoice No' field is empty. The 'Terms Code' is 'Net30' and the 'Distribution Code' is 'D001'. The 'PO No' is 'R-200', 'Tax Group ID' is 'MN', and 'Currency ID' is 'USD'. There is a 'Taxable' checkbox. A 'Notes' section is at the bottom.

3. If you are adding a recurring entry, click the **New Record**  button on the toolbar. A blank Recurring Entries screen appears.
4. Enter a **Recurring ID**.
5. Enter a **Run Code**. Because you can copy Recurring Entries to transactions by Run Code, it is important that you use the same Run Code for entries that you copy on the same basis.
6. Select a saved Recurring Entry to **Copy From** if applicable.

All information will be copied to the new Recurring Entry, except information on the History tab.

7. Select the **Vendor ID**.
8. If you use multi-currency, the Vendor's **Currency ID** appears for your reference and cannot be changed.
9. Enter the **Invoice Number**.
10. Enter your **Notes** about the Recurring Entry. Notes are saved in history information.
11. Enter the **PO Number**.
12. Use the **Terms Code**, **Distribution Code**, and **Tax Group ID** that default from the Vendor record or enter different codes.
13. Select the check box if the Recurring Entry should update the **1099 Payments** in the Vendor's record; otherwise, clear the check box. This option is available only if the Vendor is set up to receive a 1099 statement.
14. If the transaction is Taxable, select the **Taxable** check box; otherwise clear it.

Maint



Maint

15. Continue entering information on the **Billing** and **Totals** tabs and the **Item Detail** area.

## Billing Tab

Recur ID	Monthly	Run Code	2	Copy From
<div> <div>Header</div> <div>Billing</div> <div>Totals</div> <div>History</div> </div>				
Starting Balance	0.00	Remaining Balance	0.00	
Starting Date	10/27/2019	Cutoff Date	10/26/2020	
Total Payments	0	Remaining Payments	0	
Billing Type	Monthly	Billing Interval	0	
Last Billing Date	10/27/2019	Next Billing Date	11/26/2019	

Use the Billing tab to set **Starting Balances**, **Cutoff Dates**, and **Number of Payments**. You also set the **Billing Intervals** to determine how often you want the Recurring Entry to be copied into the Transactions function.

1. Enter the amount that was originally due for the entry in the **Starting Balance** field and the amount still owed for the entry in the **Remaining Balance** field, or if you are entering an open-ended Recurring Entry, you can leave these fields blank. Each time the Recurring Entry is copied, the amount of the Recurring Entry is subtracted from the Remaining Balance until the balance is 0. Then the Recurring Entry will no longer copy.
2. Enter the date of the first invoice for the entry in the **Starting Date** field.
3. Enter the date after which you no longer want to create invoices for the Recurring Entry in the **Cutoff Date** field. This date is used when you copy and delete Recurring Entries. If you are creating an open-ended Recurring Entry, you can leave this field blank.
4. Enter the total number of payments to be made for the entry in the **Total Payments** field. The remaining balance and remaining payments are updated when you Copy Recurring Entries. Leave this field blank if you are creating an open-ended Recurring Entry.

**NOTE: You cannot copy the Recurring Entry if the Remaining Balance and Remaining Payments are zero, unless you are creating an open-ended Recurring Entry.**

5. If you entered the total Number of Payments, the number of **Remaining Payments** appear. Accept this value or enter the number of Remaining Payments. The number in this field cannot be greater than the number in the **Total Payments** field, unless you are creating an open-ended Recurring Entry, then you can leave this field blank. Each time the Recurring Entry is copied the number of Remaining Payments is decreased by one until the field is 0. Then the Recurring Entry will no longer copy.

6. Select the **Billing Type** for this Recurring Entry:

- **As Needed** will allow you to copy the Recurring Entry as often as you need. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** fields are left blank.
- **Days** will allow you to copy the Recurring Entry at intervals of a specific number of days. The **Billing Interval** field becomes activated and you will need to enter the number of days you want between billing cycles. The **Last Billing Date** is refreshed when you copy this Recurring Entry to the Transactions function. The **Next Billing Date** is calculated each time the Copy Recurring Entries function is run for this Recurring Entry, and is displayed.
- **Monthly** will allow you to copy the Recurring Entry once per month. The **Billing Interval** field is disabled, and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates, when the Copy Recurring Entries function is run and this Recurring Entry is included.
- **Quarterly** will allow you to copy the Recurring Entry once per quarter. The **Billing Interval** field is disabled, and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates, when the Copy Recurring Entries function is run and this Recurring Entry is included.
- **Yearly** will allow you to copy the Recurring Entry once per year. The **Billing Interval** field is disabled, and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates, when the Copy Recurring Entries function is run and this Recurring Entry is included.

## Item Detail (Detail)

<<

Entry No.	1				
Item ID		Tax Class	0		
Description	Electric Bill	GL Account	000001200		
			Raw Materials		
Additional Desc		GL Description			
		Quantity	1.0000	Unit	
		Unit Cost	300.0000		
		Ext Cost	300.00		

<< < > >> + -



## Item Detail (Summary)

>>

Item ID	Description	GL Acct	Quantity	Unit	Unit Cost	Ext Cost
>	Electric Bill	000001200	1.0000		300.0000	300.00
<						

Record 1 of 1

**NOTE:** Use the >> << buttons to toggle from detail to summary view.

1. Select a line Item to edit. The sequence number automatically appears and is view-only.
2. Select or enter the **Item ID** or leave the field blank for an Item that is not set up in System Manager.
3. Enter an Item **Description**, or accept the default if you selected a System Manager Item.
4. Enter an **Additional Description** if the description is not large enough to fully describe the service for which you are being billed. This field is only available if you selected Yes to the option to Use Additional Descriptions selected in the Business Rules function. In the summary view you will need to add the Additional Description field using the Column Chooser.
5. Enter the **Tax Class**, used to calculate sales tax. (Detail Only, or column chooser)
6. If the Item is a System Manager Description Item, the System Manager expense account defaults into the **GL Acct** box. If the Item is not a System Manager Description Item, the GL Account from the Vendor record defaults into the field. If you don't have an Account set up in the Vendor, the Inventory Account from the Business Rules, GL Account Default section is used.
7. Enter a **GL Description** if you want a specific description to be put into the Description field in the GL Journal, when you post to GL in detail. If this is left blank, the Item Description will be put into the GL Description in the Journal. If you selected Yes to the option to Default the Vendor Name in the GL Description, then the Vendor's name will be put in the GL Journal when posted. (Detail Only, or column chooser)
8. Enter the **Quantity** of units of the Item that was purchased, and the **Unit Cost** of the Item.

Maint

Maint



9. The **Extended Cost**, which is the Unit Cost times the Quantity of units, appears and you cannot edit it.
10. You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.
11. Click the **Re-sequence** button to save the sequence of the line Items as currently displayed on the screen.

**Example: If you choose to sort by the Item ID column, you can then press Re-sequence and the system will retain that sequence for the line Items. The Copy Recurring Entries will then copy them in that order, too.**

12. Continue entering information on the **Totals** tab.

## Totals Tab

Recur ID	Monthly	Run Code	2	Copy From
<div> Header Billing <b>Totals</b> History </div>				
Subtotal	300.00	Tax Class		
Freight	0.00	0		
Misc	0.00	0		
Sales Tax	0.00			
Total	300.00			

1. The Recurring Entry **Subtotal**, **Sales Tax** amount, and **Total** appear.
2. Enter the **Freight** charges for the Recurring Entry.
3. Select the associated **Tax Class**.
4. Enter the **Misc** charges for the Recurring Entry.
5. Select the associated **Tax Class**.
6. When finished, click the **Save** button , and then the **New Record**  button in the toolbar to enter a new Recurring Entry, or close the screen and return to the main menu.

Maint

Maint

## History Tab

Recur ID	Monthly	Run Code	2	Copy From	
Header	Billing	Totals	History		
Order Number	Copy Date	Billing Date	Amount	User ID	
> 00000050	10/27/2019	10/27/2019	300.00	Demo	

The **History** tab will be updated each time the Recurring Entry is copied to the transactions function. When the Transaction has been posted the drill down feature will be activated and you will be able to click on the [blue](#) Order Number and drill down to the Detail History View for that transaction.

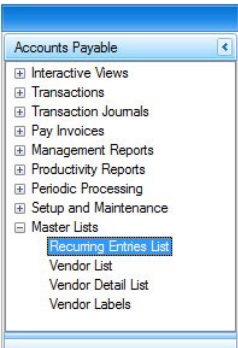
## Producing a Recurring Entries List

Use the **Recurring Entries List** function to produce a list of the Recurring Entries you defined in the Recurring Entries function on the Setup and Maintenance menu.

To produce a **Recurring Entries List**, follow these steps:

1. Select **Recurring Entries List** from the **Master Lists** menu.

## Recurring Entries List Menu



2. The **Recurring Entries List** screen appears.

## Recurring Entries List Screen

AP Recurring Entries List

Print Output Send Preview Reset

Data Filter

And

Sort By

- Recur ID
- Vendor ID
- Run Code
- Cutoff Date

View

- Detail
- Summary

Report Currency

USD

3. Select the **Filter Criteria** to include in the list or leave the fields blank to include all.
4. Select the **Sort By** criterion for the list: **Recur ID**, **Vendor ID**, **Run Code**, or **Cutoff Date**.
5. Select to **View** the report in **Detail** or **Summary**.
6. Select the **Report Currency**.

This option is only available if you use the multi-currency option.



7. Select a command button:

**Command Buttons**

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

### Recurring Entries List

Continental Products Unlimited										Page 1
Recurring Entries List										USD
Sorted by Recur ID										
Report Filter										
Recur ID	Vendor ID			Invoice No						
Run Code	Name			PO No						
1	Ace001			Phone						
1	Ace Computer Power Supply									
Starting Bal	0.00	Total Pmts	0	Starting Date	1/1/2009	Next Billing Date	5/1/2009			
Remaining Bal	0.00	Remaining Pmts	0	Cutoff Date		Last Billing Date	4/1/2009			
Billing Type	Monthly	Billing Interval	0							
Line	Item ID	Description	GL Description	Qty	Unit	Unit Cost	Ext Cost			
1	GL Acct Cell Phone 00-000-1230	Company Cell Phone	Ace Computer Power Supply	1.0000		125.0000	125.00			
			Subtotal	125.00	Freight	0.00	Misc	Sales Tax	Invoice Total	
						0.00	0.00	0.00	125.00	
Grand Total		Ext Cost	125.00	Subtotal	125.00	Freight	0.00	Misc	Sales Tax	
							0.00	0.00	Total	
									125.00	

7/22/2009 11:57 AM

\*\*\* End of Report \*\*\*

OPEN\_SYSTEMS\Kenfile

# TRANSACTION PROCESSING

Transactions Overview .....	4-3
Transactions .....	4-5
Copy Recurring Entries .....	4-25
Changing Batches .....	4-31
Transaction Journals Overview .....	4-33
Purchases Journal .....	4-35
Miscellaneous Debits Journal .....	4-39
Daily Sales Tax Journal .....	4-43
Post Transactions Overview .....	4-47
Post Transactions .....	4-49





## TRANSACTIONS OVERVIEW

Before you use the Transactions functions, set up your vendors, codes, and IDs using the Setup and Maintenance functions. Verify your vendors, codes, and IDs using the **Master Lists** and **View** functions.

Use the Transactions functions for the following tasks:

- Use the **Transactions** function to enter or edit invoices and miscellaneous debits for vendors.
- Use the **Copy Recurring Entries** function to create transactions for the recurring entries you defined in the **Recurring Entries** function.
- Use the **Change Batches** function to replace a batch code with a different batch code and move all transactions from the old batch code to the new batch code. This function is available only if you elect to use batch processing in the **Business Rules** function.

To verify your unposted transactions, use the Transaction Journals functions to print the **Purchases Journal** and the **Miscellaneous Debits Journal**. If any transaction is incorrect, use the Transactions functions to edit it and then reprint the appropriate journal.

**NOTE: If Accounts Payable interfaces with Inventory, when you enter transactions in Accounts Payable, item location information, detail history, and lot and serial information in Inventory are updated when saving the transaction.**

After you enter an invoice, you can print an online check if you elect to print online checks in the **Business Rules** function.

If you use multi-currency, it's important to remember that the currency assigned to the vendor for which you are entering a transaction determines the transaction's currency. That is, transaction amounts are always entered in the vendor's currency. Use the **Base Currency** check box that appears on the Transactions screen when you select a vendor that uses a currency other than the base currency to view or enter transaction amounts in your company's base currency.





## TRANSACTIONS

Before you use the **Transactions** functions, set up your Vendors, codes, and IDs using the **Setup and Maintenance** functions. Verify your Vendors, codes, and IDs using the **Master Lists** and **View** functions.

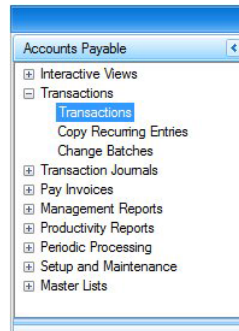
If you add or change a transaction, pay attention to the transaction totals. When totals are recalculated in a transaction, **Payment Dates 2 and 3** and the corresponding **Payment Amounts** fields are cleared. The first **Payment Date** and first **Payment Amounts** values are recalculated.

You can import transactions using the **Import** button. You must first set up your **Import File Definition** and **Import Map Definition** in **System Manager** first for the AP transaction import.

To work with **Transactions** follow these steps:


1. Select **Transactions** from the **Transactions** menu.

### Transactions Menu



- The **Transactions** screen appears with the **Header** tab displayed.

## Transactions Screen-Header Tab

- Click the **New Record** button  on the toolbar. A blank **Transactions** screen appears.
- When adding a transaction, leave the **Transaction No** box blank. The system generates a transaction number. When editing, changing, or deleting a transaction, select the transaction number and click **Update**.
- Select the **Base Currency** check box to display the transaction's currency amounts in your company's base currency; otherwise, clear the check box to view amounts in the vendor's currency. This check box is available only if you use multi-currency and the vendor's currency is other than the base currency.
- Select the transaction type: **Invoice** or **Debit Memo**.
- Select a **Batch Code** for the transaction. The batch description appears for verification. This field is available only if you elect to use batch processing in the **Business Rules** function.
- If you entered a default location ID when you set up company information in System Manager, that **Location ID** appears and can be changed; otherwise, select the location ID for which you are purchasing the items. Leave this field blank for items that do not involve an inventory item.
- Select the **Vendor ID** you are purchasing goods from or returning goods to. The vendor's name, default **Terms Code**, **Distribution Code**, **Tax Group ID**, and **Currency** (if you use multi-currency) appear.

To enter a vendor you plan to deal with only temporarily, use the **Maintenance** command (F6), or double click, to define the vendor as a temporary vendor in the Vendors screen. Temporary vendors that have balances of zero may be removed when you perform periodic maintenance.

10. Enter the vendor's **Invoice Number** for the items you purchased or returned. A warning message appears if you enter the number of an open invoice or an invoice that is in history.

If you selected **Yes** to the **Check for Duplicate Invoice Numbers** option in **Business Rules** (page 3-7), you will be prompted to enter a different invoice number.

11. Use the default workstation date, or enter the date of the vendor's invoice. If you change the **Invoice Date**, an invoice message appears stating that the due date has been adjusted.
12. Enter your **Notes** about the transaction. Notes are saved in history information. If you selected **Yes** to the option to **Print Notes on Remittance** option in **Business Rules** (page 3-7), the text in the notes field will be printed on the check stub or check saver remittance report.
13. Select the **Terms** and **Distribution Codes**. Code descriptions appear.

If you use multi-currency, you can change the distribution code only if no open invoices or transactions exist for the vendor and if the Payables account associated with the new distribution code is in either the vendor's or the base currency.

14. The **Tax Group ID** from the vendor's record appears. If you change this ID, sales tax for the transaction is recalculated. You set up Tax Location Group IDs using the System Manager **Tax Location Groups** function.
15. Select the check box if the transaction is **Taxable**. Clear the check box if the transaction is nontaxable.
16. If the vendor is set up to receive a 1099-MISC form, the **1099 Invoice** check box is selected. If you want the purchase to be included in the 1099 payment amount in the vendor's record, leave the box selected; if not, clear the check box.

This check box appears only if the vendor is set up to receive a 1099-MISC form.

17. The **Fiscal Period** and **Year** are calculated from the Invoice Date but can be changed.
18. Enter the **PO Number**.

19. If you use multi-currency, the **Currency ID** you assigned to the vendor's record appears and cannot be changed. If you want to enter transactions for this vendor in a different currency, set up a second vendor record. This box does is not available if you do not use multi-currency.

If the vendor currency is not the same as the base currency, use the **Base Currency** check box to toggle currency amounts between the vendor's currency and the base currency.

Maint



Maint



Maint



20. The **Exch Rate** field is available only if you use multi-currency. The most current daily exchange rate from the System Manager **Currency Exchange Rates** function appears. You can enter a different rate (or press F6, or double click, to access the System Manager **Currency Exchange Rates** function).
21. The **Net Due** field at the top of the screen displays the net due amount of the transaction.
22. If you have the **Not for Profit** add-on installed and if you selected **Yes** to the **Use Transaction Allocation Business Rule** (page 3-7), the **Default Allocation ID** field is available. If you have the Not for Profit add-on installed, use the **Vendors** function to assign allocation IDs to vendor records.
23. Continue entering information on the other tabs.

### Transactions Screen - Item (Summary)

&gt;&gt;

Item ID	Description	Location ID	GL Account	Quantity	Unit	Unit Cost	Ext Cost
100	Electrical Package	MN0001	000001230	2.0000	PKG	343.5500	687.10
150	Plumbing Package	MN0001	000001230	2.0000	PKG	907.5300	1,815.06
200100	Furnace	MN0001	000001230	5.0000	EA	379.4400	1,897.20
200200	Water Heater	MN0001	000001230	5.0000	EA	227.5300	1,137.65
<div> <div>Record 5 of 5</div> <div> <div>Previous</div> <div>Next</div> <div>First</div> <div>Last</div> <div>Refresh</div> </div> </div>							

Maint

1. Select or enter the ID of the item you are purchasing or returning. An **item ID** is not required for items not used in Inventory or System Manager.

You cannot select an Inventory **Service** item. Service items are specifically defined as not having physical characteristics or quantity. The intent of service items are to be used for purposes of pricing and standardized reporting. I could set up a service item called Training with a UOM of hours with a certain price per hour. I don't 'stock' training hours. Now I can use this item to sell 6 hours of TRAINING to someone and have the pricing be done correctly and know that I can query on history using TRAINING as a keyword and get consistent results regarding how much TRAINING I've sold.

2. If you elect to **Post Transaction Detail to General Ledger** in the **Business Rules** (page 3-7), the description entered will appear in the description field in the GL journal. If you select an item from SM or IN the item description is filled in.
3. If you entered a **Location ID** on the **Header** tab, it appears here as a default; otherwise, the first location ID set up for the item defaults. Accept the default, or select the ID of the location you are purchasing the items for. If you are not selecting an inventory item, this field may be left blank.
4. Enter or select a **GL Account** for which to post the transaction.
  - If Inventory interfaces with Accounts Payable, the GL account defaults from the Account Codes screen in Inventory.
  - If the item is a System Manager Description Item, then the GL account defaults from the Description Items.
  - If the item is not an Inventory or System Manager item, the GL account defaults from the Vendors screen.
  - If you don't have an account set up in the vendor, the Inventory account defaults from the Business Rules, GL Account Default section.
5. Click the **Allocate** button to enter or edit allocation information. This button only appears if you have the Not for Profit add-on installed and if you select **Yes** for the **Use Transaction Allocations** in the **Business Rules** screen (page 3-7).

The allocation check box is selected if there are allocations for the line item.

6. Enter the **Quantity** of items purchased or returned.
7. The **Unit** of measure appears. You can change it for non-inventory items or for inventory items set up with alternate units of measure.
8. The **Unit Cost** of the item appears, or enter the unit cost. If Accounts Payable interfaces with Inventory, the last cost of the inventory item appears. You can change the Unit Cost if necessary.
9. The **Extended Cost**, which is the Unit Cost multiplied by the Quantity purchased, appears. If you change it, the system adjusts the Unit Cost automatically.
10. When you select a lotted item, click the **Lot Entry** button to view lot number information. See the Lot/Serial Number Entry section (page 3-12) for details.
11. When you select a serialized item, click **Ser No Entry** to view serialized item information. See the Lot/Serial Number Entry section (page 3-12) for details.
12. When you select a lotted and serialized item, click **Lot/Ser No Entry** to view information. See the Lot/Serial Number Entry section (page 3-12) for details.
13. You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.
14. Click the **Re-sequence** button to save the sequence of the line Items as currently displayed on the screen.

**Example: If you choose to sort by the Item ID column, you can then press Re-sequence and the system will retain that sequence for the line items. The purchases journal will then print in that order, too.**

## Transactions Screen - Item (Detail)



Item ID	100	Tax Class	3
Description	Electrical Package	GL Account	000001230
Additional Desc	Includes Electrical Outlets and	Inventory	
Location ID	MN0001	GL Description	Ace Computer Power Supply
		Quantity	2.0000
		Unit	PKG
		Unit Cost	343.5500
		Ext Cost	687.10

Navigation buttons: [Previous] [Next] [Find] [Add] [Delete]

1. Select or enter the **Item ID** you are purchasing or returning. An Item ID is not required for items not used in Inventory or System Manager.



2. If you selected an Inventory or System Manager item, accept or edit the **Description**. If you did not select an item from Inventory or System Manager, enter a description of what you are purchasing or returning.

3. Enter additional descriptions for the item into the **Additional Desc** field.

This field is available only if you selected Yes to **Use Additional Descriptions** in the **Business Rules** function (page 3-7).

If you selected **Yes to Copy Additional Descriptions from SM/IN Items** in the **Business Rules** function (page 3-7), the default Additional Description for the item appears.

4. If you entered a **Location ID** on the **Header** tab, it appears as a default; if not, the first location ID for this item appears.

Accept the default, or select the ID of the location for which you are purchasing the items.

5. If Accounts Payable interfaces with System Manager or Inventory, the **Tax Class** for the selected item appears as a default. Accept it or select the tax class of the item.

6. Enter or select a **GL Account** for which to post the transaction.

- If Inventory interfaces with Accounts Payable, the GL account defaults from the Account Codes screen in Inventory.
- If the item is a System Manager Description Item, then the GL account defaults from the Description Items.
- If the item is not an Inventory or System Manager item, the GL account defaults from the Vendors screen.
- If you don't have an account set up in the vendor, the Inventory account defaults from the Business Rules, GL Account Default section.

7. If Accounts Payable interfaces with General Ledger, the description you enter in the **GL Description** field, appears in the **Description** column of the GL Journal when you post the transaction.

- If Accounts Payable interfaces with General Ledger, the description you enter appears in the **Description** column of the GL Journal when you post the transaction.
- If you do not enter a description, the invoice number and the item description appear in the **Description** column of the GL Journal when you post the transaction.
- If you selected **Yes** to the option to **Default Vendor Name in GL Description** in the **Business Rules** function (page 3-7), then the vendor's name will be put in the GL journal when posted.



8. Click the **Allocate** button to enter or edit allocation information. This button only appears if you have the Not for Profit add-on installed and if you select Yes for the **Use Transaction Allocations** on the **Business Rules** screen.
9. The allocation check box is selected if there are allocations for the line item.
10. Enter the **Quantity** of units of the item purchased or returned.
11. The **Unit** of measure appears. You can change it if the inventory item has an alternate unit of measure set up.
12. The **Unit Cost** of the item appears, or enter the unit cost. If Accounts Payable interfaces with Inventory, the last cost of the inventory item appears. You can change the unit cost if necessary.
13. The **Extended Cost**, which is the unit cost multiplied by the quantity purchased, appears. If you change it, the system will adjust the unit cost automatically.
14. When you select a lotted item, click **Lot No Entry** to view lot number information. See the Lot/Serial Number Entry section (page 3-12) for details.
15. When you select a serialized item, click **Ser No Entry** to view serialized item information. See the Lot/Serial Number Entry section (page 3-12) for details.
16. When you select a lotted and serialized item, click **Lot/Ser No Entry** to view additional information. See the Lot/Serial Number Entry section (page 3-12) for details.

## Lot No Entry Dialog Box

Item ID	800001	Total Qty	15.0000	Close	
Loc ID	MN0001	Qty Remaining	0.0000		
Unit	ROLL				
Lot No	070910001	Qty Order	0.0000	Unit Cost	1.5900
Comment		Qty Filled	15.0000	Ext Cost	23.85
		Qty Bkord	0.0000		
Record 1 of 1					

## Serial No Entry Dialog Box

Item ID	900	Total Qty	10.0000	Close
Loc ID	MN0001	Qty Remaining	9.0000	Auto Gen
Unit	EA			
Serial No	070910001	Qty Order		Unit Cost
Comment		Qty Filled	1.0000	Ext Cost
		Qty Bkord		
				239.6600
				239.66
Record 1 of 1				

## Lot/Ser No Entry Dialog Box

Item ID	SerLotItem	Total Qty	10.0000	Close
Loc ID	MN0001	Qty Remaining	9.0000	Auto Gen
Unit	EA			
Serial No	071010001	Qty Order		Unit Cost
Lot No	071010001	Qty Filled	1.0000	Ext Cost
Comment		Qty Bkord		
				150.0000
				150.00
Record 1 of 1				

1. If Accounts Payable interfaces with Inventory, the **Lot No Entry**, **Ser No Entry**, or **Lot/Ser No Entry** button appears on the Transactions screen when you enter a transaction record for a serialized, lotted, or serialized and lotted inventory item. The **Lot No Entry**, **Ser No Entry**, or the **Lot/Ser No Entry** dialog box automatically appears.

**NOTE:** If you do not enter information on this screen, the transaction line is deleted.

2. In the top portion of the dialog box, the **Item ID**, **Location ID**, **Unit Of Measure**, **Total Quantity**, and **Quantity Remaining** fields appear and are view-only.
3. Enter a **Serial Number** to work with a serialized item. Select **Auto Gen** if you need to add more than one serial number and the numbers are sequential.

## Generate Serial Numbers Screen

Generate Serial Numbers

Quantity: 9

First Serial Number: 070910001

Next Serial Number: 070910002

Serial Number
> 070910002
070910003
070910004
070910005
070910006
070910007
070910008
070910009
070910010

Evaluate Generate Cancel

- In the **Quantity** text box, use the default quantity, which is the number of serial numbers left to create for the item or enter a different quantity of serial numbers to generate.
- The first serial number you entered on the Lot/Ser No Entry screen appears in the **First Serial Number** text box.
- The next serial number appears in the **Next Serial Number** text box. You can generate serial numbers sequentially or in a way specified using the **Next Serial Number** text box; for example, you can choose even numbers only or use letters.
- To generate serial numbers sequentially, leave the serial numbers as they are, and click **Generate**.
- To generate serial numbers in a way other than sequentially, change the **Next Serial Number** and click **Evaluate**. Serial numbers based on the first and next serial numbers appear in the box. If they are acceptable, click **Generate**. If not, continue making changes.

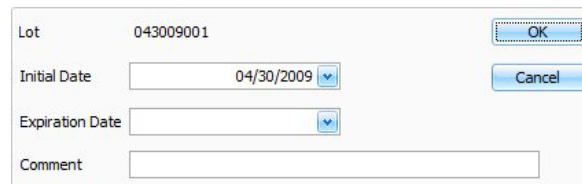
- Once you click **Generate**, the Generate Serial Number Entry screen reappears, with the generated serial numbers in the **Serial Number** field.

**NOTE:** The system ignores separator characters such as hyphens when serial numbers are generated. For example, generate five serial numbers beginning with 1-5 and 1-6. The system generates 1-7, 1-8, 1-9, 2-0, and 2-1. The system reads 1-5 as 15.

The system is also limited by the number of digits. For example, generate five serial numbers beginning with 6. Since 10 cannot be generated because the beginning serial number is one digit, the Generate Serial Number screen will not display a Next Serial Number. To generate 10 in this example, you must begin with 06.

4. Select a **Lot Number** to work with a lotted item. If you enter a new lot number, the **New Lot Number** dialog box appears.

### New Lot Number Screen

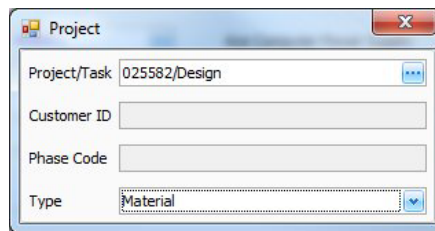
A screenshot of the 'New Lot Number' dialog box. It contains four input fields: 'Lot' with the value '043009001', 'Initial Date' with a dropdown menu showing '04/30/2009', 'Expiration Date' with a dropdown menu, and 'Comment' with a text box. There are 'OK' and 'Cancel' buttons on the right side.

Lot	043009001	OK
Initial Date	04/30/2009	Cancel
Expiration Date		
Comment		

- Enter the **Initial Date** the lotted item was purchased or use the default workstation date.
- Enter the **Expiration Date** of the lot and **Comments** about the lot.
- Click **OK** or **Cancel**.

5. The **Quantity Ordered** and **Backordered** appear, if applicable.
6. The **Quantity Filled** appears and can be changed. If the item is lotted, the quantity shipped value appears. If the item is serialized, the value is changed to 1 and you cannot change it.
7. The **Unit Cost** of the item appears. If you entered a lotted or serial number, the last cost of the item defaults.
8. The **Extended Cost** of the item appears.
9. Click **Close** to save your changes and return to the Transactions screen.

## Project Screen



The screenshot shows a window titled "Project" with a close button (X) in the top right corner. Inside the window, there are four input fields:
 

- Project/Task**: A text box containing "025582/Design" with a small blue button to its right.
- Customer ID**: An empty text box.
- Phase Code**: An empty text box.
- Type**: A dropdown menu with "Material" selected and a small blue button to its right.

1. Enter an **Item ID**, **Description**, **GL Account**, **Quantity**, **Unit** and **Unit Cost** for an item that is not in inventory.
2. Select the **Project** button.
3. Select the **Project/Task** you are entering the transaction for.
4. The **Customer ID** and **Phase Code** come in from the project setup and cannot be edited.
5. Select the **Type** of expense for this item: **Material**, **Expense**, or **Other**.

Maint

## Total Tab

Transaction No 00000010		Transaction Type Invoice		Net Due 931.51	
<div>Header Payments <b>Totals</b></div>					
Freight	0.00	Tax Class	0	Total	950.52
Misc	0.00	Tax Class	0	Discount	19.01
Taxable	0.00			Prepayment	0.00
Nontaxable	950.52			Net Due	931.51
Sales Tax	0.00				

1. In the **Freight** text box, enter the shipping charges.
2. Select the **Tax Class** for the freight charges.
3. Enter **Miscellaneous** charges, such as handling.
4. Select the **Tax Class** for the miscellaneous charges.
5. The subtotal for **Taxable** items appears. If the tax class percentage is greater than zero, the subtotal is updated with the extended cost of the items.
6. The subtotal for the **Nontaxable** items appears. If the tax class percentage is zero, the subtotal is updated with the extended cost of the items.
7. If you use multi-currency and the vendor's currency is a currency other than the base currency, select the **Base Currency** check box to view and enter totals in your company's base currency. When this box is cleared, amounts are presented in the vendor's currency.

If you elect to display the amounts in the customer currency, all the amounts on the totals tab are displayed in that customer's currency. If you elect to display the amounts in the company base currency, all the numbers on the totals tab are displayed in the base currency.

Maint

Maint



8. The **Sales Tax** amount appears. If you need to adjust the calculated tax amount, click the **Adjustment** tab to make a Tax Adjustment.

## Adjustment Screen

Transaction No 00000018 Base Currency Transaction Type Invoice Net Due 1,640.24

Header Adjustment Payments Total

Tax Location	Tax Amount	Adj
MN	250.25	<input checked="" type="checkbox"/>
	0.00	<input type="checkbox"/>
	0.00	<input type="checkbox"/>
	0.00	<input type="checkbox"/>
	0.00	<input type="checkbox"/>

Sales Tax 250.25  
Tax Adjustment 0.00 Tax Class 0  
Net Sales Tax 250.25

- The vendor's sales **Tax Amount** for each **Tax Location** appears.
- Enter the adjustment amount in the **Tax Adjustment** field. The tax adjustment amount is posted separately from the tax amount.
- Select a **Tax Class** for which to apply the Tax Adjustment.
- Select the **Adj** check box to apply the adjustment to a tax location.

9. The total amount of the transaction (**Subtotal**, **Sales Tax**, **Freight Charges**, and **Miscellaneous Charges**) appears.

## Payments Tab (No payments applied)

Transaction No 00000018 Base Currency Transaction Type Invoice Net Due 4,140.24

Header Adjustment Payments Total

Prepayment 0.00 Discount 0.00  
Payment Number Disc Date 11/9/2011  
Payment Date  
Bank Account ID  
Currency ID  
Exch Rate 1  
Fiscal Period / Year /

Payment Dates 10/29/2015  
Payment Amounts 4,140.24 0.00 0.00



10. If you are prepaying a portion of the purchase, select the **Payments** tab and enter the amount in the **Prepayment** field.

11. Click **Print** and **Check** to print a check.

This option is available only if you chose **Yes** to **Allow Online Checks** in the **Business Rules** function (page 3-7).

If you select a credit card type bank in the **Bank Account ID** field, the print check selection will be inactive.

12. If you use multi-currency and you selected the **Base Currency** check box, the **Prepayment**, **Discount**, and **Net Due** values are recalculated based on the value you enter here and in the **Exch Rate** field. Any gain or loss amount appears in the **Gain/Loss** field. This value plus the **Net Due** value minus the prepayment value equals the value in the total field on the total tab.

13. TRAVERSE calculates any discount based on the vendor's terms and lists that value in the **Discount** field. Change it, if necessary.

When you edit transactions, discounts are recalculated if you selected **Yes** to the **Automatic Discount Update** option in the **Business Rules** function (page 3-7). Otherwise, verify your discount change.

14. The **Bank Account ID** field is available only if you enter a prepayment. Use the default Bank Account ID or select one from the drop-down list.

15. The **Payment Number** field is available only if you enter a prepayment. Enter the number of the check issued. If you paid cash or are going to print an online check, leave this field blank. The check number is updated when you print an online check.

16. The **Payment Date** box is available only if you enter a prepayment. Use the default workstation date or enter the date of the prepayment.

17. The **Disc Date** is determined by adding the number of discount days established on the Terms Codes setup to the invoice date. The resulting date appears in the Disc Date field. For example, if the invoice date is 11/13 and the discount days field is 10, the discount date is 11/23.

18. The **Fiscal Period/Year** field is available only if you enter a prepayment. Use the default period and year or enter the period and year of the prepayment.

19. If you use multi-currency, the currency assigned to the bank account must match either the vendor's or the base currency. If you use multi-currency, the bank account's **Currency ID** appears and cannot be changed.

If you do not use multi-currency, this field does not appear.



Maint



## Payments Tab (Payments applied)

Transaction No 00000018		Base Currency		Transaction Type Invoice		Net Due	
Header		Adjustment		Payments		Total	
Prepayment	2,500.00	Discount	0.00				
Payment Number	98	Disc Date	11/9/2011				
Payment Date	10/4/2015						
Bank Account ID	FNB001						
Currency ID	USD						
Exch Rate	1	Payment Dates	10/29/2015				
Fiscal Period / Year	10 / 2015	Payment Amounts	1,640.24	0.00	0.00		

20. Click **Print** then select **Check**, to print a check for the **Prepayment** amount. This button is available only if you chose **Yes** to **Allow Online Checks** in the **Business Rules** function (page 3-7).

If you select a credit card type bank in the **Bank Account ID** field, the **Print** button will be inactive.

21. The first **Payment Date** is calculated from the number of due days you entered. Accept the date that appears or enter a different date.
22. The second and third **Payment Dates** (if any) are calculated from the first due date and the Terms Code. Change these dates, if necessary.

These boxes are not available if you are working with a debit memo.

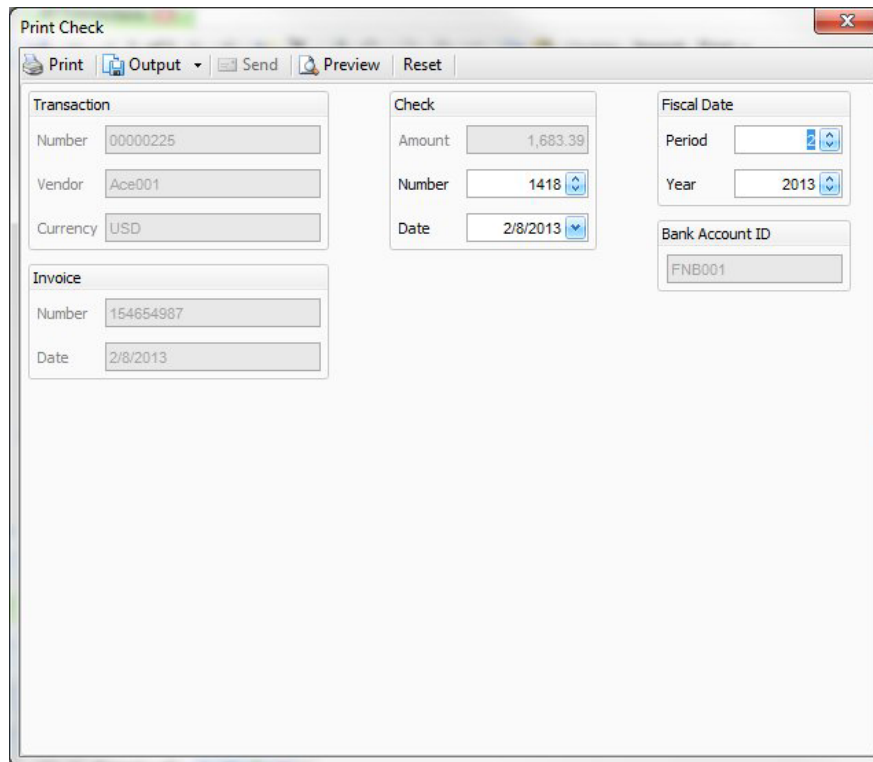
23. The purchase total minus the **Prepayment** and **Discount** appears in the first **Payment Amounts** field.
24. To split payments, enter an amount for the first payment (it must be less than the amount that appears); the remaining payment and its due date appears in the second **Payment Dates** and **Payment Amounts** boxes.
25. To split the payments further, enter an amount for the second payment (it must be less than the amount that appears); the remaining payment and its due date appears in the **Third Payment Dates** and **Payment Amounts** boxes.

These boxes are not available if you are working with a debit memo.

**NOTE:** To split an invoice into more than three payments, post the purchases and then use the Hold/Release Invoices function.

26. The **Net Due** amount is calculated from the Total, minus any Prepayment or Discount amounts.
27. If you use multi-currency and you selected the **Base Currency** check box, this value also includes the **Gain/Loss** amount. If you do not use multi-currency, the **Gain/Loss** box does not appear.

## Print Check Dialog Box



The screenshot shows the 'Print Check' dialog box with the following fields and values:

Transaction	
Number	00000225
Vendor	Ace001
Currency	USD

Check	
Amount	1,683.39
Number	1418
Date	2/8/2013

Fiscal Date	
Period	2
Year	2013

Invoice	
Number	154654987
Date	2/8/2013

Bank Account ID	
FNB001	

The Print Check dialog box appears when you click **Print** and **Check** on the toolbar. Use this screen to print a check for the prepaid amount of the purchase. The **Transaction Number**, **Vendor ID**, **Invoice Number**, **Invoice Date**, **Check Amount**, and **Currency** (if you use multi-currency) appear.

1. Enter the **Check Number** and the **Check Date**.



2. If you use multi-currency, the currency assigned to the bank account appears and cannot be changed. If you do not use multi-currency, the **Currency** box is not available.
3. Accept the **Fiscal Period/Year** defaults or change them, if necessary.
4. Select a **Bank Account ID** from the list to assign a bank account ID to prepaid checks.



If you use multi-currency, the currency assigned to the bank account must match either the vendor's or the base currency.

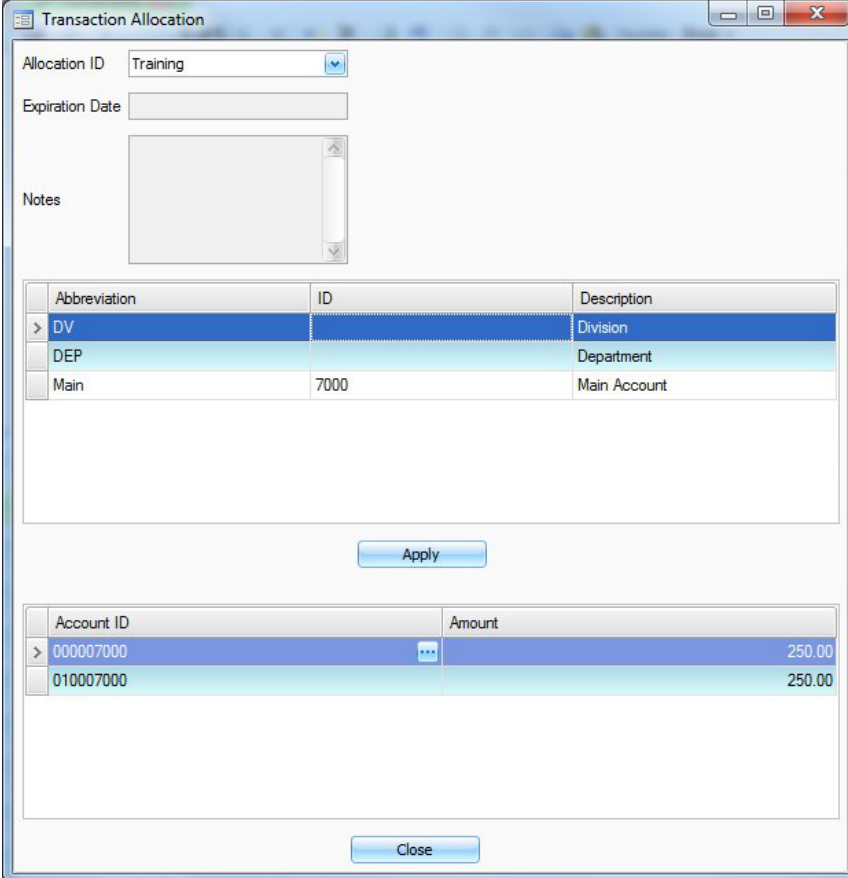
5. Select a command button:

#### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Print</b>	Print the report.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Allocations



The screenshot shows the 'Transaction Allocation' window. At the top, there's a title bar with standard window controls. Below it, the 'Allocation ID' is set to 'Training' in a dropdown menu. The 'Expiration Date' field is empty. A 'Notes' section with a text area and a scroll bar is present. Below these fields is a table with three columns: 'Abbreviation', 'ID', and 'Description'. The table contains three rows: 'DV' (Division), 'DEP' (Department), and 'Main' (Main Account) with ID '7000'. An 'Apply' button is located below this table. At the bottom, there's another table with two columns: 'Account ID' and 'Amount'. It contains two rows: '000007000' with an amount of '250.00' and '010007000' with an amount of '250.00'. A 'Close' button is at the very bottom.

Abbreviation	ID	Description
DV		Division
DEP		Department
Main	7000	Main Account

Account ID	Amount
000007000	250.00
010007000	250.00

If you have the Not for Profit application installed, you can indicate that a transaction should be allocated when you enter transactions by clicking the **Allocate** button and then defining the amounts you want to distribute among the specified accounts. When you post, the system creates entries as specified. Use this function to save data entry time by automatically splitting the amount to allocate to the segments defined.

- From the **Item Detail** section of the Transactions screen, click the **Allocations** button. This button appears only if you have the Not for Profit add-on installed and if you selected **Yes** to the **Use Transaction Allocations** check box on the **Business Rules** screen (page 3-7). The Allocation fields appear in the **Item Detail** area.
- Accept the default **Allocation ID** or select a different one from the list box. The allocation **Description**, any **Notes** on the allocation, and the allocation **Expiration Date** appear. See the General Ledger Training Manual for more information on entering transaction allocations into the system.

- Fill in the necessary segment information. What segments are available depends upon which required segments you select using the **GL Transaction Allocations** function. See the General Ledger Training Manual for more information defining required segments.
- Click **Apply** to apply the transaction allocation.
- Click **Close** to return to the **Item Detail** tab fields.

## COPY RECURRING ENTRIES

Use the **Copy Recurring Entries** function to create transactions for the recurring entries you define in the Recurring Entries function. Use the **Run Codes**, **Cutoff Dates**, and **Billing Type** you set up in the Recurring Entries function to copy the recurring entries according to your schedule.

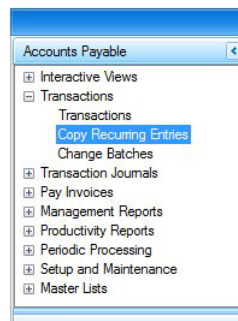
When you click **OK** the recurring entries that have the **Next Billing Date** prior to your **Due By Date** will get copied into the transactions function as invoices. If the Next Billing Date calculated from prior copy recurring entries executions is after the **Due By Date**, those recurring entries will not get copied into transactions.

After you copy an entry, the system treats it like any other transaction. When you Post Transactions, an open invoice is created for each transaction. The history tab of the recurring entry in the setup will get updated with the information posted from the transaction.

To use the **Copy Recurring Entries** function, follow these steps:

1. Select **Copy Recurring Entries** from the **Transactions** menu.

### Copy Recurring Entries Menu



- The **Copy Recurring Entries** screen appears.

## Copy Recurring Entries Screen

- Select the range of **Run Codes From** and **Thru**, whose recurring entries you want to copy. Because you copy recurring entries to transactions by run code, assign the same run code for entries that you copy on the same basis.
- Enter the **Fiscal Period** and **Year** to use when copying the entries.
- Use the workstation date as the **Cutoff Date**, or enter a different date. Entries that have cutoff dates before the date you enter are not copied.
- You can further narrow the selection by entering a date in the **Due by Date** box. Enter this date to include pending entries that should be copied into transactions. Entries that have a **Next Billing Date** before the date you enter will be copied.
- Select the **Batch Code** to copy the recurring entries to. This field is available only if you elected to use batch processing.
- If you use multi-currency, the vendor currencies for which recurring entries exist (and the number of recurring entries involving that currency) appear in the **Currency** box. Select the currency to copy those recurring entries. You can select only one currency at a time. This box does not appear if you do not use multi-currency.
- If you use multi-currency and you selected a currency other than the base currency in the **Currency ID** box, select the **Exchange Rate** to use when you copy recurring entries.

Maint

¥\$£€

¥\$£€



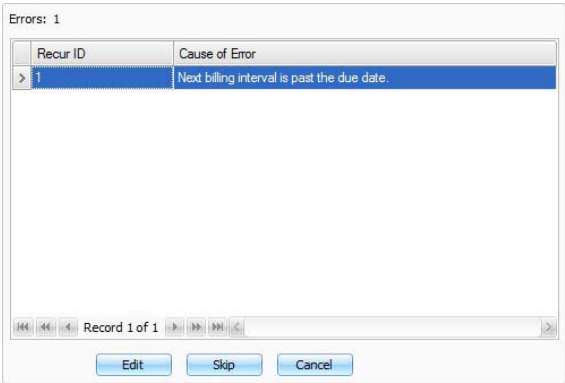
10. Select a command button:

**NOTE: The entries you are copying must meet particular conditions. If they do not, the Error Listing screen appears and processing halts.**

Command Buttons

Name	Description
OK	Begin processing.
Reset	Set all fields to their default.
Activity	View the activity records for each time recurring entries have been copied.

Error Listing Screen



1. The **Error Listing** screen appears when the entries you are copying do not meet particular conditions. The error listing shows the **Recurring** entry **ID** and why processing failed. Recurring entries in the error listing are not copied when processing resumes.
2. The **Recurring ID** that has the error is displayed.
3. Possible **Causes For The Error** are listed. The cause of the error will have a check in the box next to it. This information is here so you know what caused the error and so you know what needs to be edited to make the entry copy into a transaction.
4. The number of recurring entries causing **Errors** is displayed in the dialog box header.
5. Select the Recur ID you want to work with and select a command button:

- **Edit** - to go to the Recurring Entries setup screen and edit the Recurring Entry to meet the selection criteria to get it to copy.
- **Skip** - to skip the selected Recurring Entry and continue with the copy.
- **Cancel** - to exit the Error Listing dialog box, and return to the Copy Recurring Entries screen and edit the selection criteria to eliminate the errors.

## Task Summary

If you do not want to copy the recurring entries in the error listing, select **Close**.

To Copy Recurring Entries, use these steps:

1. Select **Edit**, which invokes the Recurring Entries function (page 3-85).
2. Edit the recurring entries and close the recurring entries setup.
3. Select **Close** to go back to the Copy Recurring Entries screen.
4. Select **Copy Entries** on the Recurring Entries screen to copy the entries.

## Command Buttons

Name	Description
<b>Edit</b>	Edit the recurring entries.
<b>Skip</b>	Skip the recurring entries listed in the error dialog box, and continue with recurring entries that can be copied.
<b>Close</b>	Return to the Copy Recurring Entries screen.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Copy Recurring Entries Report

Continental Products Unlimited			Page 1
AP Copy Recurring Entries Log			USD
Recur ID	Trans No	Vendor ID	Invoice Amount
1	00000002	Ace001	125.00
Grand Total	Transactions Copied	1	125.00



## CHANGING BATCHES

Use the **Change Batches** function to replace a batch code with a different batch code.

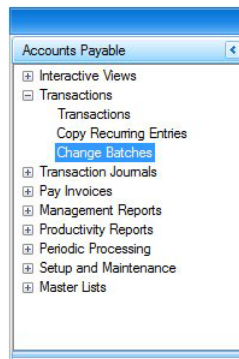
When you execute the Change Batches function you are moving all transactions from their current batch to a different batch code.

The Change Batches function is available only if you select **Yes** to **Use Batch Processing** in the **Business Rules** function (page 3-7).

To **Change Batches**, follow these steps:

1. Select **Change Batches** from the **Transactions** menu.

### Change Batches Menu



2. The **Change Batches** screen appears.

### Change Batches Screen

A screenshot of the 'AP Change Batches' screen. The screen has a title bar with 'AP Change Batches' and a close button. Below the title bar are three buttons: 'OK', 'Activity', and 'Reset'. The main area contains two dropdown menus labeled 'Old Batch Code' and 'New Batch Code'. Below these is a checkbox labeled 'Delete Old Batch'. At the bottom is a text box labeled 'Comments'.

3. Select the **Old Batch Code** of the batch that contains the transactions to be moved.
4. Select the **New Batch Code** of the batch to move transactions into.
5. Check the box to **Delete The Old Batch**, otherwise, clear the box.
6. Enter **Comments** for the batch change, if applicable.
7. Select **OK** to implement your changes.

## TRANSACTION JOURNALS OVERVIEW

Before using the **Transaction Journals** functions, complete the following tasks:

- Set up your Vendors, codes, and IDs, using the **Setup and Maintenance** functions.
- Verify your Vendors, codes, and IDs, using the **Master Lists** and **Views** functions.
- Enter all applicable transactions.

Use the Transaction Journals functions for the following tasks:

- Use the **Purchases Journal** function to check for mistakes and omissions in your unposted purchase transactions.
- Use the **Miscellaneous Debits Journal** function to check for mistakes and omissions in your unposted miscellaneous debits.
- Use the **Daily Sales Tax Journal** function to view taxes paid and calculated for each tax location.
- Use the **Post Transactions** function to create open invoices for each purchase and miscellaneous debit entry and to clear transactions.

If any transaction is incorrect, use the **Transactions** functions to edit it, and then reprint the appropriate journal before posting the transaction. When you Post Transactions, Vendor, Open Invoice, and History information is updated. If you post detail or summary information to General Ledger, the GL Journal is also updated when you post.

After you post your transactions, use the **Pay Invoices** functions to pay invoices and print checks.





## PURCHASES JOURNAL

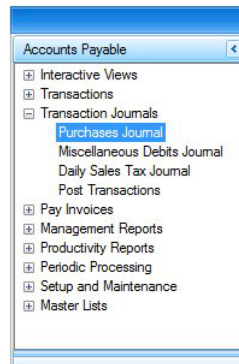
Print the **Purchases Journal** before you post transactions to check for mistakes and omissions. It serves as an audit trail of purchasing transactions. If you find incorrect transactions in the **Purchases Journal**, use the **Transactions** function (page 4-5) to edit or delete them.

If the Not for Profit add-on is installed, and if you selected **Yes** to **Use Transaction Allocations** on the **Business Rules** screen's **Miscellaneous** section (page 3-11), any allocations you entered for a transaction are also noted on the journal.

To print the **Purchases Journal**, follow these steps:

1. Select **Purchases Journal** from the **Transaction Journals** menu.

### Purchases Journal Menu



2. The **Purchases Journal** screen appears.

## Purchases Journal Screen

AP Purchases Journal

Print Output Send Preview Reset

Data Filter

And

Sort By

- Transaction
- Vendor ID
- Fiscal Year/Fiscal Period/Account
- Item ID
- Batch Code

View

- Detail
- Summary

Report Currency

☒ Print All in Base

USD

Batch List

#####	Default Batch
Aaron	
Kent	Kent Batch
Terry	
Tom	

All

None

3. Select the range of **Filtering Criteria** to include in the journal.
4. Select the **Sort By** criterion for the journal: **Transaction, Vendor ID, Fiscal Year/Period/Account, Item ID, or Batch Code**.
5. Select the amount of detail to **View** for the journal.
  - A **Detail** journal lists all the line items for each transaction.
  - A **Summary** journal lists the totals for each transaction.



6. If you use multi-currency, these print options are available:

- To print transactions that were entered in the base currency, select the base currency as the report **Currency**, and clear the **Print All In Base Currency** box. Only transactions that were entered in the base currency are printed on the journal.
- To print transactions that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only transactions that were entered in the currency you select are printed on the journal.
- To print all transactions (regardless of the currency in which they were entered), select the base currency as the report currency and select the **Print All In Base Currency** check box.

TRAVERSE converts all transaction amounts from their original currency to the base currency (if necessary), then prints all transactions on the journal.

7. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

# TRANSACTION PROCESSING

## Purchases Journal

### Purchases Journal

Continental Products Unlimited																Page 1
Purchases Journal (Detail)																
Sorted by Transaction																
Report Filter																
Batch List																
#####																
Batch Code	Trans No	Vendor ID	Name	Invoice No	Date	PdtYear	PO No	Dist Code	Batch Code	Trans No	Vendor ID	Name	Invoice No	Date	PdtYear	
#####	00000069	Ace001	Ace Computer Power Supply	5461984	9/9/2015	9/2015		D001	#####	00000069	Ace001	Ace Computer Power Supply	5461984	9/9/2015	9/2015	
Location ID	Item ID	Project ID	Description	GL Account	GL Description	Unit	Qty	Unit Cost	Ext Cost	Location ID	Item ID	Project ID	Description	GL Account	GL Description	
Customer ID			Phase Code	WIP Account						Customer ID			Phase Code	WIP Account		
MN0001			Office Supplies	00-000-1230	Ace Computer Power Supply	EA	1.0000	198.5700	198.57	MN0001			Office Supplies	00-000-1230	Ace Computer Power Supply	
Trans Total	Ext Cost	198.57	Sales Tax	0.00	Ant 1	194.60	Date 1	10/9/2015	Prepaid	0.00	Disc	3.97	Disc Date	9/19/2015		
Total	198.57	Freight	0.00	Ant 2	0.00	Date 2										
		Misc	0.00	Ant 3	0.00	Date 3										
Batch Code	Trans No	Vendor ID	Name	Invoice No	Date	PdtYear	PO No	Dist Code	#####	00000070	Adv008	Advanced Circuit Boards Plus	98479198	9/9/2015	9/2015	
Location ID	Item ID	Project ID	Description	GL Account	GL Description	Unit	Qty	Unit Cost	Ext Cost	Location ID	Item ID	Project ID	Description	GL Account	GL Description	
Customer ID			Phase Code	WIP Account						Customer ID			Phase Code	WIP Account		
MN0001			Computer Supplies	00-000-1230	Advanced Circuit Boards Plus	EA	1.0000	1,237.9700	1,237.97	MN0001			Computer Supplies	00-000-1230	Advanced Circuit Boards Plus	
Trans Total	Ext Cost	1,237.97	Sales Tax	0.00	Ant 1	1,213.21	Date 1	10/9/2015	Prepaid	0.00	Disc	24.76	Disc Date	9/19/2015		
Total	1,237.97	Freight	0.00	Ant 2	0.00	Date 2										
		Misc	0.00	Ant 3	0.00	Date 3										
Batch Code	Trans No	Vendor ID	Name	Invoice No	Date	PdtYear	PO No	Dist Code	#####	00000071	Bin004	Binary Marketing Solutions	9871687	9/9/2015	9/2015	
Location ID	Item ID	Project ID	Description	GL Account	GL Description	Unit	Qty	Unit Cost	Ext Cost	Location ID	Item ID	Project ID	Description	GL Account	GL Description	
Customer ID			Phase Code	WIP Account						Customer ID			Phase Code	WIP Account		
MN0001			Advertising	00-000-1230	Binary Marketing Solutions	EA	1.0000	2,500.0000	2,500.00	MN0001			Advertising	00-000-1230	Binary Marketing Solutions	
Trans Total	Ext Cost	2,500.00	Sales Tax	0.00	Ant 1	2,450.00	Date 1	10/9/2015	Prepaid	0.00	Disc	50.00	Disc Date	9/19/2015		
Total	2,500.00	Freight	0.00	Ant 2	0.00	Date 2										
		Misc	0.00	Ant 3	0.00	Date 3										
Batch Code	Trans No	Vendor ID	Name	Invoice No	Date	PdtYear	PO No	Dist Code	#####	00000072	Cab012	Computer Systems Inc.		9/9/2015	9/2015	
Location ID	Item ID	Project ID	Description	GL Account	GL Description	Unit	Qty	Unit Cost	Ext Cost	Location ID	Item ID	Project ID	Description	GL Account	GL Description	
Customer ID			Phase Code	WIP Account						Customer ID			Phase Code	WIP Account		
MN0001			Monitor	01-000-6050	Computer Systems Inc. EA	EA	3.0000	125.9500	377.85	MN0001			Monitor	01-000-6050	Computer Systems Inc. EA	
MN0001			Keyboard	01-000-6050	Computer Systems Inc. EA	EA	5.0000	24.9500	124.75	MN0001			Keyboard	01-000-6050	Computer Systems Inc. EA	

OPEN\_SYSTEMS\Kent\Heikamp

9/9/2015 4:09 PM

9/9/2015 4:09 PM

OPEN\_SYSTEMSKentHeitkamp

## MISCELLANEOUS DEBITS JOURNAL

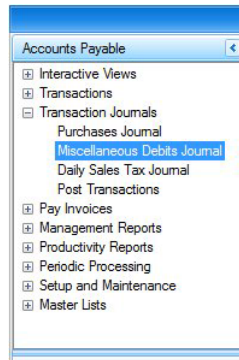
Print the **Miscellaneous Debits Journal** before you post transactions to check for mistakes and omissions. It also serves as an audit trail of all debits, including those not directly related to purchases. If you find incorrect transactions in the **Miscellaneous Debits Journal**, use the **Transactions** function to edit or delete them.

If the Not for Profit add-on is installed and if you selected **Yes** to **Use Transaction Allocations** on the **Business Rules** screen's **Miscellaneous** section (page 3-11), any allocations you entered for a transaction are also noted on the journal.

To produce the **Miscellaneous Debits Journal**, follow these steps:

1. Select **Miscellaneous Debits Journal** from the **Transaction Journals** menu.

### Miscellaneous Debits Journal Menu



2. The **Miscellaneous Debits Journal** screen appears.

## Miscellaneous Debits Journal Screen

AP Miscellaneous Debits Journal

Print Output Send Preview Reset

Data Filter

And

Sort By

- Transaction
- Vendor ID
- Fiscal Year/Fiscal Period/Account
- Item ID
- Batch Code

View

- Detail
- Summary

Report Currency

☒ Print All in Base

USD

Batch List

Batch	Default Batch
<input type="checkbox"/> #####	
<input type="checkbox"/> Aaron	
<input type="checkbox"/> Kent	Kent Batch
<input type="checkbox"/> Terry	
<input type="checkbox"/> Tom	

All

None

3. Select the range of **Filtering Criteria** to include in the journal.
4. Select the **Sort By** criterion for the journal.
5. Select the amount of detail to **View** for the journal:
  - A **Detail** journal lists all the line items for each transaction.
  - A **Summary** journal lists the totals for each transaction.
6. If you use multi-currency, these print options are available:
  - To print transactions that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only transactions that were entered in the base currency are printed on the journal.



- To print transactions that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only transactions that were entered in the currency you select are printed on the journal.
- To print all transactions (regardless of the currency in which they were entered), select the base currency as the report currency and select the **Print All In Base Currency** check box.

TRAVERSE converts all transaction amounts from their original currency to the base currency (if necessary), then prints all transactions on the journal.

7. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions.
8. Select a command button:

### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

# TRANSACTION PROCESSING

## Miscellaneous Debits Journal

### Miscellaneous Debits Journal

Continental Products Unlimited														Page 1
Miscellaneous Debits Journal (Detail)														USD
Sorted by Transaction														
Report Filter														
Batch List														
Report Currency														
####,AR-Com														
USD														
Print All in Base Currency														Yes
Batch Code	Trans No	Vendor ID	Name	Invoice No	Date	PdYear	PO No	Unit Cost	Ext Cost					
####	00000062	Ace001	Ace Computer Power Supply	12365	8/9/2010	8/2010								
Location ID	Item ID		Description	GL Account	GL Description	Unit	Qty							
MN0001	100		Electrical Package	00-000-1230	Ace Computer Power Supply	PKG	1.0000	343.5500	343.55					
MN0001	150		Plumbing Package	00-000-1230	Ace Computer Power Supply	PKG	1.0000	907.5300	907.53					
Trans Total	Ext Cost	1,251.08	Sales Tax	0.00	Amt 1	1,251.08	Date 1	9/8/2010	Prepaid	0.00	Disc	0.00		
Total	1,251.08	Freight	0.00	Amt 2	0.00	Date 2	8/7/2010	Pmt No		Disc Date	8/7/2010	1099	Yes	
Batch Code	Trans No	Vendor ID	Name	Invoice No	Date	PdYear	PO No	Unit Cost	Ext Cost					
####	00000063	Bin004	Binary Marketing Solutions		8/9/2010	8/2010								
Location ID	Item ID		Description	GL Account	GL Description	Unit	Qty							
MN0001			Misc Debit services	00-000-1230	Binary Marketing Solutions	EA	1.0000	250.0000	250.00					
Trans Total	Ext Cost	250.00	Sales Tax	0.00	Amt 1	250.00	Date 1	9/8/2010	Prepaid	0.00	Disc	0.00		
Total	250.00	Freight	0.00	Amt 2	0.00	Date 2	8/7/2010	Pmt No		Disc Date	8/7/2010	1099	No	
Grand Total	Ext Cost	1,501.08	Sales Tax	0.00	Freight	0.00	Misc	0.00	Discount	0.00	Total	1,501.08	Prepaid	0.00

8/9/2010 8:55 AM

\*\*\* End of Report \*\*\*

OPEN\_SYSTEMS\kenthe



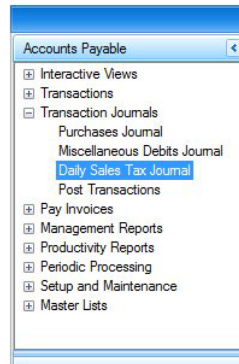
## DAILY SALES TAX JOURNAL

Use the **Daily Sales Tax Journal** for an additional audit trail. The Daily Sales Tax Journal shows taxes paid and calculated for the transactions to be posted and is organized by tax location.

To produce the **Daily Sales Tax Journal**, follow these steps:

1. Select **Daily Sales Tax Journal** from the **Transaction Journals** menu.

### Daily Sales Tax Journal Menu



2. The **Daily Sales Tax Journal** screen appears.

## Daily Sales Tax Journal Screen

AP Daily Sales Tax Journal

Print Output Send Preview Reset

Data Filter

And

Batch List

Batch	Description
<input type="checkbox"/> #####	Default Batch
<input type="checkbox"/> Aaron	
<input type="checkbox"/> Kent	Kent Batch
<input type="checkbox"/> Terry	
<input type="checkbox"/> Tom	

All None

3. Select the range of **Filter Criteria** to include in the journal.
4. Select the **Batches** to include in the journal.

This option is available only if batch processing is being used.

5. Select a command button:

### Command Buttons

Name	Description
Reset	Set all fields to their defaults.

Name	Description
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Daily Sales Tax Journal

Continental Products Unlimited										Page 1
Daily Sales Tax Journal										
Sorted by Tax Location										
Report Filter										
Batch List                    #####, AR-Com										
Tax Loc	Description			Tax Auth	Tax ID	Tax Refundable Account		Tax on Freight	Tax on Misc	
MN	Minnesota State			MN	882-52-123	Liability Account		No	No	
						01-000-2020				
						01-000-2020				
Class	Description	Tax Pct	Ref Pct	----- Purchase -----		----- Sales Tax -----				
				Taxable	Nontaxable	Calculated	Paid	Over/(Short)	Refundable	
0	Consumer Goods	0.00	0.00	0.00	4,170.45	0.00	0.00	0.00	0.00	
3	Ind/Agr Prod.	0.00	0.00	0.00	7,824.22	0.00	0.00	0.00	0.00	
Total for Tax Location MN				0.00	11,994.67	0.00	0.00	0.00	0.00	
						----- Sales Tax -----				
Grand Total						Calculated	Paid	Over/(Short)	Refundable	
						0.00	0.00	0.00	0.00	

8/9/2010 8:58 AM

\*\*\* End of Report \*\*\*

OPEN\_SYSTEMS\kenthe

POST TRANSACTIONS OVERVIEW

Use the **Post Transactions** function to create invoices for the transactions you entered in the Transactions function. Detail (line-item) information about the transactions is saved to history; summary information (totals) necessary to prepare and print checks is also saved. Posting transactions also updates the amount due, amount prepaid, and purchase history in the vendor records.

If Accounts Payable is interfaced with General Ledger, debit and credit entries are created in the GL Journal. If you post detail information, entries are made for each line item. If you post summary information, one entry is made for each account.

Posting purchases

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

AP		Sales Tax		Freight		Misc		Expense	
	CR	DB		DB		DB		DB	

You specify the expense accounts when you enter purchases for each item on the transaction. You set up the other AP, Freight, and Misc accounts in the Setup and Maintenance Distribution Codes function. The sales tax account comes from the tax locations setup in System Manager.

When you are interfaced to Project Costing, and use a billable time and material type project, entries are made to these accounts, the COGS account replaces the expense account and the accrued income being recorded posts to the WIP and accrued income.

COGS		WIP		Accrued Income	
DB			CR	DB	

When you post to a billable fixed fee project, the COGS account from the distribution code for the project replaces the expense account. No income amounts post for the project.

When you are interfaced to Project Costing, and use a Job Costing type project, entries are made to this account, the WIP account replaces the normal expense account for an invoice:

WIP	
DB	

### Posting miscellaneous debits

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

AP	Sales Tax	Freight	Misc	Expense
DB				
	CR	CR	CR	CR

You specify the expense accounts when you enter purchases for each item in the transaction. You set up the other AP, freight, and Misc accounts in the Setup and Maintenance Distribution Codes function. The sales tax account comes from the tax locations setup in System Manager.

When you are interfaced to Project Costing and use a billable type project, entries are made to these accounts, the COGS account replaces the expense account and the income being recorded posts to the WIP and sales for a miscellaneous debit:

COGS	WIP	Accrued Income
		DB
CR	CR	

When you post to a billable fixed fee project, the COGS account from the distribution code for the project replaces the expense account. No income amounts post for the project.

When you are interfaced to Project Costing and use a Job Costing type project, entries are made to this account, the WIP account replaces the normal expense account for an invoice:

WIP	
	CR

You specify the accounts in the distribution codes setup in Project Costing.

## POST TRANSACTIONS

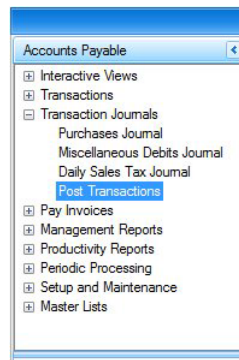
Before you **Post Transactions**, perform these tasks:

- If you use batch processing, verify that no one is using the batches from which you plan to post; you cannot post a batch if someone is using it. If you do not use batch processing, verify no one else is using the Post Transactions function.
- Print the **Purchases Journal**.
- Print the **Miscellaneous Debits Journal**.

To work with the **Post Transactions**, follow these steps:

1. Select **Post Transactions** from the **Transaction Journals** menu.

### Post Transactions Menu



- The **Post Transactions** screen appears.

## Post Transactions Screen

AP Post Transactions

OK Activity Reset

☒ Do the following, then check the box.

Complete AP Transaction Entry  
Print the Purchases Journal  
Print the Miscellaneous Debits Journal

☐ Post All Invoices as Held

☐ Print Log Using Base Currency

Select batch(es) to post

<input checked="" type="checkbox"/>	#####	Default Batch
<input checked="" type="checkbox"/>	AR-Com	AR Commissions

All  
None

Comments:

- Check the box when you have completed the listed tasks.
- Check the box to **Post All Invoices As Held**; otherwise, clear the box.

If you choose to hold all invoices, use the **Hold/Release Invoices** function (page 5-15) to release each invoice for payment individually. If you choose not to hold all invoices, use the **Hold/Release Invoices** function to hold individual invoices.

- If you use multi-currency, select the box to **Print Log Using Base Currency**. Clear the box if you want the log printed in the transaction currency.
- Select the **Batches to post**. This option is only available when you select **Yes to Use Batch Processing** in the **Business Rules** function (page 3-7).
- Enter **Comments** for the post, if applicable.





8. Select a command button:

Command Buttons

Name	Description
OK	Begin processing. A message appears when the post completes successfully. After you click <b>OK</b> to close this message box, the <b>Post Transactions Log</b> dialog box appears.
Reset	Reset the values back to the original settings.
Activity	View the <b>Activity Log</b> dialog box.

Post Transactions Activity Dialog Box

Post Run	Run Time	Description	User ID	Comments	Print Log
20090505151549	05/05/2009 10:16 AM	AP Post Transactions	demo		...
20090429180427	04/29/2009 1:04 PM	AP Post Transactions	demo		...

The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

**Post Run** - The system generated number used to identify the post appears.

**Run Time** - The date and time the post was made appear.

**Description** - The post description appears.

**User ID** - The user who performed the post appears.

**Comments** - Comments entered for the post appear.

**Print Log** - to print the post log from the selected post.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Post Transactions Log 1

Batch List		Continental Products Unlimited		Page 1
Comments		AP Post Transactions		
Posted to Fiscal Year	2009			
Fiscal Period	10			
Currency ID	USD			
	Posted to		Amount	
	Vendor Table		3,889.99	
	Open Invoice Table		3,889.99	
Fiscal Period	11			
Currency ID	USD			
	Posted to		Amount	
	Vendor Table		6,382.50	
	Open Invoice Table		6,382.50	
Posted to Fiscal Year	2010			
Fiscal Period	3			
Currency ID	USD			
	Posted to		Amount	
	Vendor Table		1,523.85	
	Open Invoice Table		1,523.85	
Fiscal Period	6			
Currency ID	USD			
	Posted to		Amount	
	Vendor Table		2,381.53	
	Open Invoice Table		2,381.53	

## Post Transactions Log 2

Continental Products Unlimited						Page 2
AP Post Transactions						20100611162425
GL Entries						
Posted to Fiscal Year	2009					
Fiscal Period	10					
Reference	Description	GL Account	Amount Fgn	Debit	Credit	
Ace001	Ace Computer Power Supply	00-000-1230	3,850.00 USD	3,850.00		
Ace001	Freight	01-000-1230	35.00 USD	35.00		
Ace001	Misc	01-000-1230	4.99 USD	4.99		
AP	AP	01-000-2010	3,889.99 USD		3,889.99	
Total for Fiscal Period 10				3,889.99	3,889.99	
Fiscal Period	11					
Reference	Description	GL Account	Amount Fgn	Debit	Credit	
Cab012	Computer Systems Inc.	00-000-1230	1,600.00 USD	1,600.00		
Ace001	Ace Computer Power Supply	00-000-1230	2,240.00 USD	2,240.00		
Com002	Commuciation Programming LTD.	00-000-1230	2,400.00 USD	2,400.00		
Digi010	Digital CD-Rom Drives	00-000-1230	27.50 USD		27.50	
Cab012	Freight	01-000-1230	100.00 USD	100.00		
Ace001	Freight	01-000-1230	65.00 USD	65.00		
Ace001	Misc	01-000-1230	5.00 USD	5.00		
AP	AP	01-000-2010	1,700.00 USD		1,700.00	
AP	AP	01-000-2010	2,310.00 USD		2,310.00	
AP	AP	01-000-2010	2,400.00 USD		2,400.00	
AP	AP	01-000-2010	27.50 USD	27.50		
Total for Fiscal Period 11				6,437.50	6,437.50	
Posted to Fiscal Year	2010					
Fiscal Period	3					
Reference	Description	GL Account	Amount Fgn	Debit	Credit	
Ace001	Ace Computer Power Supply	00-000-1230	1,500.00 USD	1,500.00		
Ace001	Ace Computer Power Supply	00-000-1230	23.85 USD	23.85		
AP	AP	01-000-2010	1,500.00 USD		1,500.00	
AP	AP	01-000-2010	23.85 USD		23.85	
AP	Purchase Price Variance	00-000-1290	0.01 USD		0.01	
AP	Purchase Price Variance	00-000-1230	0.01 USD	0.01		
Total for Fiscal Period 3				1,523.86	1,523.86	
Fiscal Period	6					
Reference	Description	GL Account	Amount Fgn	Debit	Credit	
Met017	Metro Vehicle Leasing Inc.	01-001-6700	1,792.92 USD	1,792.92		
PCB009	PC Builders	00-000-1230	88.61 USD	88.61		
Ace001	Ace Computer Power Supply	00-000-8050	500.00 USD	500.00		
AP	AP	01-000-2010	1,792.92 USD		1,792.92	
AP	AP	01-000-2010	88.61 USD		88.61	
AP	AP	01-000-2010	500.00 USD		500.00	
Total for Fiscal Period 6				2,381.53	2,381.53	
Grand Total				14,232.88	14,232.88	
Exceptions						
Grand Total						



## PAYING INVOICES

Using the Pay Invoices Menu .....	5-3
Cash Flow Report.....	5-5
Open Invoice Report .....	5-9
Change Invoice Status.....	5-13
Hold/Release Invoices.....	5-15
Prepare Payments .....	5-25
Edit Register.....	5-31
Select Payables .....	5-35
Print Checks .....	5-39
Payment Vouchers.....	5-49
Create Positive Pay File .....	5-55
Create ACH File .....	5-59
Payment Register.....	5-63
Post Payments .....	5-67
Void Payments .....	5-73
Credit Card Payment Process .....	5-81



## USING THE PAY INVOICES MENU

Vendor invoices are usually paid regularly, for example, once every week. The Pay Invoices menu includes all the functions that are used to pay due invoices.

Follow this checklist to pay invoices.

1. Enter and **Post** all the Accounts Payable and Purchase Order **Transactions**.
2. Print the **Cash Flow Report** and the **Open Invoice Report** for all invoices to verify the invoices to pay.
3. If you find mistakes in the reports, use the **Transactions** and **Transaction Journal** functions to enter, edit, and post correcting entries.
4. Repeat steps 1–3 until all the entries are correct.
5. Use the **Hold/Release Invoices** function or the **Change Invoice Status** function to hold or release invoices for payment.

**NOTE:** You can put a Vendor on hold by selecting the Vendors function from the Setup and Maintenance menu and checking the Vendor Hold box.

6. Print the **Open Invoice Report** for released invoices, using the selection criteria you enter when you Prepare Payments.
7. If there are invoices in the report that you do not want to pay, use the **Hold/Release Invoices** function or the **Change Invoice Status** function to change their status from **Release** to **Hold** so that they are not selected for payment. (See **NOTE** above.)
8. **Prepare Payments** for invoices that are due.
9. Print the **Edit Register** to verify the calculated payments. If invoices that you want to pay are missing, use the **Hold/Release Invoices** function to release the invoices, and use the **Prepare Payments** function to prepare the payments again. If invoices that you do not want to pay have been included, use the **Select Payables** function to drop the invoices from the batch of payments.
10. If you have added or taken away invoices from your **Prepare Payments** run, print the **Edit Register** again to verify you have the correct invoices.
11. **Print** the prepared **Checks**.
12. **Print Vouchers** for those Vendors paid using the EFT or credit card payment types.
13. **Create** the **ACH File** if you have Vendors you are paying using the EFT payment type.

14. **Create** the **Positive Pay File** if you have one set up and defaulted into your payment bank.
15. Print the **Payment Register** as a summary of the checks and vouchers that were printed.
16. Use the **Post Payments** function to update the Vendor, open invoice, and history information. If Accounts Payable is interfaced with General Ledger, entries are posted to the GL Journal for the payments you made. This function also clears the Accounts Payable payments information for the next time payments are prepared. The status of the open invoices that were paid in this payment run are flagged as Paid, so they no longer show up on the Open Invoices Report and the Hold/Release Screen.



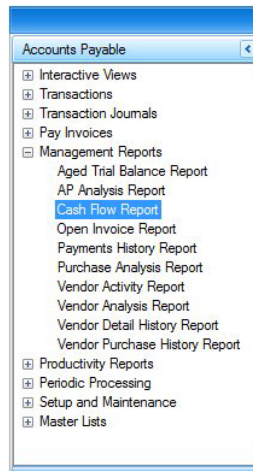
## CASH FLOW REPORT

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

To produce a **Cash Flow Report**, follow these steps:

1. Select **Cash Flow Report** from the **Management Reports** menu.

### Cash Flow Report Menu



2. The **Cash Flow Report** screen appears.

## Cash Flow Report Screen

AP Cash Flow Report

Print Output Send Preview Reset

Data Filter

And

View

- Released Invoices
- Held Invoices
- Temporary Hold Invoices
- All Invoices

Enter Three Dates for Aging Periods

3/8/2013

4/7/2013

5/7/2013

☒ Use Discount Dates

Report Currency

☒ Print All in Base

USD

Report Layout

☒ Banded Rows

3. In the **Data Filter** section, enter any selection criteria you would like to use to run the report. Leave the filter blank to include all available data.
4. In the **View** section select the invoice type to include in the report: **Released Invoices**, **Held Invoices**, **Temporary Hold Invoices**, or **All Invoices**.
5. **Enter Three Dates for Aging Periods**. Enter the dates in chronological order, the earliest date first. The defaults are 30, 60 and 90 days from your workstation date.
6. Select the box to **Use Discount Dates** to place discounted invoices into an earlier aging bucket if you can take the discount on the invoice; otherwise, clear the box. The system compares the workstation date to the discount date on the invoice to determine whether or not it can take the discount.



7. If you use multi-currency, these print options are available:

- To print invoices that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only invoices that were entered in the base currency are printed on the report.
- To print invoices that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only invoices that were entered in the currency you select are printed on the report.
- To print all invoices (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
- TRAVERSE converts all invoice amounts from their original currency to the base currency (if necessary), then prints all invoices on the report.

8. Select the check box if you want to print the report in **Banded Rows** format, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the **System Manager Business Rules**. You can then override your default choice when you print the report.

9. Select a command button:

### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Cash Flow Report

<div> <div>Continental Products Unlimited</div> <div>Cash Flow Report</div> <div>All Invoices - Using Discount Dates</div> </div>											
Report Filter				Report Currency				Print All in Base Currency			
Dates for Aging Periods				USD				Yes			
9/8/2010, 10/8/2010, 11/7/2010											
Vendor ID	Name	Invoice Date	Discount Date	Due Date	Status	Gross Discount	Gross Discount	Gross Discount	Gross Discount	Gross Discount	Gross Discount
Invoice No					Discussed	Net Inv Total	Net Inv Total	Net Inv Total	Net Inv Total	Net Inv Total	Net Inv Total
Ace001 Ace Computer Power Supply											
147892	7/12/2010	7/22/2010		8/11/2010	Rel	3,435.50	3,435.50	0.00	0.00	0.00	0.00
						68.71	68.71	0.00	0.00	0.00	0.00
						3,366.79	3,366.79	0.00	0.00	0.00	0.00
18	11/2/2009	11/13/2009	12/2/2009		Rel	-185.00	-185.00	0.00	0.00	0.00	0.00
						-3.70	-3.70	0.00	0.00	0.00	0.00
						-181.30	-181.30	0.00	0.00	0.00	0.00
22211111	3/9/2010	3/19/2010	4/8/2010		Rel	12,510.80	12,510.80	0.00	0.00	0.00	0.00
						250.22	250.22	0.00	0.00	0.00	0.00
						12,260.58	12,260.58	0.00	0.00	0.00	0.00
3216461968	6/11/2010	6/21/2010	7/11/2010		Hold	250.00	250.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
						250.00	250.00	0.00	0.00	0.00	0.00
3216461968	6/11/2010	6/21/2010	8/10/2010		Hold	250.00	250.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
						250.00	250.00	0.00	0.00	0.00	0.00
Total						16,261.30	16,261.30	0.00	0.00	0.00	0.00
						315.23	315.23	0.00	0.00	0.00	0.00
						15,946.07	15,946.07	0.00	0.00	0.00	0.00
ADV008 Advanced Circuit Boards Plus											
081000000009	1/7/2007	1/17/2007	2/6/2007		Rel	0.00	0.00	0.00	0.00	0.00	0.00
						18.04	18.04	0.00	0.00	0.00	0.00
						-18.04	-18.04	0.00	0.00	0.00	0.00
13465	3/9/2010	3/19/2010	4/8/2010		Rel	850.00	850.00	0.00	0.00	0.00	0.00
						17.00	17.00	0.00	0.00	0.00	0.00
						833.00	833.00	0.00	0.00	0.00	0.00
2	11/2/2009	11/13/2009	12/2/2009		Rel	350.00	350.00	0.00	0.00	0.00	0.00
						7.00	7.00	0.00	0.00	0.00	0.00
						343.00	343.00	0.00	0.00	0.00	0.00
27	12/4/2009	11/14/2009	12/4/2009		Rel	276.25	276.25	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
8/9/2010 11:03 AM OPEN_SYSTEMSkenzie											

## OPEN INVOICE REPORT

The **Open Invoice Report** shows the invoiced orders and miscellaneous debits that are released for the **Due Date** and **Vendors** you specify. The invoiced transactions are considered open until they are paid in full.

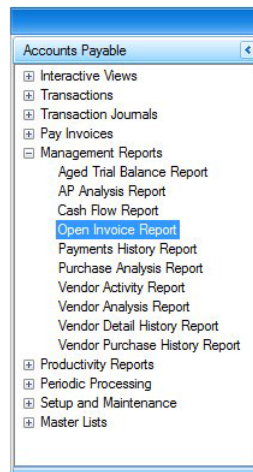
Before you can produce the report, use the **Change Invoice Status** function (page 4-13) or the **Hold/Release Invoices** function (page 4-15), to release the invoices for the report that were not posted with a released status.

**NOTE: Invoices for vendors that are on Hold are included in the Open Invoice Report, but payments are not prepared for those invoices.**

To produce the **Open Invoices Report**, follow these steps:

1. Select **Open Invoice Report** from the **Management Reports** menu.

### Open Invoice Report Menu



2. The **Open Invoice Report** screen appears.

## Open Invoice Report Screen

3. In the **Data Filter** section, enter any selection criteria you would like to use to run the report. Leave the filter blank to include all available data.
4. In the **View** group select the invoice type to include in the report: **Released Invoices**, **Held Invoices**, **Temporary Hold Invoices**, **Prepaid Invoices**, or **All Invoices**.
5. Enter the **Invoices Due Date**. Invoices that are due on or before this date are included in the report.
6. Enter the **Discounts Due Date**. Invoices that are discounted on or after this date are included in the report.
7. If you use multi-currency, these print options are available:
  - To print invoices that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only invoices that were entered in the base currency are printed on the report.



- To print invoices that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only invoices that were entered in the currency you select are printed on the report.
  - To print all invoices (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
  - TRAVERSE converts all invoice amounts from their original currency to the base currency (if necessary), then prints all invoices on the report.
8. Select whether you want to **Expand All** the invoices for customers, or if you want to see a summary report with the ability to expand the customer to see the invoices.

**NOTE: If you do not expand all, you will have a plus (+) sign next to the vendor, when you preview the report. When you click on the plus (+) you will see all the invoices for that vendor that meet the selection criteria.**

9. Select the check box if you want to print the report in **Banded Rows** format, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the **System Manager Business Rules**. You can then override your default choice when you print the report.
10. Select a command button:

#### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Open Invoice Report

Continental Products Unlimited													Page 1
Open Invoice Report													USD
Invoices due as of 8/9/2010 Discounts due as of 8/9/2010													
All Invoices													
Report Filter		Print All in Base Currency			Report Currency			USD					
Vendor ID	Name	1099 Code	Current Balance	Invoice No	Inv Date	Disc Date	Due Date	Exchange Rate	Gross Due	Payments	Discount	Net Due	
Status													
Acce001	Ace Computer Power Supply												
Rel	No		18	22211111	1/13/2009	11/13/2009	12/9/2009	1	-185.00	0.00	0.00	-185.00	
Rel	No		3216461988	3/9/2010	3/19/2010	4/8/2010		1	12,510.80	0.00	0.00	12,510.80	
Hold	Yes			6/11/2010	6/21/2010	7/11/2010		1	250.00	0.00	0.00	250.00	
Total			16,261.30						12,575.80	0.00	0.00	12,575.80	
Adv008 Advanced CircuitBoards Plus													
Rel	No		081000000009	1/7/2007	1/17/2007	2/6/2007		1	0.00	0.00	0.00	0.00	
Rel	No		13465	3/9/2010	3/19/2010	4/8/2010		1	850.00	0.00	0.00	850.00	
Rel	No		2	11/2/2009	11/13/2009	12/9/2009		1	350.00	0.00	0.00	350.00	
Rel	No		27	12/4/2009	11/14/2009	12/4/2009		1	276.25	0.00	0.00	276.25	
Rel	No		28	11/18/2009	11/28/2009	12/18/2009		1	1,750.00	0.00	0.00	1,750.00	
Rel	No		3	11/3/2009	11/13/2009	12/3/2009		1	-35.00	0.00	0.00	-35.00	
Rel	No		6C034	2/17/2007	2/27/2007	3/18/2007		1	11,068.82	0.00	0.00	11,068.82	
Rel	No		9998552	3/9/2010	3/19/2010	4/8/2010		1	10,369.20	0.00	0.00	10,369.20	
Rel	No		H6A034	3/12/2007	3/22/2007	4/11/2007		1	14,766.00	0.00	0.00	14,766.00	
Total			39,395.27						39,395.27	0.00	0.00	39,395.27	
Bim004 Binary Marketing Solutions													
Rel	No		111222	6/11/2010	6/21/2010	7/11/2010		1	31,504.50	0.00	0.00	31,504.50	
Rel	No		3216546987	3/9/2010	3/19/2010	4/8/2010		1	68.75	0.00	0.00	68.75	
Rel	No		44778552	3/9/2010	3/19/2010	4/8/2010		1	2,500.50	0.00	0.00	2,500.50	
Total			34,073.75						34,073.75	0.00	0.00	34,073.75	
Day016 Daylight Reality Corporation													
Rel	No		030200000011	3/2/2007	3/2/2007	4/1/2007		0.8254	4,579.60	0.00	0.00	4,579.60	
Rel	No		33	12/1/2009	12/1/2009	12/31/2009		0.8363	22,303.00	0.00	0.00	22,303.00	
Rel	No		44	10/13/2009	10/13/2009	11/12/2009		0.8363	59.79	0.00	0.00	59.79	
Rel	No		56	11/6/2009	11/6/2009	12/6/2009		0.8363	20,951.20	0.00	0.00	20,951.20	
Total			47,893.59						47,893.59	0.00	0.00	47,893.59	
Digi010 Digital CD-Rom Drives													
Rel	No		32164654	3/9/2010	3/19/2010	4/8/2010		1	21,003.00	0.00	0.00	21,003.00	
Total			21,003.00						21,003.00	0.00	0.00	21,003.00	
8/9/2010 11:10 AM													OPEN_SYSTEMS\kenhe



# CHANGE INVOICE STATUS

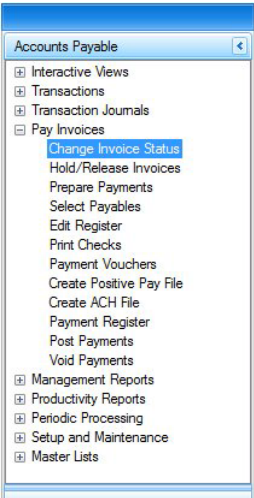
Use the **Change Invoice Status** function to change the status of invoices for a range of **Vendors**, and vendor **Priority Codes** as of a specified due date. If you do not enter a date, the status of all invoices for the specified ranges will be changed.

A **Temporary** status invoice, is one that is held for one payment cycle. When you post payments, the status of the invoice is automatically changed to **Released**. You cannot change the status of a group of invoices to **Prepaid** because information about each payment is required; use the **Hold/Release Invoices** function (page 4-15) to change the status of invoices to **Prepaid**.

To use the **Change Invoice Status**, follow these steps:

1. Select **Change Invoice Status** from the **Pay Invoices** menu.

## Change Invoice Status Menu



2. The **Change Invoice Status** screen appears.

## Change Invoice Status Screen

AP Change Invoice Status

OK Activity Reset

Vendor ID

From

Thru

Priority Code

From

Thru

Select Invoices Due 8/9/2010

Change Status

From

To

3. Select the range of **Vendor ID From** and **Thru**, whose transaction statuses you want to change.
4. Select the range of **Priority Codes From** and **Thru**, corresponding to the Vendors that have transactions to change.
5. Enter the **Select Invoices Due** date of the transactions whose status you want to change. Invoices due on or before this date will be included in the status change.
6. Select the **Change Status From**. This would be the status from which you want to change your invoices.
7. Select the **Change Status To**. This would be the status to which you want to change your invoices.
8. When you are finished specifying status change information, select **OK**.

# HOLD/RELEASE INVOICES

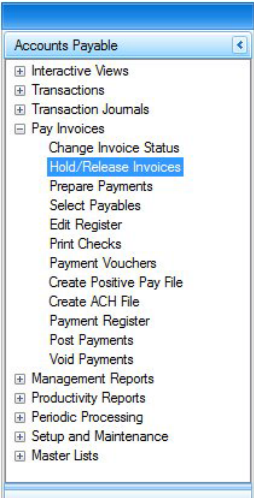
Use the **Hold/Release Invoices** function to change the Status of an invoice. You can put an invoice on permanent or Temporary Hold so that it is not automatically paid when you prepare and print checks. (An invoice on Temporary Hold is automatically released when you post payments.) You can also release all invoices that are on permanent or Temporary Hold.

You can pay 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.

To **Hold/Release Invoices**, follow these steps:

- 1. Select **Hold/Release Invoices** from the **Pay Invoices** menu.

## Hold/Release Invoices Menu



2. The **Hold/Release Invoices** screen appears.

## Hold/Release Invoice Screen

Invoice No	Invoice ...	Due Date	DD Date	Gross Amt Due	Disc Amount	1099	Status	Payment No	Bank...	Currency ID	Exch Rate
> 091400000058	10/8/2019	11/7/2019	10/18/20...	53,402.91	1,068.06		Hold				
1	10/27/2019	11/26/2019	11/6/2019	2,002.50	79.45		Released				
111600000021	11/17/2019	12/17/2019	11/27/20...	1,700.00	34.00		Released				
26	10/28/2019	11/27/2019	11/7/2019	3,940.00	78.80		Hold				
27	11/10/2019	12/10/2019	11/20/20...	591.45	11.11		Hold				
3	10/13/2019	11/12/2019	10/23/20...	855.29	0.00		Hold				
59	12/8/2019	1/7/2020	12/18/20...	387,175.90	7,740.52		Hold				

3. Select the **Vendor ID** whose invoices you want to hold or release. The Vendor's payment **Priority Code** and the **Last Payment Date** and **Amount** appear.
4. Select the **Vendor Currency** check box to display the open invoices' currency amounts in the Vendor's currency; otherwise, clear the check box to view amounts in the company's base currency. This check box is available only if you use multi-currency and the Vendor's currency is other than the base currency.
5. The following information about each invoice appears: the **Invoice No**, **Invoice Date**, **Due Date**, **Discount Due Date**, **Gross Amt Due**, **Disc Amount**, whether a **1099** form is required, **Status**, **Payment No**, **Currency ID**, and **Exch Rate** (if you use multi-currency).

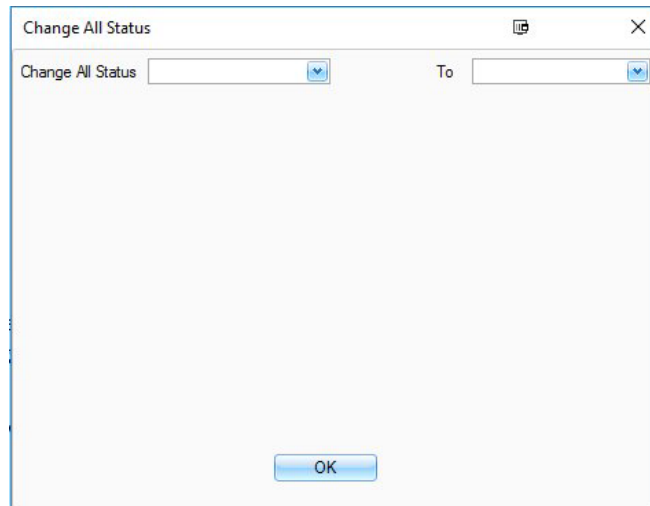
**NOTE:** If you want to take away some fields from the screen that are not needed, right click on a column heading and select **Column Chooser** and drag and drop the column heading from the screen into the **Column Chooser** window. See the **General Information Training Manual** for details on using the **Column Chooser**.

6. Invoices posted with Bank ID assigned to the Vendor, from the Vendor setup is defaulted into the **Bank ID** field. Accept the default or select the Bank Account ID through which you want the invoice to be paid. If a Bank Account was not assigned to a Vendor the Bank ID will be left blank and you may select the bank through which to pay the invoice.
7. If you want to change the Status on all invoices, select **All**; otherwise, select an invoice and do one of the following options:
  - Select **Change Status** or click the **Status** field and select the invoice Status.
  - Select **Split** to split an invoice or reapply a payment. The Split/Reapply Payment dialog box appears (page 5-21).
8. When you are finished, print the Open Invoice Report.
9. Select a command button:

#### **Command Buttons**

<b>Name</b>	<b>Description</b>
<b>All</b>	Display the Change All Status dialog box.
<b>Prepay</b>	Display the Prepay dialog box.
<b>Edit</b>	Display the Edit dialog box.
<b>1099</b>	Toggle to flag invoice as 1099 or not 1099.
<b>Change Status</b>	Change the status of an invoice.
<b>Split</b>	Display the Split dialog box.
<b>Totals</b>	Display the Vendor Invoice Totals dialog box.
<b>Payments</b>	Display the Payment Totals dialog box.
<b>Group Change</b>	Display the Change Invoice Status dialog box.

## Change All Status Dialog Box



- The **Change All Status** dialog box appears when you select **All** on the Hold/Release Invoices screen. To change the status of all invoices for the Vendor, select the **Change All Status** and the **To** status.
- Click **OK** to change the status of the invoices with the matching status.

## Prepay Dialog Box

Prepay

Invoice No	Inv Date	Due Date	DD Date	Gross Amount Due	Disc Amount
> 091400000058	10/8/2019	11/7/2019	10/18/2019	53,402.91	1,068.06

Payment No  Payment Date  Fiscal Period/Year  /

Bank Account ID

OK

The **Prepay** dialog box appears when you select **Prepay** on the Hold/Release Invoices screen.

1. To pay an invoice that is not yet due, enter the **Payment No** and **Payment Date**.

If you paid cash for the invoice enter **Cash** into the **Payment No.** field. This can be used to enter a Payment Number for an invoice that was paid with a hand written check or paid using your bank's bill pay site. When payments are prepared and a payment has a Status of Paid with a payment number, the system will not print a check and will print in a separate section of the edit and payment registers.

2. Enter the **Fiscal Period** and **Year** to which you want the payment to post.

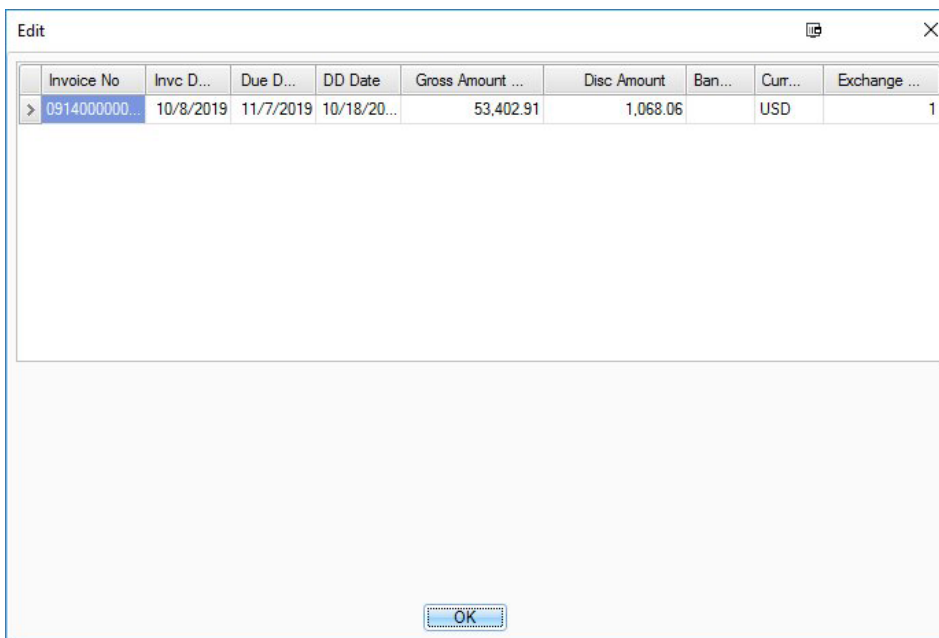
3. Enter the **Bank Account ID** to assign to the payment.

4. If you use multi-currency, the bank account's **Currency** appears and cannot be changed. This currency must match either the Vendor's or the base currency.

5. Select or enter the **Exchange Rate** to use for the payment and click **OK** to save the prepayment.

6. Click **OK** to apply the payment to the invoice.

## Edit Dialog Box



The 'Edit' dialog box contains a table with the following data:

	Invoice No	Inv D...	Due D...	DD Date	Gross Amount ...	Disc Amount	Ban...	Curr...	Exchange ...
>	0914000000...	10/8/2019	11/7/2019	10/18/20...	53,402.91	1,068.06		USD	1

An 'OK' button is located at the bottom center of the dialog box.

- The **Edit** dialog box appears when you select **Edit** on the Hold/Release Invoices screen. You can change the **Due Date**, **Discount Due Date**, and the **Discount Amount** to edit the invoice.
- The **Bank ID** assigned to the Vendor from the Vendor setup is defaulted into the **Bank ID** field. Accept the default or select the Bank Account ID you want the invoice to be paid through. If a Bank Account was not assigned to a Vendor, the Bank ID will be left blank and you may select the bank through which to pay the invoice.
- Select **OK** to save the changes made.

## 1099 Button

Click **1099** to toggle the invoice's 1099 status. The 1099 column is not available if the Vendor is not set up to receive 1099 forms.

## Change Status Button

Click **Change Status** to toggle the status of the selected invoice between **Release**, **Hold** and **Temp** (on Hold until you post payments, then released).



## Split Dialog Box

Split

Invoice No	Inv Date	Due Date	DD Date	Gross Amount Due	Disc Amount	Status
> 091400000058	10/8/2019	11/7/2019	10/18/2019	53,402.91	1,068.06	Released

	Amount	Due Date	Bank ID
First Payment	53,402.91	11/7/2019	
Second Payment	0.00	12/7/2019	

OK

The **Split** dialog box appears when you select **Split** on the Hold/Release Invoices screen.

1. To split a payment or debit memo for an invoice, enter the Payments and the Due Dates.
2. You can change the **First Payment** amount and **Due Date** and the remaining amount will be put into the **Second Payment** amount field with the next **Due Date** from the Terms Code, and cannot be changed.
3. The **Bank ID** assigned to the Vendor from the Vendor setup is defaulted into the Bank ID field. Accept the default or select the Bank Account ID through which you want the invoice to be paid. If a Bank Account was not assigned to a Vendor, the Bank ID will be left blank and you may select the bank through which to pay the invoice.
4. Select **OK** to split the payment amounts.
5. To continue splitting the invoice, always select the invoice made from the **Second Payment** and split that one.

## Vendor Invoice Totals Dialog Box

Vendor Invoice Totals			
	Gross Amt Due	Discount	Total
Held	392,562.64	7,830.43	384,732.21
Released	57,105.41	1,181.51	55,923.90
Temporary	0.00	0.00	0.00
<hr/>			
Total	449,668.05	9,011.94	440,656.11
Prepaid	0.00	0.00	0.00

The **Vendor Invoice Totals** dialog box appears when you select **Totals** on the Hold/Release Invoices screen. This dialog box can be open at all times for reference.

## Payment Totals Dialog Box

Payment Totals

Drag a column header here to group by that column

	Payment No	Payment Date	Gross Amt Due	Discount	Total
>	8888	5/8/2017	53,402.91	1,068.06	52,334.85
	8889	5/8/2017	2,002.50	79.45	1,923.05
	8890	5/8/2017	1,700.00	34.00	1,666.00

57,105.41

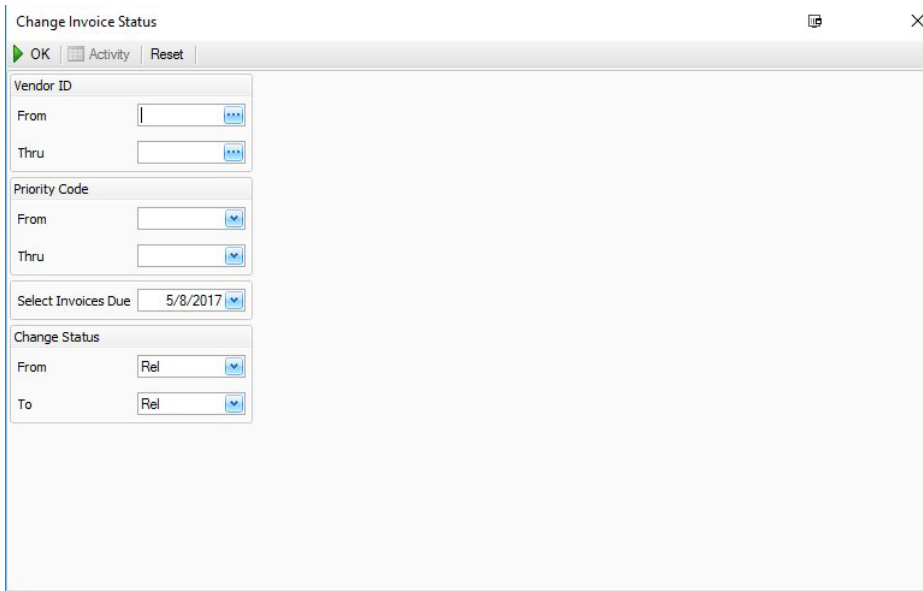
1,181.51

55,923.90

Record 1 of 3

The **Payment Totals** dialog box appears when you select **Payments** on the Hold/Release Invoices screen. This dialog box can be open at all times for reference. Use this screen to see the invoices that have any prepaid payments.

## Change Invoice Status

The image shows a software dialog box titled "Change Invoice Status". At the top, there are three buttons: "OK" (with a green arrow icon), "Activity" (with a calendar icon), and "Reset". Below these buttons, the dialog is organized into several sections. The first section is "Vendor ID", containing "From" and "Thru" text input fields, each with a blue "XXX" button to its right. The second section is "Priority Code", containing "From" and "Thru" dropdown menus. The third section is "Select Invoices Due", featuring a date input field showing "5/8/2017" and a blue dropdown arrow. The final section is "Change Status", which includes a "From" dropdown menu set to "Rel" and a "To" dropdown menu also set to "Rel". Both dropdowns have blue arrows. The dialog box has a standard title bar with a maximize icon and a close "X" button.

The **Change Invoice Status** dialog box appears when you select **Group Change** on the Hold/Release Invoices screen.

1. To change the status of a group of invoices, select the **Vendor ID From** and **Thru**, the **Priority Code From** and **Thru**, and the **Select Invoices Due** date of the invoices you want to **Change Status From** and **To**.
2. Click **OK** to change the status of the invoices that meet your criteria.

**PAYING INVOICES***Hold/Release Invoices*

## PREPARE PAYMENTS

Use the **Prepare Payments** function to create a record of released invoices that are due to be paid.

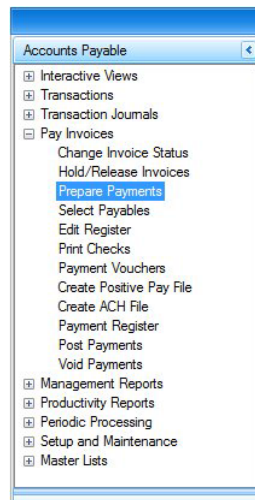
If you want to prepare a payment for only one invoice, use the **Change Invoice Status** function (page 4-13) and the **Hold/Release Invoices** function (page 4-15) to find out which invoices are released for the Vendor. Use the **Hold/Release Invoices** function to hold all invoices except the one whose payment you want to prepare. Then use the **Prepare Payments** function to enter the Vendor ID.

If you prepare a payment for an invoice that you do not want to pay, use the **Select Payables** function (page 4-35) to drop the invoice from the payment run.

To **Prepare Payments**, follow these steps:

1. Select **Prepare Payments** from the **Pay Invoices** menu.

### Prepare Payments Menu



2. The **Prepare Payments** screen appears.

## Prepare Payments Screen

Currency ID	Count
EUR	4
HKD	6
USD	15

Maint

3. Select an existing **Batch** in which you want payments prepared. This box will only be available when you selected Yes to the Use Batch Processing in the Business Rules function (page 3-7).
4. Enter the **Invoices Due** date for the invoices for which you want to prepare payments. All invoices with a **Due Date** on or prior to this date will be included in the prepare payments, for the range of Vendors selected, and have a status of **Released**.
5. Select the **Vendor ID From** and **Thru**, for which to prepare payments. If these are left blank all invoices, for all Vendors, that meet the date criteria and have a status of **Released** will be prepared.
6. If you are using the multi-currency feature, select the **Currency ID** for the payments. The currency and the number of invoices for each currency will be displayed. This is available only if you have elected to use multi-currency.



- 7. Enter the **Discounts Due** date up to which to take discounts. Discounts are calculated for invoices with a discount due date after or equal to the entered discount due date.
- 8. Enter the **Payment Date** to print on the payments. The workstation date will be the default.
- 9. Enter the **Fiscal Period** for which to post payments. The fiscal period will default to the period the payment date falls within.
- 10. Enter the **Fiscal Year** for which to post payment. The fiscal year will default to the year the payment date falls within.
- 11. Select the **Bank Account ID** from the list. Payments prepared in this payment run are flagged with this Bank Account ID. To assign a Bank ID to prepaid payments, see **Online Checks** (page 4-18) or the **Prepay** section of the **Hold/Release Invoices** function(page 5-19).



If you use multi-currency and you selected a foreign currency for which to prepare payments, the currency assigned to the Bank Account you select appears. This currency must match either the Vendor’s or the base currency.

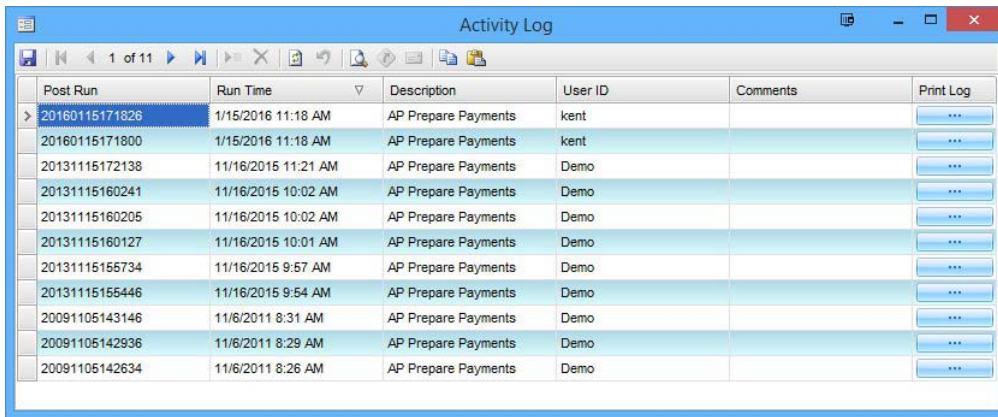


- 12. If you use multi-currency and you selected a foreign currency for which to prepare payments, select the Payment Exchange Rate to use for the payment. This box is not available if you do not use multi-currency.
- 13. Select a command button:

Command Buttons

Name	Description
OK	Begins processing. A message appears when the prepare completes successfully. After you click <b>OK</b> to close this message box, the <b>Prepare Payments Log</b> appears.
Activity	Click to view the Activity Log dialog box.
Reset	Click to reset all values back to the defaults.

## Activity Log Dialog Box



The screenshot shows a window titled "Activity Log" with a toolbar at the top containing icons for file operations and navigation. Below the toolbar is a table with the following columns: Post Run, Run Time, Description, User ID, Comments, and Print Log. The table contains 11 rows of data, all with the description "AP Prepare Payments". The first row is highlighted in blue.

Post Run	Run Time	Description	User ID	Comments	Print Log
20160115171826	1/15/2016 11:18 AM	AP Prepare Payments	kent		...
20160115171800	1/15/2016 11:18 AM	AP Prepare Payments	kent		...
20131115172138	11/16/2015 11:21 AM	AP Prepare Payments	Demo		...
20131115160241	11/16/2015 10:02 AM	AP Prepare Payments	Demo		...
20131115160205	11/16/2015 10:02 AM	AP Prepare Payments	Demo		...
20131115160127	11/16/2015 10:01 AM	AP Prepare Payments	Demo		...
20131115155734	11/16/2015 9:57 AM	AP Prepare Payments	Demo		...
20131115155446	11/16/2015 9:54 AM	AP Prepare Payments	Demo		...
20091105143146	11/6/2011 8:31 AM	AP Prepare Payments	Demo		...
20091105142936	11/6/2011 8:29 AM	AP Prepare Payments	Demo		...
20091105142634	11/6/2011 8:26 AM	AP Prepare Payments	Demo		...

The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all preparing activity for administrative purposes. The system assigns each post a run ID.

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the prepare was made.
<b>Description</b>	The prepare description.
<b>User ID</b>	The user who performed the prepare.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	A PDF version of the original log file if you click the ... button.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.



## Prepare Payments Report

Continental Products Unlimited				Page 1
Prepare Payments				
Batch Code	Tues			
Invoices Due	6/11/2010			
Vendor ID From				
Vendor ID Thru				
Currency ID	USD			
Discounts Due	6/11/2010			
Payment Date	6/11/2010			
Fiscal Period	6			
Fiscal Year	2010			
Bank Account ID	FNB001			
	Gross	Discount	Net	
Prepaid Payments	4,600.00	0.00	4,600.00	
Payments	101,751.93	0.00	101,751.93	
Grand Total	106,351.93	0.00	106,351.93	

Error Log



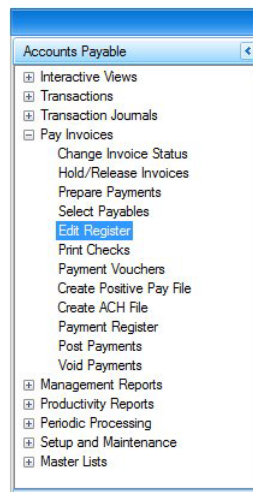
## EDIT REGISTER

Use the **Edit Register** function to produce a list of the payments for which you prepared invoices. Before you print the payments, print this list to verify the prepare results. If you find errors, use the Select Payables function (page 5-35) to drop invoices from the payments. You may also open the **Prepare Payments** (page 5-25) screen and select your batch, to undo the payment preparation you just did. Then use the **Hold/Release Invoices** function (page 5-15) to change the invoices status and prepare payments again.

To produce the **Edit Register**, follow these steps:

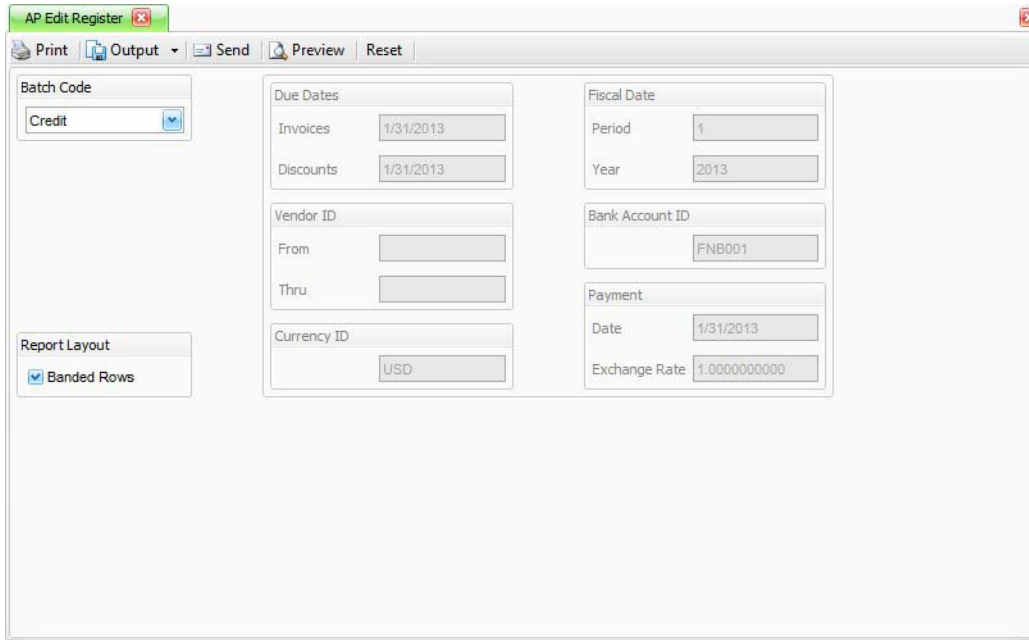
1. Select **Edit Register** from the **Pay Invoices** menu.

### Edit Register Menu



- The **Edit Register** screen appears.

## Edit Register Screen



AP Edit Register

Print Output Send Preview Reset

Batch Code  
Credit

Due Dates  
Invoices 1/31/2013  
Discounts 1/31/2013

Fiscal Date  
Period 1  
Year 2013

Vendor ID  
From  
Thru

Bank Account ID  
FNB001

Report Layout  
☒ Banded Rows

Currency ID  
USD

Payment  
Date 1/31/2013  
Exchange Rate 1.0000000000

- Select a **Batch Code** in which you have prepared payments. This box is only available when you select **Yes** to **Use Batch Processing** in the **Business Rules** function (page 3-7).
- Select the box if you want to print the report in **Banded Rows** format, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format in the **System Manager Business Rules**. You can then override your default choice when you print the report.
- The information you entered in the **Prepare Payments** function is displayed.

Maint

6. Select a command button:

### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## PAYING INVOICES

Edit Register

## Edit Register

Continental Products Unlimited

Edit Register

Batch Code

Tues

Invoices Due

8/9/2010

Vendor ID From

8/9/2010

Thru

8/9/2010

Discounts Due

8

Payment Date

2010

Fiscal Period

8

Fiscal Year

2010

Bank Account ID

FNB001

Payment Date

Payment Number

Invoice Date

Due Date

Invoice Number

Gross Amount Due

Discounts Taken

Net Paid

1099

EFT

Vendor ID

Bin004

Vendor Name

Binary Marketing Solutions

6/11/2010

7/11/2010

111222

31,504.50

0.00

31,504.50

N

3/9/2010

4/8/2010

321654687

68.75

0.00

68.75

N

3/9/2010

4/8/2010

447785552

2,500.50

0.00

2,500.50

N

Total for Payment Number

34,073.75

0.00

34,073.75

Total for Vendor ID Bin004

34,073.75

0.00

34,073.75

EFT Total

34,073.75

0.00

34,073.75

Checks

Vendor ID

Ace001

Vendor Name

Ace Computer/Power Supply/Ace Computer Power Supply

11/2/2009

12/2/2009

18

-185.00

0.00

-185.00

N

3/9/2010

4/8/2010

22211111

12,510.80

0.00

12,510.80

N

6/11/2010

7/11/2010

3216461988

250.00

0.00

250.00

Y

Total for Payment Number

12,575.80

0.00

12,575.80

Total for Vendor ID Ace001

12,575.80

0.00

12,575.80

Vendor ID

Dig010

Vendor Name

Digital CD-Rom Drives

3/9/2010

4/8/2010

32164654

21,003.00

0.00

21,003.00

N

Total for Vendor ID Dig010

21,003.00

0.00

21,003.00

Vendor ID

Rem014

Vendor Name

Remote Power Supply Inc.

11/2/2009

12/2/2009

12

2,400.00

0.00

2,400.00

N

8/9/2010 2:11 PM

OPEN\_SYSTEMS\kenhe

## SELECT PAYABLES

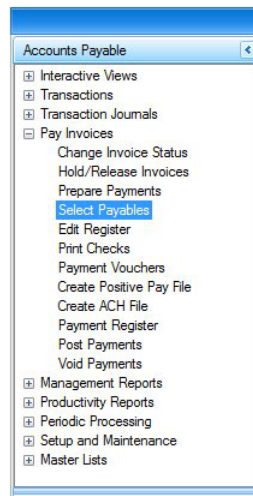
Use the **Select Payables** function to view the payments for a Vendor that are prepared for printing, and to specify which invoices to drop from the payments to print and post.

Before you can use this function, you must first **Prepare Payments** (page 5-25).

To use the **Select Payables** function, follow these steps:

1. Select **Select Payables** from the **Pay Invoices** menu.

### Select Payables Menu



- The **Select Payables** screen appears.

## Select Payables Screen

The screenshot shows the 'AP Select Payables' window. At the top, there are tabs: Write, Activity, Reset, Select All, Unselect All, and Summary. Below the tabs, there are input fields for Batch Code (Default Batch), Vendor ID (Ace001, Ace Computer Power Supply), and Priority Code (M, Medium Priority). On the right, there is a 'Last Payment' section with Date (11/10/2019) and Amount (20,667.79).

Invoice No	Inv Date	Due Date	DD Date	Gross Due	Disc Amount	Net Due	Drop
26	10/28/2019	11/27/2019	11/7/2019	3,940.00	78.80	3,861.20	<input type="checkbox"/>
27	11/10/2019	12/10/2019	11/20/2019	591.45	11.11	580.34	<input type="checkbox"/>
3	10/13/2019	11/12/2019	10/23/2019	855.29	0.00	855.29	<input type="checkbox"/>
59	12/8/2019	1/7/2020	12/18/2019	387,175.90	7,740.52	379,435.38	<input type="checkbox"/>

Record 1 of 4

Vendor Totals		Grand Totals	Prepaid Total
Prepared	384,732.21	575,290.56	148,198.90
Dropped	0.00	0.00	
Net Prepared	384,732.21	575,290.56	

- Select a **Batch Code** in which you have prepared payments. This box is only available when you select **Yes** to **Use Batch Processing** in the **Business Rules** function (page 3-7).
- Select the **Vendor ID** whose payments you want to see. The invoice information for the Vendor appears.
- The Vendor's payment **Priority Code** and the **Last Payment Date** and **Amount** appear.
- The following information about each invoice appears: the **Invoice No**, **Invoice Date**, **Due Date**, **Discount Due Date**, **Gross Amt Due**, **Disc Amount**, and **Net Due**.

**NOTE:** If you want to take away some fields from the screen that are not needed, right click on a column heading and select **Column Chooser** and drag and drop the column heading from the screen into the **Column Chooser** window. See the **General Information Training Manual** for details on using the **Column Chooser**.

- Select the **Drop** check box to drop the selected invoice from the list of those to be paid. The invoice will be reinstated as **Released** into the open invoice table.



8. Select a command button:

### Command Buttons

Name	Description
<b>Write</b>	Display the Write dialog box. This button becomes active when you have selected an invoice to drop from the payment run.
<b>Activity</b>	See the list of activity done when invoices have been dropped and written to take them off the check run.
<b>Reset</b>	Return all invoices to their status at the time you entered the Select Payables function.
<b>Select All</b>	Select to drop all invoices.
<b>Unselect All</b>	Toggle the Drop column to have none of the invoices selected in the detail section.
<b>Summary</b>	Display a summary of payment activity for all vendors. For each vendor, the prepared amount, dropped amount, payment amount, payment priority code, last payment date, and last payment amount are displayed.

## Summary Information Screen

Selected Payment Totals by Vendor

Vendor ID	Prepared	Dropped	Payment A...	Priority	Last Paym...	Last Paym...
> Ace001	440,656.11	0.00	440,656.11	M	11/10/2019	20,667.79
Bin004	1,223.25	0.00	1,223.25	M	11/10/2019	13,800.36
Cab012	111,883.11	0.00	111,883.11	M	11/10/2019	1,149,712.20
Com002	7,757.75	0.00	7,757.75	M	11/10/2019	9,423.20
Digi010	270.92	0.00	270.92	M	11/10/2019	42,330.17
Hdr007	3,367.78	0.00	3,367.78	H	11/10/2019	87,109.05
Met017	6,030.29	0.00	6,030.29	H		0.00
Mod011	58,361.30	0.00	58,361.30	H	11/10/2019	57,301.16
Nha001	92,275.00	0.00	92,275.00	M	12/9/2019	100,000.00
PCB009	1,663.95	0.00	1,663.95	L	11/10/2019	118,077.42

The **Selected Payment Totals by Vendor** screen appears when you click on **Summary** in Select Payables. It shows the **Vendor ID**, **Prepared**, **Dropped**, **Payment Amounts** prepared, the vendor **Priority Code**, **Last Payment Date**, and **Last Payment Amount**.

## PRINT CHECKS

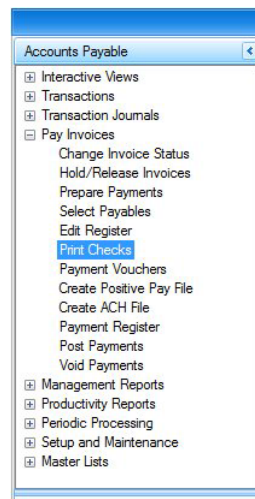
Use the **Print Checks** function to print checks. Before you can print checks, you must **Prepare Payments** (page 5-25).

A POSTNET barcode, which is an extension of the 9-digit zip code used by the United States Postal Service, is printed on your checks if you chose that option using the **Country Codes** function of the **System Manager Setup and Maintenance** menu.

To **Print Checks**, follow these steps:

1. Select **Print Checks** from the **Pay Invoices** menu.

### Print Checks Menu



- The **Print Checks** screen appears.

## Print Checks Screen

- Select a **Batch Code** in which you have prepared checks. This box is only available when you select **Yes** to **Use Batch Processing** in the **Business Rules** function (page 3-7).
- The **Invoices Due Date**, **Discounts Due Date**, **Vendor ID From** and **Thru**, **Currency ID**, **Fiscal Period** and **Year**, **Bank Account ID**, **Check Date**, and **Exchange Rate** you selected when you prepared payments are displayed.
- Enter the **Starting Check Number** to print.

If it is necessary to enter a check number *smaller* than the number displayed, use the Bank Account Bank tab function in the System Manager Bank Accounts.

- If you have a print problem, you must restart the Print Checks function. When you restart, enter the next good check number in the **Starting Check Number** field and the last good check to print in the **Last Good Check Number** field. The Restart will reprint the checks after the Last Good Check Number and renumber the checks that are printing.
- After the checks are printed, you will be prompted to take the checks out of the printer, and place plain paper into the printer, if you selected **Single** for the **Check Saver** feature in the **Business Rules** function (page 3-7).

If you selected **Multiple** for the **Check Saver** feature in the **Business Rules** function (page 3-7), the remittance forms will begin to print on the printer set up in the **System Manager Form Printers** for the check remittance. See the System Manager Training Manual for details on setting up Form Printers.

8. Click **OK** to start printing the check remittance forms, for those vendor payments with a list of paid invoices that would overflow the check stub.
9. Select a command button:

### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Print</b>	Print the report.
<b>Activity</b>	Display the Activity Log to view printing activity.
<b>Search Document</b>	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

### Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the printing was done.
<b>Description</b>	The printing description.
<b>User ID</b>	The user who performed the print.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.

## Name

## Displays

## Print Log

Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Check(s) printed for the selected printing.
- Click the **Document** button to preview the Invoice printed for the selected **Document No.**

**NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.**

## Activity Log Screen

Activity Log

## Search Document

Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the **Use Archive Business Rule** (page 3-7).

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
<b>Document Number</b>	The Check number printed.
<b>Run Time</b>	The date and time the printing was done.
<b>Description</b>	The printing description.
<b>Reference</b>	The Vendor ID for which the check was printed.
<b>Form ID</b>	The type of form printed.
<b>User ID</b>	The user who performed the print.
<b>Host ID</b>	The workstation name used to print the check.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Document</b>	Preview the original check printed.

## Search Document Screen

Search Document

Apply Filter

And

Document Nu...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
> 1652	8/2/2017 10:35 AM	Print Check	Cab012	PO Check	kent	KENTHEITKAMP		...
1651	7/31/2017 3:23 PM	Print Check	Digi010	PO Check	kent	KENTHEITKAMP		...
1533	5/10/2017 2:51 PM	AP Print Checks	PCB009	AP Check	kent	KENTHEITKAMP		...
1532	5/10/2017 2:51 PM	AP Print Checks	Mod011	AP Check	kent	KENTHEITKAMP		...
1531	5/10/2017 2:51 PM	AP Print Checks	Met017	AP Check	kent	KENTHEITKAMP		...
1530	5/10/2017 2:51 PM	AP Print Checks	Hdr007	AP Check	kent	KENTHEITKAMP		...
1529	5/10/2017 2:51 PM	AP Print Checks	Digi010	AP Check	kent	KENTHEITKAMP		...
1528	5/10/2017 2:51 PM	AP Print Checks	Com002	AP Check	kent	KENTHEITKAMP		...
1527	5/10/2017 2:51 PM	AP Print Checks	Cab012	AP Check	kent	KENTHEITKAMP		...
1526	5/10/2017 2:51 PM	AP Print Checks	Bin004	AP Check	kent	KENTHEITKAMP		...
1525	5/10/2017 2:51 PM	AP Print Checks	Ace001	AP Check	kent	KENTHEITKAMP		...
1524	2/15/2015 10:58 AM	AP Print Checks	Ace001	AP Check	kent	KENTHEITKAMP		...

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.



## Print Checks Total Log

Continental Products Unlimited			
Print Checks Total			Page 1
Checks Printed	8	Amount Due	211,050.70
		Discounts	0.00
		Total Paid	211,050.70

## Sample Check

ELEVEN THOUSAND TWO HUNDRED NINETY - EIGHT AND 24/100 US DOLLAR

ACCT NO CPU0001

05/18/2009

\*\*\*\*\*\$11,298.24

Ace Computer Power Supply  
 Julie Simon  
 1437 Bellview Avenue  
 Richfield, MN 55423

VENDOR	Ace001	Ace Computer Power Supply/Ace Computer Power Supply	Check No	
DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NETAMOUNT DUE
03/08/2007	081000000001	2,784.47	0.00	2,784.47
12/06/2006	081000000002	2,436.41	0.00	2,436.41
04/29/2009	11222	3,537.01	0.00	3,537.01
04/30/2009	123456	2,415.35	0.00	2,415.35
04/29/2009	Phone	125.00	0.00	125.00

ACCT NO CPU0001

05/18/2009	TOTAL	11,298.24	0.00	11,298.24
------------	-------	-----------	------	-----------

VENDOR	Ace001	Ace Computer Power Supply/Ace Computer Power Supply	Check No	
DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NETAMOUNT DUE
03/08/2007	081000000001	2,784.47	0.00	2,784.47
12/06/2006	081000000002	2,436.41	0.00	2,436.41
04/29/2009	11222	3,537.01	0.00	3,537.01
04/30/2009	123456	2,415.35	0.00	2,415.35
04/29/2009	Phone	125.00	0.00	125.00

ACCT NO CPU0001

05/18/2009	TOTAL	11,298.24	0.00	11,298.24
------------	-------	-----------	------	-----------

## Check Remittance

VENDOR	Ace001 Ace Computer Power Supply		Check No		1029
DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NET AMOUNT DUE	
03/08/2007	081000000001	2,784.47	0.00	2,784.47	
12/06/2006	081000000002	2,436.41	0.00	2,436.41	
03/08/2007	081000000003	2,088.35	0.00	2,088.35	
03/01/2007	081000000004	1,740.29	0.00	1,740.29	
03/08/2007	081000000005	1,392.23	0.00	1,392.23	
02/28/2007	081000000006	1,044.17	0.00	1,044.17	
03/08/2007	081000000007	696.12	0.00	696.12	
03/06/2007	081000000008	348.06	0.00	348.06	
08/30/2007	3333	18,972.00	0.00	18,972.00	
	notes test				
08/15/2007	4444	11,376.50	0.00	11,376.50	
03/09/2007	96A00045	4,702.19	0.00	4,702.19	
02/16/2007	12	3,435.50	0.00	3,435.50	
ACCT NO	CPU0001				
10/03/2007		TOTAL	51,016.29	0.00	51,016.29



## PAYMENT VOUCHERS



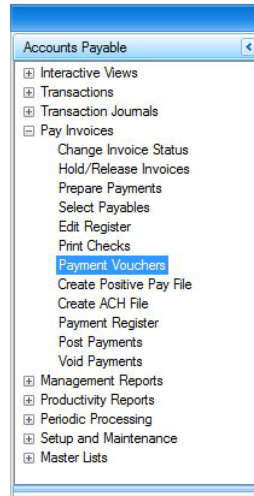
Use the **Payment Vouchers** function to print the Vendor payment vouchers you created using the **Prepare Payments** function.

Vouchers are printed for Vendors paid using the Electronic method of payment, or paid using a Credit Card Bank.

To print **Payment Vouchers**, follow these steps:

1. Select **Payment Vouchers** from the **Pay Invoices** menu.

### Payment Vouchers Menu



2. The **Payment Vouchers** screen appears.

## Payment Vouchers Screen

3. Select the **Batch Code** for which you want to output the payment vouchers. This box is only available when you select Yes to Use Batch Processing in the Business Rules function.
4. The **Invoices Due Date**, **Discounts Due Date**, **Vendor Id From** and **Thru**, **Currency ID**, **Fiscal Period** and **Year**, **Bank Account ID**, **Voucher Date**, and **Exchange Rate** you selected when you prepared payments are displayed.
5. Enter the **Starting Voucher Number** or accept the default voucher number.

If it is necessary to enter a voucher number *smaller* than the number displayed, use the Bank Account Bank tab function in the System Manager Bank Accounts.

6. If you have a print problem, you must restart the Print Checks function. When you restart, enter the next good check number in the **Starting Voucher Number** field and the last good check to print in the **Last Good Voucher Number** field. The Restart will reprint the vouchers after the last good voucher number and renumber the vouchers that are printing.

7. Select a command button:

### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the vouchers on your monitor.
<b>Output</b>	Output the vouchers as a .pdf file and save it.
<b>Print</b>	Print the vouchers.
<b>Activity</b>	Display the Activity Log to view printing activity.
<b>Search Document</b>	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

### Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the printing was done.
<b>Description</b>	The printing description.
<b>User ID</b>	The user who performed the print.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Voucher(s) printed for the selected printing.

- Click the **Document** button to preview the Invoice printed for the selected **Document No.**

**NOTE:** These options are only available if you selected **Yes** to **Use Archive** in the **Business Rules** function.

## Activity Log Screen

The screenshot shows the 'Activity Log' window with a toolbar and a table of activities. The table has columns for Post Run, Run Time, Description, User ID, Comments, and Print Log. Three entries are visible, each with a sub-table for Document No, Reference, and Document.

Post Run	Run Time	Description	User ID	Comments	Print Log						
20170804151025	8/4/2017 10:10 AM	AP Payment Vouchers	kent		...						
<table border="1"> <thead> <tr> <th>Document No</th> <th>Reference</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>10030</td> <td>Adv008</td> <td>...</td> </tr> </tbody> </table>						Document No	Reference	Document	10030	Adv008	...
Document No	Reference	Document									
10030	Adv008	...									
20170804151006	8/4/2017 10:10 AM	AP Payment Vouchers	kent		...						
<table border="1"> <thead> <tr> <th>Document No</th> <th>Reference</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>10029</td> <td>Adv008</td> <td>...</td> </tr> </tbody> </table>						Document No	Reference	Document	10029	Adv008	...
Document No	Reference	Document									
10029	Adv008	...									
20170804150744	8/4/2017 10:07 AM	AP Payment Vouchers	kent		...						
<table border="1"> <thead> <tr> <th>Document No</th> <th>Reference</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>10028</td> <td>Adv008</td> <td>...</td> </tr> </tbody> </table>						Document No	Reference	Document	10028	Adv008	...
Document No	Reference	Document									
10028	Adv008	...									

## Search Document

Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the **Use Archive Business Rule** (page 3-7).

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
<b>Document Number</b>	The Voucher number printed.
<b>Run Time</b>	The date and time the printing was done.
<b>Description</b>	The printing description.
<b>Reference</b>	The Vendor ID for which the voucher was printed.
<b>Form ID</b>	The type of form printed.



Name	Displays
User ID	The user who performed the print.
Host ID	The workstation name used to print the voucher.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original check printed.

## Search Document Screen

The screenshot shows the 'Search Document' window. It has a toolbar with various icons and a search bar. Below the search bar, there is a table with the following data:

Document...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
> 10030	8/4/2017 10:10 AM	AP Payment...	Adv008	AP Voucher	kent	KENTHEIT...		...
10029	8/4/2017 10:10 AM	AP Payment...	Adv008	AP Voucher	kent	KENTHEIT...		...
10028	8/4/2017 10:07 AM	AP Payment...	Adv008	AP Voucher	kent	KENTHEIT...		...

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Payment Voucher

Continental Products Unlimited  
 4301 Dean Lakes Blvd  
 Shakopee, MN 55379  
 UNITED STATES  
 (952)-403-5700

**ACCT NO**

CPUPK1

8/4/2017

\*\*\*\*\*\$2,341.25

Advanced Circuit Boards Plus  
 Gabriella Scott  
 2 Rockford Parklawn Circle  
 Edina, MN 55424

**PAID VIA:** EFT

XXXXXXXXXXXX2984

VENDOR	Adv008	Advanced Circuit Boards Plus		Voucher No	10028
DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NET AMOUNT DUE	
8/5/2017	2	350.00	0.00	350.00	
9/5/2017	27	276.25	0.00	276.25	
8/20/2017	28	1,750.00	0.00	1,750.00	
8/5/2017	3	-35.00	0.00	-35.00	
ACCT NO	CPUPK1				
8/4/2017	TOTAL	2,341.25	0.00	2,341.25	

## CREATE POSITIVE PAY FILE



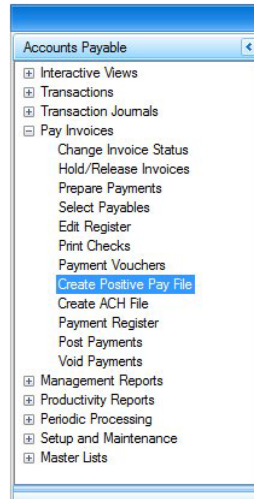
Use the **Create Positive Pay File** function on the Pay Invoices menu to generate an ASCII file to transmit to your bank for check payment authorization.

**NOTE: You must print checks prior to running the Create Positive Pay File function.  
The check number is required to display the payments that will be output 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.

### Create Positive Pay File Menu




2. The **Create Positive Pay File** screen appears.

## Create Positive Pay File Screen

Select	Check Date	Amount	Transmit Date
<input checked="" type="checkbox"/> Check Number: 1651 (Count=1)	7/31/2017	-10,000.00	
<input checked="" type="checkbox"/> Check Number: 1655 (Count=1)	8/4/2017	387,175.90	
<input checked="" type="checkbox"/> Check Number: 1656 (Count=1)	8/4/2017	119,213.27	
<input checked="" type="checkbox"/> Check Number: 1657 (Count=1)	8/4/2017	8,701.46	
<input checked="" type="checkbox"/> Check Number: 1658 (Count=1)	8/4/2017	10,597.75	

3. Select the **Bank Account ID** for which you will be creating the positive pay file.

You must have an **AP Positive Pay ID** selected in the **Bank Account** setup to be able to output your positive pay file.

4. The **File Name** of the file you set up in the **Positive Pay Export Definition** setup in System Manager, is displayed. Accept the default or change the path and file name if you want a new file name. If the file exists, you will be prompted to overwrite the existing file when you **Create** the file. Click the **Browse** button , to browse to the path for which you want the file output. You must enter a file name after the path to generate a new file.
5. The **Select** check box is marked, by default, for all checks that have not had the positive pay file generated. Accept the selections or clear the checks you do not wish to include in the positive pay file.

6. The Checks that have been printed for the bank selected will be displayed in the detail area. The default display is a summary display which has the **Check Date**, **Amount**, and **Transmit Date** columns. You may sort any of these columns by clicking on the column heading once to sort ascending and again to sort descending.
7. Select the type of checks you want to **Show**, from the combo box selections:
- **New** will display 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** will display any checks that have had the positive pay file created for them when the **Select** box was checked and the file was created.
8. Select a command button:

Command Buttons

Name	Description
Create	Will output the 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.
Activity	Will show you a record for each time you have output the positive pay file.
Reset	Reset all values to the defaults.
Select All	Will check the box for all records in the check detail area of the screen.
Unselect All	Will uncheck all the boxes for the records displayed in the check detail area of the screen.
Delete	Will delete the selected checks from the list of checks in the check detail area.

9. When the **Create** button is clicked to output the file you, will be prompted to overwrite the file if it exists. If you select **No**, you will be returned to the screen to change the file name in the **File Name** field.

If you have already output any of the checks selected, you will get a message stating that some of the checks have already been output, do you want to continue and output them again.

**PAYING INVOICES***Create Positive Pay File*

## CREATE ACH FILE



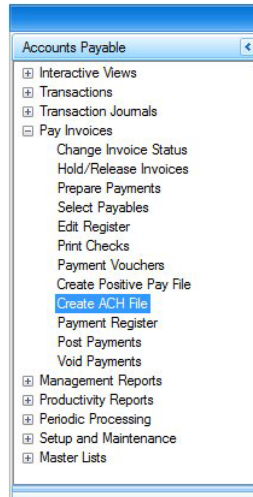
Use the **Create ACH File** function to create an ACH (Automated Clearing House) file. The ACH file contains all the payment transaction information for your Vendors. After you create the ACH file, submit it to your company's bank.

The Vendors you have set up to receive payments via Electronic payment, will be the only Vendors' payments that will be output to this ACH file.

To **Create ACH File**, follow these steps:

1. Select **Create ACH File** from the **Pay Invoices** menu.

### Create ACH File Menu



- The **Create ACH File** screen appears.

## Create ACH File Screen

- Select the **Batch Code** for which you want to output the ACH file. This box is only available when you select Yes to Use Batch Processing in the Business Rules function (page 3-7).
- The **Invoices Due**, **Vendor Id From** and **Thru**, **Currency**, **Discounts Due**, **Payment Date**, **Fiscal Period** and **Year**, and **Bank Account ID** you selected when you prepared payments, are displayed.
- The **Batch Number** is displayed. This will be incremented if you output more than one ACH file in a day.
- Select the **File Format** you want to use for your ACH output. You can select one of the standard formats or make your own custom format using the **Export Layout Definition** function in **System Manager**. See the System Manager Training Manual for more details.




If you selected a Default AP File Format in the Bank Account setup on the ACH tab, the File Format will be filled in.

The standard formats are:

- **ADV - Automated Accounting Advice** - This Standard Entry Class Code represents an optional service provided by ACH Operators that identifies automated accounting of ACH accounting information in machine-readable format to facilitate the automation of accounting information for Participating DFIs.
- **CCD -Corporate Credit or Debit** - Can be used to consolidate and sweep cash funds within an entity's controlled accounts, or make/collect payments to/from other corporate entities.
- **PPD - Prearranged Payment and Deposit Entry** -This is used for credit transactions such as direct deposit of payroll, pension, dividends, as well as debit transactions such as payment of utility bills, mortgages, loans and other recurring payments.

7. Enter or edit the File Name of the ACH file you want to create in the **File Name** field. TRAVERSE appends your company ID to the file name automatically.

If you set up a default file name with wild-cards in the **Bank Account** setup, the file name will be displayed with the wild-cards filled in. See the System Manager or Bank Reconciliation Training Manual for details on setting up the default file name.

8. Select the destination path for the file in the **Save to Folder** field. Click the **Browse** button  to build this path while you navigate to the desired folder. The path for the ACH file appears in the **Create File** field.

If you set up a **Save To Folder** in the **Bank Account** setup, the **Save To Folder** will be displayed. See the System Manager or Bank Reconciliation Training Manual for details on setting up the default save to folder.

9. Enter **Comments** about the ACH file output.
10. Click **Create** to begin processing. After the file is created, the cursor will return to a pointer.



## PAYMENT REGISTER

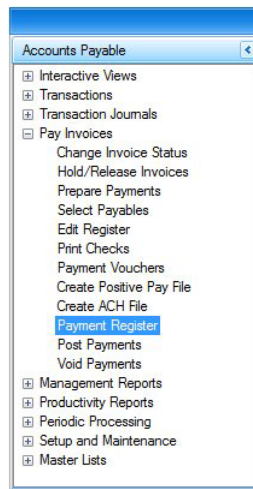
Use the **Payment Register** as an audit trail of the payments your company issues to Vendors.

The Payment Register has two parts. The first part lists the payments you entered to prepay invoices since the last time you posted payments. The second part lists the payments for which you prepared and printed checks and vouchers. The **Date, Vendor IDs, Currency, Discount Date, Payment Date, Fiscal Period** you selected when you prepared payments, the **Bank Account ID**, and **Payment Exchange Rate** appear on the screen.

To produce the **Payment Register**, follow these steps:

1. Select **Payment Register** from the **Pay Invoices** menu.

### Payment Register Menu



- The **Payment Register** screen appears.

## Payment Register Screen

AP Payment Register

Print Output Send Preview Reset

Batch Code  
Credit

Due Dates  
Invoices 1/31/2013  
Discounts 1/31/2013

Fiscal Date  
Period 1  
Year 2013

Vendor ID  
From  
Thru

Bank Account ID  
FNB001

Currency ID  
USD

Payment  
Date 1/31/2013  
Exchange Rate 1.0000000000

Report Layout  
☒ Banded Rows

- Select a **Batch Code** in which you have prepared payments. This field is only available when you select Yes to Use Batch Processing in the Business Rules function (page 3-7).
- The **Invoices Due Date, Discounts Due Date, Vendor ID From and Thru, Currency ID, Fiscal Period and Year, Bank Account, Payment Date, and Payment Exchange Rate** you selected when you prepared payments, are displayed.
- Select the check box if you want to print the report in **Banded Rows** format, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

Maint

6. Select a command button:

#### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

Continental Products Unlimited										Page
Payment Register										USD
Batch Code	Tues	Invoices Due			8/9/2010					
Vendor ID From		Thru <td></td> <th colspan="4"></th>								
Discounts Due	8/9/2010	Payment Date			8/9/2010					
Fiscal Period	8	Fiscal Year			2010					
Bank Account ID	FNB001									
Payment Date	Payment Number	Invoice Date	Due Date	Invoice Number	Gross Amount Due	Discounts Taken	Net Paid	1099		
EFT										
Vendor ID	Bin004	Vendor Name	Binary Marketing Solutions							
		6/11/2010	7/11/2010	111222	31,504.50	0.00	31,504.50	N		
		3/9/2010	4/8/2010	3216546987	68.75	0.00	68.75	N		
		3/9/2010	4/8/2010	447785552	2,500.50	0.00	2,500.50	N		
		Total for Payment Number			34,073.75	0.00	34,073.75			
		Total for Vendor ID Bin004			34,073.75	0.00	34,073.75			
EFT Total					34,073.75	0.00	34,073.75			
Checks										
Vendor ID	Ace001	Vendor Name	Ace Computer/Power Supply/Ace Computer Power Supply							
	1538	3/9/2010	4/8/2010	22211111	12,510.80	0.00	12,510.80	N		
	1538	6/11/2010	7/11/2010	3216461988	250.00	0.00	250.00	Y		
		Total for Payment Number 1538			12,760.80	0.00	12,760.80			
		Total for Vendor ID Ace001			12,760.80	0.00	12,760.80			
Vendor ID	Dig010	Vendor Name	Digital CD-Rom Drives							
	1539	3/9/2010	4/8/2010	32164654	21,003.00	0.00	21,003.00	N		
		Total for Vendor ID Dig010			21,003.00	0.00	21,003.00			
Vendor ID	Rem014	Vendor Name	Remble Power Supply Inc.							
	1540	11/3/2009	12/3/2009	12	2,400.00	0.00	2,400.00	N		
		Total for Vendor ID Rem014			2,400.00	0.00	2,400.00			
9/9/2010 2:53 PM										
OPEN_SYSTEMS\skenthe										

## POST PAYMENTS

Use the **Post Payments** function to post the payments you prepared and printed.

When you post payments, the status of paid invoices changes, Vendor totals and history information are updated for the invoices you paid, and payments are cleared to make way for the next payment cycle.

If you interface Accounts Payable with General Ledger, summary or detail entries for the payment, discount amounts and the realized gain or loss are made in the GL Journal.

If you interface Accounts Payable to Bank Reconciliation, entries are made to the disbursements for each payment posted.

If you use multi-currency, TRAVERSE automatically creates entries for any realized gains or losses due to fluctuating currency exchange rates, for payments in the accounts you specified in the System Manager Gains and Losses Accounts function, to record those gains and losses for correct accounting. Because individual transactions may have been recorded with different exchange rates, information is always posted in detail when you use multi-currency.

When you post payments, entries are made to several accounts in the GL Journal, as shown below.

Cash		AP		Discounts		Realized Gains/Losses	
						Account	
	CR	DB			CR	DB	CR

The Realized Gains Account will be credited if you have had a gain on the exchange rate differences and the realized losses account will be debited if you have had a loss on the exchange rate differences. These Accounts will come from the Gains and Losses Accounts setup in System Manager.

The Cash Account will come from the Bank Account ID selected when preparing payments. The AP Account will come from the Distribution Code used for the Invoice paid. The Discounts Account will come from the Discounts Account entered into the Business Rules function.

When posting payments for Purchase Order invoices that have had Deposits posted, you will see extra journal entries on the post log.

Cash		AP		Discounts	Realized Gains/Losses Account	
	CR	DB			DB	CR
DB	CR	DB	CR			
(Deposit)	(Deposit)	(Deposit)	(Deposit)			

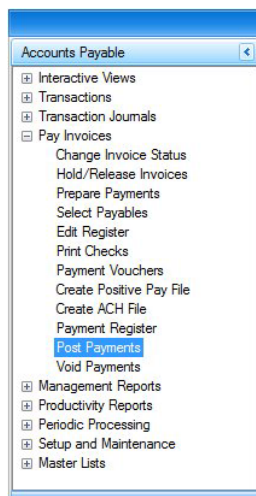
The AP and Cash Accounts will get the full amount of the invoice posted to them. The Deposit amount will be Debited and Credited to both the AP and Cash Accounts, to record the amount of the deposit into GL. (See the Purchase Order Training Manual for details on entering and posting Deposits.)

The Deposit Account will come from the Distribution Code used for the Purchase Order with the Deposit being posted.

To **Post Payments**, follow these steps:

1. Select **Post Payments** from the **Pay Invoices** menu.

## Post Payments Menu





- The **Post Payments** screen appears.

## Post Payments Screen

AP Post Payments

OK Activity Reset

☒ Do the following then check the box

Print the Checks and Vouchers  
Print the Payments Register

☐ Print Log Using Base Currency

Select batch(es) to post

<input checked="" type="checkbox"/>	Default Batch
<input checked="" type="checkbox"/>	Tues Payments

All  
None

Comments

- Before you Post Payments, perform the following activities:
  - If you have a multiuser system, and do not use batch processing, make sure that no one else is using any of the pay invoices functions.
  - Prepare and **Print the Checks and Vouchers**.
  - Output the Positive Pay and ACH files.
  - Print the Payment Register**.
- Select the check box stating to **Do the following then check the box**, indicating you have completed the required functions from above.
- If you use multi-currency, select the box to **Print Log Using Base Currency**. Clear the box if you want the log printed in the transaction currency.
- Select the **Batch** codes you want to include in the Post. You will only see the available batches if you select Yes to Use Batch Processing in the Business Rules (page 3-5). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
- Enter any **Comments** you wish to carry over to General Ledger for future reference.



8. Select a command button:

### Command Buttons

Name	Description
<b>OK</b>	Begins processing. A message appears when the post completes successfully. After you click <b>OK</b> to close this message box, the <b>Post Payments Log</b> appears.
<b>Activity</b>	Click to view the Activity Log dialog box.
<b>Reset</b>	Click to reset all values back to the defaults.

### Activity Log Dialog Box

Post Run	Run Time	Description	User ID	Comments	Print Log
▶ 20090505175752	05/05/2009 12:58 PM	AP Post Payments	demo		...

The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the post was made.
<b>Description</b>	The post description.
<b>User ID</b>	The user who performed the post.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	A PDF version of the original log file if you click the ... button.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Post Payments Log

Continental Products Unlimited					Page 1
Post Payments					
Batch List	Tues				
Comments					
Batch Code	Tues				20170504164137
Dist Code	Description	GL Account	Amount Fgn	Debit	Credit
D001					
Posted to Fiscal Year	2017				
Fiscal Period	5				
	1758158 / Tues	01-000-2010	9,940.00 USD	9,940.00	
	Deposit00000022 / Tues	01-000-2010	5,000.00 USD	5,000.00	
	Deposit00000022 / Tues	01-000-2010	5,000.00 USD		5,000.00
	1758158 / Tues	00-000-9030	198.80 USD		198.80
Bank Account ID					
FNB001	1758158 / Tues	01-000-1000	9,741.20 USD		9,741.20
	Deposit00000022 / Tues	01-000-1000	5,000.00 USD	5,000.00	
	Deposit00000022 / Tues	01-000-1000	5,000.00 USD		5,000.00
Posted to Bank Account ID FNB001				5,000.00	14,741.20
Total for Batch Code Tues				19,940.00	19,940.00
Grand Total				19,940.00	19,940.00

|||||

When you void a payment, several things happen:

- When you void payments, entries are made to several accounts in the GL Journal, as shown below.

The diagram illustrates the relationship between four accounts:

- Cash**: A T-account with a debit (DB) side on the left and a credit (CR) side on the right.
- AP**: A T-account with a debit (DB) side on the left and a credit (CR) side on the right.
- Discounts**: A T-account with a debit (DB) side on the left and a credit (CR) side on the right.
- Realized Gains/Losses Account**: A T-account with a debit (DB) side on the left and a credit (CR) side on the right.

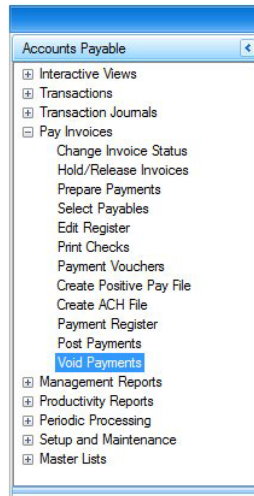
Arrows indicate the following relationships:

- An arrow points from the **CR** side of **Cash** to the **DB** side of **Realized Gains/Losses Account**.
- An arrow points from the **CR** side of **AP** to the **DB** side of **Realized Gains/Losses Account**.
- An arrow points from the **CR** side of **Discounts** to the **DB** side of **Realized Gains/Losses Account**.

To **Void Payments**, follow these steps:

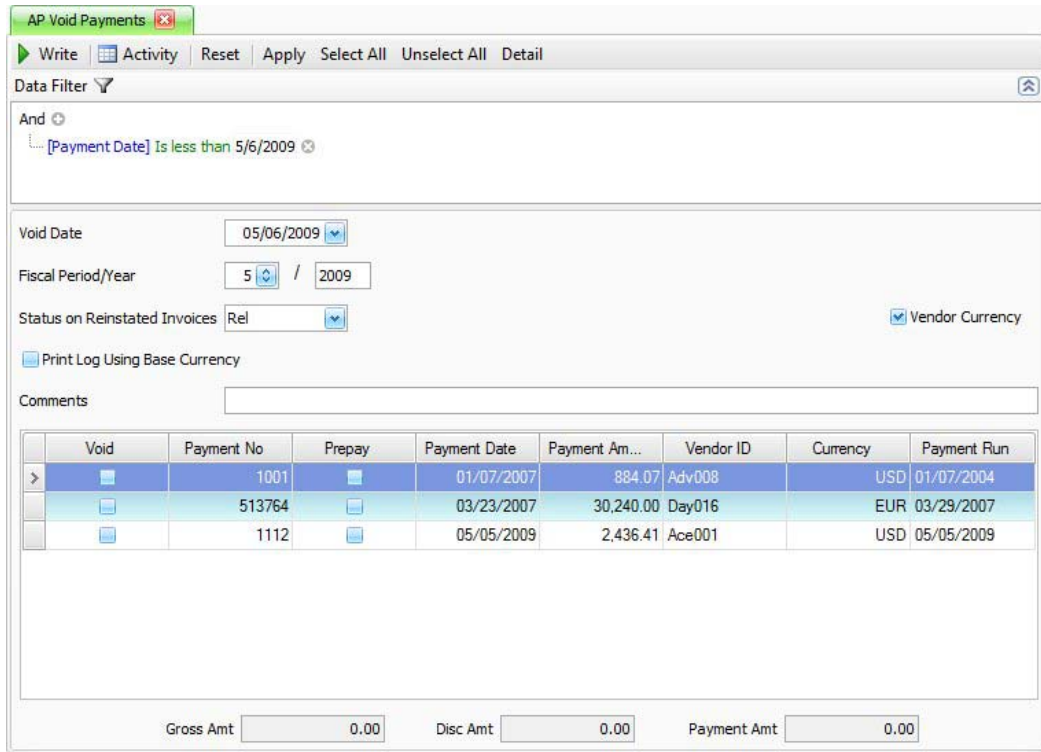
1. Select **Void Payments** from the **Pay Invoices** menu.

## Void Payments Menu



2. The **Void Payments** screen appears.

## Void Payments Screen



Void	Payment No	Prepay	Payment Date	Payment Am...	Vendor ID	Currency	Payment Run
>	1001		01/07/2007	884.07	Adv008	USD	01/07/2004
	513764		03/23/2007	30,240.00	Day016	EUR	03/29/2007
	1112		05/05/2009	2,436.41	Ace001	USD	05/05/2009

Gross Amt: 0.00    Disc Amt: 0.00    Payment Amt: 0.00

- To void payments for a single Vendor, select **Vendor ID** in the filter area and enter or select the **Vendor ID**. To filter for a single payment, select **Payment No** and enter the Payment Number, or select **Payment Date** and enter the payment run date. Click **Apply** to apply your filter.
- Posted payments that match your selection criteria appear in the detail section of the screen.
- The **Payment No, Prepay, Payment Date, Payment Amount, Vendor ID, Currency, and Payment Run** information is displayed.
- You can choose to select one payment or more than one payment, unselect all payments, or view details about a payment by selecting one of the following options:
  - To void one payment, mark the **Void** box.
  - To void all payments displayed, use the **Select All** button.
  - To unselect all payments, use the **Unselect All** button.

- To reset all values and clear the display, use the **Reset** button.
- To view details about a selected payment, use the **Detail** button.
  - The Void Payments-Payment Detail dialog box appears when you select a payment and click on **Detail**. This dialog box displays the invoices that were paid with that payment. The dialog box displays the **Invoice Number**, **Invoice Date**, **Due Date**, **Disc Date**, **Gross Due Amt** and **Discount Amt**. This dialog box is for informational purposes only, it shows the invoices that will be reinstated if the payment is voided.

### Void Payments- Payment Detail Dialog Box

Vendor ID

Payment Number

Invoice No	Invoice Date	Due Date	Disc Date	Gross Due Amt	Discount Amt
081000000002	12/06/2006	01/05/2007	12/16/2006	2,436.41	0.00

Record 1 of 1

7. Enter the **Void Date**, the **Fiscal Period** and **Year**.

To keep your Aged Trial Balance in sync with the invoice being reinstated, use the same period and year as the original check was posted to, for the void period and year.

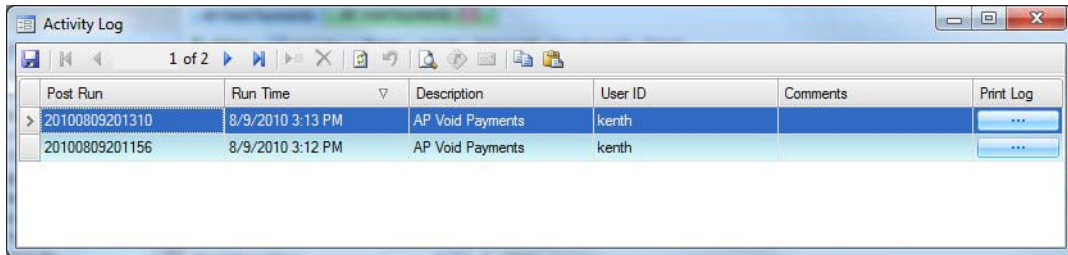
8. Select the **Status On Reinstated Invoices: Released, Hold, or Temp**.
9. Enter any **Comments** you want displayed in the **Activity** box for future reference.
10. If you are using multi-currency check the box to show the **Vendor Currency**. Otherwise clear the box to print the log in the base currency.
11. To void the payments you selected, select **Write**.
12. When the payments have been successfully voided, the **Void Payments Log** appears.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**





## Activity Log Dialog Box



The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the void was made.
<b>Description</b>	The void description.
<b>User ID</b>	The user who performed the void.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	A PDF version of the original log file if you click the ... button.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Void Payments GL Log

Continental Products Unlimited							Page 1
Void Payments							
Void Date	8/9/2010	Fiscal Period/Year		8/2010			
Status on Reinstated Invoices	Released						
Comments							
Fiscal Year	2010						
Bank Account ID							
Dist Code	Period	Description	GL Account	Amount Fgn	Debit	Credit	
1002							
	8	Gains/Losses Sum	02-000-4500	62.04 USD	62.04		
	8	Gains/Losses Sum	02-000-5300	22.10 USD		22.10	
Total for Bank Account ID					62.04		
Bank Account ID	FNB001E						
Dist Code	Period	Description	GL Account	Amount Fgn	Debit	Credit	
1002							
	8	AP	02-000-2012	3,780.00 EUR		4,512.89	
	8	AP	02-000-2012	3,780.00 EUR		4,519.91	
	8	AP	02-000-2012	3,780.00 EUR		4,519.91	
	8	AP	02-000-2012	3,780.00 EUR		4,504.83	
	8	AP	02-000-2012	3,780.00 EUR		4,550.93	
	8	AP	02-000-2012	3,780.00 EUR		4,519.91	
	8	AP	02-000-2012	3,780.00 EUR		4,550.93	
	8	AP	02-000-2012	3,780.00 EUR		4,519.91	
	8	Cash	02-000-1002	3,780.00 EUR	4,519.91		
	8	Cash	02-000-1002	3,780.00 EUR	4,519.91		
	8	Cash	02-000-1002	3,780.00 EUR	4,519.91		
	8	Cash	02-000-1002	3,780.00 EUR	4,519.91		
	8	Cash	02-000-1002	3,780.00 EUR	4,519.91		
	8	Cash	02-000-1002	3,780.00 EUR	4,519.91		
	8	Cash	02-000-1002	3,780.00 EUR	4,519.91		
	8	Cash	02-000-1002	3,780.00 EUR	4,519.91		
Total for Bank Account ID FNB001E					36,159.28		
Grand Total					36,221.32	36,221.32	

8/9/2010 3:12 PM

OPEN\_SYSTEMS\kenthe

## Void Payments Invoice Log

Continental Products Unlimited							Page 2
Void Payments							
Void/Reinstate Log							
Fiscal Year	2007						
Payment Number	513764	Date	3/23/2007	Vendor ID	Day016	Currency ID	EUR
Invoice Number	Invoice Date	Invoice Amt Fgn	Discount Taken Fgn	Net Amt Fgn			
022400000006	12/5/2005	3,780.00	0.00	3,780.00			
022400000007	2/24/2006	3,780.00	0.00	3,780.00			
031200000003	3/12/2005	3,780.00	0.00	3,780.00			
052600000008	5/26/2006	3,780.00	0.00	3,780.00			
060200000004	5/2/2005	3,780.00	0.00	3,780.00			
082800000009	8/28/2006	3,780.00	0.00	3,780.00			
090100000005	9/1/2005	3,780.00	0.00	3,780.00			
120800000010	12/8/2006	3,780.00	0.00	3,780.00			
		Total		30,240.00	0.00	30,240.00	



## CREDIT CARD PAYMENT PROCESS



With the Banking add-on, you can pay vendors using a credit card bank account type. The setup and processing for these credit card payments is a little different than the process to pay a vendor using a check or EFT.

Below are the steps to follow to set up and process the credit card payment all the way through to paying the credit card company.

### Setup:

1. Set up a GL Liability account (an AP type account), for the credit card payments. It is best to have a Liability Accounts for each credit card which will be reconciled. If several physical cards are paid from one statement, those would all use the same account.
2. (Optional) You may choose to set up an AP Distribution Code for use when paying invoices with credit cards. The primary difference between this Distribution Code and any other will be that by doing this, a second AP Account can be used for the liability in the period between when the invoice is posted and the prepayment is posted (see below).

This should not be the same Account as in Step 1 above. This step can be skipped and the common Distribution Code and AP Account can be used if preferred.

3. Set up a credit card Vendor ("VISA", or whatever). If the optional Distribution Code was created in step 2, use it when setting up this Vendor. For the Vendor's default GL Account, use the Liability Account set up in step 1.
4. Set up the "Bank" Account, in either System Manager or Bank Reconciliation, noting that it will not be an Account Type of "General" but a "Credit Card" Account Type. You will be required to enter the Vendor ("VISA", etc.). Unlike "regular" Bank Accounts, you will not enter a GL Cash Account when setting up this account, as it will automatically be the Liability Account set up in the Vendor (Steps 1 and 3).

### Processing the expense:

1. Process an Expense or Item invoice as normal, whether through AP or PO, but if the invoice will be paid by a credit card, make sure to change the Distribution Code to the one related to this credit card account, if you set up the optional Distribution Code in Step 2 above.
2. Enter the lines for Expenses or Items (the bottom section) as you normally would with whatever Expense or Inventory GL accounts are appropriate. Confirm the invoice totals.

When entering a PO you will need to enter an invoice prior to entering a payment amount and credit card bank.

3. Click on the Payment tab and enter the amount charged to the credit card as the Prepayment amount. Other payment-related boxes will now become available for entry. Enter the Payment Number (comparable to a check number that would correspond to the payment), Payment Date, and (credit card) Bank Account ID. Verify the other fields. If there is any remaining payment amount, it will be entered in the Payment fields in the lower right of this payment entry area.
4. Process the remaining payables or PO batch, print reports and post. GL entries will be debit to Expense or Inventory, credit to the AP Account (may be a unique GL AP Account if Setup Step 2 was performed.)
5. Remember that because one or more invoices were “prepaid” by credit cards, it will be necessary to run an AP check cycle using the (credit card) Bank Account before these prepayments will be posted through.
6. When prepayments are posted, the GL entries from this post will be a debit to AP, and a credit to the Vendor GL Account. At this point, the Vendor GL Account becomes the AP Liability Account for the credit card balance: the liability is not in the AP GL Account. Bank Reconciliation will show a charge transaction in the credit card Bank Account.

### **Processing of the Credit Card Statement:**

1. When you get your credit card statement, you can use Bank Reconciliation to “clear” (reconcile) the invoices and credit card account payments by logging into Bank Reconciliation, Reconciliation and using the BR Cleared Transactions process with the statement just like one would with a bank account statement.
2. When running the Reconciliation Report, the credit card statement should balance to its Liability Account (the Vendor GL Account) just like a bank statement balances to its Cash Account.
3. The credit card statement would then be entered, in total, as an AP Invoice. The GL “expense” distribution will be the GL Liability account entered for the Vendor in the Setup step above.
4. When posted, that will move the liability amount (debit) from the credit card Liability Account to the AP Liability Account (credit).

### **Paying the Credit Card Statement:**

1. The credit card statement is selected and paid via check like any other invoice using an operating Cash Account (not the credit card Bank Account).
2. When the payment is posted, TRAVERSE will debit the AP Account and credit the Cash Account, while automatically posting a payment transaction to the Bank Reconciliation Bank Account tied to the credit card for use in reconciling the next credit card statement.

3. When the payment is posted to Bank Reconciliation, a payment entry is made to the credit card Bank Account to show the credit card has been paid. You will see this in the Reconciliation, Cleared Transactions screen.

**PAYING INVOICES***Credit Card Payment Process*



## INTERACTIVE VIEWS

Using the Interactive Views Menu .....	6-3
Vendor View. ....	6-7
Transaction View .....	6-9
Open Invoice View.....	6-11
Detail History View .....	6-13
Summary History View .....	6-15
Aged Trial Balance View .....	6-17
Payment History view .....	6-23



# USING THE INTERACTIVE VIEWS MENU

With the functions on the Interactive Views menu, you can view but not change the following payable information:



- vendor information
- invoice information
- transactions
- detail history
- summary history
- aged trial balance
- payment history

Use these functions if you need to examine (but not change) a vendor record, an address, an open invoice, summary history, detail history, payment history or view an aged trial balance.

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

## Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
		Sort the selected column’s data in ascending order.
	Sort Ascending	<div>NOTE: You can also accomplish this task by clicking the column heading until  appears.</div>

**Sort Descending**

Sort the selected column's data in descending order.

**NOTE:** You can also accomplish this task by clicking the column heading until  appears.

**Clear Sorting**

Remove all sorting options and revert to the default view.

**Group By This Column**

Group the identical entries from this column into a single group.

**NOTE:** If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.

**Column Chooser**

Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen.

**NOTE:** You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an X.

**Best Fit**

Adjust the selected column to resize the column for the best view of that column's data.

**Clear Filter**

Remove all filter options and revert to the default view.

**Filter Editor**

See "Filtering Across All Columns" in the General Information guide for more information.

**Best Fit (all columns)**

Adjust all columns to resize for the best view all of the data at once.

**Filtering by an Individual Column**

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the dropdown menu.

Select To

Enter criteria for filtering the selected column.

(Custom)

**NOTE: View the following paragraph for additional information.**

(Blanks)

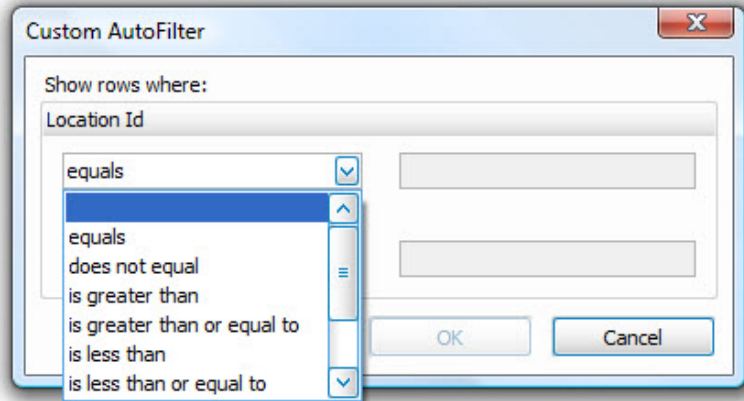
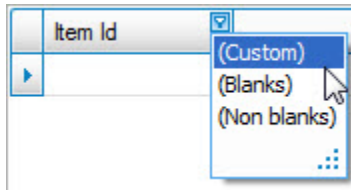
Display only entries with blank information in the selected column.

(Non  
blanks)

Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select **(Custom)**, the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.

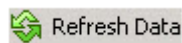


## Sorting and Filtering Pivot Chart Data

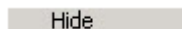
Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select

To




Refresh the data in the tables.




Remove the selected criterion from the table.

**Select****To**Order

Move the selected criterion to the beginning, left, right, or end of the list of criteria.

Show Field List

Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.

Hide Field List

Close the PivotGrid Field List.

.....

**NOTE: See instructions in the “Filtering Across All Columns” section in the General Information guide for more information on filtering.**

.....

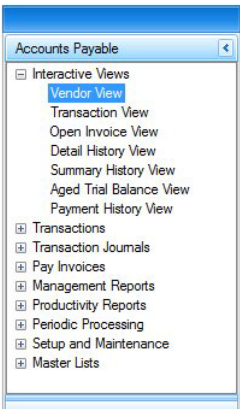
# VENDOR VIEW

Use the **Vendor View** function to view general information about a vendor. To change vendor information, use the **Setup and Maintenance, Vendors** function.

To use **Vendor View**, follow these steps:

- 1. Select **Vendor View** from the **Interactive Views** menu.

## Vendor View Menu



- The **Vendor View** screen appears.

## Vendor View Screen

AP Vendor View

1 of 18

Apply Filter

And

Drag a column header here to group by that column

	Vendor ID	Name	Contact	City	Region	Postal Code	Phone	Email	Status
>	Ace001	Ace Computer Power Supply	Julie Simon	Richfield	MN	55423	(612)-866-1100	info@osas.com	Active
	Adv008	Advanced Circuit Boards Plus	Gabriella Scott	Edina	MN	55424	(612)-846-2011	info@osas.com	Active
	Bin004	Binary Marketing Solutions	Thos. Boswell	Bismark	ND	58501	(701)-462-1584	info@osas.com	Active
	Cab012	Computer Systems Inc.	Matilda Brunfeld	Woodbury	MN	55125	(612)-374-4257	info@osas.com	Active
	Com002	Commuciation Programming LTD.	Charles Webster	Fort Dodge	IA	50501	(515)-641-0222	info@osas.com	Active
	Day016	Daylight Reality Corporation	Regina Applebee	Vienna		1100	43 766328	info@osas.com	Active
	Digi010	Digital CD-Rom Drives	Melissa Mackinaw	Rochester	MN	55901	(612)-681-5042	info@osas.com	Active
	Hdr007	Hardrive Memory Supply	Cassandra Welch	St. Paul	MN	55100	(612)-675-4208	info@osas.com	Active
	Lan003	Local Area Networks Inc.	Vivian Sottie	Hemantown	MN	55811	(612)-555-1058	info@osas.com	Inactive
	Met017	Metro Vechicle Leasing Inc.	Don Crest	Minneapolis	MN	55404	(612)-944-7839	info@osas.com	Active
	Mic006	Micro Processors Ltd.	Herb Carlson	Wanchai			8522808888	info@osas.com	Active
	Mod011	Modems Plus	Rex Trumbley	Bloomington	MN	55431	(612)-784-1234	info@osas.com	Active
	Ntp015	Northern Territories Power Co.	Karl Marnt	Minneapolis	MN	55406	(612)-458-5148	info@osas.com	Active
	PCB009	PC Builders	Guy Raymond	Minneapolis	MN	55459	(612)-459-9024	info@osas.com	Active
	Pen005	All Peripherals Inc.	Virginia Williams	Minneapolis	MN	55417	(612)-544-1254	info@osas.com	Inactive
	Rem014	Remote Power Supply Inc.	Alexis Quarterly	Minneapolis	MN	55405	(612)-941-2045	info@osas.com	Active
	Spe013	Spectrum Test Equipment	Bart Connely	Chicago	IL	60640	(312)-420-0540	info@osas.com	Active
	Visa	Visa	Julie Simon	New York	NY	55423	(612)-866-1100	info@osas.com	Active

- Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
- Double click the **blue Vendor ID** to see the detail setup of the selected vendor.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Vendor View.

**NOTE:** Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.



# TRANSACTION VIEW

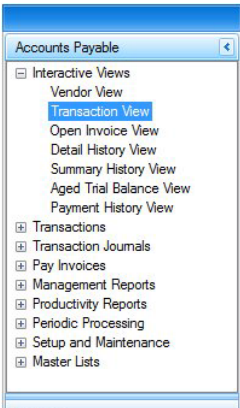
Use the **Transaction** view to display information for unposted payables transactions. It allows you an alternative way to audit the transactions for accuracy besides printing the journals.

To view details on a vendor click on the **blue Vendor ID**, and you will be taken to the detail setup screen for that vendor.

To use **Transaction View**, follow these steps:

- 1. Select **Transaction View** from the **Interactive Views** menu.

## Transaction View Menu



- The **Transaction View** screen appears.

## Transaction View Screen

Transaction No	Invoice Number	Invoice Date	Vendor ID	Transaction Type	Location ID	Item ID	Unit	Quantity	Ext Cost
> 00000247	Recurr	4/30/2014	Ace001	Invoice		Stuff		1.00	250.00
00000248	Recur	4/30/2014	Adv008	Invoice		Utility		1.00	125.00
00000249		4/30/2014	Cab012	Invoice		util		1.00	500.00
00000250		4/30/2014	Spe013	Invoice					
00000251	561615	4/30/2014	Met017	Invoice		CAr lease		1.00	359.00
00000251	561615	4/30/2014	Met017	Invoice		VanLease		1.00	459.00
00000252		4/30/2014	Day016	Invoice		Stuff		1.00	500.00

- Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Transaction View.

**NOTE:** Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

## OPEN INVOICE VIEW

Use the **Open Invoice View** function to view open invoices that are on file for a vendor.

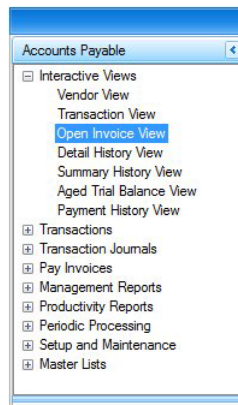
To view details on an invoice click on the **blue Invoice Number** or **Transaction ID**, and you will be taken to the detail history invoice detail screen for that invoice.

To view details on a vendor click on the **blue Vendor ID**, and you will be taken to the detail setup screen for that vendor.

To use **Open Invoice View**, follow these steps:

1. Select **Open Invoice View** from the **Interactive Views** menu.

### Open Invoice View Menu



- The **Open Invoice View** screen appears.

## Open Invoice View Screen

AP Open Invoice View

1 of 63

Apply Filter

And

Drag a column header here to group by that column

	Vendor ID	Invoice Number	Status	Invoice Date	Net Due Date	Discount Due Date	Discount Amt	Amount
>	Ace001	1	Released	11/03/2009	12/03/2009	11/13/2009	79.45	2,002.50
	Ace001	26	Released	11/04/2009	12/04/2009	11/14/2009	78.80	3,940.00
	Ace001	3	Released	10/20/2009	11/19/2009	10/30/2009	0.00	855.29
	Ace001	111600000021	Released	11/24/2009	12/24/2009	12/04/2009	34.00	1,700.00
	Ace001	27	Released	11/17/2009	12/17/2009	11/27/2009	11.11	591.45
	Ace001	5	Prepaid	10/29/2009	10/29/2009	10/29/2009	0.00	2,500.00
	Ace001	61	Prepaid	11/03/2009	11/03/2009	11/03/2009	0.00	1,000.00
	Ace001	5	Released	10/29/2009	11/28/2009	11/08/2009	77.00	1,389.99
	Ace001	61	Released	11/03/2009	12/03/2009	11/13/2009	44.80	1,310.00
	Ace001	33333333	Released	12/07/2009	01/06/2010	12/17/2009	533.05	26,652.40
	Ace001	764565375	Released	12/11/2009	01/10/2010	12/21/2009	1,829.85	91,492.71
	Ace001	4975974	Released	12/11/2009	01/10/2010	12/21/2009	478.86	23,943.05
	Ace001	081000000001	Released	03/08/2007	04/07/2007	03/18/2007	0.00	2,784.47
	Ace001	081000000002	Released	12/06/2006	01/05/2007	12/16/2006	0.00	2,436.41
	Ace001	081000000003	Released	03/08/2007	04/07/2007	03/18/2007	0.00	2,088.35
	Ace001	081000000004	Released	03/01/2007	03/31/2007	03/11/2007	0.00	1,740.29
	Ace001	081000000005	Released	03/08/2007	04/07/2007	03/18/2007	0.00	1,392.23
	Ace001	081000000006	Released	02/26/2007	03/27/2007	03/08/2007	0.00	1,044.17
	Ace001	081000000007	Released	03/08/2007	04/07/2007	03/18/2007	0.00	696.12
							3,755.82	357,216.91

- Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Open Invoice View.

**NOTE:** Refer to the **How to Use Grids** Section in the General Information guide for more details on how to add or take away columns from the grid screen.

## DETAIL HISTORY VIEW

Use the **Detail History View** function to view purchase invoices and debit memos information.

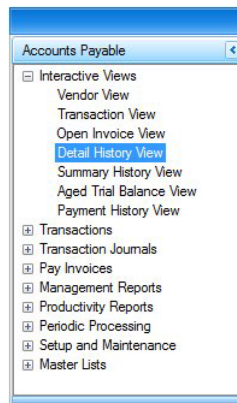
To view details on an invoice click on the [blue Invoice Number](#) or **Transaction ID**, and you will be taken to the detail history invoice detail screen for that invoice.

To view details on a vendor click on the [blue Vendor ID](#), and you will be taken to the detail setup screen for that vendor.

To use **Detail History View**, follow these steps:

1. Select **Detail History View** from the View menu.

### Detail History View Menu



- The **Detail History View** screen appears.

## Detail History View Screen

AP Detail History View

1 of 773

Apply Filter

And

Drag a column header here to group by that column

	Type	Vendor ID	Invoice Number	Invoice Date	Transaction Type	Item ID	Description	Quantity	Units	Ext Cost
>	Line Item	Ace001	081000000001	01/06/2007	Invoice	100	Electrical Pac...	8.0000	PKG	2,784.47
	Line Item	Ace001	081000000002	12/06/2006	Invoice	100	Electrical Pac...	7.0000	PKG	2,436.41
	Line Item	Ace001	081000000003	01/06/2007	Invoice	100	Electrical Pac...	6.0000	PKG	2,088.35
	Line Item	Ace001	081000000004	01/06/2007	Invoice	100	Electrical Pac...	5.0000	PKG	1,740.29
	Line Item	Ace001	081000000005	01/06/2007	Invoice	100	Electrical Pac...	4.0000	PKG	1,392.23
	Line Item	Ace001	081000000006	01/06/2007	Invoice	100	Electrical Pac...	3.0000	PKG	1,044.17
	Line Item	Ace001	081000000007	01/06/2007	Invoice	100	Electrical Pac...	2.0000	PKG	696.12
	Line Item	Ace001	081000000008	01/06/2007	Invoice	100	Electrical Pac...	1.0000	PKG	348.06
	Line Item	Adv008	081000000009	01/06/2007	Invoice	150	Plumbing Pac...	1.0000	PKG	902.11
	Line Item	Cab012	081000000010	01/06/2007	Invoice	200100	Furnace	1.0000	EA	379.44
	Line Item	Com002	081000000011	01/06/2007	Invoice	200	Heating/Cooli...	1.0000	PKG	0.00
	Line Item	Com002	081000000012	01/06/2007	Invoice	200100	Furnace	5.0000	EA	1,897.20
	Line Item	Adv008	081000000013	01/06/2007	Invoice	100	Electrical Pac...	1.0000	PKG	343.55
	Line Item	Bin004	081000000014	01/06/2007	Invoice	150	Plumbing Pac...	1.0000	PKG	907.53
	Line Item	Bin004	081000000015	01/06/2007	Invoice	100	Electrical Pac...	1.0000	PKG	343.55
	Line Item	Bin004	081000000016	01/06/2007	Invoice	200200	Water Heater	1.0000	EA	227.53
	Line Item	Cab012	081000000017	01/06/2007	Invoice	200	Heating/Cooli...	1.0000	PKG	0.00
	Line Item	Adv008	081000000018	01/06/2007	Invoice	200500	Sump Pump	1.0000	EA	47.50
	Line Item	Bin004	081000000019	01/06/2007	Invoice	200100	Furnace	1.0000	EA	379.44
	Line Item	Bin004	081000000020	01/06/2007	Invoice	200	Heating/Cooli...	1.0000	PKG	0.00
63,710.0...									5,730,94...	

- Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Detail History View.

**NOTE:** Refer to the **How to Use Grids** Section in the General Information guide for more details on how to add or take away columns from the grid screen.

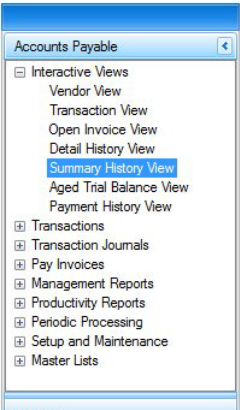
# SUMMARY HISTORY VIEW

Use the **Summary History View** function to view purchases, discounts, and payments for each vendor.

To use **Summary History View**, follow these steps:

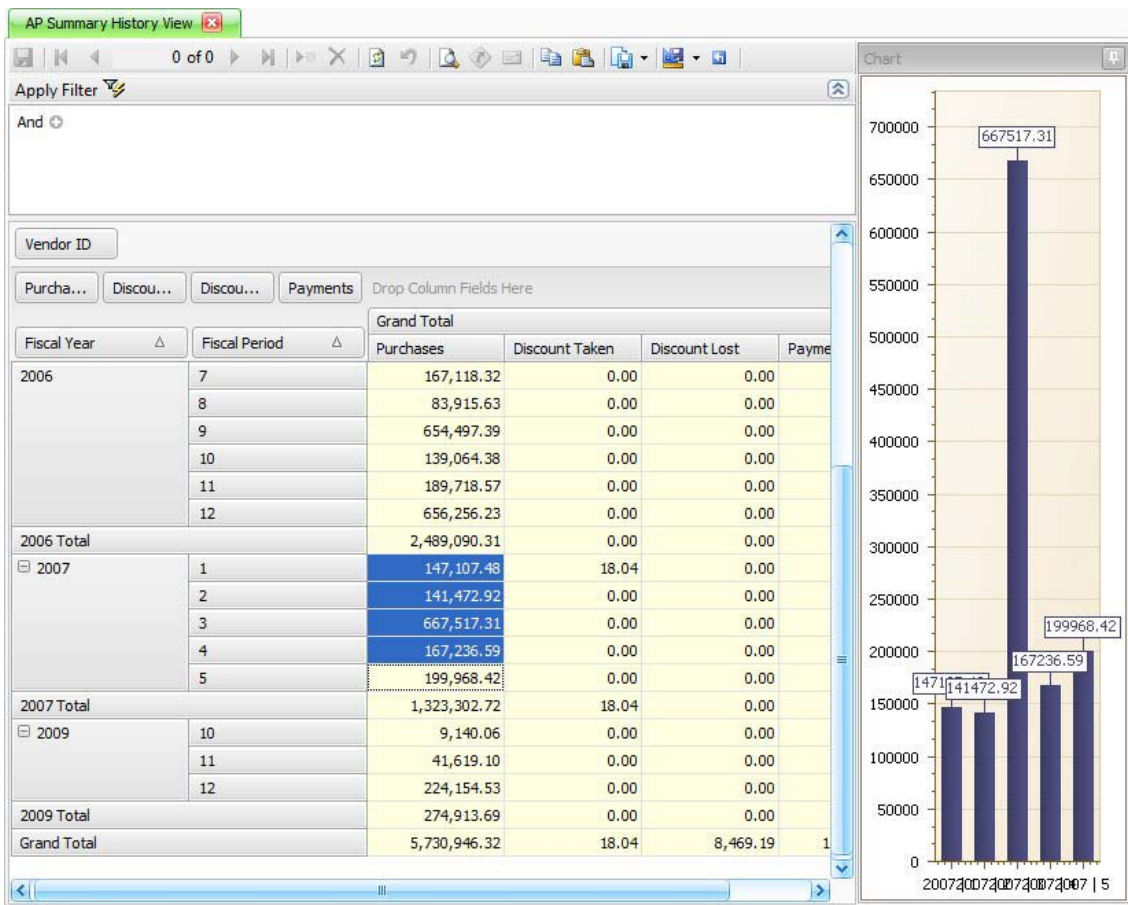
1. Select **Summary History View** from the **View** menu.

## Summary History View Menu



2. The **Summary History** screen appears.

## Summary History View Screen



3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Summary History View.

**NOTE:** Refer to the **How to Use Grids** Section in the General Information guide for more details on how to add or take away columns from the grid screen.



## AGED TRIAL BALANCE VIEW

The **Aged Trial Balance View** provides much of the same information as the **Aged Trial Balance Report**, but gives you greater flexibility in retrieving information about vendors and aged invoices. Use the following procedures to narrow your View.

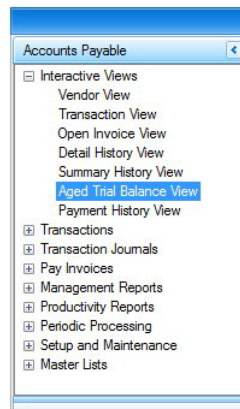
To view details on an invoice click on the **blue Invoice Number** or **Transaction ID**, and you will be taken to the detail history invoice detail screen for that invoice.

To view details on a vendor click on the **blue Vendor ID**, and you will be taken to the detail setup screen for that vendor.

To use the **Aged Trial Balance View**, follow these steps:

1. Select **Aged Trial Balance View** from the **View** menu.

### Aged Trial Balance View Menu



2. The **Aged Trial Balance View** screen appears.

AP Aged Trial Balance View

1 of 59

Options

Apply Filter

And

Vendor ID

Name	Invoice Number	Amount	Current	31 - 60	61 - 90	91 - 120	Over - 120	Future
Vendor ID: Ace001								
Ace Computer Power ...	1	2,002.50	0.00	0.00	2,002.50	0.00	0.00	0.00
Ace Computer Power ...	26	3,940.00	0.00	0.00	3,940.00	0.00	0.00	0.00
Ace Computer Power ...	3	855.29	0.00	0.00	855.29	0.00	0.00	0.00
Ace Computer Power ...	111600000021	1,700.00	0.00	1,700.00	0.00	0.00	0.00	0.00
Ace Computer Power ...	27	591.45	0.00	591.45	0.00	0.00	0.00	0.00
Ace Computer Power ...	5	1,389.99	0.00	0.00	1,389.99	0.00	0.00	0.00
Ace Computer Power ...	61	1,310.00	0.00	0.00	1,310.00	0.00	0.00	0.00
Ace Computer Power ...	33333333	26,652.40	0.00	26,652.40	0.00	0.00	0.00	0.00
Ace Computer Power ...	764565375	91,492.71	0.00	91,492.71	0.00	0.00	0.00	0.00
Ace Computer Power ...	4975974	23,943.05	0.00	23,943.05	0.00	0.00	0.00	0.00
Ace Computer Power ...	081000000001	2,784.47	0.00	0.00	0.00	0.00	2,784.47	0.00
Ace Computer Power ...	081000000002	2,436.41	0.00	0.00	0.00	0.00	2,436.41	0.00
Ace Computer Power ...	081000000003	2,088.35	0.00	0.00	0.00	0.00	2,088.35	0.00
Ace Computer Power ...	081000000004	1,740.29	0.00	0.00	0.00	0.00	1,740.29	0.00
Ace Computer Power ...	081000000005	1,392.23	0.00	0.00	0.00	0.00	1,392.23	0.00
Ace Computer Power ...	081000000006	1,044.17	0.00	0.00	0.00	0.00	1,044.17	0.00
Ace Computer Power ...	081000000007	696.12	0.00	0.00	0.00	0.00	696.12	0.00
Ace Computer Power ...	081000000008	348.06	0.00	0.00	0.00	0.00	348.06	0.00
		352,616.91	10,597.75	218,328.23	35,003.88	3,373.83	85,313.22	0.00

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

## Options

Use the **Options** to set the Codes, Date ranges, and Period ranges for which you would like to see Aged Trial Balance information.

## Aged Trial Balance Options Screen

1. Use the **Age By Date** field to specify whether the information should be aged by **Invoice** or the **Due** date.
2. Specify the **Transaction Cutoff** to use on the view:

**By Date:** Select the **Date** option, and enter a date to report on unpaid invoices with an Invoice Date (as entered in the **Transactions** function) on or before the date entered.

**By Period:** Select the **Fiscal Pd/Year** option and enter a period to report on unpaid invoices with a Fiscal Pd/Year (as entered in the **Transactions** function) in or before the specified period.

**NOTE:** All invoices not fully paid before the Transaction Cutoff point appear in the View.

3. Specify the **Payment Cutoff** to use on the view:

**By Date:** Select the **Date** option and enter a date to include payment information on fully paid invoices with dates (based on the date entered in the **Prepare Checks** function) between the date entered and the Transaction Cutoff point.

**By Period:** Select the **Fiscal Pd/Year** option and enter a period and year to include payment information on fully paid invoices with periods and year (based on the period and year entered in the **Prepare Checks** function) in or after the specified period and before the Transaction Cutoff point.

**NOTE: Think of the period between the Payment Cutoff point and the Transaction Cutoff point as a window where both invoice data on unpaid invoices and payment data on recently paid invoices appear.**

4. Select the **Distribution Code From** and **Thru** range for the View, or leave the fields blank to include all distribution codes.
5. Select the **Past Due Vendors Only** check box to restrict the View to vendors with past-due invoices only.
6. Choose the desired currency for the View, then check **Print All in Base Currency** to use the currency established in System Manager.
7. Enter the **Past Due** days for the **Past Due 1 to 4**, to establish the number of aging period days on the view. These days will set the Aging dates. The default values are: **30, 60, 90**, and **120**.
8. Enter the **Aging** breaks. These are the dates that define aging buckets or categories with a particular aging status. These dates will be set by the Past Due days. Accept the dates, or edit if applicable.
9. Click on the **OK** button to repopulate the View based upon your adjustments.
10. Click **Cancel** to return to the View window without applying your changes.
11. Click **Reset** to reset all values back to the defaults.
12. Click **Apply Filter** to repopulate your screen with your new criteria from the Options screen.



## Aged Trial Balance View Summary View

AP Aged Trial Balance View

1 of 59

Options

Apply Filter

And

Vendor ID

Name	Invoice Number	Amount	Current	31 - 60	61 - 90	91 - 120	Over - 120	Future
Vendor ID: Ace001								
		174,545.18	0.00	144,379.61	9,497.78	0.00	20,667.79	0.00
Vendor ID: Adv008								
		17,107.25	0.00	2,026.25	315.00	0.00	14,766.00	0.00
Vendor ID: Bin004								
		967.50	0.00	785.00	152.50	30.00	0.00	0.00
Vendor ID: Cab012								
		19,263.86	0.00	18,077.91	910.95	275.00	0.00	0.00
Vendor ID: Com002								
		10,315.45	0.00	7,700.00	2,526.45	89.00	0.00	0.00
Vendor ID: Day016								
		47,893.59	0.00	22,303.00	20,951.20	59.79	4,579.60	0.00
Vendor ID: Digi010								
		248.75	0.00	130.00	50.00	68.75	0.00	0.00
Vendor ID: Hdr007								
		3,436.00	0.00	1,725.00	600.00	1,111.00	0.00	0.00
Vendor ID: Met017								
		10,441.75	0.00	8,701.46	0.00	1,740.29	0.00	0.00
		352,616.91	10,597.75	218,328.23	35,003.88	3,373.83	85,313.22	0.00

The **Summary View** gives you a summarized view of aged balance information sorted by Vendor ID.

To establish the summary view, drag and drop the **Vendor ID** column heading into the gray bar with the text “Drag a column header here to group by that column”.

## Aged Trial Balance View Detail View

AP Aged Trial Balance View

1 of 59

Apply Filter

And

Vendor ID

Name	Invoice Number	Amount	Current	31 - 60	61 - 90	91 - 120	Over - 120	Future
Vendor ID: Ace001								
Ace Computer Power ...	1	2,002.50	0.00	0.00	2,002.50	0.00	0.00	0.00
Ace Computer Power ...	26	3,940.00	0.00	0.00	3,940.00	0.00	0.00	0.00
Ace Computer Power ...	3	855.29	0.00	0.00	855.29	0.00	0.00	0.00
Ace Computer Power ...	111600000021	1,700.00	0.00	1,700.00	0.00	0.00	0.00	0.00
Ace Computer Power ...	27	591.45	0.00	591.45	0.00	0.00	0.00	0.00
Ace Computer Power ...	5	1,389.99	0.00	0.00	1,389.99	0.00	0.00	0.00
Ace Computer Power ...	61	1,310.00	0.00	0.00	1,310.00	0.00	0.00	0.00
Ace Computer Power ...	33333333	26,652.40	0.00	26,652.40	0.00	0.00	0.00	0.00
Ace Computer Power ...	764565375	91,492.71	0.00	91,492.71	0.00	0.00	0.00	0.00
Ace Computer Power ...	4975974	23,943.05	0.00	23,943.05	0.00	0.00	0.00	0.00
Ace Computer Power ...	081000000001	2,784.47	0.00	0.00	0.00	0.00	2,784.47	0.00
Ace Computer Power ...	081000000002	2,436.41	0.00	0.00	0.00	0.00	2,436.41	0.00
Ace Computer Power ...	081000000003	2,088.35	0.00	0.00	0.00	0.00	2,088.35	0.00
Ace Computer Power ...	081000000004	1,740.29	0.00	0.00	0.00	0.00	1,740.29	0.00
Ace Computer Power ...	081000000005	1,392.23	0.00	0.00	0.00	0.00	1,392.23	0.00
Ace Computer Power ...	081000000006	1,044.17	0.00	0.00	0.00	0.00	1,044.17	0.00
Ace Computer Power ...	081000000007	696.12	0.00	0.00	0.00	0.00	696.12	0.00
Ace Computer Power ...	081000000008	348.06	0.00	0.00	0.00	0.00	348.06	0.00
		352,616.91	10,597.75	218,328.23	35,003.88	3,373.83	85,313.22	0.00

When you click on the plus (+) sign next to the **Vendor ID** it shows a detailed view of Vendor IDs and Invoices selected in the **Filter Criteria**. Clicking on a **blue Invoice Number** causes the Open Invoice View screen for that invoice to appear.

Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Aged Trial Balance View.

**NOTE:** Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

# PAYMENT HISTORY VIEW

Use the **Payment History View** function to view payment information for payments posted using the Post Payments function.

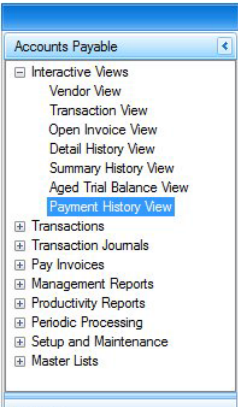
To view details on an invoice click on the [blue Invoice Number](#), and you will be taken to the detail history invoice detail screen for that invoice.

To view details on a vendor click on the [blue Vendor ID](#), and you will be taken to the detail setup screen for that vendor.

To use the **Payment History View**, follow these steps:

1. Select **Payment History View** from the **Interactive Views** menu.

## Payment History View Menu





2. The **Payment History View** screen appears.

## Payment History View Summary View

AP Payment History View

Apply Filter

And

Drag a column header here to group by that column

Vendor ID	Payment Number	Payment Amount	Payment Date	Discount Taken	Bank Account ID	Bank Account Number	Payment Currency ID
▶ Ace001	1500	20,667.79	8/19/2017	0.00	FNB001		USD
▶ Ace001	1523	4,741.20	2/11/2015	198.80	FNB001		USD
▶ Adv008	1001	884.07	10/9/2014	18.04	FNB001		
▶ Adv008	1502	14,766.00	8/19/2017	0.00	FNB001		USD
▶ Adv008	1503	11,068.82	8/19/2017	0.00	FNB001		USD
▶ Adv008	1504	15,375.36	8/19/2017	0.00	FNB001		USD
▶ Adv008	1505	343.55	8/19/2017	0.00	FNB001		USD
▶ Adv008	1506	47.50	8/19/2017	0.00	FNB001		USD
▶ Adv008	1507	429.95	8/19/2017	0.00	FNB001		USD
▶ Bin004	1508	13,800.36	8/19/2017	0.00	FNB001		USD
▶ Cab012	1510	1,149,712.20	8/19/2017	0.00	FNB001		USD
▶ Com002	1512	9,423.20	8/19/2017	0.00	FNB001		USD
▶ Day016	513764	36,159.28	12/23/2014	0.00	FNB001E		EUR
▶ Dig010	1513	42,330.17	8/19/2017	0.00	FNB001		USD
▶ Hdr007	1514	87,109.05	8/19/2017	0.00	FNB001		USD
▶ Lan003	1515	57,736.33	8/19/2017	0.00	FNB001		USD
▶ Mod011	1516	57,301.16	8/19/2017	0.00	FNB001		USD
▶ Nha001	1520	1,013,265.00	9/17/2017	10,235.00	FNB001		USD
▶ Nbp015	1517	1,746.88	8/19/2017	0.00	FNB001		USD
▶ PCB009	1518	118,077.42	8/19/2017	0.00	FNB001		USD
▶ Pen005	1519	97,555.14	8/19/2017	0.00	FNB001		USD
▶ Ace001	1521	5,000.00	2/11/2015	0.00	FNB001		USD
▶ Ace001	3533	2,000.00	8/5/2017	0.00	FNB001		USD

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. The **Summary View** gives you a summarized view of payment history information sorted by **Vendor ID**. Each of the summarized records expands when clicked, giving you a hierarchical view of payment detail associated with each vendor.



## Payment History View Expanded

AP Payment History View

3 of 30

Apply Filter

And

Drag a column header here to group by that column

Vendor ID	Payment Number	Payment Amount	Payment Date	Discount Taken	Bank Account ID	Bank Account Number	Payment Currency ID
Ace001	1500	20,667.79	8/19/2017	0.00	FNB001		USD
Pay To Name	Invoice Number		Invoice Date	Payment Amount		Discount Taken	
Ace Computer Power Supply	081000000001		12/8/2014	2,784.47		0.00	
Ace Computer Power Supply	081000000002		9/7/2014	2,436.41		0.00	
Ace Computer Power Supply	081000000003		12/8/2014	2,088.35		0.00	
Ace Computer Power Supply	081000000004		12/1/2014	1,740.29		0.00	
Ace Computer Power Supply	081000000005		12/8/2014	1,392.23		0.00	
Ace Computer Power Supply	081000000006		11/28/2014	1,044.17		0.00	
Ace Computer Power Supply	081000000007		12/8/2014	696.12		0.00	
Ace Computer Power Supply	081000000008		12/6/2014	348.06		0.00	
Ace Computer Power Supply	96A00045		12/9/2014	4,702.19		0.00	
Ace Computer Power Supply	i2		11/18/2014	3,435.50		0.00	
Ace001	1523	4,741.20	2/11/2015	198.80	FNB001		USD
Pay To Name	Invoice Number		Invoice Date	Payment Amount		Discount Taken	
Ace Computer Power Supply	1758158		2/11/2015	9,741.20		198.80	
Ace Computer Power Supply	Deposit00000022		2/11/2015	-5,000.00		0.00	
Adv008	1001	884.07	10/9/2014	18.04	FNB001		
Pay To Name	Invoice Number		Invoice Date	Payment Amount		Discount Taken	
	081000000009		10/9/2014	884.07		18.04	
Adv008	1502	14,766.00	8/19/2017	0.00	FNB001		USD
Adv008	1503	11,068.82	8/19/2017	0.00	FNB001		USD
Adv008	1504	15,375.36	8/19/2017	0.00	FNB001		USD

- When you click on the **Plus (+)** icon next to the **Vendor ID** it shows a detailed view of the **Invoice Numbers** paid for the **Payment Number** selected.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Payment History View.

**NOTE:** Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.



## AP REPORTS

Overview .....	7-3
Aged Trial Balance Report .....	7-5
AP Analysis Report .....	7-11
Payments History Report .....	7-15
Purchase Analysis Report .....	7-19
Vendor Activity Report .....	7-23
Vendor Detail History Report .....	7-27
Vendor Purchase History Report .....	7-31

Refer to the Pay Invoices section for information about the Open Invoices Report and the Cash Flow Report. Refer to the Using AP section for information about the Vendor Analysis Report.



## OVERVIEW

Before you use the Management Reports functions, complete these tasks:

- Set up your Vendors and codes using the Setup and Maintenance functions.
- Verify your Vendors and codes using the Master Lists and the Interactive Views functions.
- Enter all applicable transactions.
- Verify and post your transactions.
- Prepare and post payments.

Use the Management Reports functions to produce the following reports:

- The **Aged Trial Balance Report** shows the invoice balances divided into five aging periods. The detail report shows full detail for all invoices; the summary report shows only the aging period totals.
- The **AP Analysis Report** is an analysis of your company's outstanding payables.
- The **Payments History Report** shows Paid Invoices, Check Numbers, Check Dates, and Payment Types.
- The **Purchase Analysis Report** is an analysis of your company's purchases based on a summary history period you specify, and of the last 12 periods' trends.
- The **Vendor Activity Report** identifies your purchases, the vendors you purchased from, and how often you make purchases.
- The **Vendor Detail History Report** shows the posted purchases and returns you made. You can generate a summary report or a detailed report.
- The **Vendor Purchase History Report** shows how much you have purchased from vendors.



## AGED TRIAL BALANCE REPORT

The **Aged Trial Balance Report** shows invoice balances broken down into five aging periods. The information for this report comes from open invoices and payments posted in AP. You control the sorting, aging, currency and formatting criteria. In addition, you can select from multiple different levels of detail for the report.

### View Invoice

- **Detail:** Shows invoice data such as **Invoice Date**, **Type**, and **Status** for each aging period. This view shows individual invoices, credit memos, and payments related to an invoice number.
- **Summary:** Prints a single line that summarizes all activity for each Vendor.

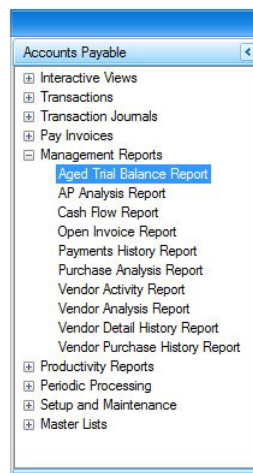
### View Vendor

- **Detail:** Shows Vendor data such as **Vendor Name**, **City**, **Region**, **Distribution Code**, **Class Code**, and **Phone** number for each Vendor.
- **Summary:** Shows **Vendor ID** and **Name**.

To produce an **Aged Trial Balance Report**, follow these steps:

1. Select **Aged Trial Balance Report** from the **Management Reports** menu.

### Aged Trial Balance Report Menu



2. The **Aged Trial Balance Report** screen appears.

## Aged Trial Balance Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave the filter criteria blank to include all invoices.
4. Specify the **Transaction Cutoff** to use on the report:

**By Date:** Select the **Date** option, and enter a date to report on unpaid invoices with an Invoice Date (as entered in the **Transactions** function) on or before the date entered.

**By Period:** Select the **Fiscal Pd./Year** option and enter a period to report on unpaid invoices with a GL Pd./Year (as entered in the **Transactions** function) in or before the specified period.

**NOTE:** All invoices not fully paid before the Transaction Cutoff point appear in the View.



5. Specify the **Payment Cutoff** to use on the report:

**By Date:** Select the **Date** option and enter a date to include payment information on fully paid invoices with dates (based on the date entered in the **Prepare Checks** function) between the date entered and the Transaction Cutoff point.

**By Period:** Select the **Fiscal Pd/Year** option and enter a period and year to include payment information on fully paid invoices with periods and year (based on the period and year entered in the **Prepare Checks** function) on or after the specified period and before the Transaction Cutoff point.

**NOTE:** Think of the period between the Payment Cutoff point and the Transaction Cutoff point as a window where both invoice data on unpaid invoices and payment data on recently paid invoices appear.

**Example:** If you want to see your open invoices and payments for May 2017, you would set your dates as follows: Invoice Cutoff- 5/31/2017, Payment Cutoff- 4/30/2017. This will show all open, unpaid invoices and all payments and paid invoices for May, 2017. To see only your open, unpaid invoices at the end of May 2017, you would enter the following dates: Transaction Cutoff- 5/31/2017, Payment Cutoff - 5/31/2017. This will show just open, unpaid invoices.

6. Select the range of **Invoice Distribution Codes From** and **Thru**, to include in the report.

7. Select whether you want to print vendor **Detail** or **Summary** information in the **View Vendor** section. Vendor detail shows Vendor data and a summary for each aging period.

8. Select the **Past Due Vendors Only** box if you wish to see only vendors with a past due balance. Clear the box to view all vendors.

9. Select whether you want to print invoice **Detail** or **Summary** information in the **View Invoice** section. Invoice detail shows invoice data and a summary for each aging period.

See the detailed descriptions of these selections at the beginning of this section for more details (page 5-5).

10. Enter the **Age By Date** criterion for the report: **Invoice** or **Due**.

11. Enter the **Sort By** criterion for the report: **Vendor ID**, **Vendor Name**, **Class Code**, **Priority Code**, or **Distribution Code**.

12. Select the **Page Breaks** box to start information for each sort by value on a different page. Clear the box to print all information continuously.



13. If you use multi-currency, these print options are available:

- To print invoices that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only invoices that were entered in the base currency are printed on the report.
- To print invoices that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only invoices that were entered in the currency you select are printed on the report.
- To print all invoices (regardless of the currency in which they were entered), select the base **Currency** as the report currency and select the **Print All In Base Currency** check box.

TRAVERSE converts all invoice amounts from their original currency to the base currency (if necessary), then prints all invoices on the report.

14. Enter the **Aging Days/Dates**, the dates that define aging buckets, or categories of invoices with a particular aging status. The categories are **Aging Date** and **Past Due 1–4**.

If you change the **Aging Date**, the four other aging bucket dates will change accordingly. Likewise, if you change the **Past Due** days, the dates will also change.

15. Select a command button:

#### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Aged Trial Balance Report -Vendor Summary-Invoice Detail

Continental Products Unlimited										PAGE 1
Detail Aged Trial Balance										USD
Aged By Invoice Date										
Sorted By Vendor ID										
Report Filter										
Invoice Distribution Code From										
View Vendor										
Past Due Vendors Only										
Summary										
Thru										
Print All In Base Currency										
Yes										
Invoice No	Inv/Prnt Date	Type	Status	Amount	Current	31 - 60	61 - 90	91 - 120	Over 120	Future
4/10/2017 3/11/2017 2/9/2017 1/10/2017										
Deposit000000022	2/11/2017	Deb	Hold	-5,000.00	0.00	0.00	-5,000.00	0.00	0.00	0.00
Deposit000000022	2/11/2017	Inv	Hold	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00
Ace0001, Ace Computer Power Supply - Total				0.00	0.00	0.00	0.00	0.00	0.00	0.00
0911000000073	3/25/2017	Inv	Released	10,441.75	0.00	10,441.75	0.00	0.00	0.00	0.00
Cab012, Computer Systems Inc. - Total				10,441.75	0.00	10,441.75	0.00	0.00	0.00	0.00
0302000000011	12/2/2016	Inv	Released	4,579.60	0.00	0.00	0.00	0.00	4,579.60	0.00
Day016, Daylight Realty Corporation - Total				4,579.60	0.00	0.00	0.00	0.00	4,579.60	0.00
249892	12/21/2016	Inv	Released	5,277.68	0.00	0.00	0.00	0.00	5,277.68	0.00
596C0012	11/15/2016	Inv	Released	3,202.45	0.00	0.00	0.00	0.00	3,202.45	0.00
6d0012	10/25/2016	Inv	Released	16,943.46	0.00	0.00	0.00	0.00	16,943.46	0.00
96A0091	12/14/2016	Inv	Released	4,499.89	0.00	0.00	0.00	0.00	4,499.89	0.00
C5L012	11/17/2016	Inv	Released	11,384.40	0.00	0.00	0.00	0.00	11,384.40	0.00
T60012	11/20/2016	Inv	Released	3,991.95	0.00	0.00	0.00	0.00	3,991.95	0.00
Mic006, Micro Processors Ltd. - Total				45,299.83	0.00	0.00	0.00	0.00	45,299.83	0.00
0911000000070	5/3/2017	Inv	Released	3,728.75	3,728.75	0.00	0.00	0.00	0.00	0.00
Mod011, Modems Plus - Total				3,728.75	3,728.75	0.00	0.00	0.00	0.00	0.00
0911000000071	4/25/2017	Inv	Released	1,663.95	1,663.95	0.00	0.00	0.00	0.00	0.00
PCB009, PC Builders - Total				1,663.95	1,663.95	0.00	0.00	0.00	0.00	0.00
Grand Total				65,713.88	5,392.70	10,441.75	0.00	0.00	49,879.43	0.00

5/10/2017 9:57 AM

\*\*\* End of Report \*\*\*

Kent Heikamp

5/10/2017 9:57 AM

\*\*\* End of Report \*\*\*

KentHerkamp

## Aged Trial Balance Report -Vendor Summary-Invoice Summary

Transaction Cutoff Date

6/10/2017

Payment Cutoff Date

6/10/2017

Aging Date

6/10/2017

Report Filter

Invoice Distribution Code From

Summary

View Vendor

Past Due Vendors Only

No

Thru

Print All in Base Currency

Yes

Vendor ID/Name

Inv/Prnt Date

Type

Status

Amount

Current

31 - 60

61 - 90

91 - 120

Over 120

Future

4/10/2017

3/11/2017

2/9/2017

1/10/2017

Ace001, Ace Computer Power Supply - Total

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Cab012, Computer Systems Inc. - Total

10,441.75

0.00

10,441.75

0.00

0.00

0.00

0.00

0.00

0.00

Day016, Daylight Reality Corporation - Total

4,579.60

0.00

0.00

0.00

0.00

0.00

0.00

4,579.60

0.00

Mic006, Micro Processors Ltd. - Total

45,299.83

0.00

0.00

0.00

0.00

0.00

0.00

45,299.83

0.00

Mod011, Modems Plus - Total

3,728.75

3,728.75

0.00

0.00

0.00

0.00

0.00

0.00

0.00

PCB009, PC Builders - Total

1,663.95

1,663.95

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Grand Total

65,713.88

5,392.70

10,441.75

0.00

0.00

0.00

0.00

49,879.43

0.00

5/10/2017 11:01 AM

End of Report

Kent Heitkamp

Continental Products Unlimited

Summary Aged Trial Balance

Aged By Invoice Date

Sorted By Vendor ID

PAGE 1

USD

5/10/2017 11:01 AM

see End of Report

KentHerkamp

# AP ANALYSIS REPORT

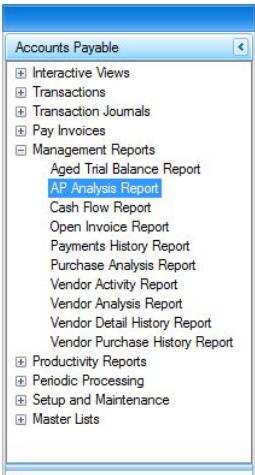
The **AP Analysis Report** is an analysis of your company's payables. The report has three parts. Each part compares the payables of a period you specify with those of a previous period, the average of the previous three periods, and the same period of the previous year.

- The first part of the report shows the **Total Purchases** and **Outstanding Payables**.
- The second part shows the **Total Payments**, amounts that were **Prepaid** and **Paid on Account**, and amounts that were **Eligible** and **Ineligible** for a **Discount**.
- The third part shows the **Total Discounts** that were **Available**, **Taken**, and **Lost**.

To produce the **AP Analysis Report**, follow these steps:

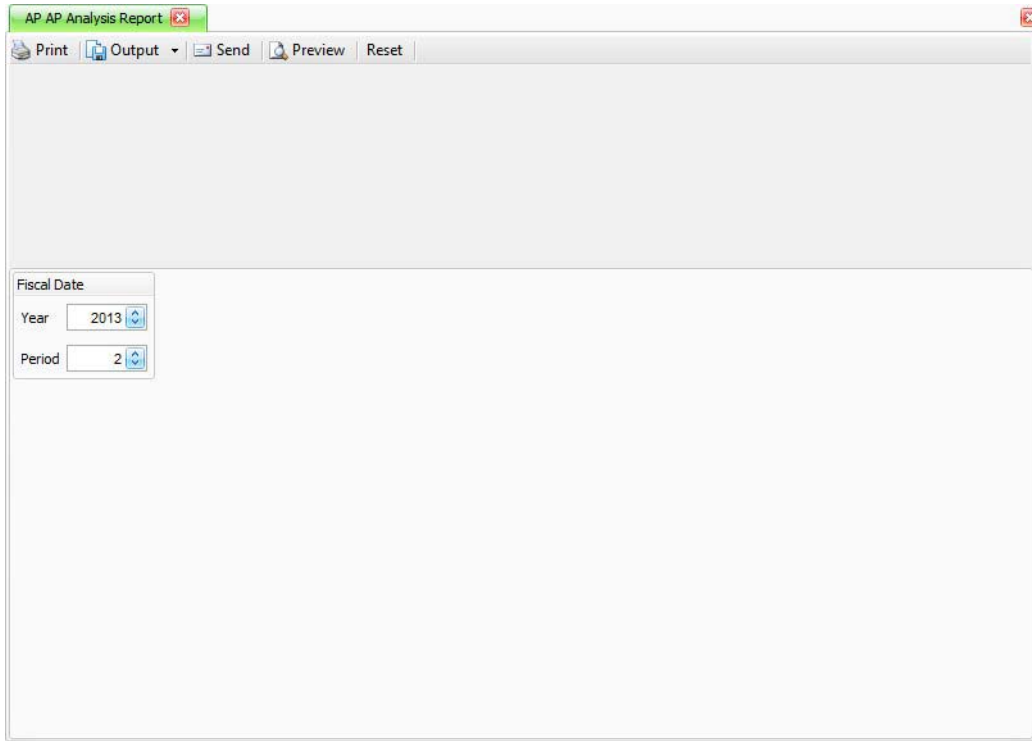
1. Select **AP Analysis Report** from the **Management Reports** menu.

## AP Analysis Report Menu



2. The **AP Analysis Report** screen appears.

## **AP Analysis Report Screen**



AP AP Analysis Report

Print Output Send Preview Reset

Fiscal Date

Year 2013

Period 2

3. Enter the **Fiscal Year** for the report.
4. Enter the **Fiscal Period** for the report.

5. Select a command button:

**Command Buttons**

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## AP Analysis Report

Continental Products Unlimited  
AP Analysis Report  
For the Period 7/2010

Page 1

### ACCOUNTS PAYABLE

		---Current Period---		---3-Period Average---		---Prior Period---		---Same Period Last Year---	
	Amount	%Purchases	Amount	%Purchases	%Current	Amount	%Purchases	Amount	%Purchases
Total Purchases	5,799.00	100.00	13,228.34	100.00	228.11	33,886.03	100.00	584.34	0.00
Accounts Payable	3,934,609.45	67,849.79	3,953,365.42	29,885.57	100.48	3,928,810.45	11,594.19	99.85	5,456,032.63

### PAYMENTS

		---Current Period---		---3-Period Average---		---Prior Period---		---Same Period Last Year---	
	Amount	%Payments	Amount	%Payments	%Current	Amount	%Payments	Amount	%Payments
Total Payments	0.00	0.00	33,917.31	100.00	0.00	101,751.93	100.00	0.00	0.00
Paid On Account	0.00	0.00	33,917.31	100.00	0.00	101,751.93	100.00	0.00	0.00
Prepayments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eligible Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ineligible Discounts	0.00	0.00	33,917.31	100.00	0.00	101,751.93	100.00	0.00	0.00

### DISCOUNTS

		---Current Period---		---3-Period Average---		---Prior Period---		---Same Period Last Year---	
	Amount	%Available %Eligible	Amount	%Available %Eligible	%Current	Amount	%Available %Eligible	Amount	%Available %Eligible
Discounts Available	0.00	0.00	301.18	100.00	0.00	903.54	100.00	0.00	0.00
Discounts Taken	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discounts Lost	0.00	0.00	301.18	100.00	0.00	903.54	100.00	0.00	0.00

8/10/2010 3:17 PM

\*\*\* End of Report \*\*\*

OPEN\_SYSTEMS\kenfhe



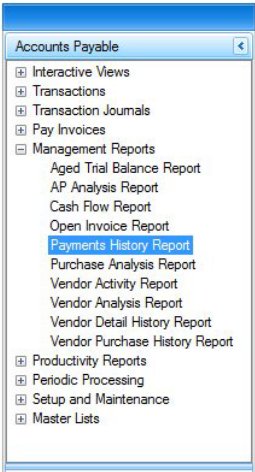
# PAYMENTS HISTORY REPORT

The **Payments History Report** lists **Paid Invoices**, **Payment Numbers**, **Payment Dates**, and **Payment Types**. This information comes from the invoices and payments that were posted by the **Post Transactions** and **Post Payments** functions.

To produce the **Payments History Report**, follow these steps:

1. Select **Payments History Report** from the **Management Reports** menu.

## Payments History Report Menu



2. The **Payments History Report** screen appears.

## Payments History Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave the filter criteria blank to include all records in the report.
4. In the **Payments For** area enter the range of **Dates From** and **Thru**, or the **Fiscal Period** and **Year** associated with the Vendor invoices to include in the report.
5. If you use multi-currency, these print options are available:

- To print payments that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only payments that were entered in the base currency are printed on the report.
- To print payments that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only payments that were entered in the currency you select are printed on the report.



- To print all payments (regardless of the currency in which they were entered), select the base **Currency** as the report currency and select the **Print All In Base Currency** check box.

TRAVERSE converts all payment amounts from their original currency to the base currency (if necessary), then prints all payments on the report.

6. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
7. Select the check box if you want to have a **Page Break On Bank Account**. This will give you a page break on the report for each bank account that has had payments posted to it.
8. Select the **View** option for the report:
  - **Detail** - prints each payment for the vendor with **Payment Number**, **Invoice Number**, and **Totals** at the bottom.
  - **Summary** - prints a **Total** for your **Sort By** criteria.
9. Select the **Sort By** criterion for the report: **Vendor ID**, **Invoice Number**, or **Payment Number**.
10. Select a command button:

### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

# AP REPORTS

## Payments History Report

### Payments History Report

Continental Products Unlimited												
Payments History Report												
Detail by Vendor ID												
Report Filter			Thru			Print All in Base Currency			Yes			
Payment Date From												
Report Currency			USD									
Bank Account ID	Name	Payment No	Date	Pd/Yr	Invoice No	Date	Gross Amount	Discount	Net Paid	Status		
FNB001	First Nation Bank of Minneapolis											
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	081000000001	3/8/2007	2,784.47	0.00	2,784.47	Void		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	081000000001	3/8/2007	2,784.47	0.00	2,784.47	Pmt		
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	081000000002	12/6/2006	2,436.41	0.00	2,436.41	Void		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	081000000002	12/6/2006	2,436.41	0.00	2,436.41	Pmt		
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	081000000003	3/8/2007	2,088.35	0.00	2,088.35	Void		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	081000000003	3/8/2007	2,088.35	0.00	2,088.35	Pmt		
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	081000000004	3/1/2007	1,740.29	0.00	1,740.29	Void		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	081000000004	3/1/2007	1,740.29	0.00	1,740.29	Pmt		
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	081000000005	3/8/2007	1,392.23	0.00	1,392.23	Void		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	081000000005	3/8/2007	1,392.23	0.00	1,392.23	Pmt		
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	081000000006	2/26/2007	1,044.17	0.00	1,044.17	Void		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	081000000006	2/26/2007	1,044.17	0.00	1,044.17	Pmt		
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	081000000007	3/6/2007	696.12	0.00	696.12	Void		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	081000000007	3/6/2007	696.12	0.00	696.12	Pmt		
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	081000000008	3/6/2007	348.06	0.00	348.06	Void		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	081000000008	3/6/2007	348.06	0.00	348.06	Pmt		
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	081000000009	11/3/2009	2,002.50	0.00	2,002.50	Pmt		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	081000000009	11/3/2009	2,002.50	0.00	2,002.50	Pmt		
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	081000000010	7/12/2010	1,700.00	0.00	1,700.00	Pmt		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	081000000010	7/12/2010	1,700.00	0.00	1,700.00	Pmt		
Ace001	Ace Computer Power Supply	1500	8/9/2010	8/2010	147852	11/2/2009	3,435.50	0.00	3,435.50	Pmt		
Ace001	Ace Computer Power Supply	1541	8/9/2010	8/2010	18	11/2/2009	-185.00	0.00	-185.00	Pmt		
Ace001	Ace Computer Power Supply	1538	8/9/2010	8/2010	22211111	3/9/2010	12,510.80	0.00	12,510.80	Pmt		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	26	11/4/2009	3,940.00	0.00	3,940.00	Pmt		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	27	11/17/2009	591.45	0.00	591.45	Pmt		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	3	10/20/2009	855.29	0.00	855.29	Pmt		
Ace001	Ace Computer Power Supply	6	10/21/2009	10/2009	3	10/20/2009	1,000.00	0.00	1,000.00	Prepaid		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	32164	3/30/2010	1,500.00	0.00	1,500.00	Pmt		
Ace001	Ace Computer Power Supply	1538	8/9/2010	8/2010	3216461968	6/11/2010	250.00	0.00	250.00	Pmt		
Ace001	Ace Computer Power Supply	1541	8/9/2010	8/2010	3216461968	6/11/2010	250.00	0.00	250.00	Pmt		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	32166796	3/30/2010	23.85	0.00	23.85	Pmt		
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	5	10/29/2009	1,389.99	0.00	1,389.99	Pmt		
Ace001	Ace Computer Power Supply	98	11/3/2009	11/2009	5	10/29/2009	2,500.00	0.00	2,500.00	Prepaid		

8/10/2010 3:44 PM

OPEN\_SYSTEMS\ken

## PURCHASE ANALYSIS REPORT

The **Purchase Analysis Report** is a summary analysis of your company's purchases, based on the summary history period you specify and on the last 12 periods' trends by period.

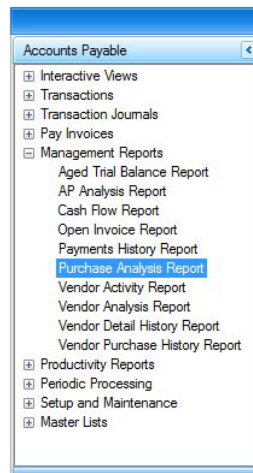
The report has two parts.

- The first part shows the **Current** and **Previous Years' Purchases**, and the **Discounts Taken** and **Lost** for the reporting **Period, Quarter, and Year**.
- The second part shows the **Purchases**, and **Discounts Taken** and **Lost** for the **Reporting Period** and the **Previous 12 Periods**.

To produce the **Purchase Analysis Report**, follow these steps:

1. Select **Purchase Analysis Report** from the **Management Reports** menu.

### Purchase Analysis Report Menu



2. The **Purchase Analysis Report** screen appears.

## Purchase Analysis Report Screen

AP Purchase Analysis Report

Print Output Send Preview Reset

Fiscal Date

Period 2

Year 2013

3. Enter the **Fiscal Period** for the report.
4. Enter the **Fiscal Year** for the report.

5. Select a command button:

### Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

**AP REPORTS**  
*Purchase Analysis Report*

## Purchase Analysis Report

Continental Products Unlimited						
Purchase Analysis Report						
For Fiscal Period 7/2010						
	Current Year			Last Year		
	Current Period	Quarter-to-Date	Year-to-Date	Current Period	Quarter-to-Date	Year-to-Date
Purchases	5,799.00	5,799.00	88,511.13	0.00	0.00	0.00
Discounts Taken	0.00	0.00	0.00	0.00	0.00	0.00
Discounts Lost	0.00	0.00	903.54	0.00	0.00	0.00
12 MONTH TREND						
Period	Purchases		Discounts Taken		Discounts Lost	
	Amount	Pct/Curr	Amount	Pct/Curr	Amount	Pct/Curr
07/2010	5,799.00	100.00	0.00	0.00	0.00	0.00
06/2010	33,886.03	584.34	0.00	0.00	903.54	0.00
05/2010	0.00	0.00	0.00	0.00	0.00	0.00
04/2010	0.00	0.00	0.00	0.00	0.00	0.00
03/2010	48,826.10	841.97	0.00	0.00	0.00	0.00
02/2010	0.00	0.00	0.00	0.00	0.00	0.00
01/2010	0.00	0.00	0.00	0.00	0.00	0.00
12/2009	82,066.37	1,415.18	0.00	0.00	0.00	0.00
11/2009	43,834.10	755.89	0.00	0.00	7,977.59	0.00
10/2009	9,140.06	157.61	0.00	0.00	0.00	0.00
09/2009	0.00	0.00	0.00	0.00	0.00	0.00
08/2009	0.00	0.00	0.00	0.00	0.00	0.00
07/2009	0.00	0.00	0.00	0.00	0.00	0.00

8/10/2010 3:47 PM

\*\*\* End of Report \*\*\*

OPEN\_SYSTEMS\lkenthe



## VENDOR ACTIVITY REPORT

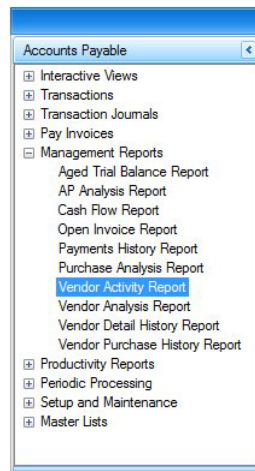
The **Vendor Activity Report** shows your **Purchases**, the **Vendors** you purchased from, and how often you made purchases.

You should print this report as an audit trail before you delete records or purge history.

To produce the **Vendor Activity Report**, follow these steps:

1. Select **Vendor Activity Report** from the **Management Reports** menu.

### Vendor Activity Report Menu



- The **Vendor Activity Report** screen appears.

## Vendor Activity Report Screen

AP Vendor Activity Report

Print Output Send Preview Reset

Data Filter

And

Sort By

Vendor ID  
Invoice No

View

Detail  
Summary

Report Currency

☒ Print All in Base

USD

☐ Additional Description

- Select the range of **Filter Criteria** to include in the report. Leave the filter criteria blank to include all records in the report.
- Select the **Sort By** criterion for the report: **Vendor ID** or **Invoice No**.
- Select the **View** option for the report:
  - Detail** prints each line item for each invoice.
  - Summary** prints totals for each invoice.
- If you use multi-currency, these print options are available:
  - To print invoices that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only invoices that were entered in the base currency are printed on the report.



- To print invoices that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only invoices that were entered in the currency you select are printed on the report.
- To print all invoices (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.

TRAVERSE converts all invoice amounts from their original currency to the base currency (if necessary), then prints all invoices on the report.

7. Select the check box to **Print Additional Descriptions**. You can include additional descriptions only if you selected **Yes to Use Additional Descriptions** in the **Business Rules** function (page 3-7), and you are printing the report in detail.
8. Select a command button:

#### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

## Vendor Activity Report

Confidential Products Unlimited														Page 1	
Vendor Activity Report														USD	
Detail By Vendor ID															
Report Filter		Print All in Base Currency										Yes			
Print Additional Descriptions		No													
Vendor ID	Invoice No	Name	Invoice Date	Trans Type	PO No	Location ID	Pd GL Acct	Year	Qty Unit	Unit Cost	EX Cost				
Ace0001	081000000001	Ace Computer Power Supply	1/6/2007	Inv			1	2007							
	100	Electrical Package				CA0001	000001230		8.0000 PKG	348.0582	2,784.47				
	100	Electrical Package				CA0001	000001230		8.0000 PKG	348.0582	2,784.47				
	Subtotal	5,568.94	Sales Tax	0.00	Freight	0.00	Misc	0.00	Inv Total	5,568.94					
		Pmt Type	Payment No	Pmt Date	Gross Amount	Discount	Net Amount								
		Pmt	1528	1/18/2010	2,784.47	0.00	2,784.47								
	Subtotal	2,784.47	Gross Paid	Discount	Net Paid	Balance	Gain/Loss								
	2,784.47	5,568.94	2,784.47	0.00	2,784.47	2,784.47	0.00								
	081000000002	12/6/2006	Inv	12		CA0001	000001230	2006							
	100	Electrical Package				CA0001	000001230		7.0000 PKG	348.0582	2,436.41				
100	Electrical Package				CA0001	000001230		7.0000 PKG	348.0582	2,436.41					
Subtotal	4,872.82	Sales Tax	0.00	Freight	0.00	Misc	0.00	Inv Total	4,872.82						
		Pmt Type	Payment No	Pmt Date	Gross Amount	Discount	Net Amount								
		Pmt	1528	1/18/2010	2,436.41	0.00	2,436.41								
Subtotal	2,436.41	Gross Paid	Discount	Net Paid	Balance	Gain/Loss									
2,436.41	4,872.82	2,436.41	0.00	2,436.41	2,436.41	0.00									
081000000003	1/6/2007	Inv	1		CA0001	000001230	2007								
100	Electrical Package				CA0001	000001230		6.0000 PKG	348.0582	2,088.35					
100	Electrical Package				CA0001	000001230		6.0000 PKG	348.0582	2,088.35					
Subtotal	4,176.70	Sales Tax	0.00	Freight	0.00	Misc	0.00	Inv Total	4,176.70						
		Pmt Type	Payment No	Pmt Date	Gross Amount	Discount	Net Amount								
		Pmt	1528	1/18/2010	2,088.35	0.00	2,088.35								
Subtotal	2,088.35	Gross Paid	Discount	Net Paid	Balance	Gain/Loss									
2,088.35	4,176.70	2,088.35	0.00	2,088.35	2,088.35	0.00									
1/19/2010 9:50 AM														OPEN_SYSTEMS\kenHte	

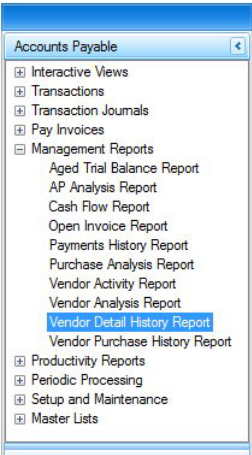
# VENDOR DETAIL HISTORY REPORT

The **Vendor Detail History Report** shows the posted purchases and returns you made. You can generate a summary report or a detailed report.

To produce the **Vendor Detail History Report**, follow these steps:

1. Select **Vendor Detail History Report** from the **Management Reports** menu.

## Vendor Detail History Report Menu



2. The **Vendor Detail History Report** screen appears.

## Vendor Detail History Report Screen

AP Vendor Detail History Report

Print Output Send Preview Reset

Data Filter

And

From Fiscal Date

Period: 1

Year: 2013

Thru Fiscal Date

Period: 12

Year: 2013

Report Currency

☒ Print All in Base

USD

Report Unit

Base

Purchase

View

Detail

Summary

☐ Lot/Serial Information

☐ Additional Descriptions

Sort By

Vendor ID

Invoice Number

PO Number

Item ID

Location ID

GL Account

Fiscal Year/Fiscal Period

3. Select the range of **Filter Criteria** to include in the report. Leave the filter criteria blank to include all records in the report.
4. Enter the **From** and **Thru** range of **Fiscal Periods** and **Years** associated with the Vendors' invoices to include in the report.
5. If you use multi-currency, these print options are available:

- To print invoices that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only invoices that were entered in the base currency are printed on the report.
- To print invoices that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only invoices that were entered in the currency you select are printed on the report.

- To print all invoices (regardless of the currency in which they were entered), select the base **Currency** as the report currency and select the **Print All In Base Currency** check box.

TRAVERSE converts all invoice amounts from their original currency to the base currency (if necessary), then prints all invoices on the report.

6. Select the **Report Unit** to include in the report: **Base** or **Purchase**.
7. Select the **View** option to include in the report:
  - **Detail** - prints each line item for each invoice.
  - **Summary** - prints totals for the sort by criteria.
  - Check the box to **View Lot/Serial Information** on the report; otherwise, clear the box.
  - Check the box to **View Additional Descriptions** on the report; otherwise, clear the box. This option is available only if you selected **Yes** to **Use Additional Descriptions** in the **Business Rules** function (page 3-7), and you print the report in detail.
8. Select the **Sort By** criterion for the report: **Vendor ID**, **Invoice Number**, **PO Number**, **Item ID**, **Location ID**, **GL Account**, or **Fiscal Year/Fiscal Period**.
9. Select a command button:

#### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Vendor Detail History Report

Continental Products Unlimited													Page 1
Vendor Detail History Report													USD
Detail by Vendor ID													
Report Filter		Thru										12/2010	
Fiscal Period/Year From		Print Additional Description										No	
Print For		Print All in Base Currency										Yes	
Report Currency													
Vendor ID	Invoice No	Date	PO/Year	GL Account	Item ID	Description	Location ID	PO No	Unit	Qty	Unit Cost	Ext Cost	
Ace001	Ace Computer Power Supply	10/20/2009	10/2009	000001230	100	Electrical Package	CA0001		PKG	5.0000	348.0582	1,740.29	
3		10/20/2009	10/2009	000001230	KYE100	105-Key/USBPS	NN0001		EA	10.0000	11.5000	115.00	
3		10/29/2009	10/2009	000001230	SPK100	Multimedia Keyboard	NN0001	67	EA	10.0000	385.0000	3,850.00	
5		10/29/2009	10/2009	000001230	SPK100	Computer MusicMonitor	NN0001		EA	10.0000	385.0000	3,850.00	
61		11/3/2009	11/2009	000001230	COM100	Multimedia Desktop	NN0001	7112	EA	2.0000	1,120.0000	2,240.00	
1		11/3/2009	11/2009	000001230	MSE101	Wireless Optical Mouse	NN0001	100	EA	5.0000	24.5000	122.50	
1		11/3/2009	11/2009	000001230	SPK100	Computer MusicMonitor	NN0001	100	EA	10.0000	385.0000	3,850.00	
26		11/4/2009	11/2009	000001230	MON103	23" Flat-Panel LCD HD Monitor	NN0001	00000011	EA	10.0000	320.0000	3,200.00	
26		11/4/2009	11/2009	000001230	SND100	SSL Sound Plus Card	NN0001	00000011	EA	37.0000	37.0000	740.00	
27		11/17/2009	11/2009	000001230	VGA100	PCI Std 2MB VG	NN0001	877	EA	10.0000	55.5500	555.50	
111600000021	11/24/2009	11/2009	000001230	MTB100	Burst Cache	NN0001	443		EA	20.0000	85.0000	1,700.00	
33333333	12/7/2009	12/2009	000001230	900	Refrigerator - Black	NN0001			EA	10.0000	239.6600	2,396.60	
33333333	12/7/2009	12/2009	000001230	901	Refrigerator - White	NN0001			EA	10.0000	231.0200	2,310.20	
33333333	12/7/2009	12/2009	000001230	902	Refrigerator - Almond	NN0001			EA	10.0000	246.1200	2,461.20	
33333333	12/7/2009	12/2009	000001230	910001	Dishwasher - Black	NN0001			EA	10.0000	306.9700	3,069.70	
33333333	12/7/2009	12/2009	000001230	910002	Dishwasher - White	NN0001			EA	10.0000	291.4700	2,914.70	
33333333	12/7/2009	12/2009	000001230	910003	Dishwasher - Almond	NN0001			EA	10.0000	299.7400	2,997.40	
33333333	12/7/2009	12/2009	000001230	920001	Slove - Black	NN0001			EA	10.0000	347.1100	3,471.10	
33333333	12/7/2009	12/2009	000001230	920002	Slove - White	NN0001			EA	10.0000	329.8200	3,298.20	
33333333	12/7/2009	12/2009	000001230	920003	Slove - Almond	NN0001			EA	10.0000	336.6000	3,366.00	
33333333	12/7/2009	12/2009	000001230	ACCH12	Automobile Adaptor	NN0001			EA	10.0000	36.7300	367.30	
33333333	12/7/2009	12/2009	000001230	100	Electrical Package	NN0001			EA	10.0000	343.5500	3,435.50	
764565375	12/11/2009	12/2009	000001230	150	Plumbing Package	NN0001			PKG	15.0000	907.5300	13,612.95	
764565375	12/11/2009	12/2009	000001230	200100	Furnace	NN0001			EA	50.0000	379.4400	18,972.00	
764565375	12/11/2009	12/2009	000001230	200200	Water Heater	NN0001			EA	55.0000	227.5300	12,514.15	
764565375	12/11/2009	12/2009	000001230	200300	Air Conditioner	NN0001			EA	45.0000	429.9500	19,347.75	
764565375	12/11/2009	12/2009	000001230	200400	Water Softener	NN0001			EA	57.0000	127.4000	7,261.80	
4975974	12/11/2009	12/2009	000001230	200500	Sump Pump	NN0001			EA	80.0000	47.5000	3,800.00	
764565375	12/11/2009	12/2009	000001230	250	Humidifier	NN0001			EA	70.0000	75.1500	5,260.50	
4975974	12/11/2009	12/2009	000001230	300	Exterior Panels	NN0001			CS	15.0000	1,342.8700	20,143.05	
764565375	12/11/2009	12/2009	000001230	350	Interior Door	NN0001			EA	50.0000	22.0100	1,100.50	
764565375	12/11/2009	12/2009	000001230	350	Entry Door	NN0001			EA	44.0000	226.9900	9,987.56	
11/9/2010 10:06 AM													OPEN_SYSTEMS\Kenne



## VENDOR PURCHASE HISTORY REPORT

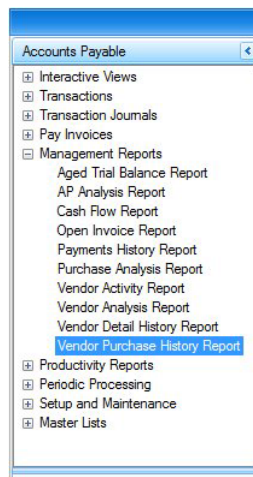
The **Vendor Purchase History Report** shows the **Quantity** you **Purchased** from your Vendors. The **Percent/Total** column shows the percent of the total purchases for a selected **Period** and **Fiscal Year** for a company.

You can list only Vendor purchase history, or you can include item history. If you elect to include Item history, the report shows the quantities of each Item purchased.

To produce the **Vendor Purchase History Report**, follow these steps:

1. Select **Vendor Purchase History Report** from the **Management Reports** menu.

### Vendor Purchase History Report Menu



- The **Vendor Purchase History Report** screen appears.

## Vendor Purchase History Report Screen

AP Vendor Purchase History Report

Print Output Send Preview Reset

Data Filter

And

Fiscal Date

Period 2

Year 2013

View

☒ Item Detail

Sort By

Vendor ID

Vendor Name

Class Code

- Select the range of **Filter Criteria** to include in the report. Leave the filter criteria blank to include all records in the report.
- Enter the **Fiscal Period** for the data in the report.
- Enter the **Fiscal Year** for the data in the report.
- Select the box to **View Item Detail**; otherwise, clear the box.
- Select the **Sort By** criterion for the report: **Vendor ID**, **Vendor Name** or **Class Code**.
- Select a command button:

### Command Buttons

Name	Description
Reset	Set all fields to their defaults.

Name	Description
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Vendor Purchase History Report

Continental Products Unlimited						Page 1
Vendor Purchase History Report						
For Fiscal Period 10/2009						
Detail by Vendor ID						
Report Filter						
Vendor ID	Name Item ID	Qty Purchased		Purchases		
		Qty	Unit	Ext Cost	Pct/Total	
Ace001	Ace Computer Power Supply			5,745.28	62.85	
	100	5.0000	PKG	1,740.29	19.17	
	KYB100	10.0000	EA	115.00	1.27	
	SPK100	10.0000	EA	3,850.00	42.41	
	Total Items			5,705.29	62.85	
Bin004	Binary Marketing Solutions			30.00	0.33	
	SFM102	5.0000	EA	30.00	0.33	
	Total Items			30.00	0.33	
Cab012	Computer Systems Inc.			295.95	3.24	
	FAN100	1.0000	EA	14.00	0.15	
	SFM100	20.0000	EA	275.00	3.03	
	Total Items			289.00	3.18	
Com002	Commuciation Programming LTD.			89.00	0.97	
	SND100	2.0000	EA	74.00	0.82	
	Total Items			74.00	0.82	
Day016	Daylight Reality Corporation			59.79	0.65	
	300	2.0000	EA	59.79	0.65	
	Total Items			59.79	0.65	
Digi010	Digital CD-Rom Drives			68.75	0.75	
	SFM100	5.0000	EA	68.75	0.75	
	Total Items			68.75	0.75	
Hdr007	Hardrive Memory Supply			1,111.00	12.16	
	VGA100	20.0000	EA	1,111.00	12.24	
	Total Items			1,111.00	12.24	
Met017	Metro Vechicle Leasing Inc.			1,740.29	19.04	
	100	5.0000	PKG	1,740.29	19.17	
	Total Items			1,740.29	19.17	
Grand Total	- All Purchases			9,140.05	100.00	
	- Items			9,078.12	100.00	

1/19/2010 10:10 AM

\*\*\* End of Report \*\*\*

OPEN\_SYSTEMS\KenHe

## PERIODIC PROCESSING

Periodic Processing Overview. . . . .	8-3
Vendor Analysis Report. . . . .	8-5
Periodic Maintenance . . . . .	8-9
Manage 1099 Invoices . . . . .	8-13
1099 Processing. . . . .	8-19
Unrealized Gains and Losses Report . . . . .	8-35
Post Unrealized Gains and Losses . . . . .	8-41



## PERIODIC PROCESSING OVERVIEW

Before you use the Periodic Processing functions, complete these tasks:

- Set up your vendors and codes using the **Setup and Maintenance** functions.
- Verify your vendors and codes using the **Master Lists** and **Interactive View** functions.
- Enter all applicable **Transactions**.
- Verify and **Post** your **Transactions**.
- Produce **Payments** and **Reports**.

Use the Periodic Processing functions for the following tasks:

- Use the **Periodic Maintenance** function to delete temp vendors and their history or paid invoices.
- Use the **Manage 1099 Invoices** function to edit 1099 flag and 1099 amount of individually paid invoice of 1099 vendor.
- Use the **1099 Processing** function to summarize your vendor payments for the year for the Internal Revenue Service.
- If you use multi-currency, print the **Unrealized Gains and Losses Report** to view the gains and losses you would realized if all transactions were complete and closed at that moment. These values represent your unrealized gains and losses resulting from fluctuating currency exchange rates. If you do not use multi-currency, this report is not available.
- If you use multi-currency, use the **Post Unrealized Gains and Losses** function to post unrealized gains and losses to the accounts specified in the System Manager Gains and Losses Accounts function and create reversing entries in order to balance accounts for period-end processing.

**NOTE:** You can verify periodic processing is complete by using the **Interactive View** functions to view vendor records, invoices, and history.





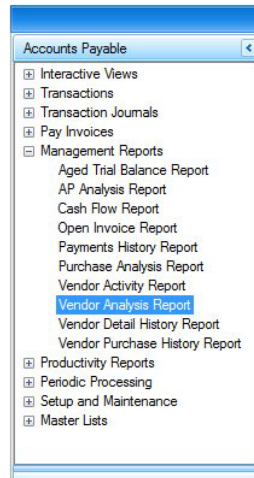
## VENDOR ANALYSIS REPORT

Print the **Vendor Analysis Report** before you do periodic maintenance. It shows the balances and cumulative purchases for the vendors you specify, and it summarizes the purchasing activity for those vendors. It can help you analyze your relationship with vendors.

To produce the **Vendor Analysis Report**, follow these steps:

1. Select **Vendor Analysis Report** from the **Management Reports** menu.

### Vendor Analysis Report Menu



- The **Vendor Analysis Report** screen appears.

## Vendor Analysis Report Screen

- Select the range of **Filter Criteria** to include in the report. Leave the filter criteria blank to include all records in the report.
- Select the **Fiscal Year** you wish to view.
- Select the **View** option to include in the report: **Current Period**, **All Periods**, or **No Periods**.
- Select the box to include **Year-to-date History**; otherwise, clear the box.
- Select the box to include **Last Year History**; otherwise, clear the box.
- Select the box to **Print Addresses** with the Vendor ID; otherwise, clear the box.
- If you use multi-currency, these print options are available:
  - To print invoices that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only invoices that were entered in the base currency are printed on the report.



- To print invoices that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only invoices that were entered in the currency you select are printed on the report.
- To print all invoices (regardless of the currency in which they were entered), select the base **Currency** as the report currency and select the **Print All In Base Currency** check box.
- TRAVERSE converts all invoice amounts from their original currency to the base currency (if necessary), then prints all invoices on the report.

10. Select a command button:

**Command Buttons**

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

# PERIODIC PROCESSING

## Vendor Analysis Report

### Vendor Analysis Report

Continental Products Unlimited										Page
Vendor Analysis Report (2010)										USD
Report Filter		Last Year History		Fiscal Year		Year-To-Date History		2010		
Print Addresses		Yes		Print All In Base Currency		Yes		Yes		
View		All Periods								
Vendor ID	Name	Phone No	Terms	Discount Days	Last Purch	Prepaid	Balance Due			
	Address	Fax			Last Pmt					
Ace001	Ace Computer Power Supply 1437 Bellview Avenue Richfield, MN 55423	(612)-866-1100 (612)-866-1111	2%Disc	10	7/12/2010 6/11/2010	0.00	16,261.30			
Adv008	Advanced CircuitBoards Plus 2 Rockford Parklawn Circle Edina, MN 55424	(612)-846-2011 (612)-846-2000	2%Disc	10	3/9/2010 1/17/2009	0.00	39,395.27			
Bin004	Binary Marketing Solutions 164 Park Street North Bismark, ND 58501	(701)-462-1584 (701)-462-1524	2%Disc	10	6/11/2010 6/11/2010	0.00	34,073.75			
Cab012	Computer Systems Inc. 75 North Industrial Road Woodbury, MN 55125	(612)-374-4257 (612)-374-4237	Net30	0	12/1/2009 6/11/2010	0.00	0.00			

## PERIODIC MAINTENANCE

Use the **Periodic Maintenance** function to delete Temporary Vendors and Paid Invoices.

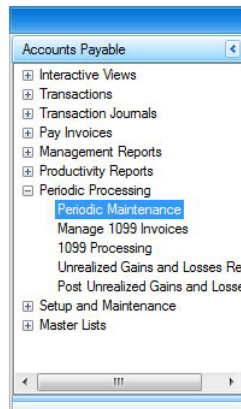
Periodic maintenance will allow you do regular data clean up by **Deleting Temporary Vendors and their History** and **Paid open Invoices**. When running periodic maintenance the only functions that will be executed are those that have a check in the check box and a date entered.

Unlike Accounts Receivable, the periodic maintenance in Accounts Payable is an optional function, to be run really only when you want to do data maintenance.

To perform **Periodic Maintenance**, follow these steps:

1. Select **Periodic Maintenance** from the **Periodic Processing** menu.

### Periodic Maintenance Menu



2. The **Periodic Maintenance** screen appears.

## Periodic Maintenance Screen

AP Periodic Maintenance

OK Activity Reset

☒ Do the following, then check the box.

Print the Vendor Analysis Report

☐ Delete Temporary Vendors and their History

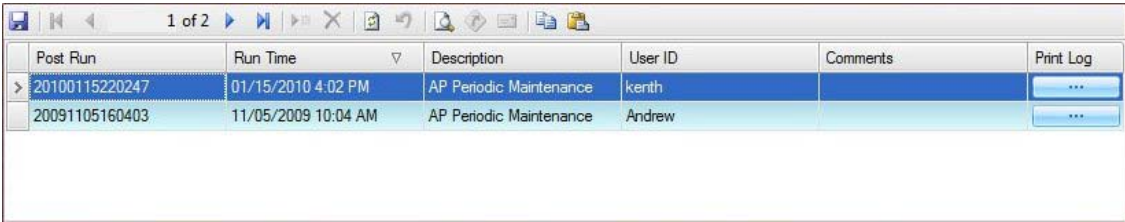
☐ Delete Paid Invoices with Invoice Date Before

Comments

3. Make sure no one is in TRAVERSE viewing any of the records you may be deleting.
4. Select the box when you have **Printed The Vendor Analysis Report**.
5. Select the box to **Delete Temporary Vendors and their History Before** who are fully paid. Enter the date of the most recent invoices date to keep on file. Records with an earlier date will be deleted.  

Temporary Vendors will have the Temp Vendor box selected in the Vendors Setup and Maintenance function (page 3-59).
6. Select the box to **Delete Paid Invoices with Invoice Dates Before**. Enter the date of the most recent invoices date to keep on file. Records with an earlier date will be deleted.
7. Enter **Comments** about the periodic maintenance run.
8. When you are finished entering information, select **OK** to begin periodic processing.
9. When processing is complete, a confirmation box appears and you exit from the Periodic Maintenance function.
10. Click **Activity** to view the Activity Log dialog box.

## Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
> 20100115220247	01/15/2010 4:02 PM	AP Periodic Maintenance	kenth		...
20091105160403	11/05/2009 10:04 AM	AP Periodic Maintenance	Andrew		...

The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

**Post Run** - The system generated number used to identify the maintenance appears.

**Run Time** - The date and time the maintenance was run appear.

**Description** - The maintenance description appears.

**User ID** - The user who performed the maintenance appears.

**Comments** - Comments entered for the maintenance appear.

**Print Log** - Preview the selected maintenance log from the saved .pdf file.

### Command Buttons

Name	Description
OK	Continue with your selection.
Activity	View the Activity Log dialog box.
Reset	Resets values to the default values.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.





## MANAGE 1099 INVOICES

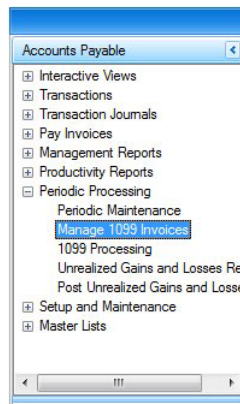
The **Manage 1099 Invoices** function allows you to edit 1099 flags and amounts for 1099 vendors' individually paid invoices.

The screen will display the invoices and payments that have been posted for the vendors that have been set up as 1099 vendors.

To use the **Manage 1099 Invoices** function, follow these steps:

1. Select **Manage 1099 Invoices** from the **Periodic Processing** menu.

### Manage 1099 Invoices Menu



2. The **Manage 1099 Invoices** screen appears.

## Manage 1099 Invoices Screen

AP Manage 1099 Invoices

OK Activity Reset

Apply Filter

And

Year 2012

Select Clear

Vendor ID	Pay To ...	Payment ...	Payment ...	Invoice ...	Invoice ...	Payment ...	Original ...	Current ...	1099 Amount
> Ace001	Ace Comput...	1408	2/22/2012	126546	11/1/2011	220.10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	220.10
Ace001	Ace Comput...	25144	1/30/2012	3516849648	1/30/2012	2,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2,000.00
Ace001	Ace Comput...	WT25155	2/22/2012	52164	2/22/2012	264.60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	264.60
Ace001	Ace Comput...	1408	2/22/2012	5544888	11/9/2011	0.42	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.42
Ace001	Ace Comput...	1408	2/22/2012	5646165	11/14/2011	8,556.10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8,556.10
Bin004	Binary Mark...	1409	2/22/2012	547987616	11/9/2011	1,820.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1,820.00
Bin004	Binary Mark...	1409	2/22/2012	654987	11/12/2011	1,125.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1,125.00
Ace001	Ace Comput...	1412	2/24/2012	022200000...	2/22/2012	2,500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2,500.00
Adv008	Advanced ...		2/24/2012	1235444	2/22/2012	4,032.89	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4,032.89
Adv008	Advanced ...		2/24/2012	698547	2/22/2012	3,013.23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3,013.23
Adv008	Advanced ...		2/24/2012	85522111	2/22/2012	3,393.32	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3,393.32
Ace001	Ace Comput...	1417	5/22/2012	022200000...	2/22/2012	2,500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2,500.00
Ace001	Ace Comput...	1417	5/22/2012	2316879	5/10/2012	5,980.34	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5,980.34
Ace001	Ace Comput...	1417	5/22/2012	3216461	3/2/2012	220.10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	220.10
Ace001	Ace Comput...	1417	5/22/2012	4125555	2/22/2012	5,310.18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5,310.18
Ace001	Ace Comput...	1417	5/22/2012	8949649	5/16/2012	3,502.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3,502.75
Ace001	Ace Comput...	1417	5/22/2012	8949649	5/16/2012	3,300.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3,300.00
Cab012	Computer S...	2085	5/22/2012	0225588	5/22/2012	75.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	75.00
Cab012	Computer S...	2085	5/22/2012	052200000...	5/22/2012	500.00	<input type="checkbox"/>	<input type="checkbox"/>	0.00
Cab012	Computer S...	2085	5/22/2012	33125288	5/10/2012	3,525.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3,525.25

3. Select the range of **Filter Criteria** to manage 1099 invoices for. Leave the filter criteria blank to include all records.
4. Select the calendar **Year** for which you want to manage invoices.
5. Click **Apply Filter** to display the invoices for 1099 vendors that meet your filtering criteria.
6. Select the box in the **Current** column to add the invoice to the amount to include in the 1099, or clear the box to exclude the invoice from the amount to include in the 1099.

7. Select a command button:

Command Buttons

Name	Description
OK	Save the changes you made to the displayed 1099 invoices to effect the 1099 processing.
Activity	View the activity screen to see managing of 1099 invoices and reprint the log.
Reset	Set all fields to their defaults.

Activity Log Dialog Box

Activity Log						
Post Run	Run Time	Description	User ID	Comments	Print Log	
> 20130109183515	1/9/2013 12:35 PM	AP Manage 1099 Invoices	kent		...	
20130109183459	1/9/2013 12:35 PM	AP Manage 1099 Invoices	kent		...	
20130109183428	1/9/2013 12:34 PM	AP Manage 1099 Invoices	kent		...	

The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all activity for administrative purposes. The system assigns each post a run ID.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the manage was made.
Description	The manage description.
User ID	The user who performed the manage.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	View the Activity Log for managing 1099 invoices.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Manage 1099 Invoices Log

Continental Products Unlimited											
Manage 1099 Invoices Log											
Report Filter											
Year 2012											
Vendor ID	Pay To Name	Payment No	Payment Date	Invoice No	Invoice Date	Payment Amount	Original 1099 Invoice	Current 1099 Invoice	1099 Amount		
Ace001	Ace Computer Power Supply	1417	5/22/2012	Recur	5/22/2012	250.00	No	Yes	250.00		
Adv008	Advanced Circuit Boards Plus	5054	5/22/2012		5/22/2012	125.00	No	Yes	125.00		
Cab012	Computer Systems Inc.	2085	5/22/2012	052200000219	5/22/2012	500.00	No	Yes	500.00		

1/9/2013 12:35 PM

\*\*\* End of Report \*\*\*

OPEN\_SYSTEMS\kenzie



## 1099 PROCESSING

Use the **1099 Processing** function to process 1099 forms. When you enter a vendor record, you indicate whether to produce a 1099 form for the vendor. The 1099 form summarizes your payments to the vendor for the year.

Send a copy of the form to the Vendor and the Internal Revenue Service. If you have more than 250 forms, you must apply for approval to file electronically. After you get approval, send the 1099 information (which the Accounts Payable system can produce for you) using approved methods. Obtain the circular containing procedure guidelines from the Internal Revenue Service.

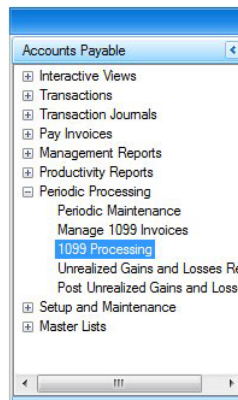
You can use the 1099 payments for the specified year to prepare 1099 forms.

You cannot submit electronically if direct sales are \$5,000 or more or if you combine federal and state filing. TRAVERSE does not support payment amounts over \$100,000,000.

To use the **1099 Processing** function, follow these steps:

1. Select **1099 Processing** from the **Periodic Processing** menu.

### 1099 Processing Menu



- The **1099 Processing** screen appears.

## 1099 Processing Screen

AP 1099 Processing

Generate Activity Reset Output Header

Data Filter

And

Tax ID

Federal: 651654988

State: 12666321289

Year: 2015

Select the path to output the magnetic media file

Save To Folder: C:\Users\kent.heitkamp\Documents

Bank Account List

Bank ID	Description
<input checked="" type="checkbox"/> FNB001	First Nation Bank - Mpls
<input checked="" type="checkbox"/> FNB001E	First Nation Bank - Mpls - Euros
<input checked="" type="checkbox"/> FNB001Y	First Nation Bank - Mpls - Yen
<input checked="" type="checkbox"/> FSB001	First State Bank - St. Paul
<input type="checkbox"/> VISA	

Vendor ID	Account Number	Name	Name Control	Field Indicator	Amount	2nd TIN Not	Form Code	Foreign Addr (Y/N)	FATCA Filing (Y/N)
Ace001	Ace001	Ace Computer Power Supply		7	454,381.39		Individual		
Adv008	Adv008	Advanced Circuit Boards Plus		7	4,526.77		Individual		
Bin004	Bin004	Binary Marketing Solutions		2	4,977.00		Individual		
Cab012	Cab012	Computer Systems Inc.		7	223,081.48		Individual		
Com002	Com002	Commucation Programming LT...		7	10,315.45		Individual		

Record 1 of 5

- Select the range of **Filter Criteria** to produce 1099 forms for. Leave the filter criteria blank to include all records.
- The company's **Tax ID** for **Federal** and **State** are displayed. These are pulled from the **Company Information** screen in **System Manager Company Setup**.
- Select the **Calendar Year** you wish to view. The amounts printed on the 1099 will come from the payment history. The periods to get the numbers from is taken from the period conversion table. The program will look for the periods that are within the calendar year selected.
- Click on **Generate** to generate the information to output to your 1099 output selection.

This will gather together the information for each vendor indicated as a 1099 vendor and calculate the amount of 1099 payments for the calendar year.



7. Select if the vendor is going to be filing using the **FATCA Filing (Y/N)**.

Select the box if you are an FFI making the election described in Regulations section 1.1471-4(d)(5)(i)(A) and are reporting a U.S. account for chapter 4 purposes to which you made no payments during the year that are reportable on any applicable Form 1099 (or are reporting a U.S. account to which you made payments during the year that do not reach the applicable reporting threshold for any applicable Form 1099).

FATCA filing requirements of certain foreign financial institutions (FFIs). Beginning in 2014, an FFI with a chapter 4 requirement to report a U.S. account maintained by the FFI that is held by a specified U.S. person may satisfy this requirement by reporting on Form(s) 1099 under the election described in Regulations section 1.1471-4(d)(5)(i) (A). Additionally, a U.S. payor may satisfy its chapter 4 requirement to report such a U.S. account by reporting on Form(s) 1099. See Regulations section 1.1471-4(d)(2)(iii)(A). Form 1099-MISC is among the Forms 1099 used for such purpose.

8. Select the bank accounts payments have been made from in the **Bank Account List**.

9. Select the output criterion from the **Output** button at the top of the screen:

- To produce 1099-MISC forms for the year shown, select **1099-MISC Forms**. The 1099 information is printed in a format defined by the government.
- To produce a worksheet that lists the 1099 vendors, select **Worksheet**.
- To produce a file containing the 1099 information, select **Magnetic Media**, and skip to the Print 1099 Forms Magnetic Media screen (page 4-22).
- To produce the 1096 Summary Form, select **1096 Summary**, which is a summary with a format defined by the government.

10. If you elected to print 1099-MISC forms or 1096 Summary, put the forms in your printer. If you elected to print the 1099 Worksheet, put plain paper in your printer.

11. Select a command button:

### Command Buttons

Name	Description
<b>Generate</b>	Gather together the information for each vendor indicated as a 1099 vendor and calculate the amount of 1099 payments for the calendar year.
<b>Activity</b>	View the activity screen to see generations of 1099 forms and reprint.
<b>Reset</b>	Set all fields to their defaults.
<b>Output</b>	Select what you want to output for 1099s: <b>1099 MISC forms, Worksheet, Magnetic Media, or 1096 Summary.</b>
<b>Header</b>	Edit the <b>Magnetic Media</b> information that will be output in the header record of the file.  Saves the information generated and entered into the screen.



12. The Print 1099 Forms Magnetic Media screen appears when you select the **Header** option on the Print 1099 Forms screen.
13. Select **Generate** then **Magnetic Media**. TRAVERSE checks to see whether a work file already exists. If it does exist, the following message appears:

File already exists. Do you want to start over?

Select **Yes** to delete the work file and prepare magnetic media from scratch. Select **No** to work with the existing work file.

14. The **Magnetic Media Header** screen appears.

## Magnetic Media Payer Tab

Number of Records		Federal Info	
Input	2	Tax ID	875685447868
Output	6	Payment Year	2010
Output		Indicator	
File Name	IRSTAX	<input type="checkbox"/> Prior Year	
<div> <div>Payer</div> <div>Transfer Agent</div> <div>Transmitter</div> <div>Software Vendor</div> </div>			
Name			
Continental Products Unlimited			
Address 1			
4301 Dean Lakes Blvd			
Address 2			
City/Region/Postal Code			
Shakopee / MN / 55379-			
Phone/Ext			
(952)-403-5700 /			
Name Control			
<input type="checkbox"/> Foreign Corporation			
Reset			

1. The number of **Records In The Input File** is displayed. You cannot change this value.
2. The number of **Records For The Output File** is displayed. Use it, or enter a different value.
3. The Internal Revenue Service requires that the file be named **IRSTAX**; this name is displayed and cannot be changed.
4. Your company's **Federal Info Tax ID** is displayed and cannot be edited.
5. The current year is displayed as the **Payment Year** and cannot be changed.
6. Check the **Prior Year Indicator** box if you are submitting a prior year's data.

**Example: In January 2017 you are printing 1099's for 2015, you would check the box. If you are printing for 2016, you would leave the box blank.**

7. If your company is a foreign company, select the **Foreign Corporation** box; if not, clear the box.

The term *foreign* means non-United States. The term *federal* refers to the United States federal government.

8. Your company's **Name, Address, City/Region/Postal Code**, and **Phone/Ext** information are displayed but can be changed.

9. Enter the **Name** control code found on the packaged 1099 information mailed to the payer every December.

### Transfer Agent Tab

The screenshot shows the 'Transfer Agent' tab selected. The form fields are as follows:

Name	Bills Accounting		
Address 1	1111 10th Ave		
Address 2			
City/Region/Postal Code	Shakopee	/ MN	/ 55379-___
Phone/Ext	(555)-555-5555	/	

Reset

10. Enter the transfer agent's **Name**, **Address**, **City/Region/Postal Code**, and **Phone/Ext** information. If you are not using a transfer agent, skip these fields.

### Transmitter Tab

The screenshot shows the 'Transmitter' tab selected. The form fields are as follows:

Name	Bill Smith	Federal Tax ID	875685447868
Company Name	Continental Products Unlimited	<input checked="" type="checkbox"/> Foreign Corporation	
Address 1	4301 Dean Lakes Blvd		
Address 2			
City/Region/Postal Code	Shakopee	/ MN	/ 55379-___
Contact Name	Bill		
Phone/Ext	(952)-403-5700	/	
Contact E-mail		Control Code	12345

11. Your **Company Name**, **Address**, and **City/Region/Postal Code** appear in the fields on the **Transmitter** tab but can be changed.
12. Enter the **Name** of the person outputting the file. Enter the **Name**, **Phone/Ext** and **Contact E-mail** address of the person to be contacted if there are any questions.

13. Enter the five-digit **Control Code** assigned by the Internal Revenue Service. It is on your 1099 magnetic media package mailing label.
14. The **Federal Tax ID** (Tax Identification Number) is displayed.
15. If the transmitter is a foreign company, check the **Foreign Corporation** box; if not, clear the box.

## Software Vendor Tab

The screenshot shows a software application window with four tabs: Payer, Transfer Agent, Transmitter, and Software Vendor. The Software Vendor tab is selected and highlighted in green. Below the tabs is a form with the following fields:

- Indicator:** A dropdown menu showing "Vendor".
- Name:** A text box containing "Open Systems".
- Mailing Address:** A text box containing "4301 Dean Lakes Blvd".
- City:** A text box containing "Shakopee".
- State / Postal Code:** Two text boxes, the first containing "MN" and the second containing "55379-".
- Contact Name:** A text box containing "Sue".
- Foreign Corporation:** A checkbox that is currently unchecked.
- Phone/Ext:** Two text boxes, the first containing "(555)-555-5555" and the second being empty.

A "Reset" button is located at the bottom right of the form.

16. Enter the vendor information on the **Software Vendor** tab.
17. Select the **Indicator**:
  - **Vendor** means that a software company made the software that is outputting the magnetic media file.
  - **In house** means that the company that is sending the mag media has developers that made the magnetic media file being sent.

When using TRAVERSE to output your magnetic media file you should select **Vendor** for a Vendor created software.
18. Fill in the **Name, Address, City, State/Postal Code** and **Contact Name**.
19. If software vendor is a foreign company, select the **Foreign Corporation** box; if not, clear the box.
20. Enter the **Phone/Ext** for the phone number of the Vendor that wrote the program to output the electronic file.
21. Close the dialog box to return to the 1099 Processing screen.

22. If you want to edit the 1099 records, edit the records displayed in the grid area at the bottom of the screen.

If you want to write the data to a hard drive, select **Output**. The Magnetic Media Output screen appears. Proceed to the **Magnetic Media Output Screen** section.

## Vendor Detail Screen

Vendor ID	Account Number	Name	Name Control	Field Indicator	△	Amo...	2nd TIN Not	Form Code	Foreign Addr (Y/N)
⊕ Ace001	Ace001	Ace Computer Power Supply	3214	7		174,54...	<input type="checkbox"/>	Individual	<input type="checkbox"/>
> ⊕ Bin004	Bin004	Binary Marketing Solutions	1234	7		967.50	<input type="checkbox"/>	Individual	<input type="checkbox"/>

Record 2 of 2

23. The Vendor Detail area appears when you select **Generate** on the Print 1099 Forms screen.
24. You can edit the **Account ID**, **Name**, **Name Control Code**, **Second TIN Notification** flag, **Form Code**, **Foreign Address**, **FATCA Filing(Y/N)**.

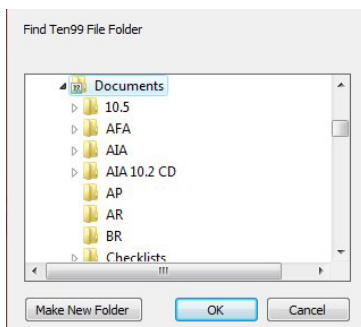
The **Name Control** field is not required and can only be obtained from the mail label on the package of 1099 information which is mailed to the payer every December.


If you edit the box containing the amount of payment, this amount WILL NOT be written back to the vendor history record.

If you want to edit fields that are not displayed by default, right click on one of the column headings and select **Column Chooser** and drag and drop the field into the grid to view that information.

25. When you finish editing, select **Output** and select your output format.

## Magnetic Media Output Screen



26. In the **Save To Folder** field enter the path you are transferring the 1099 information to, or click on the **Browse** button  to find the path to save the file. For example, enter **C:\Documents** if you want to send the data to the Documents folder on the C drive.

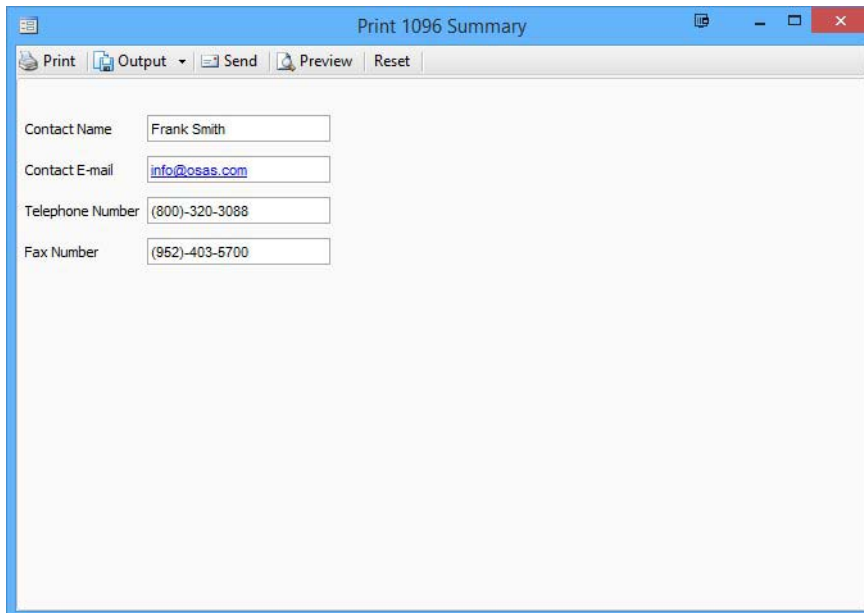
**NOTE: The federal government no longer accepts floppy discs or tapes. The file must be output to a hard drive and uploaded to the government's ftp site or emailed.**

27. Select **OK** to save the path for the file output.
28. Select **Output, Magnetic Media** to output the file to the selected path.
29. When the magnetic media file has finished outputting to the drive indicated, the print 1099 log dialog box appears.
30. Follow the instructions in the magnetic media circular for transferring the file to the Internal Revenue Service.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

1. The **Print 1096 Summary** screen appears when you select the **1096 Summary** option on the 1099 Processing screen.

## Print 1096 Summary Screen



The screenshot shows a software window titled "Print 1096 Summary". The window has a menu bar with "Print", "Output", "Send", "Preview", and "Reset". Below the menu bar, there are four input fields for contact information:

Contact Name	Frank Smith
Contact E-mail	info@osas.com
Telephone Number	(800)-320-3088
Fax Number	(952)-403-5700

2. Enter the **Contact Name** of the person the government can contact if there are questions.
3. Enter the **Contact E-Mail** of the contact person the government can contact if there are questions.
4. Enter the **Telephone Number** for the contact person the government can call if there are questions.
5. Enter the **Fax Number** for the contact person the government can fax if there are questions.
6. Select a command button:

**Command Buttons**

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**



## 1099 Form

☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. Continental Products Unlimited 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES			1 Rents	OMB No. 1545-0115	<b>Miscellaneous Income</b>  <b>Copy C For Payer</b>
			\$	<b>2016</b>  Form 1099-MISC	
			2 Royalties		
PAYER'S federal identification number 444444444444			RECIPIENT'S identification number 478-58-5132		5 Fishing boat proceeds \$
			6 Medical and health care payments \$		
RECIPIENT'S name Ace Computer Power Supply  Street address (including apt. no.) 1437 Bellview Avenue  City or town, state or province, country, and ZIP or foreign postal code Richfield, MN 55423			7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	For Privacy Act and Paperwork Reduction Act Notice, see the <b>2016 General Instructions for Certain Information Returns.</b>
			32757.03	\$	
			9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds	
Account number (see instructions) Ace001			FATCA filing requirement <input type="checkbox"/>	2nd TIN not <input type="checkbox"/>	11
			13 Excess golden parachute payments	14 Gross proceeds paid to an attorney	
15a Section 409A deferrals \$			15b Section 409A income \$		16 State tax withheld
					17 State/Payer's state no. 55555555555
					18 State income \$

Form 1099-MISC

www.irs.gov/form1099misc

Department of the Treasury - Internal Revenue Service

## 1099 Worksheet 1

1/11/2007 11:51 AM		Computer Products Unlimited 1099 Worksheet (2006)			Page 1 of 2
Vendor ID	Name	Form Code	Recipient ID	Field Indicator	1099 Pmts
Abc001	ABC Company/Ace Computer Power Supply	Individual	643685597586	7	33,307.81
Ace001	Ace Computer Power Supply/Ace Computer Power Supply	Individual	76479657964	7	64,604.40
Bcd001	Betty Crocker Distributors/Ace Computer Power Supply	Individual	643685597586	7	9,955.54
Cde001	ABC Company/Ace Computer Power Supply	Individual	643685597586	7	4,039.14

## 1099 Worksheet 2

1/11/2007  
11:52 AM

Computer Products Unlimited  
1099 Worksheet (2006)

Page 2 of 2

Vendor ID	Name	Form Code	Recipient ID	Field Indicator	1099 Pmts
*** Totals****					
Total for Box 1	- Rent		.00		
Total for Box 2	- Royalties		.00		
Total for Box 3	- Other Income		.00		
Total for Box 4	- Federal tax withheld		.00		
Total for Box 5	- Fishing boat proceeds		.00		
Total for Box 6	- Medical and health care pmts		.00		
Total for Box 7	- Nonemployee compensation *	111,906.89			
Total for Box 8	- Pmts in lieu of dividends/int.		.00		
Total for Box 9	- Direct Sales		.00		
Total for Box 10	- Crop insurance proceeds		.00		
Total for Box 13	- Gold parachute payment		.00		
Total for Box 14	- Gross attorney		.00		
Total for Box 15a	- Section 409A Deferrals		.00		
Total for Box 15b	- Section 409A Income		.00		
Total For All Vendors		111,906.89			
Total Number of 1099 Vendors		4			
* Includes Box 15b amounts greater than \$600.00					
*** End of Report ***					

## 1099 Magnetic Media Log

1/11/2007

## 1099 Magnetic Media Report Audit Log

Page 3 / 12

12:29 PM

Record Number	3	Record Type	B
Record Type	[1 - 1]	[B]	
Payment Year	[2 - 5]	[2006]	
Corrected Return Indicator	[6 - 6]	[ ]	
Name Control	[7 - 10]	[ ]	
Type of TIN	[11 - 11]	[2]	
Payee's TIN	[12 - 20]	[643685597]	
Payer's Account Number	[21 - 40]	[ABC001	]
Payer's Office Code	[41 - 44]	[ ]	
Blank	[45 - 54]	[ ]	
Payment Amount 1	[55 - 66]	[000000000000]	
Payment Amount 2	[67 - 78]	[000000000000]	
Payment Amount 3	[79 - 90]	[000000000000]	
Payment Amount 4	[91 - 102]	[000000000000]	
Payment Amount 5	[103 - 114]	[000000000000]	
Payment Amount 6	[115 - 126]	[000000000000]	
Payment Amount 7	[127 - 138]	[000003330781]	
Payment Amount 8	[139 - 150]	[000000000000]	
Payment Amount 9	[151 - 162]	[000000000000]	
Payment Amount A	[163 - 174]	[000000000000]	
Payment Amount B	[175 - 186]	[000000000000]	
Payment Amount C	[187 - 198]	[000000000000]	
Payment Amount D	[199 - 210]	[000000000000]	
Payment Amount E	[211 - 222]	[000000000000]	
Reserved	[223 - 246]	[ ]	
Foreign Country Indicator	[247 - 247]	[ ]	
First Payee Name Line	[248 - 287]	[ABC COMPANY	]
Second Payee Name Line	[288 - 327]	[ACE COMPUTER POWER SUPPLY	]
Blank	[328 - 367]	[ ]	
Payee Mailing Address	[368 - 407]	[1437 BELLVIEW AVENUE	]
Blank	[408 - 447]	[ ]	
Payee City	[448 - 487]	[RICHFIELD	]
Payee State	[488 - 489]	[MN]	
Payee EIP Code	[490 - 498]	[55423 ]	
Blank	[499 - 499]	[ ]	
Record Sequence Number	[500 - 507]	[00000003]	
Blank	[508 - 543]	[ ]	
Second TIN Notice	[544 - 544]	[ ]	
Blank	[545 - 546]	[ ]	
Direct Sales Indicator	[547 - 547]	[ ]	
Blank	[548 - 662]	[ ]	
Special Data Entries	[663 - 722]	[ ]	
State Income Tax Withheld	[723 - 734]	[ ]	
Local Income Tax Withheld	[735 - 746]	[ ]	

1096 Summary

Continental Products Unlimited			
4301 Dean Lakes Blvd			
Shakopee, MN 55379			
George Smith	555 555-5555		
george.smith@osas.com	555 555-5555		
444444444444	1	0.00	32,757.03
X			



## UNREALIZED GAINS AND LOSSES REPORT



The **Unrealized Gains and Losses Report** lists the amounts your company would gain or lose due to fluctuating currency exchange rates if all transactions were complete at that moment. This report is only available if you use multi-currency.

The amounts printed on this report represent unrealized gains and losses; that is, because open transactions exist, these amounts estimate the funds your company would gain or lose if all transactions were closed at that moment, using the current period currency exchange rate. Use this report as a tool to view how fluctuating exchange rates affect your business, and to verify the accounting entries TRAVERSE makes when you post unrealized gains and losses as part of your period-end processing.

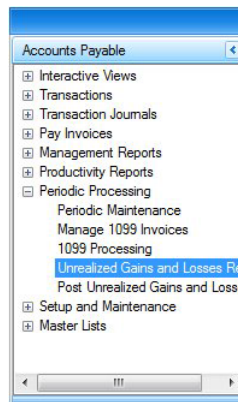
The current period exchange rate is set up in **System Manager, Setup and Maintenance, Currency Exchange Rates** on the **Period Rates** tab. The period selected on the report selection screen will bring in the corresponding period's exchange rate. If there is no period exchange rate set up the report assumes the exchange rate is 1.00.

You will only get results on this report if you have a **Vendor** setup with a foreign **Currency** and a **Distribution Code** with a GL **Payables** account with the company's base currency and unpaid open invoices exist for the vendor with the payables account and the invoice with different currencies.

Follow these steps to print the **Unrealized Gains and Losses Report**:

1. Select **Unrealized Gains and Losses Report** from the **Periodic Processing** menu.

### Unrealized Gains and Losses Report Menu



- The **Unrealized Gains and Losses Report** screen appears.

## Unrealized Gains and Losses Report Screen

AP Unrealized Gains and Losses Report

Print Output Send Preview Reset

Data Filter

And

Fiscal Date

Year 2013

Period 2

View

Detail

Summary

Report Layout

☒ Banded Rows

- Select the range of **Filter Criteria** to produce the Unrealized Gains and Losses Report.
- Select the **Fiscal Year** and **Period** you want to print the report for.
- Select the **View** option to include in the report:
  - **Detail** - lists all transactions for each currency.
  - **Summary** - lists a single total GL journal entry for the appropriate accounts as specified in the System Manager **Gains and Losses Accounts** function.
- Select the check box if you want to print the report in **Banded Rows** format, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.



7. Select a command button:

### Command Buttons

Name	Description
<b>Reset</b>	Set all fields to their defaults.
<b>Preview</b>	Preview the report on your monitor.
<b>Output</b>	Output the report as a .pdf file and save it.
<b>Send</b>	Email the report with the report attached as a .pdf file.
<b>Print</b>	Print the report.

**NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

## Unrealized Gains and Losses Report-Detail

Continental Products Unlimited										Page 1
Accounts Payable Unrealized Gains and Losses Report										
Fiscal Period/Year 8/2010		2010		Fiscal Period		8		USD		
Report Filter				Base Currency						
Fiscal Year										
Currency Precision		2								
Currency ID	Period Exch Rate	Vendor ID	Invoice No/Trans Date	Status	Amount Due (Foreign)	Invoice Exch Rate	Amount Due(Base)	Current Amt (Base)	Gain/Loss(Base)	
EUR	1.00	Day016	441013/2009	Released	50.00	0.8363000000	59.79	50.00	9.79	
		Day016	56116/2009	Released	17,521.49	0.8363000000	20,951.20	17,521.49	3,429.71	
		Day016	33121/2009	Released	18,652.00	0.8363000000	22,303.00	18,652.00	3,651.00	
		Day016	030200000013/22/2007	Released	3,780.00	0.8254000000	4,579.60	3,780.00	799.60	
			Total For EUR						7,890.10	
HKD	1.00	Mic006	24982321/2007	Released	41,247.30	7.8154200000	5,277.68	41,247.30	-35,969.62	
			Total For HKD						-35,969.62	
Grand Total									-28,079.52	

8/9/2010 4:22 PM

\*\*\* End of Report \*\*\*

OPEN\_SYSTEMS\Kerthe

## Unrealized Gains and Losses Report-Summary

Continental Products Unlimited				Page 1
Accounts Payable Unrealized Gains and Losses Report				
Summary By GL Account				
GL Period/Year 8/2010				
Report Filter				
GL Year	2010	GL Period	8	
Currency Precision	2	Base Currency	USD	
GL Account	DEBIT		CREDIT	
00-000-1000	35,969.62		0.00	
01-000-2010	0.00		28,079.52	
02-000-9040	0.00		7,890.10	
Grand Total	35,969.62		35,969.62	

8/9/2010 4:23 PM

\*\*\* End of Report \*\*\*

OPEN\_SYSTEMS\lkenthe



## POST UNREALIZED GAINS AND LOSSES



Use the **Post Unrealized Gains and Losses** function to balance accounts and close the books, as part of your period-end processing. This function is available only if you use multi-currency.

When you post unrealized gains and losses, TRAVERSE performs these actions:

- TRAVERSE scans through transactions and calculates the gain and loss amounts that would result if those transactions were closed at that moment using the **Periodic Exchange Rate** for the selected **Period**.

The current period exchange rate is set up in **System Manager, Setup and Maintenance, Currency Exchange Rates** on the **Period Rates** tab. The period selected on the report selection screen will bring in the corresponding period's exchange rate. If there is no period exchange rate set up the report assumes the exchange rate is 1.00.

- TRAVERSE then creates entries for these amounts in the accounts you specified in the **System Manager Gains and Losses Accounts** function to balance accounts for correct accounting so that you can close the books. The source code in General Ledger for these entries is **G1**.
- TRAVERSE creates a reversing entry in the next period (with the date you specify) that reverses these entries to make way for the actual realized gains and losses that are recorded when you post payments. The source code in General Ledger for these entries is **G2**.
- Once you have posted unrealized gains and losses for a selected period you are not allowed to post unrealized gains and losses to that period again. This should be a period end process only.

The entries that TRAVERSE makes when you post are noted on the **Unrealized Gains and Losses Report**. Print this report before you post unrealized gains and losses to verify these entries.

When the post is run GL entries are made to the following accounts:

Unrealized Gains		Accounts	
Unrealized Gains		Payable	
Account			
DB			CR

**PERIODIC PROCESSING***Post Unrealized Gains and Losses*

Unrealized Losses			
Unrealized Losses Account		Accounts Payable	
	CR		DB

The unrealized gains and losses accounts come from the unrealized gains and losses accounts setup in System Manager. The Accounts Payable account comes from the distribution code for the invoice that calculated the gain or loss.

The following GL entries are made to the next period to reverse out the unrealized gain or loss:

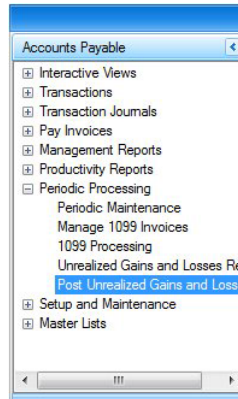
Unrealized Gains			
Unrealized Gains Account		Accounts Payable	
	CR	DB	

Unrealized Losses			
Unrealized Losses Account		Accounts Payable	
DB			CR

Follow these steps to **Post Unrealized Gains and Losses** as part of your period-end processing:

1. Select **Post Unrealized Gains and Losses** from the **Periodic Processing** menu.

## Post Unrealized Gains and Losses Menu



2. The **Post Unrealized Gains and Losses** screen appears.

## Post Unrealized Gains and Losses Screen

A screenshot of the 'AP Post Unrealized Gains and Losses' screen. The window has a title bar with the text 'AP Post Unrealized Gains and Losses' and a close button. Below the title bar are buttons for 'OK', 'Activity', and 'Reset'. A checkbox labeled 'Do the following then check the box' is checked. Below this checkbox is a text box containing the text 'Set up the periodic Exchange Rate for the current GL Period and Year' and 'Print the Unrealized Gains and Losses Report'. Below the text box are four input fields: 'Fiscal Year' with a dropdown menu showing '2009', 'Period' with a dropdown menu showing '5', 'Transaction Date' with a text box showing '05/05/2009', and 'Comments' with a text box.

3. Select the **Check Box** when you have **Set up periodic Exchange Rates for the current GL Period and Year. Print the Unrealized Gains and Losses Report.**

You cannot continue until you set up these periodic exchange rates and select this check box.

4. Select the **Fiscal Year** and **Period** to which to post unrealized gains and losses.
5. Enter the **Transaction Date** to use for the reversing entry.

6. Enter any **Comments** for this post, if necessary.
7. Select a command button:
  - Click **OK** to begin processing. A message appears when the post completes successfully.
  - After you click **OK**, the Post Unrealized Gains and Losses Log dialog box appears.

### Command Buttons

Name	Description
<b>OK</b>	Process your Post Unrealized Gains and Losses.
<b>Activity</b>	View the activity for prior post runs and reprint the post log for the selected post run.
<b>Reset</b>	Set all fields to their defaults.

**NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

### Activity Log Dialog Box

Post Run	Run Time	Description	User ID	Comments	Print Log
▶ 20090505175752	05/05/2009 12:58 PM	AP Post Payments	demo		...



The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the maintenance was made.
<b>Description</b>	The maintenance description.
<b>User ID</b>	The user who performed the maintenance.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	Not available for this function.

## Post Unrealized Gains and Losses Log

Continental Products Unlimited					Page 1
Post Unrealized Gains and Losses					20090527165457
Posted to Fiscal Year	2009				
Fiscal Period	4				
Reference	Description	GL Account	Debit	Credit	
AP	Unrealized Gains/Losses	00-000-1000	35,969.62		
AP	Unrealized Gains/Losses	01-000-2010		35,969.62	
Total for Fiscal Period 4			35,969.62	35,969.62	
Fiscal Period	5				
Reference	Description	GL Account	Debit	Credit	
AP	Unrealized Gains/Losses Rev	00-000-1000		35,969.62	
AP	Unrealized Gains/Losses Rev	01-000-2010	35,969.62		
Total for Fiscal Period 5			35,969.62	35,969.62	
Grand Total			71,939.24	71,939.24	

**PERIODIC PROCESSING***Post Unrealized Gains and Losses*

# GLOSSARY

## account

A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

## accounting period

A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done in a particular accounting period.

## activity

The changes in account balances resulting from transactions (sales, purchases, payments of wages, adjustments, and other journal entries) between the business and one or more outside parties.

## aging

The process of classifying accounts payable into time periods determined by the number of days elapsed since the due date.

## application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice example, Accounts Payable, Accounts Receivable, or Payroll.

## back up

To make a copy of data for archival purposes. For example, you would want to back up history data before you purge history so that you could retrieve the data if you had to.

## balance

- (1) The difference between the total debit entries and the total credit entries for an account.
- (2) The total amount owed by a customer or owed to a vendor.

## balance sheet

A standard financial statement that summarizes the financial status of a business at a given time, according to the fundamental accounting equation  $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$ .

## base currency

In TRAVERSE, the currency selected in the System Manager Company Setup Company Information function as the base currency. While TRAVERSE stores both base and foreign currencies, all other currencies are converted to base currency.

## conversion

The process of updating existing data, programs, or applications to the current version. See also **installation**.

## discount

An amount subtracted from the full amount of a vendor invoice in return for prompt payment.

## distribution code

A code that indicates how amounts are to be distributed among general ledger accounts.

## Employer Identification Number (EIN)

A number assigned by the Internal Revenue Service for tax purposes.

## field

(1) A region on the screen that accepts input from the user. (2) One element of a record in a table.

## function

A menu item that leads to a full screen. Most functions have a corresponding program.

## general ledger

A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

## income statement

A standard financial statement that shows revenues, expenses, gains, and losses for an accounting period.

## installation

The process of adding an application to an existing system. See also **conversion**.

## interface

To join to another application for the purpose of having information entered in one application update information in another application.

## inventory

The goods a business owns at a particular time, whether held for direct sale or for use in manufacturing goods for future sale. Manufacturing inventory is usually divided into raw material, work in process, and finished goods.

## journal

A chronological record of transactions.

## journal entries

Transactions recorded in a journal.

## magnetic media

A diskette that contains 1099 data, submitted to the federal government in lieu of printed 1099 forms.

## material requisition

A document that a business uses to record internal use of stock items from its own warehouse.

## menu

A list of applications, functions, options, or other menus.

## miscellaneous debit

A transaction that nullifies a purchase, resulting from a return or an adjustment to the purchase transaction. Miscellaneous debits reduce the total amount of accounts payable due vendors.

## post

To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

## program

A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu.

## prox terms

Terms of a business arrangement which specify that the payment's due date is based on days from the beginning of the next month. See also **regular terms**.

## purge

To remove from the system.

## record

A unit of information that has other pieces of information assigned to it.

## recurring entries

Journal entries you make regularly in the same amounts example, depreciation entries. You can set up recurring entries in the Recurring Entries function and copy them all at once at the appropriate times.

## regular terms

Terms of a business arrangement which specify that the payment's due date is based on days from the discount date. See also **prox terms**.

## restore

To bring information back to its original place and condition.

## run code

A number that identifies the group a recurring entry belongs to.

## table

(1) A grid that holds records and is visible. (2) An object that stores data.

## **Taxpayer Identification Number (TIN)**

Either an employer identification number or a social security number used by the Internal Revenue Service for tax purposes.

## **temporary vendor**

An organization or source of supply from which your business purchases goods or services only once.

## **1099 form**

A form submitted to federal tax authorities for vendors from whom you purchased more than a specified dollar amount of goods or services.

## **terms code**

A code that serves as a shorthand notation for the terms of a business arrangement.

## **transaction**

An exchange between a business and another party, leading to an accounting entry. This entry is recorded in the GL Journal.

## **transfer agent**

An agency or a person that has been contracted to perform the services of paying and reporting tax information to the Internal Revenue Service.

## **transmitter**

The person or organization—the payer or an agent of the payer—submitting magnetic media files to the Internal Revenue Service.

## **Transmitter Control Code (TCC)**

A five-character number assigned by the Internal Revenue Service to the transmitter before the latter submits files on magnetic media.

## **vendor**

A business from which your business purchases goods or services.

